

NOTICE: That a Regular Meeting of the District of Barriere Municipal Council will be held at District Hall, 4936 Barriere Town Road, in Barriere, B.C. on September 9, 2024 at 7pm for the transaction of business listed below.

Daniel Drexler, Chief Administrative Officer

AGENDA

“We acknowledge and respect the indigenous peoples of Simpcw First Nation within whose lands we are meeting today.”

1. ADOPTION OF AGENDA

That Council approve the September 9, 2024, Regular Council Meeting Agenda.

2. ADOPTION OF MINUTES

a. That Council adopt the minutes of the August 12, 2024, Regular Council Meeting.

3. PETITIONS AND DELEGATIONS – none scheduled.

4. BYLAWS and POLICIES – none scheduled.

5. STAFF REPORTS

a. Department Updates – CAO

Recommendation: THAT Council supports the TNRD’s request to install EV chargers at the Library facility.

b. Proposed Abandoned Property & Shelter Policy – D. Drexler, CAO

Recommendation: THAT Council instructs Staff to present Policy No. 51BE for adoption at the September 23, 2024, Regular Meeting of Council.

c. Proposed Bylaw Enforcement Policy – D. Drexler, CAO

Recommendation: THAT Council instructs Staff to present Policy No. 52BE for adoption at the September 23, 2024, Regular Meeting of Council.

d. Proposed Investment of District Funds Policy No. 53FI – D. Drexler, CAO

Recommendation: THAT Council adopts the Investment of District Funds Policy No. 53FI as presented.

e. Rural Economic Diversification and Infrastructure Program (REDIP) Grant Application – D. Drexler, CAO

Recommendation: THAT Council instructs Staff to proceed with the grant application for the Rural Economic Diversification and Infrastructure Program (REDIP) in the amount of \$1,000,000 to support the economic development of the Highway 5 commercial corridor.

- f. Truck Donations and Transfers re: Sales Tax – T. Buchanan, Corporate Officer
Recommendation: THAT Council instructs Staff to reimburse the tax expenses that Mayor Stamer occurred as part of the vehicle transfer in the amount of \$911.88; and THAT Council authorizes the tax expense payment of \$1,089.36 for the donation of a 2005 Toyota Tacoma Pick-up Truck to the District of Barriere.

6. PROCLAMATIONS

- a. CN Rail Safety Week – September 23 – 29, 2024

7. CORRESPONDENCE

- a. For Information
- b. For Action
 - i. YCS – Literacy Week re: Raise-a-Reader Fundraiser – \$500 Donation Request

8. COUNCIL REPORTS

9. ACTING MAYOR'S REPORT

10. PUBLIC INQUIRIES

11. NOTICE OF MOTION

12. RE-CONVENE INTO CLOSED SESSION *(if required)*

Pursuant to Sections 90 of the Community Charter, that the public interest requires that persons other than Council Members and required staff be excluded from the meeting and that Council continues the meeting in closed session to discuss confidential matters.

13. RECONVENE OPEN MEETING *(if required)*

14. BUSINESS ARISING FROM CLOSED SESSION *(if required)*

15. NEXT MEETING

- a. Regular Council Meeting, Monday, September 23, 2024 @ 7pm

16. ADJOURNMENT

DISTRICT OF BARRIERE
MINUTES OF A REGULAR COUNCIL MEETING

Held on Monday, August 12, 2024 at 7:00pm in the Council Chambers at Municipal Hall
4936 Barriere Town Road, Barriere, B.C.

*“We acknowledge and respect the indigenous peoples of Simpcw First Nation
within whose traditional lands we are meeting today.”*

Present: Mayor Ward Stamer
Councillor Judy Armstrong
Councillor Scott Kershaw
Councillor Rob Kerslake
Councillor Donna Kibble
Councillor Louise Lodge
Councillor Colin McInnis

Staff: Daniel Drexler, Chief Administrative Officer
Tasha Buchanan, Corporate Officer
Chris Matthews, Public Works Manager

Mayor Stamer called the meeting to order at 7pm

1. ADOPTION OF AGENDA

Moved by Councillor Kerslake
Seconded by Councillor Lodge
That Council approve the August 12, 2024, Regular Council Meeting Agenda.

CARRIED

2. ADOPTION OF MINUTES

- i. Moved by Councillor Kerslake
Seconded by Councillor Kershaw
That Council adopt the minutes of the July 15, 2024, Regular Council Meeting.

CARRIED

3. PETITIONS AND DELEGATIONS – none scheduled.

4. BYLAWS and POLICIES – none scheduled.

5. STAFF REPORTS

- i. TNRD Municipal Yard Waste Fee Waiver Event – T. Buchanan, Corporate Officer

The written staff report was reviewed by Council and it was indicated that that this event would be better suited for next spring with the encouragement of residents to FireSmart their properties. Staff will develop a communication plan to promote the event early next year.

- ii. Bylaw and Policy Updates re: Transient Population – CAO
**Submitted for information*

The CAO provided an overview of the written report.

- iii. LCIP Budget and Reserve Allocation – CAO

Moved by Councillor Kerslake

Seconded by Councillor Armstrong

THAT Council confirms that as part of the 2024 budget process, \$110,660.02 from the L.C.I.P. Reserve was transferred to cover the 2024 extra expenses for the Reservoir Upgrade capital project;

AND THAT Staff be instructed to transfer any remaining necessary funds (current estimate \$25,000) from the L.C.I.P. Reserve to the Reservoir Project budget once the project is complete at the end of September 2024 to cover all remaining expenses; AND FURTHER THAT Staff draft an amendment to the Financial Plan accordingly as part of the 2025 budget process.

CARRIED

- iv. Truck Donation – T. Buchanan, Corporate Officer

Moved by Councillor Lodge

Seconded by Councillor Armstrong

THAT Council authorizes the Interim CFO to issue a tax receipt in the amount of \$6,988.00 to Dustin Doherty for the donation of a 2005 Toyota Tacoma Pick-up Truck to the District of Barriere.

CARRIED

- v. Department Updates – CAO
**Submitted for information*

The District's Department Heads provided an overview of the written report. It was verbally added that earlier today, the Ministry of Transportation provided their final approval of the Development Permit for the new Card Lock Commercial Truck Station located in the Barriere Industrial Park #DP 24-03 Cool Creek. The Development Permit will now be formally registered on title.

In addition, it was reported that the August 14th Rec Committee Meeting has been postponed with a date to be confirmed.

It was also noted by the CAO that should the Province declare a Level 4 drought for the area, the Public Works Manager and/or CAO has the authority to put on an emergency restriction if it is determined that there is a drop in the District's water supply and if that restriction is expected to continue, a special Council Meeting could be called for a Council resolution to approve an extended restriction.

6. **PROCLAMATIONS** – *none submitted*

7. **CORRESPONDENCE**

i. For Information

ii. For Action

i. Invitation to Meet with the Health Authorities of BC during UBCM 2024

Moved by Councillor

Seconded by Councillor

That staff be directed to request a meeting with the Interior Health Authority at this year's UBCM Convention in Vancouver regarding Seniors Care/Housing, Imaging Services at the Barriere Health Centre and BC Ambulance service in rural communities.

CARRIED

ii. Suicide Prevention Support for Indigenous Children Email

Moved by Councillor McInnis

Seconded by Councillor Lodge

That a letter of support to the Minister of Education be sent in support of improved suicide prevention for children in BC municipalities.

CARRIED

iii. UBCM Seeks Membership Feedback on Protocol Agreement with First Nations

It was reported that on Friday, UBCM provided notice that during the recently scheduled, Province-wide C2C Forum being held at this year's Convention a Relationship Protocol will be considered during the forum. UBCM is seeking member feedback on the initiative. Council noted that it is difficult to provide feedback for a Protocol Agreement without having seen the document. It was noted that the document is still in development and will be presented for review at the C2C Forum.

8. **COUNCIL REPORTS**

i. Councillor Armstrong provided a verbal update on the following:

- The NTACS Summer Program has had a very successful season.
- Is once again decorating a float for Council to enter into the Fall Fair Parade
-

ii. Councillor Kibble provided a verbal update on the following:

- Joined Animal Evacuation Group as part of the area's ESS
- The Museum is doing a presentation on the history of the Fair & 4H at the this year's event.
- The Museum's summer program is going well

- Barriere Blooms is ready for judging by the Barriere Rec Committee. There are 23 entries this year.
- iii. Councillor Lodge provided a verbal update on the following:
- Participated in a UBC Workshop
 - Rec Committee has started the judging process for the Barriere Blooms Contest.
 - Participated in the Legion's ESS Golf Tournament
- iv. Councillor McInnis provided a verbal update on the following:
- Has noticed some petty crime has increased in the community.

9. MAYOR'S REPORT

The Mayor provided a verbal report on the following:

- Has had discussions with Chief Wohlgemuth, other area Fire responders and staff receiving updates on the Fire Activity of the area.
- In contact with Mayor Harrison of Salmon Arm regarding with the Tree Fruit crop issues that the Okanagan is experiencing.
- Expressed his belief that while he is running in the Provincial election, it would be in the District's best interest that he take an unpaid leave of absence during the campaign.

Moved by Councillor Kibble

Seconded by Councillor McInnis

That Mayor Stamer be granted an unpaid leave of absence from the September 3rd to October 20th, 2024.

CARRIED

Moved by Councillor Armstrong

Seconded by Councillor Kershaw

That Councillor Kerlake be appointed as Acting Mayor during the Mayor Stamer's leave of absence from September 3rd to October 20th, 2024 and that Councillor Kerlake will be reimbursed at the Mayoral Remuneration rate during the applicable time period.

CARRIED

10. PUBLIC INQUIRIES

- a. Wim Houben – Asked for District's assistance in getting the Museum's flag on its flag pole. Council suggested that District staff will see if they are able to assist the Museum with this task. Councillor Kershaw noted that he will be willing to personally donate a new pole to the Museum if needed.

11. NOTICE OF MOTION – *none presented*

12. CONVENE INTO CLOSED SESSION

Moved by Councillor Lodge

Seconded by Councillor Armstrong

That Pursuant to Sections 90(1)(c)(d)(g) of the Community Charter, that the public interest requires that persons other than Council Members and required staff be excluded from the meeting and that Council continues the meeting in closed session to discuss confidential matters at 8:40pm.

CARRIED

13. RECONVENE OPEN MEETING

Council reconvened into open session at 10:15p.m.

14. NEXT MEETING

Regular Council Meeting, Monday, September 9, 2024 @ 7pm

15. ADJOURNMENT

Moved by Councillor Kerslake that the meeting adjourn at 10:15pm

CARRIED

Acting Mayor Rob Kerslake

T. Buchanan, Corporate Officer

District of Barriere
REPORT TO COUNCIL

Date: September 9, 2024	
To: Council	From: Department Heads
Re: Departmental Updates	

CORPORATE OFFICER:

- While the incoming physician is not expected to start practicing in Barriere until March of next year, he and his family’s earlier arrival to start the school year here, has been delayed by a few weeks. Staff are in the process of preparing a Welcome Package consisting of a variety of local shopping, food and products, as well community information and a welcome message from the District.
- Conducted monthly Safety Meeting
- Coordinating upcoming Confined Space program update and training schedule.
- Continue to work with CAO on the status of current or recently completed projects, including some historical projects.
- Participated in a Rec Committee Meeting
- Along with the CAO, participated in meeting with IHA Healthy Communities representatives where they outlined their mandate and received an update on the OCP refresh process to which they will be a key stakeholder in its development.
- Scheduled regulatory public notice in the local newspaper of Council’s consideration of two Permissive Tax Exemption applications for the Barriere & Area Chamber of Commerce and Barriere Search & Rescue at the next Regular Council Meeting. They draft bylaw amendment to add both these organizations to the District’s Permissive Tax Exemption Bylaw No. 222 for the years 2025 and 2026, along with a corresponding staff report, will be presented at the September 23, 2024 Regular Council Meeting.

Recreation

- Next Recreation Committee Meeting is Wednesday, September 25th at 9:00am
- Due to the intense wind & rain storm on August 23rd, the Interior Savings Moonlight Movie Night was postponed and rescheduled for Friday, September 6, 2025.
- Annual Terry Fox Run – Sunday, September 15, 2024
- The final Bandshell Friday concert with Tanner Dawson went well and the 2024 Barriere Blooms winners were announced just before the music began.



PUBLIC WORKS MANAGER:

Roads

- Dunn Lake Road overlay repairs were completed on August 21st. Some additional shouldering work was completed September 4th.
- ARGO completed two spray patch areas on Dunn Lake Road and Barriere Town Road as per our agreement with MOTI.
- Some smaller areas on Leonie Creek Road were patched, but the general condition of this road has deteriorated and may be a candidate for further rehabilitation.
- In-house crack sealing is planned for week of September 9th.
- Posted winter road maintenance services RFP on BC Bid. Submissions close September 30th.

Utilities

- Water consumption has been as high as 1500 m³/day recently, which our two Spruce Crescent production wells DW2 & DW3 have been able to handle. We still have capacity and well levels have remained steady.
- There was a total of nine watering infractions observed during the community water patrol, which started July 11th. There were no repeat offenders reported.
- We have recently had 1 residential sewer connection and 1 residential water connection. We have two upcoming residential and two commercial water connections on the horizon.
- All facilities remained on-line during the storm on August 23rd with no issues arising.
- New WWTP design and contract documents are nearing completion and will be presented to Council this fall.

Fall Fair

- The District provided two in-kind donations by way of Traffic Control personnel/vehicles for an estimated cost of \$500, as well as Garbage Collection & Disposal for an estimated cost of \$1800.

Facilities

- Staff have boarded up the windows on the old Chamber of Commerce building. The electricity will remain on to provide heat for the winter months to prevent pipes from freezing. A commercial appraisal for this building is in progress.

Emergency Preparedness

- Area fire danger rating is high with potential increase in wildfire activity due to anticipated thunderstorms and dry lightning on Sunday and Monday. Temperatures will remain close to 30 degrees C. An unsettled weather pattern will move in Tuesday and Wednesday with more seasonal temperatures.
- Recently, our region improved to Drought Level 2 (very dry) from the Drought Level 3 (severely dry) where we were at for most of the summer. We will not be imposing any further water restrictions at this time.

Fire Chief

Fire Department Specific Updates:

- 1001 Training is ongoing - 2 people have completed all written testing for Exterior and will move to Interior level testing, 5 people have a few more written tests for Exterior, 3 people are starting the program in late September.
- Inspection Program:
 - Captain Jackson is overseeing the program to ensure we are meeting the requirements. We are currently working on a plan to ensure Inspections will be completed for this year.
- Office Reno's - completed
- In Progress: Closing of the 2023 Composite & Volunteer Firehalls Grant from UBCM.
 - Next Application Intake closes October 18th
- Carbon Monoxide/Fire Alarm and FireSmart education scheduled for the last two weeks of September for vulnerable areas.
- Fire Prevention Week:
 - Strong Start contacted for Fire Safety Presentations
 - Seniors Centre Contacted for Fire Safety Presentations
- Successfully filled all three days for Long Weekend Standby Pay (September Long).
- Sr. Officers begin Fire Officer 1 Training this month - the training will run three months long and be completed on December 15th.
- Leak in Tender - continuing to leak.

FireSmart Updates:

- FireSmart Informational brochures acquired
- Initial contact and pre-plan meeting held with the Public Works Manager, ForSite Consulting, and the District's Deputy Fire Chief.
- Approval from FireSmart to use brand
 - Social media advertising scheduled for the month
 - FireSmart printing from Kings Printing ordered and received
- Working with ForSite to develop a Community Wildfire and Resiliency Plan.
- Surveys for the CWRP went live on August 30th through the Fire Department Social Media sites:
 - The Deputy Fire Chief and department volunteers spent the long weekend engaging with the public and completing paper surveys
 - Tentative CWRP Community Kick Off set for October 5th

CHIEF ADMINISTRATIVE OFFICER:

Financial Services:

New Chief Financial Officer (CFO) – David Alderdice started with the District on August 19, 2024, and is working alongside Ms. Johnson to transition the responsibilities and to finalize the audit. He brings a wealth of experience in local government having previously worked in various smaller communities in Alberta, Saskatchewan, the Northwest Territories, and B.C. Welcome aboard David!

Audit and Budget:

The audit is ongoing. Most files are now with the Auditors. We hope to hear back soon to schedule a Council meeting for review. Some of the focus of the department is now shifting to the 2025 budget process and a long-range planning while reconciling the 2024 accounts.

CN Rail

In January 2024, the District received a notice by CN Rail that they are planning an upgrade project to the intersection at Hall Road and that the District's portion as the Road Authority would be roughly \$186,000. Mayor Stamer and Staff recently met with CN Rail to discuss the project and cost allocations to reduce the impact to the taxpayers. At this time, CN Rail has paused the project and are reviewing project materials and cost allocation estimates. Once an updated estimate is available, we will provide an update to Council.

EV Chargers

Discussions with the TNRD have continued between Mayor Stamer and TNRD Staff regarding the best location for the EV chargers to benefit the community and traveling public. Given the proximity to the Barriere Centre shopping complex and the Fadear Park recreation amenities (spray park, skateboard park, bandshell, etc.), at this time, it was indicated that the Library may after all be the better location. TNRD Staff would like to confirm if that is indeed the wish of Council at this time so they can continue to plan with this project. If Council agrees with this location, Council should pass the following resolution:

Recommendation: THAT Council supports the TNRD's request to install EV chargers at the Library facility.

Technology:

- Several of the new District laptops experienced issues and the IT consultant has been working to rectify these issues
- Staff reviewed our Phone, Internet, and Mobility plans with our account representative at Telus.
- Due to continued challenges with the current phone systems, most likely we will be pursuing a different Voice over IP (VoIP) package for 2025. Please note that we would require an early budget approval for this project in December or January at the latest.

Economic Development

- ETSI-BC has grant funding opportunities – We have reached out to the Chamber about taking the lead on these initiatives as District staff is currently focused on various other strategic projects.
- Various meetings were held with key partners and stakeholders to investigate development opportunities that strengthen the local economy.

Infrastructure Projects:

- We are still waiting for the service agreement for an Archeological Overview Assessment (AOA) for the Wastewater Treatment Facility. We're hopeful that we will be receiving this shortly. Once complete, the team should be ready to submit the project plans at once to the Ministry of Environment for feedback and approval consideration.

**submitted for information*

District of Barriere

REPORT TO COUNCIL

Request for Decision

Date: September 9, 2024	File: 530.20/Rpts
To: Council	From: Chief Administrative Officer
Re: Abandoned Property and Shelter Policy No. 51BE	
Recommendation: THAT Council instructs Staff to present Policy No. 51BE for adoption at the September 23, 2024, Regular Meeting of Council.	

Purpose

For Council to review the proposed Abandoned Property and Shelter Policy which is to provide guidance to staff on how to proactively approach Abandoned Property, Inhabited Shelters, Uninhabited Shelters, and persons who Trespass on public or District lands with the intent to set up a Shelter or camp.

Background

Municipalities across British Columbia have struggled over the past decade or more to manage concerns arising from the transient population. Often these concerns are related to unsightly premises, verbal and physical abuse, petty crime, fire safety, etc. Many municipalities have found some mitigating techniques and established policies and guidelines for Staff that reduced the risk on the organization while equally providing avenues to seek resolutions directly with individuals or through court injunctions.

The District of Barriere has recently had a few incidents that involved the transient population involving fire department calls and temporary shelters being established. Having access to many of the lessons learned from other municipalities provides the District now with an opportunity to put guidelines in place that enable proactive resolutions to issues as they arise.

Through the Community Improvement and Unsightly Property Bylaw No. 23, the Parks Regulation Bylaw No. 42, the Fire Regulations Bylaw No. 55 and the Traffic Bylaw No. 22, it is clear that Council would like to deter and/or regulate various activities potentially associated with the transient population. Also, what other municipalities have found is that once the activity is rooted, it becomes much more difficult to regulate and remediate.

The attached Policy is a combination of proactive and reactive strategies that fit within the current regulations and have been gleaned from court decisions, current best practices, and the current legislative framework. In short, this approach is meant to prevent the establishment of unwanted encampments before they materialize. Further, it sets out the guidelines and procedures for determining when and if something can be removed once in place; as well as how.

Policy Highlights

Definitions – The definition section outlines common terminology used throughout the Policy and includes for example definitions for Abandoned Property, Vehicles, and Shelter, including what defines Inhabited vs. Uninhabited:

- c) **“Shelter”** means a temporary structure that is made up of any material(s) used to protect a person from inclement weather or something harmful. These materials may include but are not limited to tents, tarps, building materials, organic material, cardboard and un-insured vehicles. Further, this section also applies to a person who has entered a building with the intent to shelter.
- a. **“Inhabited”** means a Shelter that is being used to protect a person from inclement weather or something harmful, when other services are not available, such as at night. A Shelter that is used during the day, but not at night, is not considered inhabited.
- b. **“Uninhabited”** means a Shelter that has not been used to protect a person from inclement weather or something harmful when other services are not available, such as at night, for a period of 72hrs from the time in which the Shelter is identified by Staff or last inhabited. Further, a vehicle that has been identified as arriving within the last 24 hours by staff will not be considered a Shelter.

General – This section provides general guidelines on how the Policy is intended to be applied. For example, safety of Staff is always first as well as the safety of others.

Abandoned Property – The intent is that if Abandoned Property is recognized, Staff will remove and dispose of the materials at the landfill; however, if the items are Identifiable Personal Effects then it may be collected and piled/bagged on site and if not claimed within 24hrs, then it would be disposed of. In some instances, even Identified belongings may need to be disposed of at once.

Inhabited Shelter – Inhabited Shelters are not Abandoned Property; however, if it poses a safety risk, it may need to be removed at once. Staff will also make reasonable efforts to notify support agencies of the location. In some cases, Council may need to authorize a court injunction after receiving advice from the District solicitor to remove an Inhabited Shelter.

Uninhabited Shelter – Those types of Shelters will be considered Abandoned Property and will be removed as such. This section further outlines how Staff would handle un-insured vehicles as they could also be considered Shelters (for example recreational vehicles (RV's)).

Trespass with the Intent to Set Up Shelter or Encampment – If such a trespass is identified by Staff, the unestablished Shelter will be removed immediately.

Liaison Activities – Although the Policy is primarily intended for the removal of shelters and abandoned property, Liaison Activities are also a key component of working with the transient population and service providers for that segment of the population. Liaison activities would include:

- provide support within the community when complaints or concerns are generated about homeless activity, to seek resolutions
- provide information / referrals to services
- liaise with service providers to be informed of services offered and refer service providers to persons indicating need
- identify *Shelter* locations to service providers to enable outreach to persons associated
- Notify Council of visible gaps to support or services in the community

Summary

The draft Abandoned Property and Shelter Policy No. 51BE is presented here for discussion with the request that Council forward the policy to the Regular Meeting of Council on September 23, 2024, for adoption.

Benefits or Impact

General

Codifying of best practices in response to increased transient activity.

Finances

Costs for cleanup as required.

Strategic Impact

Good enforcement practices can promote community harmony thereby improving community livability.

Risk Assessment

Compliance: Various District Bylaws, Bylaw Enforcement Policy, potential court injunction processes

Risk Impact: Medium – Public perception of this Policy will likely vary with some groups of the community left feeling the Policy is too strong and others feeling it is not strong enough. Further, it is possible that this Policy could be picked up by a larger news agency and we may receive comments and feedback from a much larger audience than just our community and the surrounding area.

Internal Control Process: Staff would follow standard procedures for implementing policies. Possible review at a later time to adjust guidelines if necessary.

Next Steps / Communication

- The presentation of this policy provides opportunity for feedback by Council and the public to potentially modify the Abandoned Property and Shelter Policy before adoption
 - Staff would present the Policy for adoption at the next meeting of Council
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Attachments

- Draft Abandoned Property and Shelters Policy No. 51BE

Recommendation

THAT Council instructs Staff to present Policy No. 51BE for adoption at the September 23, 2024, Regular Meeting of Council.

Alternative Options

1. Council could choose not to establish a policy at this time
2. Council could choose to modify the proposed policy.

Prepared by:

D. Drexler, Chief Administrative Officer



DISTRICT OF BARRIERE COUNCIL POLICY MANUAL

Approval Date: N/A
Amended Date: N/A

NO: BE51
SECTION: Bylaw Enforcement
SUBJECT: Abandoned Property and Shelters

Purpose

The purpose of this Policy is to provide guidance to *Staff* on how to proactively approach *Abandoned Property, Inhabited Shelters, Uninhabited Shelters*, and persons who trespass on public or District of Barriere (the “District”) lands with the intent to set up a *Shelter* or camp.

Definitions

In this policy,

- a) **“Abandoned Property”** means property that has been left unattended or in an unsecured manner on public or District lands. For the purposes of this Policy, property is defined as building material(s), identifiable personal effects, bicycles, and any other material not originating on or from the property in which the trespass is occurring as deemed by *Staff*.
- b) **“Identifiable Personal Effects”** means property of a personal nature, at, in, or near an inhabited or uninhabited shelter that may include items such as identification, prescription medication, eye-glasses, hearing aids, disability devices, personal documents, clothing, bedding, tent, tarpaulin, cookware and utensils, food and food storage, cooking appliances, heating appliances, and modes of transportation for possessions or person such as a cart, bag, backpack, or bike.
- c) **“Shelter”** means a temporary structure that is made up of any material(s) used to protect a person from inclement weather or something harmful. These materials may include but are not limited to tents, tarps, building materials, organic material, cardboard and un-insured vehicles. Further, this section also applies to a person who has entered a building with the intent to shelter.
 - a. **“Inhabited”** means a *Shelter* that is being used to protect a person from inclement weather or something harmful, when other services are not available, such as at night. A Shelter that is used during the day, but not at night, is not considered inhabited.
 - b. **“Uninhabited”** means a *Shelter* that has not been used to protect a person from inclement weather or something harmful when other services are not available, such as at night, for a period of 72hrs from the time in which the Shelter is identified by *Staff* or last inhabited. Further, a vehicle that has been identified as arriving within the last 24 hours by staff will not be considered a *Shelter*.

- d) **“Staff”** means the Chief Administrative Officer or designate.
- e) **“Trespass with the Intent to set up a Shelter or Camp”** – means a person who is in the process of establishing a single *Shelter*, or a commune of *Shelters* (encampment), on public or District lands, that are not yet established, or inhabited. For the purpose of this Policy, trespass on public or District lands pertains to all types of lands including developed, un-developed, parks and community use. Further, this section also applies to a person who has entered a structure with the intent to shelter.
- f) **“Vehicle”** as defined in the *Motor Vehicle Act of BC* is a device in, on, or by which a person or thing is or may be transported or drawn on a highway, but does not include a device designed to be moved by human power, a device used exclusively on stationary rails or tracks, mobile equipment, a motor assisted cycle, or a regulated motorized personal mobility device. For the purpose of this Policy, a vehicle includes but is not limited to a truck, car, van, sport utility vehicle, recreational vehicle, travel trailer, camper trailer, and tent trailer.
 - a. **“Insured”** as defined in the *Motor Vehicle Act of BC*, registering the vehicle or trailer with the Insurance Corporation of British Columbia (ICBC), obtaining a licence for its operation, and obtaining an owner's certificate under the Insurance (Vehicle) Act.
 - b. **“Un-insured”** as defined in the *Motor Vehicle Act of BC*, not registering the vehicle or trailer with ICBC, not obtaining a licence for its operation, and not obtaining an owner's certificate under the Insurance (Vehicle) Act.

General:

This Policy is not meant to supersede Federal or Provincial legislation or Charter Rights, but rather is meant to complement the current law while taking a proactive approach. This section refers to the general conditions in which the provisions within this Policy will be carried out:

- a) At all times, safety will be paramount. *Staff* will make every reasonable effort to ensure their safety, as well as the safety of others while carrying out this Policy.
- b) This Policy builds on the District's regulatory bylaws including, but not limited to, the Community Improvement and Unsightly Property Bylaw No. 23, the Parks Regulation Bylaw No. 42, the Fire Regulations Bylaw No. 55 and the Traffic and Road Safety Bylaw No. 226, as amended or replaced from time to time.
- c) It is generally accepted that no two situations will be alike, and that *Staff* will need to consider each occurrence individually, using their discretion in the application of this Policy, while still trying to maintain the overall intent.
- d) Council, through resolution, may choose to pursue a court order in addition to, or in lieu of, this Policy, which will be entirely at the discretion of Council.
- e) Where possible, *Staff* will proactively take reasonable measures to deter or block trespass and the construction of *Shelters* on public and District lands.

- f) *Insured Vehicles* will not be regulated as part of this Policy and will be removed as per the thresholds contained within the traffic regulation bylaw and any other relevant Council directive.
- g) This Policy pertains to public and District owned lands only.
- h) Where the District has resolved, or is in the process of resolving, a matter addressed within this Policy, *Staff* will take any reasonable measures available to deter future contraventions.
- i) Where there are contradictions between this Policy and other District directives, the following priorities will prevail:
 - a. District Bylaws
 - b. District Policies
 - c. Resolutions of Council
 - d. Administrative Policies
 - e. Best Practice

Abandoned Property

- a) When *Abandoned Property* is identified, where possible, *Staff* will remove and dispose of the materials at the landfill as soon as reasonably possible.
- b) If *Staff* identify some of the *Abandoned Property* as *Identifiable Personal Effects*, where possible and if safe to do so, these items will be either piled or bagged in order to be claimed. If the materials are not claimed within 24hrs, they will be disposed of at the landfill.
- c) Where practicable, *Staff* may provide notice to support agencies and/or persons known to frequent the property before disposing of *Abandoned Property*.
- d) In some cases, *Abandoned Property*, including *Identifiable Personal Effects*, may need to be disposed of immediately. In these circumstances *Staff* will use their discretion while still trying to maintain the intent of this Policy.

Inhabited Shelter

- a) When an *Inhabited Shelter* is identified, where possible, *Staff* will notify the appropriate support agencies of the location.
- b) *Inhabited Shelters* as per the definition contained within this Policy will not be considered *Abandoned Property*
- c) Notwithstanding Provincial and Federal legislation, in some cases, an *Inhabited Shelter* may need to be removed immediately as it poses a life safety risk to either the inhabitant or to the general public. In these circumstances, *Staff* will use their discretion while still trying to maintain the intent of this Policy. Further, where possible and if safe to do so, *Identifiable Personal Effects* will be either piled or bagged in order to be claimed. If the materials are not claimed within 24hrs, they will be disposed of at the landfill.

- d) Upon advice from the District's solicitor, Council may, through resolution, pursue the removal of an *Inhabited Shelter*, or a commune of *Shelters*, through a court order.

Uninhabited Shelter

- a) When an *Uninhabited Shelter* is identified and has met the thresholds of this Policy, it will be considered *Abandoned Property* and will be handled according to this Policy.
- b) If an *Uninhabited Shelter* is identified as an *Un-insured Vehicle*; where possible, the *Vehicle* will be boarded up to deter re-entry and removed from the site as soon as reasonably possible. *Staff* is authorized to work with local towing companies to remove the *Vehicle* and store it according to the towing companies' policies in order to be claimed. If no towing companies are available, *Staff* may remove and securely store the *Vehicle* for up to thirty (30) days in order to be claimed. Further, where possible, *Staff* will try to work with the RCMP to contact the registered owner of the *Vehicle*.
- a. **Unclaimed Uninsured Vehicles** - a *Vehicle* that is not claimed within thirty (30) days of removal by *Staff* will be disposed of appropriately, as per any relevant legislation. If required, *Staff* is authorized to purchase the *Vehicle* for a nominal fee and expense the potential towing costs instead of charging the previous owner to allow for disposal.
 - b. **Claimed Uninsured Vehicles** - in order to claim an *Un-insured Vehicle* that has been removed from public land, the claimant will need to follow the towing companies' policies to claim the *Un-insured Vehicle*; or if claiming a District-stored *Un-insured Vehicle*, within thirty (30) days of removal the claimant will be required to:
 - i. Provide verification of *Vehicle* ownership
 - ii. Verify the procedure in which the *Un-insured Vehicle* will be transported from the storage yard and that the method will meet all Federal, Provincial, and Local legislation
 - iii. Verify the intended destination of the *Vehicle* does not violate any District bylaws.
 - iv. Pay for any associated towing or removal fees.

A *Vehicle* that has already been removed from public or District lands and claimed once before from the District, will not be eligible to be claimed a second time when stored by the District.

Trespass with the Intent to Set up a Shelter or Encampment

- a) When a *Trespass with the Intent to set up a Shelter or Encampment* is identified by *Staff*, the unestablished *Shelter(s)* will be removed immediately. Further, where possible and if safe to do so, *Identifiable Personal Effects* will be either piled or bagged in order to be claimed. If the materials are not claimed within 24hrs, they will be disposed of at the landfill.

Liaison Activities

In conjunction with the objectives and deliverables outlined in the *Abandoned Property and Shelters Policy*, where possible *Staff* will undertake the following liaison activities:

- provide support within the community when complaints or concerns are generated about homeless activity, to seek resolutions
- meet with homeless persons to identify needs and provide information / referrals to services
- liaise with service providers to be informed of services offered and refer service providers to persons indicating need
- identify *Shelter* locations to service providers to enable outreach to persons associated
- Notify Council of visible gaps to support or services in the community

Related Bylaws and Policies *(as amended or replaced from time to time)*

- Community Improvement and Unsightly Property Bylaw No. 23
- Parks Regulation Bylaw No. 42
- Fire Regulations Bylaw No. 55
- Traffic and Road Safety Bylaw No. 226

Resolutions and Amendments

MMM DD, YYYY – Council Policy No. BE51 Established

District of Barriere

REPORT TO COUNCIL

Request for Decision

Date: September 9, 2024	File: 530.20/Rpts
To: Council	From: Chief Administrative Officer
Re: Bylaw Enforcement Policy No. 52BE	
Recommendation: THAT Council instructs Staff to present Policy No. 52BE for adoption at the September 23, 2024, Regular Meeting of Council.	

Purpose

For Council to review the proposed Bylaw Enforcement Policy which is intended to provide guidelines for how the District of Barriere will provide bylaw enforcement services to the community.

Background

The District provides Bylaw Enforcement services through the Corporate Services department to ensure that the public generally complies with its bylaws in relation to, for example water utility regulations, noise, or unsightly premises.

At present, the District has no Policy that governs how Staff respond to complaints, however, general guidelines around bylaw enforcement are posted on the Districts website under the heading "Bylaw Enforcement", which includes a Frequently Asked Question accordion menu.

In reviewing bylaws and policies in conjunction with the proposed Abandoned Property and Shelters Policy No. 51BE to address concerns regarding challenges with the transient population, it is also recommended to codify current practices of the District in regard to bylaw enforcement to reduce the potential liabilities of the District and set clear guidelines for Staff.

Bylaw Enforcement Policy No. 52BE (see attached), is presented to Council for introduction and discussion with the intent that any changes (if required) would be forwarded to the next Regular Meeting of Council for adoption.

Administration and enforcement of bylaws can be time consuming, expensive, and controversial. Administration in small communities such as Barriere can present some unique challenges where enforcement action may be necessary against friends, neighbours, and relatives. Additionally, at times, administration and enforcement action can lead to allegations of conflict of interest or unfairness.

A clearly articulated enforcement policy can alleviate some of the afore mentioned concerns, provide some consistency to enforcement, and provide a measure of control over enforcement costs, while still providing flexibility for bylaw enforcement officers where appropriate. The attached draft bylaw enforcement policy fulfills these parameters.

As outlined in the attached draft policy, the District's approach to bylaw enforcement is to encourage voluntary compliance and follow up with enforcement action where necessary. This approach allows for the directing of limited resources to those areas where Council deems that proactive enforcement action is necessary such as where there are safety concerns or where there is a potential for increased financial liability.

Proactive enforcement of Building and Fire Inspections are examples of enforcement driven by safety concerns while proactive enforcement of lawn sprinkling is an example of enforcement driven by environmental and financial concerns.

Strategic enforcement action is taken where voluntary compliance action is unsuccessful or is ineffective. An added benefit of strategic enforcement action is that it maintains the credibility of the enforcement regime for the District's bylaws while encouraging voluntary compliance.

Policy Highlights

Definitions – The definition section outlines common terminology used throughout the Policy and includes for example definitions for Bylaw Enforcement Officer, Peace Officer, and what constitutes a Valid Complaint, which is for example defined as:

- g. means a complaint about a potential *Bylaw* contravention that contains the following information:
 - i. the complainant's name, address, and telephone number;
 - ii. the location and general nature of the potential bylaw contravention, such as the 'who', 'what', 'where,' and 'when' of the issue;
 - iii. the complainant's desired resolution;
 - iv. any previous attempts by the complainant to resolve the issue; and
 - v. is not made anonymously or as a *Retaliatory or Mischievous Complaint*.

Guiding Principles – This section outlines overall principles that District Staff would be using in terms of Bylaw Enforcement. It has been a standard to “educate” first for example before utilizing other methods such as “enforcement” through ticketing to achieve reasonable compliance. This section also includes provisions so that Council could add additional guidance to Staff through adding Appendices regarding specific types of municipal regulations as they arise in the future.

Guidelines – The Guidelines section addresses how general bylaw enforcement complaints are anticipated to be handled by Staff and specifically outlines the **Complaint** process, anticipated **Investigation** procedures, **Enforcement** steps that may be taken, **Confidentiality** expectations, and how to handle potential **Nuisance, Injury, Harm, or Damage** situations.

The Complaints section (Section a)) lays out some basic parameters by whom a Complaint can be made and how it must be received.

The Investigation section (Section b)) provides some discretion to the Bylaw Enforcement Officer regarding when a complaint may not be investigated (Section b) ii.):

- do not qualify as a *Valid Complaint* under this Policy;
- are not made by a person who is directly affected by the alleged *Bylaw* violation; or,
- are primarily related to a dispute between two private parties, including situations where complaints are based on matters such as fences between privately-owned properties.

As part of the Investigation process, Staff would utilize the following priorities ranked in order when considering investigations (Section b) iii.):

- High Priority- issues which affect the health, safety, and security of the public or a property.
- Medium - issues that affect the surrounding properties.
- Low - issues that are general nuisances or minor infractions that do not affect the health, safety, and security of the surrounding properties.

If Enforcement is required (Section c)), the following options are available to Staff and Council:

- An Order to Comply;
- A Municipal Ticket or Bylaw Offence Notice, including under section 264 of the *Community Charter*, and/or Bylaw Notice Enforcement Act;
- Injunctions or Court Orders, including prosecutions under the Offence Act, and any other remedies as set out in sections 260 and 274 of the *Community Charter*;
- Remedial action, with the costs of the remedial action to be at the expense of the person in contravention of the *Bylaw*, as set out in section 17 of the *Community Charter*;
- Other remedies available under the relevant legislation and at common law.

Generally, Staff would only pursue low-cost enforcement options (ticketing, etc.) as part of their day-to-day operations. Only specific enforcement matters that may require potential court injunctions or remedial actions are brought to Council for discussion in-camera.

The Confidentiality section (Section d)) advises on the endeavored confidentiality expectations, while the Nuisance / Injury / Harm / Damage section (Section e)) includes some additional expectations when it comes to dealing with members of the transient population or occurring from vandalism and the expectation that any parties that cause damages etc. would be held accountable for those.

Summary

The draft Bylaw Enforcement Policy No. 52BE is presented here for discussion with this request that Council forward the policy to the Regular Meeting of Council on September 23, 2024, for adoption.

Benefits or Impact

General

The bylaw enforcement policy will provide a mechanism for the consistent enforcement of the District's bylaws.

Finances

Voluntary compliance followed by strategic enforcement is cost-effective since it reduces the demand for limited District enforcement resources.

Strategic Impact

Good enforcement practices can promote community harmony thereby improving community livability. This policy provides opportunities for bylaw enforcement officers to be ambassadors for the District where appropriate.

Risk Assessment

Compliance: Community Charter, Police Act, Offence Act, Bylaw Notice Enforcement Act.

Risk Impact: Medium if no Policy is implemented as enforcement options are not codified. Some risk will always remain even if a policy is in place, but it will be considerably lower.

Internal Control Process: Staff would follow standard procedures for implementing policies.

Next Steps / Communication

- The presentation of this policy provides opportunity for feedback by Council and the public to potentially modify the enforcement policy before adoption
 - Staff would present the Policy for adoption at the next meeting of Council
-

Attachments

- Draft Bylaw Enforcement Policy No. 52BE

Recommendation

THAT Council instructs Staff to present Policy No. 52BE for adoption at the September 23, 2024, Regular Meeting of Council.

Alternative Options

1. Council could choose not to establish a policy at this time; this is not recommended as it would retain an increased risk level to the organization.
2. Council could choose to modify the proposed policy.

Prepared by:

D. Drexler, Chief Administrative Officer



DISTRICT OF BARRIERE COUNCIL POLICY MANUAL

Approval Date: N/A
Amended Date: N/A

NO: BE52
SECTION: Bylaw Enforcement
SUBJECT: Bylaw Enforcement

Purpose

The purpose of this policy is to provide guidance to staff for the receipt of complaints, the fair and efficient prioritization of complaints, and for the initiation of investigation and enforcement proceedings related to bylaw contraventions in the District of Barriere (the “District”).

Scope

This Policy applies to staff engaged in bylaw enforcement activities on behalf of the District and/or persons who act in the job positions or titles listed as Enforcement in the District’s bylaws, as amended or replaced from time to time.

Definitions

In this policy,

- a. **Bylaw** means a bylaw adopted by the District of Barriere.
- b. **Bylaw Enforcement Officer** means a person or persons appointed from time to time by resolution of the District’s Council pursuant to Section 36 of the *Police Act*, the purpose of which is to enforce regulatory bylaws of the municipality as outlined in the Officers and Delegation of Authority Bylaw No. 201 as amended or replaced from time to time.
- c. **Community Charter** means the *Community Charter* [SBC 2003] Chapter 26 as amended or replaced from time to time.
- d. **Police Act** means the *Police Act* [RSBC 1996] Chapter 367 as amended or replaced from time to time.
- e. **Peace Officer** shall have the same meaning as in the Interpretation Act, including staff appointed by Council as a *Bylaw Enforcement Officer* to enforce and administer this Policy, any member of the Royal Canadian Mounted Police, Fire Chief or Deputy, Inspector or any other delegated staff/representative of the District.
- f. **Staff** means the Chief Administrative Officer, or their designate.

- g. **Valid Complaint** means a complaint about a potential *Bylaw* contravention that contains the following information:
- i. the complainant's name, address, and telephone number;
 - ii. the location and general nature of the potential bylaw contravention, such as the 'who', 'what', 'where,' and 'when' of the issue;
 - iii. the complainant's desired resolution;
 - iv. any previous attempts by the complainant to resolve the issue; and
 - v. is not made anonymously or as a *Retaliatory or Mischievous Complaint*.
- h. **Retaliatory or Mischievous Complaint** means a complaint that was not made in good faith, including where, in the opinion of a *Bylaw Enforcement Officer*, the complaint was made for vindictive or bad faith purposes; forms part of a pattern of conduct by the complainant that amounts to an inappropriate use of the complaint process; or does otherwise not qualify as a *Valid Complaint*.

Guiding Principles

The primary goals of bylaw enforcement for the District are to ensure public safety and to maintain community harmony.

The District promotes an enforcement philosophy that seeks voluntary *Bylaw* compliance in respect of most private property matters. Education is usually the first step and offenders are usually provided with time to comply with the *Bylaw*. Enforcement in the form of ticketing is generally seen as a tool to be used only where cooperation and compliance cannot reasonably be achieved or in a situation of repeat offences.

The District's approach to bylaw enforcement is primarily complaint-based. The District has no duty to take enforcement action for each *Bylaw* contravention that may occur. The District does not have the resources to proactively monitor all areas of the District to confirm compliance with all potentially applicable *Bylaws*. The District will use discretion, on a case-by-case basis, to evaluate *Bylaw* contraventions and take reasonable steps to investigate contraventions in accordance with the guidelines in this Policy.

Council may provide additional policy guidance or direction on municipal regulations or enforcement issues.

Supplemental guidance specific to individual *Bylaws* may be attached as appendices to this Policy and shall be interpreted as a part of the overall Policy.

Guidelines

The following guidelines will be considered in the District's bylaw enforcement activities, including those alternate guidelines identified for enforcement of specific *Bylaws*, as indicated by an appendix attached to and forming part of this Policy. An example is included within this Policy to show the typical actions taken to achieve *Bylaw* compliance.

a) Complaints

- i. Individual complaints about a *Bylaw* contravention may be received by the District in person, by phone, in writing, or via email.
- ii. The District may be the complainant, only under circumstances where a lack of compliance represents substantial harm to the District's interest or poses a community safety issue.
- iii. It is the responsibility of a person making a complaint to ensure their complaint meets the criteria for a *Valid Complaint* under this Policy.
- iv. The District will record *Valid Complaints* for the purposes of tracking, follow-up, and statistical analysis of *Bylaw* contraventions.
- v. All *Valid Complaints* will be reviewed and responded to by the District in a timely manner, in accordance with the guidelines in this Policy.
- vi. *Retaliatory or Mischievous Complaints* will not be acted upon.
- vii. Anonymous complaints may only be acted upon if public safety is at risk.

b) Investigations

- i. Investigations regarding a potential *Bylaw* contravention may be initiated after the District has received a *Valid Complaint*, or by a *Bylaw Enforcement Officer* who, acting in the regular course of their duties, learns a contravention of a *Bylaw* may be taking place.
- ii. The investigation of an alleged *Bylaw* contravention is at the discretion of the District. Complaints may not be investigated or otherwise acted on if, in the opinion of a *Bylaw Enforcement Officer*, they:
 - do not qualify as a *Valid Complaint* under this Policy;
 - are not made by a person who is directly affected by the alleged *Bylaw* violation; or,
 - are primarily related to a dispute between two private parties, including situations where complaints are based on matters such as fences between privately-owned properties.
- iii. Complaints will be investigated in consideration of the following priorities, which appear in ranked order:
 - High Priority- issues which affect the health, safety, and security of the public or a property.
 - Medium - issues that affect the surrounding properties.
 - Low - issues that are general nuisances or minor infractions that do not affect the health, safety, and security of the surrounding properties.
- iv. The District will maintain a record of inspections and investigations undertaken.

- v. The District is not required to proactively provide follow-up information to complainants. *Staff* may respond to specific requests for information, subject to confidentiality requirements.

c) Enforcement

- i. *Bylaw* enforcement is at the discretion of *Staff*. In determining whether to commence *Bylaw* enforcement proceedings, the District may consider one or more of the following criteria:
 - The scale, nature, extent, and severity of the *Bylaw* contravention;
 - The amount of time that has elapsed since the contravention occurred;
 - The impact of the contravention on public safety or health;
 - The resources available to resolve the matter; or,
 - Whether or not enforcement may be a deterrent against future *Bylaw* contraventions.
- ii. A primary objective in enforcing *Bylaws* is to obtain voluntary compliance. The District may encourage voluntary compliance through direct education to a person(s) accused of non-compliance, public education about the District's *Bylaws* on the District's website and social media sites, as well as the local newspapers.
- iii. Enforcement proceedings will generally commence when voluntary compliance to correct any *Bylaw* infractions is not achieved. The enforcement proceedings that the District may rely on include, but are not limited to:
 - An Order to Comply;
 - A Municipal Ticket or Bylaw Offence Notice, including under section 264 of the *Community Charter*;
 - Injunctions or Court Orders, including prosecutions under the Offence Act, and any other remedies as set out in sections 260 and 274 of the *Community Charter*;
 - Remedial action, with the costs of the remedial action to be at the expense of the person in contravention of the *Bylaw*, as set out in section 17 of the *Community Charter*;
 - Other remedies available under the relevant legislation and at common law.
- iv. The District is committed to the safety of its *Bylaw Enforcement Officers* and staff. Where *Bylaw Enforcement Officers* or staff have concern for their safety in the performance of their bylaw enforcement duties, they may be accompanied by the Royal Canadian Mounted Police (RCMP).
- v. Any verbal, written or perceived threat of violence towards an Enforcement Officer or the District during the course of an investigation by either the accused or the complainant, will be reported to the CAO and the RCMP.

- vi. Some *Bylaw* enforcement matters occurring outside regular business hours may be referred to the RCMP. Regular business hours are generally Monday to Friday, 8:30 AM to 4:30 PM.
- vii. Complaints regarding the Building Bylaw are referred to the Building Inspector or Building Official, who is appointed as a District *Bylaw Enforcement Officer* to enforce those *Bylaws*.
- viii. Where applicable, the District may refer complaints to an authority that has jurisdiction over an issue. For example, *Valid Complaints* regarding animal cruelty may be referred to the Society for the Prevention of Cruelty to Animals (SPCA).
- ix. The District is authorized to enter property in accordance with section 16 of the *Community Charter*.

d) Confidentiality

- i. Confidentiality is necessary to ensure complainants are not exposed to retaliation or other adverse actions as a result of the complaint, and to maintain effective investigation techniques. The identity of the complainant and any identifying information will not be disclosed to the alleged offender or any member of the public, except as authorized or required by law. Likewise, the details of the District's investigation will not be disclosed to the complainant.
- ii. The District is committed to its privacy and confidentiality obligations under the *Freedom of Information and Protection of Privacy Act*.
- iii. The District will make best efforts to inform the complainant if the identity of the complainant is to be disclosed as part of a bylaw enforcement proceeding. Situations in which complainant information or information about an individual's alleged bylaw contraventions may be disclosed include where the information is:
 - Required by Court order, warrant, or other similar judicial or quasi-judicial process;
 - Required under the Freedom of Information and Protection of Privacy Act;
 - Required as part of the disclosure process in the event of a prosecution or civil proceedings; and,
 - Disclosed with the consent of the person to whom the personal information pertains.

e) Nuisance / Injury / Harm / Damage

- i. In the process of investigating a nuisance or disturbance, *Staff* and/or a *Bylaw Enforcement Officer* may compel a person to cease the disturbance or nuisance activity, and which may include ordering the person to leave the

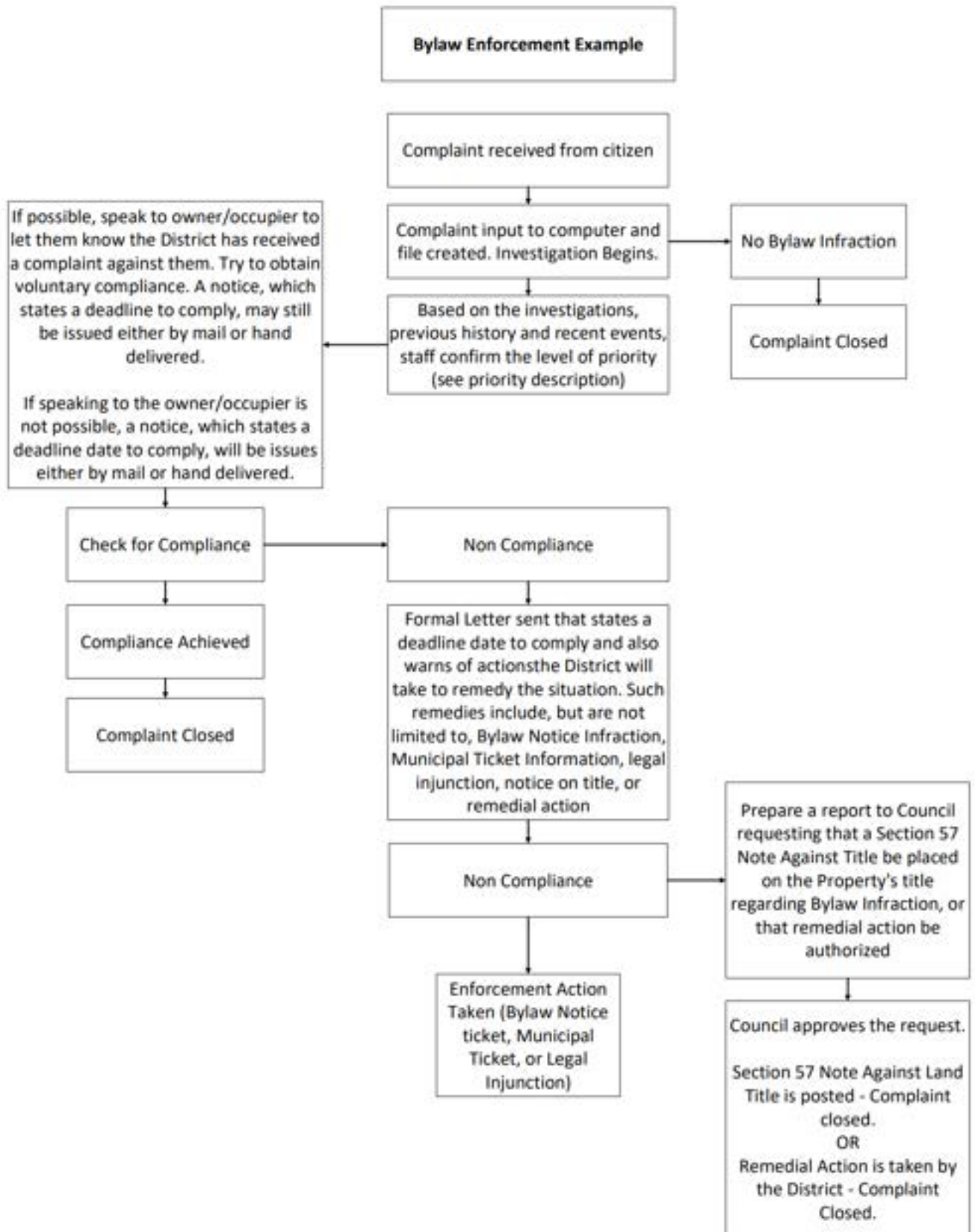
area, issuing fines and/or obtaining additional assistance from the RCMP or other jurisdictional bodies applicable to effect compliance.

- ii. Any injury, harm, or damage to a person or thing will be documented for follow-up, as deemed appropriate by the District, to hold the accused party accountable for damages, etc.

Resolutions and Amendments

MMM DD, YYYY – Council Policy No. BE52 Established

Appendix A – General Bylaw Enforcement Example Flow Chart



District of Barriere
REPORT TO COUNCIL
Request for Decision

Date: September 9, 2024	File: 530.20/Rpts
To: Council	From: Chief Administrative Officer
Re: Investment of District Funds Policy No. 53FI	
Recommendation: THAT Council adopts the Investment of District Funds Policy No. 53FI as presented.	

Purpose

For Council to consider a new Policy No. 53FI that would provide guidance to Staff by defining the parameters for investing the District’s surplus funds.

Background

The District does not currently have an investment policy, and historically the District determined on an ad-hoc basis when and where to invest funds. As the District works towards building its infrastructure renewal reserves, and a significant amount of grant funding is held by the District, Council and Staff recognize that an investment policy is necessary to define the parameters for diversification, security and maximization of returns for any surplus cash held.

The purpose of this policy is to provide Staff with a framework for the prudent investment of surplus cash held in operating and reserve funds. The objectives outlined in this policy are primarily protection of principal, secondly liquidity, and thirdly maximization of rates of return.

Section 183 of the *Community Charter* and Section 16 of the *Municipal Finance Authority Act* specify the type of investments which are eligible for local government, and thus have been included in this policy. This legislation serves to limit investment risk and promote high-quality secure investments which contribute to the primary goal of preservation of capital.

The attached policy is introduced here to establish clear direction to staff. Currently the Officers and Delegation of Authority Bylaw No. 201 only specifies that the Chief Financial Officer’s role is to “invest District funds, until required, in authorized investments”; however, no definition exists for these “authorized” funds. As such, this policy would define those investments that Council deems appropriate.

Staff has drafted this policy based on guidelines from the Municipal Finance Authority (MFA) and the feedback from other CFO’s and their engagements with MFA to draft their respective policies.

MFA for example previously provided comments regarding the minimum recommended parameters in policies on the types on investment portfolios, which they advised are as follows:

AA or higher	100%
A+/A/A-	75%
BBB+/BBB/BBB- or unrated	25%

The MFA did not recommend excluding BBB or A rated investments as that would preclude investments in credit unions, which are at best BBB+ rated, with the majority actually considered unrated by the MFA.

As such, Staff included a balanced portfolio approach in the Policy to protect District funds, yet enabling a variety of investment options, including investments with Credit Unions:

Rating	Up to %
AAA	100%
AA	90%
A	70%
BBB	30%

Note: Term deposits or other guaranteed rate deposits are considered risk free and as such do generally not receive a rating by any of the major credit ratings organizations like Moody's or Standard and Poor's (S&P).

The policy would continue to allow up to 100% investment into those types of risk free deposits while equally enabling investments into other portfolios that generally provide a higher yield, for example, the MFA offers pooled security funds that allows local governments and educational institutions to combine their funds which historically have yielded higher returns.

Summary

At this stage, Council is asked to adopt this policy which codifies existing practices while enabling other investment options to maximize potential investment returns.

Benefits or Impact

General

This new investment policy will provide guidance to staff by defining the parameters for investing the District's surplus funds.

Finances

N/A – Staff would work on establishing a diversified investment portfolio that has the potential to generate additional income for the District over time.

Strategic Impact

N/A

Risk Assessment

Compliance: Community Charter, Municipal Finance Authority Act

Risk Impact: Low

Internal Control Process: Staff would work with the MFA to set up appropriate investment accounts to diversify the District's portfolio.

Next Steps / Communication

- Staff to contact MFA and set up accounts
 - Immediately expiring term deposits may be re-invested as such, however, by 2025 the other strategies would be implemented
 - Council to receive a report annually by June 30 of each year.
-

Attachments

- Draft Policy No. 53FI – Investment of District Funds

Recommendation

THAT Council adopts the Investment of District Funds Policy No. 53FI as presented.

Alternative Options

1. Council could choose not to pursue this Policy at this time.

Prepared by:

D. Drexler, Chief Administrative Officer



DISTRICT OF BARRIERE COUNCIL POLICY MANUAL

Approval Date: N/A
Amended Date: N/A

NO: 53FI
SECTION: Finance
SUBJECT: Investment of District Funds

Purpose

The purpose of this Policy is to provide a framework for the prudent management of the District of Barriere's (the "District") investment portfolio within an acceptable investment risk tolerance level.

Scope

This Policy applies to the investment of all surplus cash in operating and reserve funds.

Policy Statements

1. **Objectives**

a) Principal Protection

Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. Preservation of principal is accomplished through placement of investments in the safest type of securities with creditworthy institutions, and through portfolio diversification.

b) Liquidity

The investment portfolio shall remain sufficiently liquid to meet all annual operating and other reasonably anticipated cash flow requirements. The portfolio structure should be such that maturity dates correspond to short and long term cash requirements as much as reasonably possible.

c) Return on Investment

The investment portfolio shall be designed to maximize the rate of return subject to investment risk constraints and liquidity needs.

2. **Standard of Care**

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence would exercise in the management of their own affairs, with priority given firstly to security of capital, secondly to liquidity, and thirdly to maximization of returns.

3. Ethics & Conflict of Interest

Staff responsible for investing shall refrain from personal business activity that could conflict with proper execution and management of the investment program or impair their ability to make impartial investment decisions.

4. Delegation of Authority

Authority to manage the District's investment program is delegated to the Chief Financial Officer under the Officers and Employees Bylaw and amendments thereof, and in accordance with Section 149 of the *Community Charter*.

5. Responsibilities

a) Council

- to receive and review annual reports from the Chief Financial Officer on the performance of the portfolio

b) Chief Administrative Officer

- to review and approve investment recommendations from the Chief Financial Officer

c) Chief Financial Officer

- to select investment dealers and institutions to assist in meeting performance objectives for the portfolio
- to select and manage investments in accordance with the objectives of principal protection, liquidity, and return on investment while ensuring the District's operating and capital cash flow requirements are met
- to review portfolio performance on a regular basis and make recommendations for changes
- to report annually to Council on investment performance and rates of return

6. Authorized Investments

a) Investments must comply with Section 183 of the *Community Charter*.

Money held by a municipality that is not immediately required may only be invested or reinvested in one or more of the following:

- securities of the Municipal Finance Authority;
- pooled investment funds under Section 16 of the *Municipal Finance Authority Act*;
- securities of Canada or of a province;
- securities guaranteed for principal and interest by Canada or a province;
- securities of a municipality or regional district or greater board;
- investments guaranteed by a chartered bank;
- deposits in a savings institution, or non-equity or membership shares of a credit union;
- other investments specifically authorized under this or another Act.
- investments in internally financed projects.

- b) All investments must be denominated in Canadian dollars or US. dollars. US dollar investments are not to exceed 5% of the total portfolio.
- c) The District's operating and reserve funds may be pooled for investment purposes.
- d) Investments in shares, warrants, or other equities, convertible debt securities, derivatives, swaps, options or futures are prohibited, and all investment categories that are not explicitly permitted are prohibited.

7. Authorized Investment Dealers and Financial Institutions

A list will be maintained by the Chief Financial Officer of approved investment dealers and financial institutions authorized to provide investment services. Preference will be given to investment dealers and financial institutions that can provide the District with the broadest range of investment instruments. Where feasible, the District will endeavor to invest funds with institutions and dealers which support the local economy. Professional judgement, due diligence, and care will be exercised when selecting investment dealers.

The Chief Financial Officer may from time to time engage consultants or other advisors to assist them in fulfilling their responsibilities.

8. Investment Parameters

a) Rating

All investments must have a rating of at least BBB by Standard & Poor's (S&P) or equivalent by Dominion Bond Rating Service (DBRS) or Moody's.

The total portfolio should be limited to the following credit rating thresholds on a weighted average basis (as defined by S&P or equivalent):

Rating	Up to %
AAA	100%
AA	90%
A	70%
BBB	30%

Note: Term deposits and other guaranteed rate deposits are permitted at up to 100% as they are risk free and as such are not rated.

Due to market fluctuations, maximum percentages may be exceeded at a point in time. Securities need not be liquidated to rebalance the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

b) Diversification

The District will endeavor to diversify its investment portfolio by institution, maturity, type and sector of investment in order to reduce overall risk given prevailing market conditions.

c) Maturity

All securities held in the portfolio shall have a maturity of five years or less, however it is understood that the majority of assets will be invested in securities with a maturity considerably shorter than this five year maximum. Overall, the total portfolio shall have an average term to maturity of no greater than five years.

9. Reporting

The Chief Financial Officer will provide an annual report to Council on the performance of the portfolio by June 30th of the following year.

10. References

Community Charter Sections 149 and 183

Municipal Finance Authority Act Section 16

Resolutions and Amendments

MMM DD, YYYY – Council Policy No. 53FI Established

District of Barriere

REPORT TO COUNCIL

Request for Decision

Date: September 9, 2024	File: 530.20/Rpts
To: Council	From: Chief Administrative Officer
Re: Rural Economic Diversification and Infrastructure Program (REDIP) Grant Application	
<p>Recommendation: THAT Council instructs Staff to proceed with the grant application for the Rural Economic Diversification and Infrastructure Program (REDIP) in the amount of \$1,000,000 to support the economic development of the Highway 5 commercial corridor.</p>	

Purpose

For Council to consider an application to the Rural Economic Diversification and Infrastructure Program (REDIP) to allow for commercial opportunities along the Highway 5 corridor.

Background

Staff have received several inquiries about potential developments along the Highway 5 commercial corridor north of the Barriere River Bridge. Some of these properties currently only have access to water through the District utilities (and no wastewater) while others have to rely on individual well systems. The Interior Health Authority (IHA) also has issued boil water advisories for most of the lots in the area that do not have water and wastewater services available.

To maximize the potential of those properties, ideally both utilities should be available to encourage the highest density.

The primary use of the key developable properties is currently defined in the Zoning Bylaw as **C2 – Yellowhead Corridor Commercial:**

The purpose of this zone is to permit development of secondary or service commercial uses involving workshop type uses, commercial uses, and sales requiring larger areas of land.

Which allows for the following uses:

<i>Principal Uses</i>	<i>Accessory Uses</i>
<ul style="list-style-type: none"> • Large Single Retail store • Retail sales outlet or attraction that caters to the travelling public • Motorized and non-motorized vehicle services, including associated retail sales and repair (e.g. service station) • Personal service shop • Office • Restaurant 	<ul style="list-style-type: none"> • Dwelling units in the principal commercial building • Accessory buildings • Accessory retail sales

<i>Principal Uses</i>	<i>Accessory Uses</i>
<ul style="list-style-type: none"> • Entertainment Establishment • Motel • Hotel • Campground • Restaurant • Veterinary clinic or animal hospital, including pet boarding and breeding kennels • RV Park 	

These key properties are also within a Development Permit corridor.

Several inquiries focused on ideas of commercial ground floor with residential housing units above. To maximize this type of development, water and wastewater utilities would be essential.

One strategy to enable this type of growth in the area would be to expand the community wastewater system north of the Barriere River Bridge to Yard Road that would then tie into the Septic Receiving Wastewater Plant (on Kamloops Street). This type of investment could further allow for future expansions to Green Tree Estates (Oriole Way / Robin Drive), and potential for subsequent future connectivity of the Siska treatment plant.

Additionally, completing some water system expansions to connect DeeJay Road with Yard Road at the same time would be advisable to create some economies of scale and further allow for connectivity of those sites to community water which would eliminate some of the IHA advisories.

Preliminary Budget:

Staff have reached out to our engineers to get a high-level cost estimate to evaluate the feasibility within this grant. The REDIP grant allows for an 80/20 percent split for projects with a maximum grant contribution of \$1,000,000 for a project. Under the guidelines, Municipal Utility Improvements would only be considered if they are directly linked to a specific economic development opportunity. As such, Staff would be working with the potential developers to ensure that the economic opportunities directly relate to this project. Several other organizations and stakeholders, such as IHA, will also be contacted for letters of support in alignment of this general opportunity. Simpcw has also indicated that they would be providing a support letter. Overall, this project may be a great opportunity to enable future development in the area and community partners may be able to fund a portion of the project without the need for a grant.

Summary

At this stage, Council is asked to support an application to the REDIP program. If awarded, this would mean that the District would be responsible for a minimum \$200,000 of the project cost, however, \$100,000 could be in-kind as well; and potential partners have indicated a willingness to support the project as well as it would eliminate on-site septic systems.

Benefits or Impact

General

A Council resolution is generally required as part of the grant funding intake.

Finances

The full budget for the project is yet to be determined, a very early estimate foresees a cost of up to \$2Mil without engineering and contingencies. If successful, REDIP would fund up to \$1,000,000 while the District, at a minimum, would be required to fund \$200,000. Other partners have indicated a willingness to support this project as well financially.

Strategic Impact

Enable development of the Highway 5 corridor north of the Barriere River bridge.

Risk Assessment

Compliance: REDIP grant program guidelines

Risk Impact: Low.

Internal Control Process: Staff would follow standard processes to apply for the grant.

Next Steps / Communication

- Staff to work with engineers on a budget and application for the project.
 - Staff to update Council at a future meeting about partner contributions. (depending on contributors and negotiations, this may be an in-camera update)
 - If everything aligns, Staff would submit the application.
-

Attachments

- Utilities, Zoning, OCP Maps

Recommendation

THAT Council instructs Staff to proceed with the grant application for the Rural Economic Diversification and Infrastructure Program (REDIP) in the amount of \$1,000,000 to support the economic development of the Highway 5 commercial corridor.

Alternative Options

1. Council could choose not to pursue this grant opportunity at this time.

Prepared by:

D. Drexler, Chief Administrative Officer

Hwy 5 Commercial - Utilities



Utilities
Sanitary Network
Sanitary Manhole

Property
Parcel



Sanitary Lift Station



District of Barriere Boundary



Non Potable Reclaimed Water



Sanitary Main

- - - - Force Main ——— Gravity Main

Sanitary Structure Boundary



Stormwater Network
Storm Drywell



Storm Catchbasin



Storm Main

——— Culvert ——— Gravity Main

Water Network
Water Hydrant



Water Well

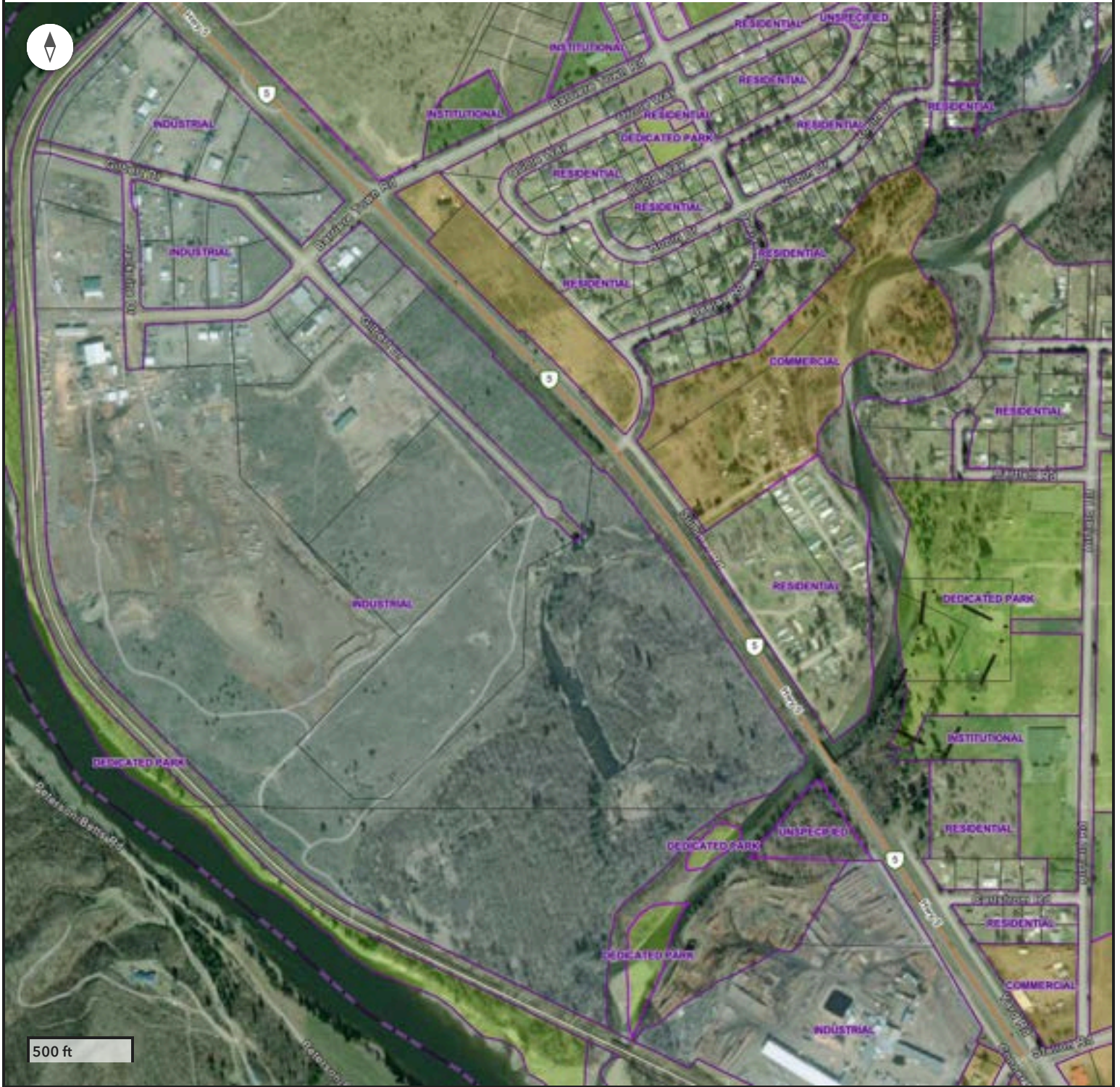


Water Main

Water Structure Boundary



Hwy 5 Commercial - OCP



Property
Parcel



District of Barriere Boundary



Land Use
OCP
OCP Boundary Outline

Yes

OCP Designation Outline and Label



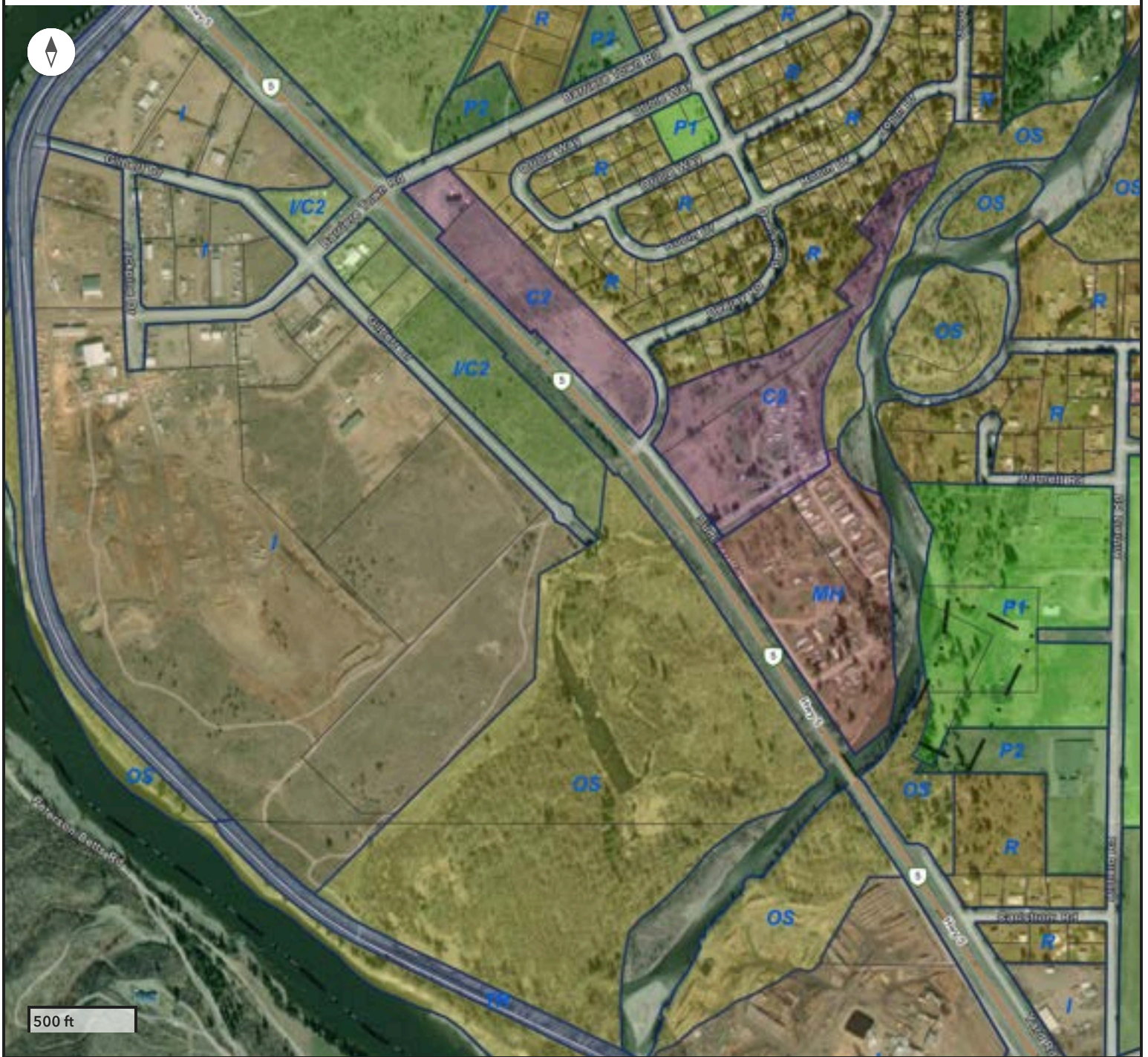
OCP Designation Fill

District of Barriere, Commercial	District of Barriere, Dedicated Park	District of Barriere, Industrial
District of Barriere, Institutional	District of Barriere, Residential	District of Barriere, Rural Resource

OCP Contact



Hwy 5 Commercial - Zoning



Property
Parcel



District of Barriere Boundary



Land Use

Zoning

Site Specific Zoning

Site Specific Zoning Point



Site Specific Zoning Label

Site Specific Zoning Fill

Yes

Zoning Label

Zoning Fill

C1	C2	C1/R	C1/RM	C2/R	CR	I	I/C2	LIC/R	MH	OS	R	RM	P1
P2	SH	TR											

Zoning Outline



REPORT TO COUNCIL

Request for Decision

Date: September 9, 2024	File: 530.20/Rpts
To: Council	From: T. Buchanan, Corporate Officer
Re: Truck Donations and Transfers re: Sales Tax	
<p><u>Recommendation:</u> <i>THAT Council instructs Staff to reimburse the tax expenses that Mayor Stamer incurred as part of the vehicle transfer in the amount of \$911.88; and THAT Council authorizes the tax expense payment of \$1,089.36 incurred for the donation of a 2005 Toyota Tacoma Pick-up Truck to the District of Barriere.</i></p>	

Purpose

For Council to approve the tax expense coverage for the donation of a vehicle from Dustin Doherty, and the tax expense resulting from a transfer of a previously donated vehicle from Mayor Stamer, back to Mayor Stamer.

Background

As previously reported at the August 12, 2024 Council Meeting, Dustin Doherty has offered to donate a 2005 Toyota Tacoma Pick-up Truck to the District of Barriere in lieu of a tax receipt, which was subsequently approved by Council. ICBC rules have recently changed and for vehicle gifts or donations not made to a direct family member, tax expense are now incurred on the Blue Book value as determined by ICBC. This has resulted in a fee of \$1,089.36 to be paid by the District in order to complete the transfer. Should Council still wish to accept the donation, a resolution authorizing the expense is appropriate.

In addition, Mayor Stamer donated a pickup Truck for District use several years ago. As part of the transfer at that time, no tax payments were required as it was deemed a gift and ICBC rules allowed for such a transfer. As the District no longer has need for this particular vehicle in its current condition, it was transferred back into Mayor Stamer’s name. However, with the new ICBC rules regarding gifting to non-family members, Mayor Stamer was required to pay \$911.88 for taxes. Staff is proposing to re-imburse Mayor Stamer for this tax amount. If Council supports this approach, a resolution authorizing the expense is also appropriate.

Recommendation:

THAT Council instructs Staff to reimburse the tax expenses that Mayor Stamer incurred as part of the vehicle transfer in the amount of \$911.88; and THAT Council authorizes the tax expense payment of \$1,089.36 incurred for the donation of a 2005 Toyota Tacoma Pick-up Truck to the District of Barriere.

Alternative Options

1. Council could choose to reconsider accepting the donation of the 2005 Toyota Tacoma Truck from Mr. Doherty.
2. Council could choose to not reimburse Mayor Stamer for the tax expense incurred by the re-transfer of the previously donated vehicle from Mayor Stamer.

Prepared by:

T. Buchanan, Corporate Officer

Reviewed by:

D. Drexler, Chief Administrative Officer



DISTRICT OF BARRIERE

A Proclamation

PUBLIC – RAIL SAFETY WEEK

WHEREAS Rail Safety Week is to be held across Canada from September 23 to 29, 2024;

WHEREAS, 229 railway crossing and trespassing incidents occurred in Canada in 2023; resulting in 66 avoidable fatalities and 39 avoidable serious injuries;

WHEREAS, educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries cause by incidents involving trains and citizens; and

WHEREAS Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

WHEREAS CN and Operation Lifesaver have requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

It is hereby **RESOLVED** to support national ***Rail Safety Week*** to be held from September 23 to 29, 2024.

Dated this _____ day of _____, 2024

Mayor

Tasha Buchanan

Subject: Grant Application attached re: Barriere Raise A Reader YCS program
Attachments: Barriere Literacy Grant Application 2024.pdf; YCS & BARRIERE Literacy (pg.22) Annual 2023 Report.pdf; Barriere Literacy Grant Application 2024.pdf

From: Jill Hayward <jill.h@yellowheadcs.ca>
Sent: Thursday, August 29, 2024 1:57 PM
To: Inquiry <inquiry@barriere.ca>
Subject: Grant Application attached re: Barriere Raise A Reader YCS program

To District of Barriere Mayor and Council;

Please find attached a grant application for \$500 to help with our Annual 2024 September Raise A Reader Fundraiser held each year.

I have also attached our YCS Annual report for 2023, as 2024 is currently being published. Information regarding the Barriere Literacy Program can be found on page 22.

All of the funds Raised in Barriere and the immediate area are used to support the Yellowhead Community Services Raise A Reader Program to benefit area youth throughout the year.

All funds raised are then matched up to 100% by the Province of BC.

Barriere Raise A Reader Funds are used for: Free Tutoring For Youth, the Annual Teddy Bear Picnic in January, Literacy Week events, Literacy Day Events, the annual Theatre Camp For Youth, Books For Babies, A New Book For Every Child, Barriere Blooms Youth Gardening Contest, plus ongoing literacy support for families with children - including learning about nutrition and cooking together as a family.

Of a special note, is that one of our young teenage learners actually filled out the attached grant application form.

Thank you for your consideration.

Sincerely,  [Barriere Literacy Grant Application 2024.pdf](#)

Jill

Jill Hayward
Barriere and Area Literacy Outreach Coordinator

4936 Barriere Town Road, Barriere, B.C., V0E 1E0
Cell: 250-319-8023 • Office: 250-672-9773
Fax: 250-672-9709
Email: jill.h@yellowheadcs.ca
<https://www.yellowheadcs.ca>



"Promoting Healthy Communities, Families, and Individuals Through Counselling, Support and Education"

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DISTRICT OF BARRIERE
Grant Application – Organizations

Organization Official Name: YELLOWHEAD COMMUNITY SERVICES

Mailing Address: 4936 BARRIERE TOWN ROAD
BARRIERE B.C. V0E 1E0

Phone: 250-672-9773 Fax: _____ Email: jill.h@yellowheadcs.ca

Contact Person: Jill HAYWARD Title: LITERACY OUTREACH

Briefly describe your organizations purpose:
TO PROMOTE LITERACY & LEARNING FOR YOUTH WITHIN OUR BARRIERE CATCHMENT AREA.

Briefly describe how the requested grant money will be used: ALL OF OUR TUTORS ARE LOCAL. FUNDING WILL GO INTO OUR 'RAISE-A-READER' PROGRAM FOR AREA YOUTH. THIS PROVIDES FREE TUTORING, ANNUAL TEDDY BEAR PICNIC, THEATRE CAMP FOR YOUTH BOOKS FOR BABIES, A NEW BOOK FOR EVERY CHILD, & LITERACY SUPPORT FOR FAMILIES.

What amount of Grant-in-Aid is being requested? \$ 500.00

Total organization operating budget for current year \$ 12,000.00
FOR BARRIERE LITERACY FOR YOUTH

Total budget for project the grant is being applied for \$ 12,000.00

Did you receive a Grant-in-Aid last year Yes No

If **yes**, what was the amount of the grant? \$ 500.00

Attachments: Please provide the following to your application (if available):

Financial Statement, Current Year Budget, Project Budget
ANNUAL YCS REPORT IS ATTACHED - W/ BARRIERE LITERACY ON PAGE 22

Please forward completed application by mail to: District of Barriere, Box 219, Barriere, B.C. V0E 1E0 or in person at "The Ridge Building" at 4936 Barriere Town Road, or by fax to 250-672-9708. Applications must be received by the first Monday of the month to be considered in that month.

INTERNAL OFFICE USE: Approved Amount Approved: _____ Denied



YELLOWHEAD
COMMUNITY SERVICES

Annual General Meeting

2022-2023



Annual General Meeting Agenda

September 21, 2023 – DLCC Multi-Purpose Room – 7 p.m.

1. Call to Order
 2. Adoption of Agenda
 3. Adoption of Minutes of Annual General Meeting held Sept 15, 2022.
 4. Business Arising
 5. Financial Overview
 - Society financial status as at March 31, 2023
- (NOTE: 2023 Financial Statements will be posted on the YCS website)
- **Request for Motion** to maintain current lines of credit at banking institutions
 - **Request for Motion** to adopt the financial statements as presented
6. Appointment of Chartered Accountant - Financial Review for 2023-2024
 7. Reports to the 2022-2023 Annual General Meeting
 - Chair Report on behalf of the Board of Directors
 - Chief Operating Officer Report
 8. New Business
 - **Request for motion** to update Society Bylaws to add **21. Clarifications-21.1 Similar Purposes Dissolution** *To further clarify bylaw 20.1, the Canadian charitable organizations referred to in bylaw 20.1 shall have aims or purposes similar to those of this Society, that is, of providing affordable housing for low and moderate income households. The society will not alter or delete this bylaw without first obtaining the written consent of the British Columbia Housing Management Commission."*
 9. Nominating Committee Report
 10. Program Reports: Nikki, Leah, Theresa, Kerry , Alysha, Patricia, Michelle, Kathy
 11. Year in Review movie
 12. Members Feedback/Questions
 13. Notice of next Annual General Meeting: **Thursday September 19, 2024**
Please mark your calendars!
 14. Adjournment



*Yellowhead Community Services Society Annual General Meeting
Minutes of September 15, 2022 7:00 pm*

PRESENT:

Directors Joanne Stokes, Louise Weaver, Shirley Frost, Debbie Rainer, Jack Keough, Karl Rainer; and other Voting Members: Evelyn Warner, Leonard Warner,Carolynn Vezina, Annabelle Stevens, Bonnie Harms, Cheryl Thomas, Jackie Enfield, Antoon Houben, Jack Schaffer, Isabell Hadford, Ken Matheson, Turid Milton, Donna Meehan, Carolyn Venzina YCS Employees: Chief Operating Officer Nikki Vincent, Kathy Green, Dorothy Piton, Louise Lyons, Kristal Champion, Phil Janicki, Alysha Piva, Patricia Morin, Kerry Milner Cairns, Theresa Pelton, Michelle Wall

The AGM 2022 program information package and MNP-LLP accountants' financial package were distributed to the membership. The meeting was called to order at 7:07 p.m. in the YCS Dutch Lake Community Centre multi-purpose room. Acknowledgment that we are meeting together on the unceded territory of Simpcw First Nation by Board Chair, Joanne Stokes as she welcomed everyone to the Annual General Meeting of Yellowhead Community Services Society.

MOTION: By Shirley Frost to accept the agenda as presented.

SECONDED: By Louise Weaver

CARRIED

The minutes of the Annual General Meeting of June 24, 2021 were reviewed.

MOTION: By Debbie Rainer to accept the minutes of the June 24, 2021 Annual General Meeting as presented.

SECONDED: By Karl Rainer

CARRIED

BUSINESS ARISING:

FINANCIAL REPORT:

Our annual financial statements, reviewed by MNP, are included in your business package, with no significant issues raised and will be posted on our website after the AGM. A Statement of Operations has been added to give you a snapshot of our fiscal year revenue and expenses.

MOTION: By Debbie Rainer to approve that Yellowhead Community Services Society continue with the ability to set a line of credit with their financial institutions – currently held with the Royal Bank of Canada and Interior Savings Credit Union for \$50,000 and \$25,000 respectively - to assist with their ongoing operational needs as required.

SECONDED: By Jack Keough

CARRIED



Yellowhead Community Services Society Annual General Meeting
Minutes of September 15, 2022 7:00 pm

MOTION: By Louise Weaver that Yellowhead Community Services Society retain MNP LLP to provide our financial review for the fiscal year April 1, 2022 to March 31, 2023.

SECONDED: By Shirley Frost

CARRIED

REPORT FROM THE BOARD:

Joanne spoke of her Chair report, enclosed in the AGM package, added to her report how the board really misses Director Lloyd Strickland, who passed away March 22.

REPORT FROM BOARD DIRECTOR JACK KEOUGH:

Spoke to his report adding as part of our transition plan from Executive Director to Board Director, his role would be to take a lead on special developments that may come along for the Society and training of our new CEO once hiring has been completed.

REPORT FROM THE CHIEF OPERATING OFFICER:

Nikki spoke to her report and the changes to her role with Susanne's move to Kamloops.

NEW BUSINESS: None

ELECTION OF OFFICERS:

Jack Keough, shared that nominations for the Board of Directors was received from the nomination committee: Chair Jack Keough and Directors Louise Weaver and Shirley Frost, and are as follows: that we reinstate Shirley Frost and Debbie Rainer, both members in good standing for a 3-year term beginning at this AGM.

No other nominations were presented. Both have indicated their willingness to serve.

MOTION: By Jack Keough to accept the Nomination Report dated September 9, 2022.

SECONDED: By Louise Weaver

CARRIED.

Program Reports:

The Program managers introduced themselves to the membership and spoke to their reports included in the AGM package.

Nikki thanked the managers for attending, then added that it is wonderful to see that younger participants are attending the CLBC program and that youth aging out of the system are staying in our community. Roger from Tim Hortons has been very supportive and inclusive with the hiring of 4 Community Living BC clients. The passing of Danny Adams and his cheerful card playing company has left an impact on the program and his company is sadly missed. Nikki also wanted to thank Jenna and Bobbi for the hard work they have put in and their support as this program has been added to her role. Thank you for both for attending tonight.



*Yellowhead Community Services Society Annual General Meeting
Minutes of September 15, 2022 7:00 pm*

Movie - Year in Review

Dorothy Piton presented the annual 'YCS Year in Review' movie. A wonderful round of applause to Dorothy as she carries on the tradition passed on from Jamie who created many movies for all to enjoy.

MEMBERSHIP FEEDBACK:

Annabelle Stevens was so please and thankful to Jack and YCS for all the work happening in Lytton after the fires destroyed the town in 2021.

Donna Meehan wished to tank everyone as she has been coming to this meeting for many years and enjoys the inspirational feeling of community.

Jack Keough speaks to the success of our organization the various programs and services as shown in the mangers reports pertain to all separate contracts and that if we were in Kamloops this would be run by several organizations. To multi task allows us to deliver these services and integrate our programs extremely well and to bring more services to the communities we serve. Thank you to all the staff.

Cheryl Thomas and Antoon Houben are both glad to have so many programs services and thankful to all the people who contribute. It is a privilege to be part of the our communities!

NEXT ANNUAL GENERAL MEETING DATE: Thursday September 21, 2023.

MOTION TO ADJOURN: By Jack Keough at 7:54 at pm.

Respectfully submitted,

Kathy Green

Recording Secretary for the Board

APPROVED AS PRESENTED:

OR:

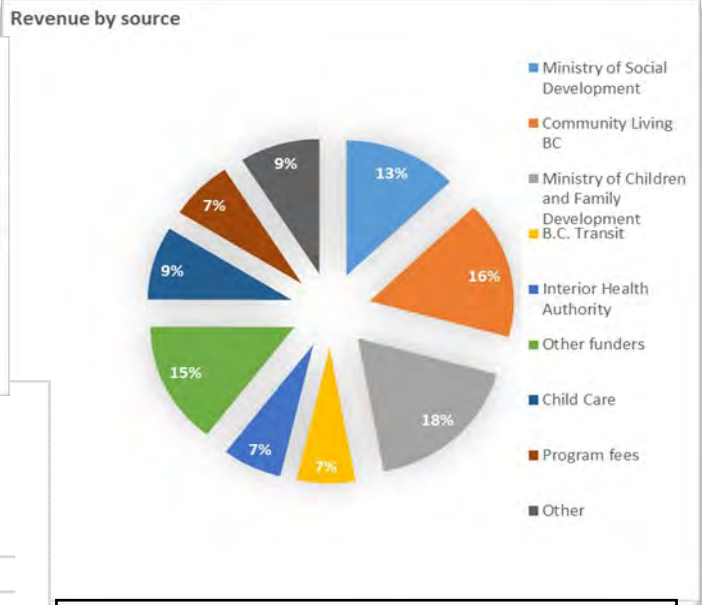
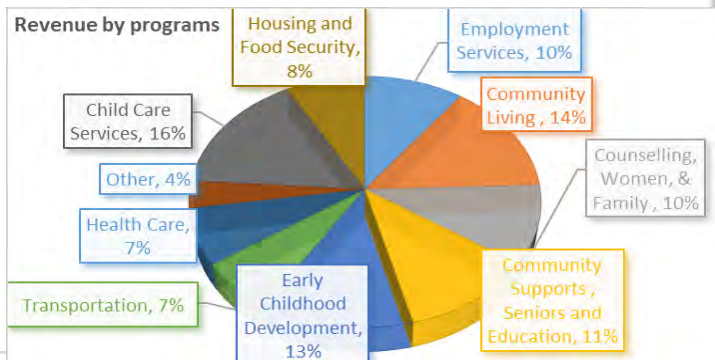
APPROVED AS AMENDED:

Financial Report

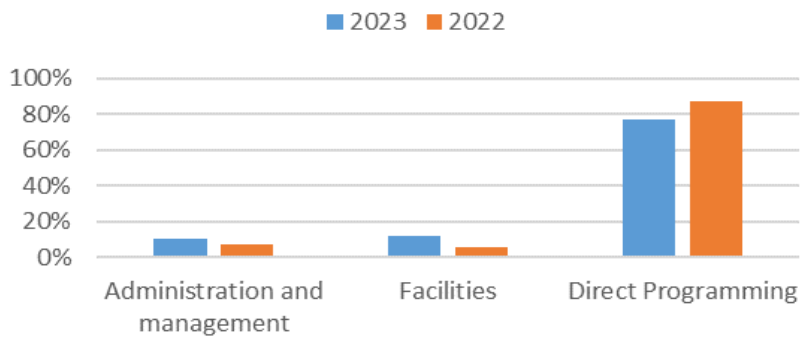
This year our fiscal audit by MNP was presented to the Board by Jordan Klemencic, CPA, CA and once again we managed to perform with a solid bottom line. We continue to work with our community partners and to offer support as demonstrated in the undertaking of our services to both the Clearwater Health Centre and Lytton consulting, after the fires of 2021. This has been a difficult year, as we wait for Unions to settle contracts and allow us to provide much needed lifts to our employees as well as our search for a Chief Executive Officer. In December we were pleased to welcome Christine Peterson aboard and look forward to many opportunities for our organization.

STATEMENT OF OPERATIONS for fiscal year ending March 2023.

Revenue:	\$	5,748,508	
Expenses:			
Direct Programming	\$	3,965,306	
Administration	\$	546,545	14% Of Direct Programming
Facilities	\$	610,067	15% Of Direct Programming
	\$	5,121,918	
Excess of revenue over expenses	\$	626,590	



Utilization of revenue



In conclusion I would like to thank Nikki Vincent, our Chief Operating Officer who held down the helm for the past several months, handling all of our contracts, funder requests and taking on additional programs and employees as our search began for a new CEO.

Sincerely

Kathy Green



Board Chair Report

Welcome to Yellowhead Community Services Annual General Meeting for 2023. I hope everyone had a great summer even with all the smoke from the local fires this year.

After many months of searching for a new CEO, we found the amazing Christine Peterson who started working for us on March 13, 2023. Christine brings with her many years of experience in the government sector and is a wonderful addition to the YCS team. She is busy learning all the different facets of her job and the many different programs and services that YCS provides to our communities.

On February 27, 2023, we lost our wonderful board member from Darfield, Lois McInnis who passed away from cancer. Although Lois wasn't on the board for long, she brought an enthusiasm to the board to make excellent decisions which benefited the YCS communities.

We are proud to announce that part of our ever-increasing services, we are now providing bus service to the community of Lytton to connect those residents to Lillooet and Ashcroft for services. Lytton residents can use the bus to go for groceries or appointments in the neighbouring towns while their town is still in the rebuilding stage after the fire in 2021.

Finally, we are moving forward out of Covid restrictions in the YCS offices, but in keeping with our contractual obligations our vaccine mandates will remain in place. Covid is still with us and cases are due to increase with the cooler weather, so please stay safe.

The YCS board continues to make the best decisions possible to add and improve services to the communities we serve. We are still working on building another housing complex, increasing our services, and looking at new ways to help support our citizens.

I would like to extend my heartfelt thanks our staff, management, and fellow board members for all their hard work and dedication and many thanks to our members at large for their belief in our society, supporting what we do at YCS. Thanks for coming to our AGM.

Respectfully submitted,

Joanne Stokes, Chairperson





Nominating Committee Report

To: AGM

September, 2023

The following individuals have agreed to let their names stand as Directors for 3 year terms.

Jackie Enfield

Leslie Groulx

Joanne Stokes

Jack Keough

The Nominating Committee recommends these individuals to serve as Directors for a 3 year term.

Moved by: Jack Keough

Seconded by: Louise Weaver





Chief Operating Officer Report

As we gather again for another year, the theme of transformation and change continues to be prevalent as we grow as an agency and restructure our leadership model. It is these changes which brought Jack Keough back from retirement on an interim basis while a recruitment process was undertaken and I am delighted to welcome Christine Peterson who joined YCS in March of 2023. I am excited to work with her over the coming year as we continue to strengthen our existing programs and expand our categories of services in the various communities we serve.

While the Covid-19 pandemic has moved to an endemic stage, we are fortunate to continue to benefit from some Covid-19 related funding opportunities. These include the continuation of the Covid-19 Surge funding from the Community Acton Initiative for an additional two years. This funding allows us to provide an additional full-time counselor, increasing the capacity in the program to more closely meet the needs we see in the community. We were also granted an extension for our funding from the Women's Shelter of Canada to September 2023, allowing us to meet the increased demand for short term accommodations and support for women fleeing intimate partner violence.

We continue to work on our elevator project which has been a three-year project, utilizing government funds received through an Enabling Accessibility Grant in addition to one-time only funding from Community Living BC. We have an aging population and participants utilizing mobility devices access the lower level of the building through the back pathway which can be difficult in the winter months.

We continue to partner with United Way which funds our Better at Home Program for seniors. Over the last year, we applied for and were successful in obtaining two additional grants to support seniors in the communities in the North Thompson. The demand for services continues to outpace resources available and this is an area of continued focus for YCS.

We are pleased to see the expansion of 10 dollar a day child care with renewed funding for Riverside Childcare which was previously designated a prototype. In addition, Little Stars Child Care in Barriere and Building Blocks Daycare in Clearwater are now \$10 a day childcare sites.

Moving forward in the upcoming year, we have identified several areas that we will continue to focus on. These include advocating for additional funds to support services to seniors, increased access to affordable licensed childcare spaces, expansion of food security programs, increased programming in outlying communities and building more affordable housing.

Respectfully Submitted,

Nikki Vincent

Program Reports





YCS Health Centre

As you may be aware, YCS took over the administrative functions of the Clearwater Medical Center in the fall of 2021 and has taken initiative to make some much needed upgrades to the interior of the building as well as purchase equipment and supplies. This work has continued into 2022/2023.

We were pleased to have another physician, Dr. Phillips, join the practice in August of 2022. This brings the complement of doctors to one part-time and three full-time family physicians working in the clinic as well as at the hospital. Another physician is expected to arrive in the fall of 2023. As a result of increases in physician time, we have added to our medical office assistant team to meet increased demand for administrative support.

Upgrades to the center this year include the purchase, installation and set up of 18 new computers for patient rooms and physician offices. Updating this technology was imperative to ensure compliance with the College of Physicians as well as quality care and service provision to the residents of Clearwater and surrounding areas who access care at the clinic.

YCS continues to be a member of the BC Association of Health Centres which offers engagement, advocacy and support for Community Health Centers and looks to address wellness gaps in health care. We also continue to be a part of the Clearwater local Health Services Planning Table which is focused on a more holistic approach to health and improving pathways to care for residents in smaller communities. This ties in nicely with other services we provide through YCS.

I would like to extend my appreciation to all of our Medical Office Assistants working hard at the clinic, managing appointment schedules and physician availability to ensure patients are seen in a timely manner.

Respectfully submitted,

Nikki Vincent





Early Childhood Development

YCS provides a wide range of services that support family stability and positive parenting. The purpose of our programs is to encourage and support parents to be leaders and the main decision maker with regards to their own family goals and their child's development. We take a family-centered approach to service provision, recognizing that parents know their children best.

YCS Child Development Services are comprised of four main programs; the Prenatal and Early Years Home Visiting Program, Infant Development Program, Supported Child Development Program and, most recently, Autism Services.

Autism Services are provided to children and families who have received an ASD (autism spectrum disorder) diagnosis. Once diagnosed, families and/or caregivers connect with a Children and Youth with Special Needs Worker and can apply for funding. Children under 6 are allocated up to \$22,000 a year to use towards services and children 7-19 are allocated up to \$6,000 a year. Children and their families then choose the service provider that best fits their needs and use the approved funding to access services.

In order to provide services to children under six, service providers are required to work under the guidance of a Behaviour Consultant listed on the Registry of Autism Service Providers (RASP) list. We have contracted with Cheryl Scaife, a certified Behaviour Consultant, based in Kelowna which allows us to work with children as young as four years old. Jenna Wilson is our Behaviour Interventionist and she works closely with families and Cheryl. Once we have provided services to families we submit monthly invoices to MCFD which are paid for out of the child's funding.



The remaining programs are funded by the Ministry of Children and Family Development (MCFD) and are free to families. We have provided these services through contracts that are renewed on a regular basis.

Supported Child Development is designed to promote inclusion in daycare and community programs for children with disabilities and diverse needs, ensuring they are able to participate to the best of their ability. Due to the high demand for services we were able to advocate and receive an additional \$21,194 annually to our contract. This funding has assisted us to minimize waitlists and increased the ability for families to access additional daycare hours for their child(ren).



Early Childhood Development

The Infant Development Program supports children 0-3 years of age with a disability, delay or at risk of delay. These children may not be reaching milestones such as sitting, playing with toys, walking or talking on a typical timeline. The IDP consultant is able to complete assessments, visit with the family in the home or office and offer support in group settings.

Although we have continued to see lower than expected engagement in services in 2022, we are seeing a slow increase in demand for services in the communities we serve in 2023.

Jenna Wilson, the Clearwater & Barriere consultant for IDP, continues to work hard to bring an awareness of services to the community and find creative methods to work with families.

Our services in Lillooet were suspended in the summer of 2022 due to ongoing recruitment challenges. In an effort to re-establish services in this community, we have negotiated with MCFD to bring in an experienced, itinerant consultant with the hopes to train and transition to a consultant in the community once we have someone identified.

The Prenatal and Early Years Home Visitor, Bobbi-Ann Strachan provides a range of services that help build parent capacity to support the healthy development of children from pre-natal to age six years. She does this by providing visits in the home, encouraging and supporting parents to attend community groups, strengthening social connections and linking to other resources such as counselling, as well as connection with other professionals.

The program also provides access to nutritional supplements for pregnant people and families with children under two years of age. In the spring of this year, we were once again able to host in-person prenatal classes for three sessions in the evening here in Clearwater. The class was well attended and we will be hosting another in the fall.

Respectfully submitted by,

Nikki Vincent



Safe Home & Second Stage Housing

The Safe Home Program provides 24/7 access to short term, safe accommodations and support to women, with or without children fleeing intimate partner violence. The goal of the program is to provide emergency stabilization and supports, enhancing safety while we engage women in longer-term planning. Part of the role of the coordinator is to provide connection to resources such as legal aid, access to counselling, transitional housing and/or financial supports to assist them in the next steps of their journey.

The Second Stage Program provides longer term, transitional housing for up to one year for women and dependant children under the age of 19 who wish to remain or reside in the community of Clearwater BC. Women who move into the second stage program meet regularly with the coordinator who provides planning and support in areas identified by women accessing services.

Over the last year, we continue to see increased volume of women accessing these services. This trend may be related to the following:

- Trans Mountain Pipeline which has increased traffic into and through the communities we serve
- Increased awareness in the community about the program
- Residual effects of the Covid-19 pandemic

Due to additional funding we received through a grant from BCSTH, we have been able to support concurrent requests for Safe Home services by accessing additional accommodations and allowing for slightly longer stays when there has been a longer than normal wait for transitional housing.

This year, we were pleased to welcome and participate in a training and information session hosted by Elizabeth Fry with regards to Protection Orders and have also received a dedicated one-time funding from BC Housing to be utilized for additional staff training over the next year.

I would like to acknowledge the hard work and dedication of our Safe Home & Second Stage Coordinator, Kim Bridge and Relief Coordinator Margaret Neal who provide front-line support to women and their children accessing these services.

Respectfully submitted,

Nikki Vincent





Family Support Services

The **Family Support Services** program is open to school age children, youth and families residing in the North Thompson Valley from McLure to Blue River. Priority is given to referrals from the Ministry of Children and Family Development, but also accepts self referrals when there is capacity in the program. Some of the services we provide include parenting support, parent-teen mediation and family support which may include connection to other resources. We have Youth and childcare workers who provide mentorship and life skills training/development for children and youth with additional needs or who are aging out of care. As part of the program, we also provide supervised visitation access, however this is through direct MCFD referral only where child protection concerns exist.

This year, we continue to see a fairly even split with regards to requests for service in the communities of Barriere and Clearwater. Over the last year, we provided services to 33 individuals/families in our catchment area. We are seeing a significant demand for supervised visitation and support for older youth approaching adulthood who are moving towards or living independently in the community.

I would like to give special thanks to our dedicated team of Family Support Workers which includes Adrienne Pullen, Curt Osmond, Heather Birks and more recently Bobbi-Ann Strachan. Their ability to foster positive connections with the children youth and families and their commitment to quality service provision is commendable.

Drop-in Youth Program:

This year saw the return of Teen Night, which took a hiatus over the pandemic due to social gathering restrictions. Teen Night ran January-May 2023 on Friday nights from 7pm-10pm in Clearwater at the Dutch Lake Community Center. Teen Night, is a free drop-in program, accessible to all youth ages twelve to eighteen, but specifically targets at-risk youth. This program was well attended and teens participated in a variety of theme nights and activities such as Beach Party Night, Indigenous activities including bannock making in honour of MMIW day, karaoke, table top games etc. This year's facilitators from YCS include Beth Bachly and Lauren Kadlun-Jones. Through partnership with the District of Clearwater, we were pleased to have Kawiria Creed, Recreation, Culture and Events Assistant for the District of Clearwater, join us as a third facilitator.

This year, the program was funded by Government of BC Community Gaming Grants and with support from the District of Clearwater.

Respectfully submitted,

Nikki Vincent



Affordable Housing

Íwséltkten Place

Íwséltkten Place continues to be at full occupancy levels with a waitlist still in place. We did see some tenants move out of the building, but these units were quickly filled.

After some ongoing and continued issues with the cooling system in the building, the units on the roof were replaced as were the thermostats in the building. Thankfully, this issue appears to be resolved and we now have balanced temperatures in the common spaces. As in previous years the air-conditioned Amenity Room and Community Room were left open to all tenants to create cooling spaces during hot weather. Bottled water and games for children were made available.

Additional repairs carried out this year include: replacement of appliances such as stoves, microwave ovens, and dryers in some of the units. In two suites light fixtures in the bathrooms were also replaced. We had a bit of an ant infestation that required contracting an exterminator to come in and take care of the problem. Thankfully, this issue appears to be under control and general information was shared with tenants to ensure potential attractants are addressed to prevent future issues. We also had a locksmith in to ensure doors in shared areas such as the Community room and front entrance are functional and secure. As a result of a fairly gusty windstorm, we did have a couple of the soffits on the building blow down or become precariously attached. D&T Development refastened all soffits on the building as a precautionary measure and to ensure the continued safety of residents.

April Christensen has continued in the role of the YCS Property Coordinator and has done a fantastic job of managing the building and ensuring we remain in compliance with fire, maintenance, and elevator inspections. She communicates regularly with tenants and has been available when unexpected issues arise. April holds several positions at Yellowhead Community Services and we are very thankful for her care and thorough approach to operating Íwséltkten Place. Terry Cawley provides janitorial and yard maintenance services to keep the building and yard clean and tidy. He has been a welcome addition to the team as well and we appreciate the work he does.

Respectfully submitted,

Nikki Vincent





North Thompson Better at Home

The Better at Home Program supports seniors 65+ in the communities of Barriere and Clearwater. Services vary depending on community and may include light housekeeping, yard work, snow shovelling and minor repairs. These services are fee based but are subsidized according to individual seniors' previous years tax report. Grocery shopping, friendly visiting, check in phone calls and transportation to medical and social appointment are free services. We rely on a combination of paid staff and amazing volunteers to provide these supports. Over the last year, we provided a total count of 1,326 Better at Home services for 47 individual participants, including 93 volunteer services. Our waitlist for services, especially housekeeping, continues to grow. YCS continues to advocate for additional funding in this area.

This year, we were successful in applying for and receiving two additional grants from United Way. This includes a Food Security Targeted Funds grant, allowing us to utilize a meal delivery service in Barriere, purchase grocery vouchers, and increase service provision for grocery shopping. In addition to this, the Food Security Program continues to be a wonderful partner and frozen, left-over soup stored in microwavable containers from Soup Kettle was given to seniors who were interested over the winter months.

The second grant we received for Emergency Preparedness provides us with opportunities to support seniors to prepare for and manage extreme weather events such as heat domes and prolonged cold snaps. This funding has allowed us to start up a lending cupboard for items like snow shovels and space heaters in the winter as well as fans, cooling scarves and emergency kits for the summer months.

YCS provides Community Response Network services to Barriere, bringing awareness to elder abuse and linking seniors to support services. June 15th of every year is World Elder Abuse Awareness Day (WEAAD). The last WEAAD event was hosted at the Barriere & District Senior Society Drop-in Center and was well attended by approximately 50 seniors who enjoyed a free lunch and/or giftbags. A special thank you to our guest speaker Marian Anderberg, the BC CRN Regional Mentor for Thompson, Cariboo and Shuswap area, for her presentation.

We are thankful for all our staff who go above and beyond as well as the volunteers who give freely of their time to provide friendly visiting for our seniors who feels isolated. We are very grateful to our wonderful active volunteers, Shirley Frost and Barb Pelton, who provide grocery shopping and transportation services.

Respectfully Submitted,

April Christensen



Community Living BC

Our Community Integration Services, which encompass our group program (Challengers), job skills and one to one support programs, continue to expand and grow. We welcome new individuals who have moved into the area and support young adults who are transitioning from high school into the adult world. We continue to be flexible and adapt to the changing needs of the individuals we serve as they move through the aging process or as support needs change due to personal and/ or health related needs.

Over the course of the last year, we have moved towards pre-pandemic levels of service provision and activities. We are welcoming larger numbers into our downstairs space for social activities such as arts & crafts, games etc. Some of the fun activities the Challengers group have participated in this year include: paddle boarding on Dutch Lake, attending a Blazer's hockey game in Kamloops, group lunches out at local restaurants, fishing in the hatchery pond, and shopping trips into the city.

Tim Horton's in Clearwater continues to be a Rock Star with regards to inclusive employment and has provided jobs to a total of four individuals throughout the year. We also have individuals who continue to clean our BC Transit buses, YCS vehicles, and take on odd jobs at our main office location. As in years past, we continue to maintain the 19 Forestry Recreation Sites in the TFL and have had new members join our work crew in addition to some of our seasoned crew. We continue to look for ways to increase employment opportunities in the community for the individuals we serve.

We continue to have a component of our population who is aging and/or use mobility devices to access community. In an effort to enhance accessibility to our program space, we have applied for and been successful in securing funding through the Enabling Accessibility Grant and CLBC to move forward with the installation of an elevator at our 612 Park Drive. This project was completed in July 2023.

Respectfully Submitted,

Nikki Vincent





Community Living BC

Home Share Program

The Home Share program provides a residential option for adults with developmental disabilities to live as independently as possible in the communities of their choosing. Home Share can look many different ways for different people. It can be more of an independent living situation, whereby an individual has their own suite and shares in some of the household and family activities as they choose. Some individuals in home share, especially those with complex health needs may require full care and support all day, everyday. Many individuals in home share also participate in other programs such as Community Inclusion or Job Skills which enhances independence, inclusion and overall quality of life. The Home Share program is funded by Community Living BC (CLBC).

Over the last year, we had a total of 4 Home Share providers, three in Barriere and one in Clearwater. One of our long-term providers has relocated to the William's Lake area and the individual residing within their home moved with the family as well, allowing for a continuity of care. YCS has received additional funding from Community Living BC in an effort to boost our time and commitment with regards to recruiting new providers in the North Thompson region. This will continue to be a focus over the coming year.

Finally, we would like to acknowledge all of our current and past Home Share Providers for their dedication and commitment to providing a high quality of care and enhancing the lives of the individuals they have welcomed into their homes and their hearts.

Respectfully Submitted,

Nikki Vincent





WorkBC

WorkBC Clearwater and Barriere team continue to offer a variety of free employment related services to assist individuals in their employment journey. We have many options for our clients to access a variety of services in person or virtually. Some of our programs include: Occupational Skills Training, Short Term Training, Short term Certificate Training, Wage Subsidy, Customized Employment Service, referrals for Self-Employment, referrals to other non WorkBC programs, as well as employability and life skills workshops. As we move forward, the ability to access services virtually as well as in person has proven to be beneficial for our rural area and has increased many opportunities for our clients.

The North Thompson Valley has proven to be a strong area of resilience and perseverance. We have experienced multiple changes in the last year and have moved forward with a confident outlook.

We provided an Ability Works Employment Fair in March 2023, with 9 Employers and 40 attendees.



Trans Mountain Pipeline Construction project has now completed in our area and the pipeline has moved on. Many employees have moved with the pipeline and others are looking for sustainable employment in other areas. We continue to assist clients to prepare and attend all employment and training opportunities.

We are continually connecting and creating sustainable relationships with local employers in the North Thompson Valley and providing information on our wage subsidy program and inclusive hiring/customized employment options.

We are meeting with Ashley Fitger, Administrative Assistant, and Education Coordinator to continue with building relationships and planning for future events. We are in the planning stages of an in-person Youth program and an Inclusivity program for both communities. We will be working in collaboration with Simpcw on these workshop programs for Barriere.



The Open Door Group posted this picture for Pride Month on their Facebook page

WorkBC attended Chamber meeting in February 2023 and provided a presentation for Employers on how we can support them with recruitment services, wage subsidies and other Provincial Funding options, inclusive hiring, pre-job training and certification.

Promotion of our WorkBC services and supports was presented at Eleanor Lake in Blue River, the Barriere Farmers Market, Clearwater Harvest Fair and a Health and Career Fair for Simpcw at Chu Chua.

The WorkBC Clearwater and Barriere Staff are committed to providing respectful, resourceful and personable services and referrals. I am confident in our team's superior approach to offering innovative employment assistance to all citizens of the North Thompson Valley.

Respectfully submitted,

Theresa Pelton



Clearwater & Area Literacy Outreach

Clearwater and Area Literacy Outreach Coordinator – Kerry Milner Cairns

Program and Event Coordinator - Denica Kelly

Tutors – Kim Bridge, Laura Pickering

What an amazing year it was for the Clearwater Literacy Program! Through our many community partnerships we were able to provide literacy programs and services for all ages throughout the year. The Program and Event Coordinator, Denica Kelly organized and facilitated some amazing literacy programs and events for children and families in the community! The Youth and Adult Tutor Programs provided support to learners 6 years to 65+ years old! Learners were more comfortable returning to in-person sessions, and both programs continue to be fully subscribed, with the youth tutor program having a waitlist.

- Family Literacy week: There was a Magic show with over 100 people attending, a “Book Hunt” with books for all ages, Teddy bear picnic with 35 people attending, and a Meal Prep Box (a Berry Brunch Bake) was provided in partnership with the Food Security Program. Raft River Elementary participated in Family Literacy Week – unplugging and playing - and the class with the most participants received a pizza party.
- Winter Fest: a scavenger hunt was organized by the Literacy Program to encourage participation in non-tech activities
- One to One Reading Program - ran successfully from October to May with 9 volunteers and 22 students.
- Raise a Reader Day newspaper campaign, Raise a Reader Adult Team Spelling Bee, 2 Bingo fundraisers, Farmers Market photo booth, and Book Sale donation raised \$20,2207!
- PCMG ran in Clearwater & Barriere through a grant from BC Council for families
- Tumble Bumble ran from November to April in the Raft River Elementary Mini gym
- Community Adult Literacy Program (adult tutoring)
- Youth Tutoring Program
- Bright Red Bookshelves
- Blue River Play Group, Vavenby Playgroup and the Clearwater Playgroup support with activities and nutrition

Respectfully submitted,

Kerry Milner Cairns





Barriere Literacy

Barriere and Area Literacy Outreach supports initiatives and events that contribute to the social and economic well-being of residents within our catchment area.

This year we continued to provide tutoring at no cost for people of all ages, while also helping to support other community initiatives that offered a learning and literacy focus.

We also worked closely with a number of service organizations within the community to extend our reach in bringing literacy and learning to our residents, and provided a program to assist seniors in how to safely navigate the Internet, and avoid the pitfalls of cyber fraud.

During the past 12 months we facilitated, supported or promoted the following programs within our area:

- Barriere Library StoryWalk which is permanently located in Fadear Park
- ABC Family Literacy Day with events, promotions, handouts, and virtual interactions
- Family Literacy Week events, plus free handout literacy packages for families throughout the week
- Partnered with Interior Savings in Barriere during Unplug and Play Week
- Provided drop in after school tutoring for youth
- Bright Blue Bookshelves
- Free Books For Babies
- The Annual 3-day Lions Club Gently Used Book Fair
- The “New Book For Every Child” Program
- The Annual Christmas Essay Contest for Youth
- The Cyberspace Senior’s Program
- The Barriere Blooms Garden Contest Division for Youth
- The Annual Indoor Teddy Bear Picnic held in January
- Attended the Barriere Volunteer Fair
- Attended Barriere Elementary’s Information Fair
- In September we participated in the Annual Raise a Reader fundraiser, and thanks to the enthusiastic help from local volunteers, plus generous support from area businesses, sponsors, and residents, we were once again able to raise earmarked funds for youth literacy initiatives within our area.





Ashcroft Literacy

Tutor Program – Trish Hoy

The Ashcroft Community Adult Literacy Program welcomed Trish Hoy as it's new Program Coordinator. Trish worked on developing relationships and partnerships in the community, and promoting the program to service providers and the public via:

- Jr/Sr high school
- Work BC
- Service Canada
- Community Futures
- Community Notice Boards
- Legion
- Anglican Church
- CATEC (First Nations) training and employment centre
- Desert Hills
- Library

Trish was invited to attend the Ashcroft WorkBC Employment and Education Fair, to meet potential clients, and promote the program in the community.

Tutoring is based out of the Ashcroft Hub with a small room being rented for the Coordinators office as well as being used as a tutoring location. The program is run for 10 hours per week. We look forward to the year ahead and continuing to grow the tutor program!

Respectfully submitted,

Kerry Milner Cairns





Indigenous Programs, Early Years Service

- Connection Circles were offered in Clearwater, Barriere, Vavenby, and Blue River. They were held at various locations; Dutch Lake Community Centre, Barriere TNRD Library, Barriere Strong, Vavenby Elementary Early Years room, and Blue River Elementary Early Years room.
- Connection Circles are an Indigenous Early Years Family Drop-in program that are all are welcome to attend. The main focus is on cultural teachings through stories, song, drumming, language, craft, and traditional foods. Families dropped-in to participate in talking circles, Indigenous crafts (medicine bags, dream catchers), activities (Michif language colouring books), traditional food recipes, and drumming, and to connect with the Service Provider regarding information on Indigenous issues.
- Cindy connected with families through social media, telephone, and in-person in the community.
- As we moved out of Covid precautions, Crafts and information were provided to Clearwater and Barriere families, that they could do at home with their children as some families were not ready to attend in-person.
- Cindy was happy to be able to once again visit the Preschool, and host the Indigenous family play group in Barriere.
- Cindy was very fortunate to be able to spend time at Eagles Nest/Aboriginal Head Start several times a month, and have the children participate in various community cultural activities and ceremonies.
- Cindy also participated in the Barriere Baby party, a two-day online Early Years Conference, and visited the after-school program to share cultural information, and provide an activity about Orange Shirt Day.
- A special Family Gathering was held on August 27 at the North Thompson Provincial Park. Families were invited to share a meal, and participate in singing, drumming, storytelling, and games.
- National Indigenous Peoples Day. This event was held at the DLCC with support from our community partners; North Thompson Aboriginal Cultural Centre, and BC Metis Federation. The event was open to all families in the North Thompson valley.
- Orange Shirt Day and the 2nd National Truth and Reconciliation Day were honored and held at the DLCC.
- Clearwater Moose Hide Campaign was held at the DLCC, on May 12th
- MMIW/Red Dress Project was held at the information centre starting with a 5km walk on May 5th 2022 through the community, ending at the DLCC to singing and drumming, with sharing bannock.
- Helped cook meals for families through the Food Security and Soup Kettle Programs.
- Connected with Indigenous families through a partnership with the Cultural Centre, and informed Indigenous and non-Indigenous families of local support and services available in the N.T. Valley through social media, phone calls, and in person in the community.

Respectfully submitted,
Cindy Wilgosh



Clearwater Early Years

2022 Was a great year for Early Years programs. All programs resumed as normal, and families were happy to get out again. Regular playgroups with different themes were held every Tuesday and Thursday in Clearwater at the Dutch Lake Community Centre. Throughout the year, there were special activities field trips. They were trips to the Aveley Sheep Farm, the Clearwater Fish Hatchery, and food canning and gardening workshops.

The Mom and Baby walk continued all year round, getting families out and active during the winter. We were able to host playgroups again at the schools in Vavenby and Blue River, and welcomed new families in both communities.

The Babies of 2021 Welcome Party was held on August 28, 2022 at Dragonfly Splash park. The District of Clearwater kindly donated the park rental for the event. Babies who were born in the Clearwater area in 2021, were welcomed with a celebration picnic, games, and activities. Gift bags were given to each baby who attended.

The Kids Winter Clothing swap was hosted on October 13, 2022 at the Dutch Lake Community Centre gymnasium. This provided the opportunity for families to donate winter clothing items they were no longer using. Families were then able to come “shop” these donated items, and take what they needed at no cost.

On November 28, 2022, the Early Childhood Check-up Day was held at the Dutch Lake Community Centre with the following professionals; Audiologist, Child Development, Car seat specialist, and Dental. A variety of health information hand-outs were also provided. We successfully filled all appointments available for the event. We are very grateful to have such wonderful professionals who commute and donate their time for this event.

Respectfully submitted,

Denica Kelly





Barriere Early Years

Barriere Early Years services and programs were advertised to families through social media, and local bulletin boards. Ages and Stages Questionnaire (ASQ) stands were maintained in all identified locations; YCS, ISCU, and the Medical Clinic. ASQ's are administered in YCS childcare programs on a yearly basis.

On January 24, 2023, the annual Baby Party was held in the Multipurpose Room at the Barriere Ridge to celebrate Barriere's newest citizens born in 2021 and 2022. 23 babies and their families attended this celebration. Families enjoyed lunch and a birthday cake, as well as getting to know each other and visit informally with YCS Service Providers.

Early Years Playgroups were held at the Barriere Ridge once a week. This is a free 2-hour program for preschool children. Children enjoy stories, songs, free play, and snacks each week!

A "Ready, Set, Learn" event was held on May 31st at Barriere Elementary School gymnasium in partnership with SD 73. This free event focuses on providing resources, information, and support to parents and children ages 3 and 4. All families with children up to the age of 5 are invited to attend, and learn and play together! This event included guest presenters with booths set up including: Information and tools from Dental, Behavioural, and Child Passenger Safety Professionals. This event fosters healthy child development in the areas of nutrition, growth, safety, dental health, vision health, and readiness for kindergarten. 25 children with their parents/caregivers attended the event.

Early Years Service Provider – Adrienne Pullen





Lillooet Early Years

Early Years Service Provider -Ana Donoso

Early Years Service Provider – Tabatha Hecker

In late summer, we said Good-bye to Ana and wished her well in her new community. We were very happy to welcome Tabatha Hecker as the new Early Years Service Provider! Tabatha is a long-time Lillooet resident with a passion for working with children.

This year, many fun-filled activities were provided to families by the Lillooet Early Years Program. Some of the programs and services that were offered were:

- A walking group
- Teddy Bear Picnic – June 28
- Craft bags were provided to families displaced from other communities due to wildfire
- Hot lunches provided once per month which brought families together for food and conversation
- 2-hour Playgroup offered twice a week – various locations: YCS office, Lillooet Recreation Centre, outdoor playgrounds. Snack, songs, stories, free playtime and crafts were offered.

Tabatha is busy planning the annual Baby Welcoming Event which will be held in the fall of 2023.

We are thankful for our many successful partnerships, that allows us to reach more families in the community.

Respectfully submitted,

Kerry Milner Cairns



Food Security

Clearwater Farmers Market: The immediate and future challenge for the market continues to be securing more farmer and producer vendors. This is indicative of the larger problem that affects all areas of the Province and an aging farmer population. Supporting young new farmers is crucial to a robust local food system. We continue our partnership with Community Futures. A marketing plan was created for the Clearwater Farmers Market and in 2023 we will be participating in an Economic Impact Study being undertaken the BC Association of Farmers Markets.

Nutrition Coupon Program: The Ministry of Health has committed to another three years of funding for this amazing program! We were able to take advantage of special funding to support an additional 10 senior households in Barriere and Clearwater. In total Clearwater supported 41 households and Barriere supported 25 households with \$28,512 worth of coupons to purchase health foods at the farmers markets!

Soup Kettle: 2929 bowls of soup were served and 189 hours of volunteer time was provided to help with soup prep, making buns, delivering soup and grocery shopping. We love soup!

Neighborhood Kitchen: Program space continues to be fully subscribed. This last year has seen an increase in participants that have special dietary needs and nutrition concerns so it has been a rewarding challenge to help support them to access the ingredients, recipes and hands-on skills they need to navigate these conditions.

Community Garden : Demand for garden plots has been consistent and we have been able to support everyone that wishes to have space with very little space unused. We have 17 plots in use with a variety of shared fruit trees and berry bushes.

Special Events, Fundraisers and Workshops

- Gleaning Program - 844 pounds unwanted produce picked and utilized
- Seedy Saturday – April 1, 2023
- North Thompson Community Seed Library – 229 pkg seed shared
- Lending Cupboard – new pressure canner purchased, 27 items borrowed
- Harvest Faire – September 17, 2022
- Cooking Connections for Seniors – July-August 2022
- Blender Bike made by the Men's Shed
- Canning Workshop – Applesauce
- Savvy Supermarket Shopping Workshop
- Bee Club support
- Family Meal Prep Boxes – Literacy Week
- BCAFM Conference November 2022
- Operation Holiday Boost – 32 households received \$2000 in grocery cards



Thank you to all of the funders, donors, and volunteers that make the Food Security program a success!



Counselling

The Yellowhead Community Services counselling program continues to provide a wide range of counselling through a variety of government contracts. Reflecting on the past year, there continues to be a significant demand for counselling. Our counselling team is able to provide flexible options to reduce barriers to accessing counselling in our communities.

Our counselling team continues to bring specialized skill sets to support our communities: MHSU Clinicians, MHSU Workers, STV and PEACE Counsellor, Community Counsellor, and Family Counsellor. Our team continues to grow our knowledge through training, for example, in the last year our counselling team participated in Dialectical Behaviour Therapy (DBT) training facilitated by two counsellors through Response Based Practice. Furthermore, we attended Collaborative Care training and Naloxone training hosted by Interior Health.

As a counselling team we continue to meet with local physicians for clinical consults, collaborate with the Ministry of Children and Family Development, and meet regularly for clinical group supervision. Additionally, we value our relationship with Simpcw First Nation as our services overlap in the Barriere area.

Adult Mental Health and Substance Use Counselling Program
Youth Substance Use Counselling Program
Opioid Agonist Treatment (OAT) Clinic Program



Funded by Interior Health

Adult mental health counselling services are available to service users with moderate to severe mental health. Adult and youth substance use counselling services are available to service users who experience substance use issues. Our counsellors that have experience working with youth continue to support students at the alternate school (FLEX program) for high school students. Our counselling team works diligently to build relationships with the teachers and students. The goal is to increase the number of youths accessing one-on-one counselling for substance use issues.

YCS has two Mental Health & Substance Use (MHSU) Clinicians, Glen Follweiler (Clearwater) and Phil Janicki (Clearwater). Our team would like to acknowledge John Kendrick (Barriere MHSU Clinician), who recently left YCS on July 13th, 2023 to pursue other opportunities. Our team is excited to announce that Marion Fallding will be the Barriere MHSU Clinician effective September 5th, 2023. We have two MHSU workers, Kim Bridge and Phil Janicki. Additionally, this year YCS supported the OAT clinic run by Dr. Marino and YCS OAT Clinic Coordinator, Kim Bridge. The clinic ran every second Friday from 9:00 AM to 12:00 PM, up until the spring of 2023, as there was no longer a need for the clinic in the community.



Counselling

Community Counselling Program

Supported by the Community Action Initiative (CAI) and funded by the Province of British Columbia and The Community Action Initiative, in partnership with the Ministry of Mental Health and Addictions and the Ministry of Health, awarded YCS a Community Counselling Grant. The project took place from November 1, 2019 – October 31, 2022, with renewal until March 31, 2023. The fund has been renewed for an additional two years to March 31, 2025. YCS continues to deliver counselling activities for adults ages 19+ and families in British Columbia who would not otherwise have access to mental health support, and who face inequity in access to health services. While in-person services are available, we offer virtual individual and group counselling services through an approved virtual platform and by telephone. The Community Counsellor is Michelle Kung.

This year, through the Community Counselling program, we offered a three-session self-growth workshop series on self-worth, self-awareness, and resilience. The workshops were a great success, with an average of eleven in-person/virtual participants. All participants who chose to complete a survey strongly agreed or agreed that the workshop was applicable, their comments were respected, they felt safe in the group, the material was organized, they would recommend it to family and friends, and they would be interested in attending follow-up workshops. The Community Counselling program plans to continue to offer counselling groups in the upcoming year.



Stopping the Violence (STV) Counselling Program

Funded by the Ministry of Public Safety and Solicitor General, Crime Prevention Division, and supported by the Ending Violence Association of BC (EVABC)



Counselling

The Stopping the Violence (STV) counselling program provides trauma-based counselling and support for service users who identify as women and who have experienced sexual assault, violence in relationships, and/or childhood abuse. Additionally, our STV counsellor, Naomi Capostinsky provides information on and referrals to other community service providers, resources, and professionals as required. Naomi has been working towards building and maintaining relationships with stakeholders, service providers, and interest groups to understand the local barriers women who are experiencing forms of violence face in accessing services. In addition to one-on-one counselling Naomi provides community education and participates in events such as the Moose Hide campaign and the Murdered and Missing Indigenous Women and Girls (MMIWG) Awareness Walk. Furthermore, she works collaboratively with our local Police-Based Victim Services, Safe Home Coordinator, RCMP, and other related services to jointly coordinate interventions to promote a safer community.



Prevention, Education, Advocacy, Counselling, and Empowerment (PEACE) Program

Funded by the Ministry of Public Safety and Solicitor General, Crime Prevention Division, and supported by the BC Society of Transition Houses (BCSTH)

The PEACE program continues to provide counselling to children/youth and their caregivers who have experienced violence. Our PEACE counsellor, Naomi Capostinsky, provides counselling to children. The goal is to offer support in breaking the cycle of violence through one-on-one counselling. Additionally, this year to promote community awareness, Naomi and our Safe Home Coordinator, Kim Bridge, facilitated the Violence is Preventable (VIP) program in the Clearwater and Vavenby Elementary schools. The VIP program is a free, confidential, school-based violence prevention program for students in grades K-12. VIP presentations are delivered to increase awareness of the effects that intimate partner violence has on students while connecting those who are experiencing violence to the PEACE program and/or appropriate community resources.





Counselling



Ashcroft Family Counselling Program

Funded by the Ministry of Children and Family Development

The Family Counselling program continues to provide virtual services to the community of Ashcroft. Family Counsellor, Darren Jones, provides this virtual service weekly to support families with children to increase their safety and well-being. Services are broad, promote empowerment, and adapt to a family's unique needs. The Family Counsellor will support the family in developing a service plan and, as appropriate, collaborate with other community pro-fessionals and the family's support network.

Alysha Piva (Counselling Program Manager)

Phil Janicki (Clearwater MHSU Clinician)

Glen Follweiler (Clearwater MHSU Clinician)

Kim Bridge (Clearwater MHSU Worker)

Naomi Capostinsky (STV/PEACE Counsellor)

Michelle Kung (Community Counsellor)

John Kendrick (Barriere MHSU Clinician/Worker)

Darren Jones (Ashcroft Family Counsellor)



Respectfully submitted,

Alysha Piva





Family Group Conferencing

Family Group Conferencing Program Manager and Coordinator—Alysha Piva

The Family Group Conferencing (FGC) program continues to be vital in the North Thompson Valley and is funded by the Ministry of Children and Family Development (MCFD). An FGC is a culturally safe meeting of the family, children, and those that ‘feel like family.’ At a conference, the family and their supports come together to develop a plan to help solve worries and ensure that the children get the care and support they need. FGC referrals are received from MCFD social workers.



This year seven families have been served by the FGC program, and five FGCs have been facilitated.

Families have commented on the positive impact of collaborative planning. For example, all participants who chose to complete a survey after an FGC were very satisfied with how the decisions were made at the conference and the plan that was created from the conference. Comments included, “This was very useful, the instructor was great! Very collaborative.” Another participant said “Exceeded expectations. A lot of concerns were addressed.” And “Strengths-based, we reached a plan.”

In the future, Alysha continues to look forward to coordinating this collaborative and family-centered service in the North Thompson Valley.



Respectfully submitted,
Alysha Piva



Licensed Child Care

Over this past fiscal year, Licensed Child Care Programs have continued to deliver the highest quality of care to the communities of Ashcroft, Clearwater, and Barriere. Enrolment in programs is at an all time high, with waitlists in each center. This has brought our attention to how quickly our communities are changing and growing. The breadth of young families moving into our rural areas is higher than ever before, and we are noticing that prior to even securing housing they are putting their children on our waitlists. This speaks to the crucial need to expand programs, especially in Barriere and Clearwater. So far, Riverside Child Care has opened a new afterschool program in September of the 2022-2023 school year to accommodate the children on the Wells Grey After School Program waitlist.

Thank you to our staff!

Staff numbers in Licensed Childcare Programs are also at an all time high. Turn over in the past fiscal year was the lowest ever and we are proud to say that staff report that they feel supported and appreciated within the agency. With a total of 28 staff (an increase of 7 since 2021,) we are pleased to say that 25 of them are ECE Assistant and/or ECE Certified - most with the support of YCS and The Employer Training Grant.

We have welcomed Erin Douglas as the new Program Manager of Building Blocks Daycare! Michelle Baker has left the agency to set off on a new adventure.

We would like to acknowledge each and every staff member for their continued commitment to their practice, to the children and families they serve, and to YCS. Presenting our staff:

Building Blocks Child Care

Erin Douglas, ECEIT, (Program Manager); Stacey Hedman, ECEIT; Marine Schaller ECEIT; Kayla Fowler, ECE; Breanna Regier, ECE; Tien Nguyen, ECE; Tamera Thorpe, ECEA; Kristen Regier, ECEA; Khushpreet Singh, ECEA

Riverside Child Care

Denise Boden, ECE (Program Manager); Ronnie Gosselin ECEA; Reegan Yurkiw, ECEA; Gurpreet Saini, ECEA

Wells Gray After School Program

April Christensen, ECE (Program Manager); Kaylene Redman, ECEA; Amanda Kennedy, ECEA; Justine Hunt, RA; Kaley Jones, RA

Stepping Stones Child Care

Shayla Redman, ECE (Program Manager); Tiffany Adamski, ECEA; Rachele Page, RA



Licensed Child Care

Little Stars Child Care

Patricia Morin, ECE, (Program Manager); Chantelle Harrie, ECE; Jennifer Reid, ECE; Denise Howe, ECEA; Serena Wittner, ECEA; Faunne MacLaren, ECEA; Amanda Huber, ECEA

10aDay

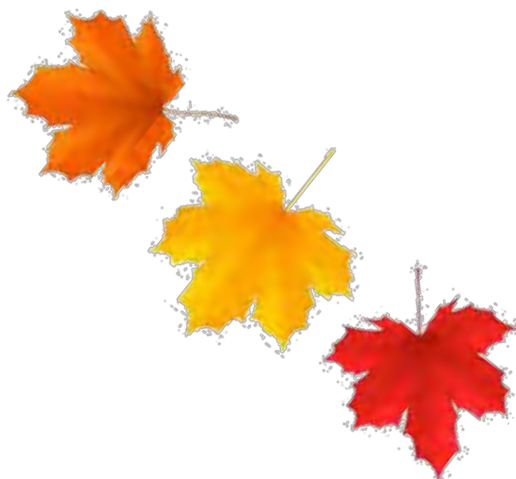
We successfully applied for, and received, the 10aDay contract for Riverside Child Care in 2021. The funding has supported higher caregiver: child ratios, increased recruitment and retention, and lessened the high expense of developing and maintaining the program. In the last fiscal year, we are thrilled to announce that Building Blocks Daycare and Little Stars Child Care are now part of the 10aDay program! We are excited that the government is making a commitment to prioritize affordable child care for families as well as ensuring that programs and Educators are supported.

Early Learning and Child Care Collaboration

We have started building connection with the newly formed Ministry of Education and Child Care! Thus far, we have participated in meetings, completed surveys and started building a relationship with the new School District 73 Early Learning and Child Care Principal, Tanya Rogers. The Ministry recognizes that Yellowhead Community Services is a historical leader in the development of quality child care programs. They want to learn from us so that they can ensure the needs of all communities are met in the way we are providing to ours. We are excited to continue developing this new relationship and look forward to what this collaboration will bring to Licensed Child Care Programs in the next year.

Respectfully submitted,

Patricia Morin





Clearwater & Area Transit

With the health and capacity restrictions behind us, I'm very happy to report our passenger counts have almost returned to pre-pandemic levels. We sincerely thank our Clearwater drivers; Alain Levassure, William Richardson, Bill Collison, Sherry Elliot, and Liana Beaudry. Our Ashcroft drivers; Simon Larkin, John Roberge, and Ross DeBoer. Our Lillooet driver Kevin Anderson and our Lytton driver Mel Patterson. As well, many thanks to the Administration Staff at YCS for their hard work organizing the bookings and assisting our passengers navigate the routes. We have a diverse ridership with many unique needs and each one of our staff continuously go above and beyond, getting everyone to their destinations in a safe and timely manner.

Clearwater and Area Service

This past year has been challenging, with a significant increase in highway closures due to accidents, especially during the winter months. Our drivers and support staff have all been very flexible, professional and accommodating when dealing with these unexpected changes and delays.

Ashcroft/ Cache Creek/ Clinton

This area experienced some cancellations and delays in Spring 2023 due to flooding. Simon Larkin helped some stranded evacuees get to the Kamloops Emergency Centre and temporary lodging. The flooding brought cancellations, then re-routing which turned to single alternating traffic while the damages were fixed. We continue our efforts searching for an additional driver in Lillooet. We have increased our advertising in the area and are hopeful we will fill this position soon.

New Lytton Connector Wednesday: Lytton to Lillooet Friday: Lytton to Ashcroft

In 2022 Jack Keough was instrumental in forging a new partnership between the Salvation Army, the Anglican Parish and YCS. This agreement brought a much-needed new bus route; connecting the Village of Lytton to essential services in Ashcroft and Lillooet. Discussions are underway to hopefully bring this route into our BC Transit fleet in the future.

New funding secured by the District of Clearwater added a "Special Event Saturday Bus" in the Clearwater area. This new service ran once in February and March 2023, and is expected to continue from May to September of this year. The route travels between Vavenby, Clearwater and Blackpool. Many thanks to the Seniors Coordinator and the Economic Development Office for all their hard work making this new Saturday service possible.

Our BC Transit fleet operates "Handy-Dart" ARBOCS. The buses in the Ashcroft and Lillooet areas are the newest in our fleet and continue to run with very little extra maintenance outside of the mandatory prescribed safety checks. The buses in the Clearwater area were scheduled for replacement in 2023, however this has been delayed. Increased break downs and disruptions to service with these higher mileage buses have been challenging. A recent update from BC Transit indicates we should have one replacement by the end of this year followed by two more in 2024.

I joined the team as Transit Manager in June 2022, and am so grateful for the guidance and assistance I've received. Transit is such an essential service to so many people in our communities. I love that we are able to bring some of the city comforts and conveniences to our rural areas.

Respectfully submitted,

Michelle Wall



Administration Report

The old saying it takes a village . . . well this is how I view Yellowhead Community Services Society! It starts with an amazing Board, who hire amazing Managers, who then get to search for amazing staff!

As presented by our managers the wide-ranging programs we provide for our communities requires a multitude of skills for Administration staff. They become the hub providing support for the staff and clients both virtually and in person as they multitask throughout their day.

This past year we welcomed Rylee back to administration in Barriere! Kim has moved to maternity leave and has since had an adorable baby girl! Rylee has implemented the smooth transition of the new counsellor and has supervised the updates to this office space.

Dorothy moves into her second year, managing various computer issues and has worked diligently to get our website back on line. The Health Centre received new computers and Dorothy worked with the computer tech to get those computers running smoothly. She has also spent many hours on hold sorting out cell phone plans for staff which, is a timely and often frustrating task, but she came out smiling!

Kristal was working casual for Kerry at our Dutch Lake Office and has joined the main office full time. She has taken on the organization of this event and continually trouble shoots office issues in a smooth, calm manner. Daily, I witness her professional and kind nature as she utilizes her problem-solving and people skills with both clients, visitors and staff which makes her a valued member of the YCS team!

Louise continues to provide support to the management team with her payroll and bookkeeping skills. As well, she jumps in to fill Barriere admin, answers phones or covers the front desk wearing many hats at the drop of a hat! I have so depended on her over the past 2 ½ years.

With all the talk in town now of Bears . . . I know they put up with this old Bear . . especially at year end! A day doesn't go by that I don't value and appreciate the hard work and dedication of the Administration Team!

Sincerely,

Kathy Green

Finance and Administration Manager





Contact Us

Yellowhead Community Service Society

General Email: info@yellowheadcs.ca

Web: www.yellowheadcs.ca

Main Office

612 Park Drive

Clearwater, BC V0E 1N1

Tel: 250.674.2600 Fax: 250.674.2676

Barriere Office

4936 Barriere Town Road

Barriere, BC V0E 1E0

Tel: 250.672.9773 Fax: 250.672.9709

Dutch Lake Community Centre

General Email: dlcc@yellowheadcs.ca

209 Dutch Lake Road

Clearwater, BC V0E 1N2

Tel: 250.674.3530

Work BC

Clearwater Employment Centre

E: info@clearwateremployment.ca

#100—240 Park Drive

Clearwater, BC V0E 1N1

Tel: 250.674.2928

Barriere Employment Centre

E: infobarriere@clearwateremployment.ca

Unit 5—4480 Barriere Town Road

Barriere, BC V0E 1E0

Tel: 250.672.0036

Lillooet Family Centre

Infant Development & Early Years Services

General Email: info@yellowheadcs.ca

2-155 Main Street

Lillooet, BC V0K 1V0

Ashcroft Early Years

General Email: info@yellowheadcs.ca

711 Hill Street

Ashcroft, BC V0K 1A0

Tel: 778-207-9194



Acknowledgements

We are grateful for our supportive relationships with staff and government ministries, municipal governments and community agencies; for our individual donors – *both cash and in-kind gifts!* - and our amazing volunteers who serve with us. The support of the many services we provide, within the diverse program areas YCS operates, helps us make a difference in our communities - and there are just too many of you to name each one individually! So...

Below we list those who provided funding, cash donations and grants over the past year:

Core Programming:

BC Association of Pregnancy Outreach	Ministry of Forests
BC Gaming Commission	Ministry of Municipal Affairs
BC Housing	Ministry of Social Development & Poverty Reduction
BC Transit—District of Clearwater	Open Door Group
Community Living BC	Province of BC
Decoda Literacy Solutions	Provincial Health Services Authority
Interior Health Authority	Thompson Nicola Cariboo United Way
Ministry of Advanced Education & Skills Training	Thompson Nicola Regional District A & O
Ministry of Children and Family Development	United Way of the Lower Mainland
Ministry of Education and Child Care	Village of Ashcroft
Victim Services/Crime Prevention—Div. of the Ministry of Public Safety & Solicitor General	

Grants, Subsidies, Donations & Partnerships:

AG Foods Barriere	Bee City Canada
Ashcroft Bakery	Beta Sigma Phi - Clearwater
Banister	Buy Low Foods - Clearwater
Barriere & District Foodbank	Buy Low Foods - Lillooet
Barriere Lions Club	Childrens Therapy & Family Resource Centre
Barriere Star Journal	Clearwater Secondary School
BC Association of Farmer's Markets	Clearwater Secondary School PAC
BC Community Response Network	Community Action Initiative Society
BC Council for Families	Community Links
BC Metis Federation	Desert Hills Ranch Farm Market - Ashcroft
BC Paramedics	Diabetes Canada
BC Society of Transition Houses	District of Clearwater



Acknowledgements

Grants, Subsidies, Donations & Partnerships:

District of Barriere	Olivia Duncan Photography
District of Lillooet	On Call Service Centre
EVA BC	Parents Legal Center
First Nations Health Authority	Pharmasave - Clearwater
Fraser Basin Council of BC	Postmedia: Raise A Reader
Horsting's Farm Market - Ashcroft	Public Health Nurses from all Communities
IDA Pharmacy Barriere	Raft River Elementary
Interior Savings & Credit Union - Barriere	Raft River Elementary and PAC
Interior Savings & Credit Union - Clearwater	School District #73
Interior Savings & Credit Union - BC	Sekw'el'was Band
Kaltire	Sid Scotchman Photography
Kamloops Child Care Resource and Referral	St' át'imc Nation
Kamloops this week	T'it'q'et Band
Kanuk'wa7sta'liha Family Services	T'it'q'et Daycare and Preschool
Lillooet Area Library Association	United Way
Lillooet Food Bank	Volt Auto Detailing
Lillooet Friendship Centre	Wells Gray Community Forests
Lillooet Interior Health	Wells Gray Outdoors Club
Lillooet Maternity Clinic	Women of St. Paul
Lillooet Quilter's Group	Women's Shelter of Canada
North Thompson Aboriginal Cultural Centre	Xaxli'p Band
North Thompson Communities Foundation	Xwisten Band
North Thompson Fall Fair	

To every member, community volunteer and supporter we have the pleasure of working with

OUR SINCERE THANKS FOR YOUR SUPPORT AND GENEROSITY!



Have a great year!



SimpCW

Po Box 220-7555 Dunn Lake Road
Barriere BC V0E1E0
T: 250.672.9995 | 1.800.678.1129

Date: July 4th, 2024

Weyt-kp (Hello) District of Barriere Mayor & Council,

Xwexwéyt me7 tsnes-kp te splulkw. Me7 tsecwmíntlmen xwexwéytep.

It is with great pleasure that we invite you to witness and partake in our annual
Melukwminem (Gather Together) & SimpCW Days.

This weekend long event unites members from all over to connect with their *kwséltkten* (family) and *stememét* (friends), make new connections and strengthen their culturally proud traditions. This is also when we 'Call Our Children Home' with a traditional blanketing ceremony as a way to welcome SimpCW Members back to the land, community, culture, and campfire.

The event this year is notable, as we are having the event right in Chu Chua; as well as various sites within SimpCWul'ecw.

Event Date: *temllenkúkwe7 te mégcen* (Ninth moon / September) 19th-22th, 2024

September is also know as *Pellc. wéwlemten* (Fishing Month) or *Pesqelqlélten* (Many Salmon Month)

Event Location: Chu Chua, BC - [7555 Dunn Lake Road](#)

Please view the attached 'Save The Date' as well as a draft *Agenda* (a formal *Agenda* will be distributed closer to event).

It would be greatly appreciated if you could please provide a response by **August 15th** on whether you are able to attend or not. If you are able to attend could you provide which day(s)

On behalf of SimpCW's *Social Development, Language & Culture* Departments, we hope to have your presence at this significant event to celebrate everything SimpCW!



Welcome Song

www.simpCW.com

7555 DUNN LAKE ROAD
CHU CHUA, B.C.
IN COMMUNITY



SimpCW

People of the Rivers



SIMPCW DAYS

MELUKWMINTEM "GATHER TOGETHER"

Calling Our Children Home Ceremony

SAVE THE DATE!

**SEPTEMBER
19 - 22, 2024**

Open to all! On the Land, Cultural Connection, Ceremony

Draft Agenda: *Subject to Change*

Thursday 19th:

5:00pm – 7:00pm – Check In & Dinner

Friday 20th:

Before Sunrise - Sunrise Ceremony

7:00 – 9:00am – Breakfast

Various Activities throughout day & optional Wells Grey activities

Noon – Lunch

Various Activities throughout day

5:00 -7:00pm – Dinner

7:15pm – Stick Game Tournament

Saturday 21st:

7:00-9:00am – Breakfast

9:30am – Calling Our Children Home Ceremony (this will be a good time to come witness the ceremony & speeches from Chief & Council)

Noon – Lunch

12:30-4:00pm - Cultural activities

5:00-7:00pm – Dinner

7:00-10:00pm – Family Dance

Sunday 22nd:

7:00-9:00am - Breakfast



OFFICE OF THE MAYOR

FILE: 01-0410-02

August 29, 2024

The Honourable David Eby
Premier and President of Executive Council
Via Email: premier@gov.bc.ca

Dear Premier Eby:

Re: Infrastructure Investment for Complete Communities

During the City of Mission's Regular Council meeting of August 19, 2024, our Council unanimously carried the following resolution:

1. *That the City of Mission write to the Premier to express:*
 - o *Mission's continued support for the creation of affordable and supportive housing;*
 - o *The need for simultaneous provincial investment in schools, healthcare, safety and infrastructure to sustainably accommodate growth; and*
 - o *Mission's intention to review our housing bylaws after one year to ensure that sustainable growth is occurring; and*
2. *That the letter be copied to all UBCM members.*

The City of Mission acknowledges the significant need for affordable housing in our community and across the entire country. We have witnessed the dramatic increase in people living in unsafe and unstable conditions and are acutely aware of the need to accelerate housing production in the marketplace. Further, we are alert to the visible growth in unhoused persons in our midst, demonstrating the need for more supportive housing options in our community.

Because we share the Province's concerns about housing, we have been hard at work at the local level, finding ways to incentivize the development of affordable housing, accessible medical spaces and supportive housing. In the last four years, we have:

- Created a density bonusing program for builders who create below market housing and medical spaces.
- Authorized Mission's first 11-storey building because it offered 100% affordable housing, as well as community kitchen and laundry space.
- Created our *Neighbourhood Engagement Policy* to improve and expedite community engagement.
- Planned the *Stave Heights Neighbourhood* to add multi-family housing for 3800 people (with many units already under construction).
- Added to our Planning and Building Department staffing and made affordable housing applications a top priority.
- Invested in new software and technology to expedite development and building applications.
- Hosted educational Builders' Forums, in partnership with the Fraser Valley Homebuilders Association, to help builders avoid delays.
- Contributed park space to BC Housing for supportive housing and offered more public land to BC Housing and local agencies.
- Approved and implemented an innovative *Community Wellness Plan* in conjunction with every social and healthcare agency in our City.
- Hosted two housing forums to encourage partnership in developing more below-market housing.
- Dedicated approximately 100 acres (1/3) of land in our Waterfront Revitalization Strategy to multi-family housing.
- Adopted a suite of new policies to ensure affordable housing, including an amnesty program to allow registration of unauthorized secondary suites and a bylaw to protect residents of Mobile Home Parks.

We are doing all we can, with even more work in our pipeline, and it is showing in Mission's dramatic growth numbers. I am absolutely confident that other communities across BC are working with the same earnestness and creativity.

The policy and legislation changes brought forward by your government are sure to have a profound effect on our housing supply, but I hope you will agree with Mission when we say that there is much more that needs to be done to ensure that we are creating not just houses, but homes.

In consultations with our advisory committees, local organizations, and community engagement, we continuously hear a series of challenges that we believe will undermine our

shared housing efforts if not addressed. Three solutions have emerged from this work:

1. **Ensure that the Province funds investments in social and physical infrastructure to facilitate growth.** We cannot continue with the existing and long-standing practice of only adding to schools, healthcare, transit, highways, and policing once demand has reached crisis levels. The development community has expressed these same concerns. People need housing in areas where their children can access schools and medical services. Without simultaneous investments in provincial infrastructure, we will create significant inequities at the community level and will force local governments to accept further downloading.
2. **Address parking concerns in communities that have traditional downtowns that are not-yet-fully transit ready.** Across BC, there are many communities like Mission with constrained downtowns. While the obvious solution to the parking issues of these areas is enhanced transit, it must be acknowledged that working residents and parents simply cannot rely on transit as a substitute for cars at this time. While our community has invested in major transit improvements (with more on the way) we cannot anticipate that residents, workers and consumers in that neighbourhood will be able to entirely rely on transit for their daily mobility. Mission strongly supports Transit-Oriented Development. Indeed, it is fundamental to our Downtown and Waterfront Revitalization initiatives, but we have already been told to expect that multiple in-stream applications will now be altered to remove resident parking. Mission has created a parking plan for the area - grounded in a costly analysis - but the government's policy leaves no room for that evidence to come into our planning.
3. **Restore the dexterity that comes with developer-municipality partnerships in master developments.** As you have recently heard from Coquitlam and Burnaby, many master developments rely on place-making to benefit both existing residents and newcomers. Building around shared public spaces is desirable to the private and public sector, facilitating investment and financing, and allowing for a vision that the public can embrace. Density-bonusing, phased development agreements and other negotiated approaches are needed in our toolkit if we are to realize our Waterfront Revitalization. In short, true density and transit-oriented development will be hampered or halted if we are left with the tool of ACCs. As an example, the expected addition of more than 10,000 home in our master-planned Silverdale area would simply not have been possible were it not for our ability to share staffing costs, arrange for future public lands and establish mechanisms for front-ending underground servicing with Polygon. When it comes to large scale projects, we believe the Province needs to create exceptions wherein win-win negotiations are possible.

The City of Mission may not be the largest municipality in the Province, but we pride ourselves on being progressive and resourceful. We have engaged in master planning for our housing future as far back as 1966. While we support the Province's view that affordable housing must be a priority, we believe it will be much more constructive to work in a collaborative fashion, and to see concomitant development by the province of the physical and social infrastructure that defines healthy communities.

Mission has recently adopted our versions of SSMUH and TOA bylaws, and we will adopt revised DCC and ACC legislation soon. In each case, those new bylaws include a one-year review clause. We will be looking to the Provincial government to ensure that there is room for learning, revision and, most importantly, considerable investment in community-level infrastructure.

Allow me to close by saying, Mission is keen to participate in dialogue. If our City can play a role in providing feedback, data or other insights, please do not hesitate to reach us.

Sincerely,



PAUL HORN
MAYOR

Cc. The Honourable Ravi Kahlon, Minister of Housing HOUS.minister@gov.bc.ca
The Honourable Rob Flemming, Minister of Transportation and Infrastructure Minister.MOTI@gov.bc.ca
The Honourable Pam Alexis, Minister of Agriculture and Food and MLA, Abbotsford-Mission
Pam.Alexis.MLA@leg.bc.ca
Bob D'Eith, MLA, Maple Ridge-Mission D'Eith.MLA, Bob Bob.Deith.MLA@leg.bc.ca
City of Mission Council
City of Mission Regular Council Agenda – Correspondence
UBCM Member Municipalities



AUG 29 2024
RECEIVED

City of Campbell River
From the Office of the Mayor

August 26, 2024

The Honourable David Eby
Premier of the Province of British Columbia
Via email: Premier@gov.bc.ca

Dear Premier Eby,

Re: Urgent Request for Provincial Support in Addressing Homelessness in Campbell River

I am writing to you on behalf of the City of Campbell River to express our deep concern regarding the challenges our community is facing in providing adequate temporary shelter for individuals experiencing homelessness. Provincial case law establishes the obligation of local governments to provide an adequate location for overnight camping (temporary shelter) for unhoused persons. However, the sites currently available on City land are limited and do not fully meet the needs of the community or the individuals who require these services.

For a location for overnight temporary shelter to be adequate, it must be relatively close to services and supports typically accessed by individual experiencing mental health, substance use and other health conditions who are also homeless. The location of these services in Campbell River is primarily in the downtown core. The provincial decision to place these services in proximity of residential, commercial, cultural and recreational assets means the City has very limited options in terms of land availability outside of parking lots, and high value Parks and green spaces enjoyed by our residents and visitors.

Considering these challenges, we respectfully request that the Province of British Columbia take immediate action by making provincially regulated land available for temporary overnight camping in Campbell River. We understand the provincial position on use of sites such as off season use of the Quinsam campground given that the aim is to have such assets available for the recreating public and not set precedent for their use as alternative housing. However, the City would respond that these camp sites are not used during the off season and are typically closed; moreover, the City faces the very same challenge when it comes to use of our Parks and green spaces but is nonetheless forced to move forward with this under the circumstances. The availability of provincial land would greatly enhance our ability to provide safe and appropriate spaces for those in need. In that instance, the City would agree to provide all necessary services including fencing, portable washrooms, garbage bins and removal, contract security, bylaw enforcement and ongoing monitoring.

Furthermore, we ask that the province provide additional funding to expand our winter shelter program. By doing so, we can reduce the demand for temporary overnight shelter, especially during colder

months, and ensure that those without permanent housing have access to safe, warm, and secure environments. We would also like to explore funding availability to establish a Homeless Encampment Action Response Team (HEART) to better integrate the response of the City, RCMP and service providers to homelessness and complement our partnership on the HEARTH rapid housing initiative.

The City of Campbell River is committed to working collaboratively with the provincial government to address the pressing issue of homelessness in our community. We believe that with the province's support, we can make significant progress in providing the necessary resources and spaces to meet the needs of our most vulnerable residents.

We appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Dahl', with a stylized flourish at the end.

Kermit Dahl
Mayor



Job Number: 130358

August 14, 2024

AUG 19 2024
RECEIVED

DISTRICT OF BARRIERE
4936 BARRIERE TOWN RD
PO BOX 219
BARRIERE BC V0E 1E0

Dear District of Barriere,

Request for Reduction of Water Use - Drought Level 3

B.C. experienced severe drought last year and remains at high risk this year. Many areas in the Thompson Okanagan region are already experiencing severely dry conditions. The Barriere River watershed has been elevated to Drought Level 3. This means adverse impacts to people and the environment are possible. We all need to take action to start saving water.

All water users are asked to voluntarily minimize water use and withdrawals for essential and non-essential purposes.

Making voluntary reductions now may prevent or delay the need to restrict or suspend water use later in the season. Temporary protection orders may be issued as a last resort if voluntary efforts are not enough to restore water flows and protect at-risk fish and the environment from long-lasting or irreversible harm. By working together, we can all be better prepared for a severe drought.

Communities may also issue water restrictions depending on local water supply and demand. If you also use water from a water provider, check with your local authority for water restrictions in your area.

Saving water is everyone's responsibility, even more so in times of drought. Small changes make a big difference when we do them together.

Why your help matters

When conditions are dry, surface water and groundwater levels can drop if there's not enough rain or snowmelt to replenish them. Groundwater can be connected to surface water. This means diverting groundwater can also lower levels in nearby rivers and streams.

Sustained low stream flows and above average water temperatures can stress or kill fish. This can cause significant or irreversible harm to fish populations and species at risk, and impact other wildlife and critical habitats.

We also need to make sure there is a fair supply of water for people to drink, grow our food, and fight fires.

Current conditions in your area

The Barriere River watershed provides important habitat for many culturally and ecologically significant fish and other wildlife species. The seven-day average stream flow for the Barriere River is currently within the 5-10th percentile of normal. Flows may drop below critical levels for fish passage or spawning.

Stay informed about conditions in your area by visiting the B.C. Drought Information Portal regularly at droughtportal.gov.bc.ca.

What you can do

Follow the obligations and withdrawal limits in your water licence. If you also use water from a water provider, follow local water restrictions in your community.

Review and monitor your water usage. Reduce non-essential water use and find ways to use less water for essential purposes. You can also save water by reducing what you use water for, and the frequency of that use.

Irrigators should repair leaks in irrigation systems, improve sprinkler irrigation efficiency, use a soil moisture device to determine when to irrigate, complete regular nozzle checks, and coordinate community irrigation scheduling. Storage licensees are encouraged to rely on their stored water and minimize stream/aquifer diversions. Drought resources and supports are available to farmers and food producers at gov.bc.ca/AgDrought.

Domestic users can save water at home – follow local water restrictions, water lawns only once a week for one hour (or not at all), limit car washes, shorten showers, turn off the tap, and fix plumbing leaks. If you're able, consider planting drought-resistant lawns and gardens, invest in water efficient taps, toilets and washers, or install rain barrels to collect water. Many communities offer rebates and incentives. Learn more ways to save at gov.bc.ca/Drought.

If drought conditions worsen

The Province will continue monitoring drought conditions. If drought levels increase, you can expect to receive further requests for voluntary water reductions. If voluntary efforts are not enough to restore critical water flows, temporary protection orders may be issued as a last resort to legally restrict or suspend water use.

To protect water licence holders and the environment, we will continue to investigate and

address unauthorized water use. While our first step is always to work together to help people come into compliance, enforcement action may be taken on unauthorized users and anyone who does not follow authorized withdrawal limits or temporary protection orders. Failure to comply could result in administrative penalties of up to \$500,000 under the *Water Sustainability Act* and regulations.

Incidents of suspected water and environmental violations can be reported to the Natural Resource Violation line at 1-877-952-7277.

Drought preparation and response

The Government of B.C. is working with communities, farmers and businesses to prepare for drought now, and in the years to come. This includes monitoring conditions, supporting farmers and food producers, building infrastructure to better manage and store water, protecting fish, animals and the environment, and encouraging everyone to use less water. Learn how B.C. is preparing and responding to drought at gov.bc.ca/Drought.

If you have any questions about drought conditions and your role in drought response, please contact DTR. WaterStewardship@gov.bc.ca.

Thank you for your efforts to save water. By working together, we can respond early, recover faster, and be more ready for the future.

For reference, our records indicate you hold the following water licences in this area:

Licence: C046787 **Source:** Barriere River

- **Purpose Use:** Waterworks: Local Provider
- **Quantity:** 2,488,984.27500 m3/year

Licence: C050374 **Source:** Leonie Creek

- **Purpose Use:** Waterworks: Local Provider
- **Quantity:** 497,796.85500 m3/year

Licence: C050375 **Source:** Leonie Creek

- **Purpose Use:** Stream Storage: Non-Power
- **Quantity:** 740,088.00000 m3/year

Licence: 503457 **Source:** 294, Barriere River

- **Purpose Use:** Waterworks: Local Provider
- **Quantity:** 248,898.00000 m3/year

Sincerely,



Colleen D. Dreger, Assistant Water Manager

SEP 05 2024

BARRIERE COMMUNITY TERRY FOX RUN



September 5, 2024

District of Barriere
Box 219, 4936 Barriere Town Road
Barriere, B.C. V0E 1E0
Attention: Mayor & Council & Staff members

Hello All,

Invitation to the Barriere Terry Fox Run – Sunday, Sept. 15, 2024

It would be an honour to have Council and staff members attend the annual Community Terry Fox Run. The Run/Walk/Stroll will be held once again this year at the Barriere Bandshell. Registration starts at 10 am and the run begins at 11:00 am.

Over the past 43 years Barriere has raised more than \$215,000 towards Cancer Research. This is remarkable for such a small community! The 2023 Barriere Community Terry Fox Run was a big success raising \$7,295, an extraordinary \$5.73 per capita.

This year we celebrate Terry's unwavering determination 'no matter the distance, the obstacles, the journey or the odds' and we encourage everyone to embrace Terry's mindset in their daily lives.

Thank you in advance for your consideration!
Yours truly,

Kathy Cooper, Barriere Terry Fox Run Organizer
Ph. 250-571-3401
Email: doug_cooper@telus.net

“NO MATTER WHAT”

NOTICE: That a Regular Meeting of the District of Barriere Municipal Council will be held at District Hall, 4936 Barriere Town Road, in Barriere, B.C. on September 9, 2024 at 7pm for the transaction of business listed below.

Daniel Drexler, Chief Administrative Officer

AGENDA

“We acknowledge and respect the indigenous peoples of Simpcw First Nation within whose lands we are meeting today.”

1. ADOPTION OF AGENDA

That Council approve the September 9, 2024, Regular Council Meeting Agenda.

2. ADOPTION OF MINUTES

a. That Council adopt the minutes of the August 12, 2024, Regular Council Meeting.

3. PETITIONS AND DELEGATIONS – none scheduled.

4. BYLAWS and POLICIES – none scheduled.

5. STAFF REPORTS

a. Department Updates – CAO

Recommendation: THAT Council supports the TNRD’s request to install EV chargers at the Library facility.

b. Proposed Abandoned Property & Shelter Policy – D. Drexler, CAO

Recommendation: THAT Council instructs Staff to present Policy No. 51BE for adoption at the September 23, 2024, Regular Meeting of Council.

c. Proposed Bylaw Enforcement Policy – D. Drexler, CAO

Recommendation: THAT Council instructs Staff to present Policy No. 52BE for adoption at the September 23, 2024, Regular Meeting of Council.

d. Proposed Investment of District Funds Policy No. 53FI – D. Drexler, CAO

Recommendation: THAT Council adopts the Investment of District Funds Policy No. 53FI as presented.

e. Rural Economic Diversification and Infrastructure Program (REDIP) Grant Application – D. Drexler, CAO

Recommendation: THAT Council instructs Staff to proceed with the grant application for the Rural Economic Diversification and Infrastructure Program (REDIP) in the amount of \$1,000,000 to support the economic development of the Highway 5 commercial corridor.

- f. Truck Donations and Transfers re: Sales Tax – T. Buchanan, Corporate Officer
Recommendation: THAT Council instructs Staff to reimburse the tax expenses that Mayor Stamer occurred as part of the vehicle transfer in the amount of \$911.88; and THAT Council authorizes the tax expense payment of \$1,089.36 for the donation of a 2005 Toyota Tacoma Pick-up Truck to the District of Barriere.

6. PROCLAMATIONS

- a. CN Rail Safety Week – September 23 – 29, 2024

7. CORRESPONDENCE

- a. For Information
- b. For Action
 - i. YCS – Literacy Week re: Raise-a-Reader Fundraiser – \$500 Donation Request

8. COUNCIL REPORTS

9. ACTING MAYOR'S REPORT

10. PUBLIC INQUIRIES

11. NOTICE OF MOTION

12. RE-CONVENE INTO CLOSED SESSION *(if required)*

Pursuant to Sections 90 of the Community Charter, that the public interest requires that persons other than Council Members and required staff be excluded from the meeting and that Council continues the meeting in closed session to discuss confidential matters.

13. RECONVENE OPEN MEETING *(if required)*

14. BUSINESS ARISING FROM CLOSED SESSION *(if required)*

15. NEXT MEETING

- a. Regular Council Meeting, Monday, September 23, 2024 @ 7pm

16. ADJOURNMENT