VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
July 15, 2025 - 7:00 PM
COUNCIL CHAMBERS

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

1. **Call to Order**
2. **Public Input (Maximum of 2 minutes per speaker, 15 minutes total)**

   Mayor: "Public input is for the purpose of permitting people in the gallery to provide feedback and shall be no longer than 15 minutes unless approved by majority vote of Council; each speaker may provide respectful comment on any topic they deem appropriate and not necessarily on the topics on the agenda of the meeting. Each speaker may not speak for longer than 2 minutes but may have a second opportunity if time permits. Each speaker must not be allowed to speak regarding a bylaw in respect of which a public hearing has been held. For the record, please state your name and address."
3. **Introduction of Late Items**
4. **Approval of Agenda**

   Recommended Resolution:

   THAT the agenda for the Regular Meeting of Council for **July 15, 2025**, be approved [as presented **or** as amended].
5. **Minutes of Previous Meetings**

   Recommended Resolutions:

   a) THAT the minutes from the Special Council Meeting held on **June 24, 2025**, be adopted [as presented **or** as amended].

   b) THAT the minutes from the Committee of the Whole Meeting held on **April 4, 2024**, be adopted [as presented **or** as amended].

   c) THAT the minutes from the Special Council Meeting held on **May 14, 2024**, be adopted [as presented **or** as amended].

   d) THAT the minutes from the Special Council Meeting held on **May 16, 2024**, be adopted [as presented **or** as amended].
6. **Petitions and Delegations**

   a) Tour de Rock – Canadian Cancer Society, Laura Nelson, Cops for Cancer Manager

b) Mathew Bates – 400 MacMillan Drive

7. Correspondence

a) Resource Breakfast Series – Mining, Energy, Forestry

Recommended Resolutions:

THAT Council receives this correspondence for information.

b) Coastal Fire Centre Update

Recommended Resolutions:

THAT Council receives this correspondence for information.

c) Commission of Inquiry into Community Safety

Recommended Resolutions:

THAT Council receives this correspondence for information.

d) Community Appreciation BBQ – BC Salmon Farmers

Recommended Resolutions:

THAT Council receives this correspondence for information.

e) 2023 FireSmart Community Funding and Supports – 2023 Wildfire Risk Reduction initiative

Recommended Resolutions:

THAT Council receives this correspondence for information.

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report - None

11. Unfinished Business

a) DVP Application - 400 MacMillan Drive – Site Constraints

RESOLUTION OPTIONS:

1) THAT Council receive this report and permit the proposed Variances to the Village's Zoning Bylaw for 400 MacMillan Drive with the condition that no Building Permit shall be issued until an approved RAPR assessment has been received by the Province;

OR

2) THAT Council receive this report and deny the proposed Variances for 400 MacMillan Drive;

12. Staff Reports

a) Grant in Aid Request – Tour de Rock

Recommended Resolution

THAT Council receives the Grant in Aid Request – Canadian Cancer Society Tour de Rock staff report for information and discussion; and,

THAT the in-kind donation request from the Canadian Cancer Society - Tour de Rock dated June 27, 2025, be approved.

b) Parcel Tax Implementation Project

Recommended Resolutions

THAT Council receives the Parcel Tax Implementation Project staff report for information and discussion.

THAT staff be directed to move forward with the Parcel Tax Implementation Project with a budget of no more than $30,000; and,

THAT the funding source for this project be the Growing Communities Reserve Fund; and,

THAT the 2025-2029 Financial Plan be amended accordingly.

13. Emergency Services/Public Works/Recreation Department Reports - None

14. Bylaws – None

15. New Business - None

16. Public Question Period (maximum 15 minutes)

Mayor: "The purpose of the public question period is to enable citizens to ask questions of Council about issues that are important to the citizen asking the question. Speakers are asked to limit their questions to one each and, if time permits after everyone has had an opportunity to ask questions, speakers may ask a second question. Citizens will be asked to state their name and address."

17. In Camera - None

18. Adjournment

VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING MINUTES
June 24, 2025
Regular Council Meeting
Postposed from June 17, 2025
COUNCIL CHAMBERS

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

Present: Mayor Mark Baker
Councillor Debbie Coates
Councillor Jason Johnson
Councillor Sue Poulsen (via Teams)

Absent: Councillor Scott Burchett

In Attendance: John Thomas, Acting CAO/Corporate Officer
Lisa Clark, CFO
Jennifer Redshaw, Office Administrator

1. **Call to Order**

   The meeting was called to order at 7:00pm.

2. **Public Input - None**

3. **Introduction of Late Items - None**

4. **Approval of Agenda**

   MOTION R25/195
   MOVED AND SECONDED
   THAT the agenda for the Special Meeting of Council for **June 24, 2025**, be approved as presented.

   CARRIED

   Councillor Poulsen joined the meeting at 7:02pm.

5. **Minutes of Previous Meetings**

   MOTION R25/196
   MOVED AND SECONDED

THAT the minutes from the Regular Council Meeting held on **June 3, 2025**, be adopted as presented.

CARRIED

MOTION R25/197
MOVED AND SECONDED
THAT the minutes from the Committee of the Whole Meeting held on **March 13, 2024**, be adopted as presented.

CARRIED

MOTION R25/198
MOVED AND SECONDED
THAT the minutes from the Special Council Meeting held on **May 8, 2024**, be adopted as presented.

CARRIED

6. Petitions and Delegations

a) Sayward Community Health Society – Angie Hibbert

MOTION R25/199
MOVED AND SECONDED
THAT the meeting be moved In-Camera to receive this delegation in accordance with Community Charter section 90(1)(d) security of the property of the municipality.

CARRIED

The meeting moved In-Camera at 7:08pm.

The meeting resumed at 7:29pm with the same members of council present and staff in attendance.

7. Correspondence

MOTION R25/200
MOVED AND SECONDED
THAT Council receives correspondence a) - d) for information.

CARRIED

a) Guidebook - Outdoor Recreation for Community

b) Proclamation Request – National Drowning Prevention

MOTION R25/201
MOVED AND SECONDED
WHEREAS the mission of Lifesaving Society Canada is to prevent drowning throughout this great country, and even one drowning in BC is one too many; and,

WHEREAS most drownings are preventable in a Water Smart community, and only through Water Smart education and a healthy respect for the potential danger that any body of water may present can we genuinely enjoy the beauty and recreation

opportunities offered by these bodies of water; and,

WHEREAS the Lifesaving Society urges Canadians and residents of the Village of Sayward to supervise children who are in and around the water, to refrain from drinking alcoholic beverages while participating in aquatic activities, and to always wear a lifejacket when boating; and,

WHEREAS the United Nations General Assembly passed the UN Resolution on Drowning Prevention (A/75/L.76) and named July 25th of each year as World Drowning Prevention Day; and,

WHEREAS Lifesaving Society Canada has declared July 20th-26th, 2025 National Drowning Prevention Week to focus on the drowning problem and the hundreds of lives that could be saved this year.

THEREFORE, BE IT RESOLVED THAT, I, Mark Baker, Mayor for the Village of Sayward do hereby proclaim July 20th to 26th, 2025 NATIONAL DROWNING PREVENTION WEEK in the Village and do commend its thoughtful recognition to all citizens of our Village.

CARRIED

Direction to staff to include the proclamation in the Sayward News.

c) Let's Lead Change Together for BC's Resource-Dependent Communities

MOTION R25/202
MOVED AND SECONDED

WHEREAS rural and resource-based communities continue to be a significant economic driver in both rural and urban areas across British Columbia.

AND WHEREAS communities throughout British Columbia are experiencing job losses and heightened economic challenges arising from trade uncertainties, and provincial legislation and policies that disproportionately affect resource industries such as forestry, mining, energy, and aquaculture;

AND WHEREAS these communities are integral to the provincial economy, contributing substantially to British Columbia's GDP, employment, and export revenues, while sustaining the economic vitality of urban centres through interconnected supply chains, workforce migration, and complementary industries;

AND WHEREAS current provincial decision-making processes frequently lack adequate representation and consultation with rural and resource-based communities, leading to policies that may inadvertently jeopardize the sustainability, cohesiveness and resilience of these regions;

THEREFORE BE IT RESOLVED that UBCM urge the Province of British Columbia to formally recognize the critical economic contributions of rural and resource-based

communities and to ensure their meaningful inclusion in the development of legislation, regulations, and economic strategies that impact resource industries by:
- Prioritizing economically viable access to resources;
- Supporting innovation within each sector to foster sustainable growth and enhance competitiveness;
- Actively engaging with each resource sector and its stakeholders to comprehensively understand their unique challenges and opportunities; and,
- Take decisive action to amend policies and legislation based on the unique challenges and opportunities identified
- Removing restrictive legislation on resource sector industries.

CARRIED

d) Coastal Fire Centre – Update

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report - None

11. Unfinished Business

a) Submission to the SRD's Kelsey Centre Review Committee

MOTION R25/203
MOVED AND SECONDED
THAT Council authorizes the A/CAO to submit the following information to the SRD's Kelsey Centre Review Committee pursuant to their request for information.

CARRIED

12. Staff Reports

a) Finance Department Update

MOTION R25/204
MOVED AND SECONDED
THAT the Finance Department Update Staff Report be received for information and discussion.

CARRIED

13. Emergency Services/Public Works/Recreation Department Reports - None

14. Bylaws - None

15. New Business - None

16. Public Question Period - None

No members of the public were present in the gallery.

17. In Camera

MOTION R25/205
MOVED AND SECONDED

THAT in accordance with Section 92 of the *Community Charter,* this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with the following sections of the *Community Charter*:

1. 90(1)(c) labour relations or other employee relations.
2. 90(1)(d) security of the property of the municipality.
3. 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
4. 90(1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act.*

CARRIED

18. Adjournment

The meeting was adjourned at 11:19pm.

_____ _____

Mayor Corporate Officer

VILLAGE OF SAYWARD
COMMITTEE OF THE WHOLE MEETING MINUTES
APRIL 4, 2024
COUNCIL CHAMBERS

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

Present: Mayor Mark Baker
Councillor Scott Burchett
Councillor Sue Poulsen
Councillor Tom Tinsley

In Attendance: Keir Gervais, CAO
Janice Aver, Acting CFO

1. **Call to Order**

   The meeting was called to order at 7:15pm.

2. **Introduction of Late Items - None**

3. **Approval of Agenda**

   MOTION C24/3
   MOVED AND SECONDED

   THAT the agenda for the Committee of the Whole Meeting of Council for April 4, 2024, be approved.

   Opposed Cllr Burchett **CARRIED**

4. **Petitions and Delegations – None**
5. **Correspondence - None**
6. **Council Reports – None**
7. **Reports of Committees - None**
8. **Mayor's Report - None**
9. **Unfinished Business - None**
10. **Staff Reports - None**
11. **New Business – None**

12. In-Camera

MOTION C24/4
MOVED AND SECONDED

THAT in accordance with Section 92 of the *Community Charter,* this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with the following sections of the *Community Charter*:

- Section 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

Opposed Cllr Burchett **CARRIED**

13. Adjournment

The meeting was adjourned at 7:50pm.

_____ _____

Mayor **Corporate Officer**

VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING MINUTES
May 14, 2024
COUNCIL CHAMBERS

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

Present: Mayor Mark Baker
Councillor Scott Burchett
Councillor Sue Poulsen

In Attendance: Keir Gervais, CAO/Corporate Officer
Janice Aver, Acting CFO

1. **Call to Order**

   The meeting was called to order at approximately 11:15am.

2. **Public Input - None**

   There were no members of the public present in the gallery.

3. **Introduction of Late Items - None**

4. **Approval of Agenda**

   MOTION S24/Z1
   MOVED AND SECONDED

   THAT the agenda for the Special Meeting of Council for May 14, 2024, be approved.

   CARRIED

5. **Waive Notice of Special Council Meeting**

   MOTION S24/Z2
   MOVED AND SECONDED

   THAT Council waives the notice requirement for the special meeting as provided for under section 127(4) of the *Community Charter*.

   CARRIED

6. **Minutes of Previous Meetings - None**

7. **Petitions and Delegation - None**

8. **Correspondence - None**
9. **Council Reports - None**
10. **Reports of Committees - None**
11. **Mayor's Report - None**
12. **Unfinished Business - None**
13. **Staff Reports - None**
14. **Emergency Services/Public Works/Recreation Department Reports - None**
15. **Bylaws**

a) **Five Year Financial Plan Bylaw No. 506, 2024**

MOTION S24/Z3
MOVED AND SECONDED

THAT Five Year Financial Plan Bylaw No. 506, 2024 be given first, second and third readings.

CARRIED

MOTION S24/Z4
MOVED AND SECONDED

THAT Council meet as needed and have an in depth discussion on all aspects of the Financial Plan with the purposes being to gain a better understanding of the overall Financial Plan, reduce expenditures where possible, and reduce reliance on operational and capital reserve funds and explore other revenue opportunities; and,

THAT Staff proceed with using the budget allocations allocated to fund day to day services but not allocations for projects and capital unless specifically approved by council resolution; and,

THAT should an emergency occur that Staff are to notify council of the emergency before any expenditures are made and to outline the emergency cost and source of funds. For clarity, staff can then resolve the emergency but must bring a detailed report to the next scheduled council meeting for a formal resolution**.**

Opposed Mayor Baker CARRIED

b) **Tax Rates Bylaw No. 507, 2024**

MOTION S24/Z5
MOVED AND SECONDED

THAT Tax Rates Bylaw No. 507, 2024 be given first, second and third readings.

CARRIED

c) **Fees & Charges Amendment Bylaw No. 508, 2024**

MOTION S24/Z6
MOVED AND SECONDED

THAT Fees & Charges Amendment Bylaw No. 508, 2024 be given first, second and third readings.

CARRIED

16. New Business

a) Scheduling to consider final readings of Financial Plan Bylaw, Tax Rate Bylaw, and Fees and Charges Bylaw – K. Gervais, CAO (verbal)

MOTION S24/Z7
MOVED AND SECONDED

THAT staff be directed to schedule a Special Council meeting at 6:45am on Thursday, May 16, 2024.

CARRIED

17. Public Question Period - None

No members of the public were present in the gallery.

18. In Camera - None

19. Adjournment

MOTION S24/Z8
MOVED AND SECONDED

THAT the Special Meeting of Council for May 14, 2024, be adjourned.

CARRIED

The meeting adjourned at approximately 11:40am.

_____ _____

Mayor **Corporate Officer**

VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING MINUTES
May 16, 2024
COUNCIL CHAMBERS

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

Present: Mayor Mark Baker
Councillor Scott Burchett
Councillor Sue Poulsen

In Attendance: Keir Gervais, CAO/Corporate Officer
Janice Aver, Acting CFO

1. **Call to Order**

   The meeting was called to order at 6:45am.

2. **Public Input**

   a) Karren McClinton of 281 Ambleside commented that it took two different electricians to fix a problem with the pool and wanted to know why the village had to pay twice. She requested that the village be very careful about how money is spent to avoid property tax increases for the many people in the village with low income.

   Mayor Baker said that it would be looked into.

3. **Introduction of Late Items - None**

4. **Approval of Agenda**

   MOTION S24/Z9
   MOVED AND SECONDED

   THAT the agenda for the Special Meeting of Council for May 16, 2024, be approved.

   CARRIED

5. **Minutes of Previous Meetings - None**

6. **Petitions and Delegation - None**

7. **Correspondence - None**

8. **Council Reports - None**

9. **Reports of Committees - None**

10. Mayor's Report - None

11. Unfinished Business - None

12. Staff Reports - None

13. Emergency Services/Public Works/Recreation Department Reports - None

14. Bylaws

a) Five Year Financial Plan Bylaw No. 506, 2024

MOTION S24/Z10
MOVED AND SECONDED

THAT Five Year Financial Plan Bylaw No. 506, 2024 be given fourth and final readings.

CARRIED

b) Tax Rates Bylaw No. 507, 2024

MOTION S24/Z11
MOVED AND SECONDED

THAT Tax Rates Bylaw No. 507, 2024 be given fourth and final readings.

CARRIED

c) Fees & Charges Amendment Bylaw No. 508, 2024

MOTION S24/Z12
MOVED AND SECONDED

THAT Fees & Charges Amendment Bylaw No. 508, 2024 be given fourth and final readings.

CARRIED

15. New Business - None

16. Public Question Period

a) Karren McClinton of 281 Ambleside wondered how much taxpayers paid for the legal costs for 2023 and 2024. She stated that taxpayers should have more of a voice to lower costs and recommended a town hall-type gathering.

Cllr Burchett advised that legal expenditures were $55,000 in 2023 and to date in 2024 $10,000 had been spent. He also said that the topic of holding a town hall could be added to the agenda for a future meeting.

17. In Camera - None

18. Adjournment

MOTION S24/Z13
MOVED AND SECONDED

THAT the Special Meeting of Council for May 16, 2024 be adjourned.

CARRIED

The meeting was adjourned at 6:58am.

_____ _____

Mayor **Corporate Officer**

the Village of Sayward

"Friend of Nature"

REQUEST TO APPEAR AS DELEGATION

Delegates are individuals or group representatives that are formally included on a Regular Council or Committee of the Whole meeting agenda, generally to:

- Initiate discussion on a matter of broad community interest that falls within municipal jurisdiction
- Bring Council up to date on a project, idea, or concept
- Make a specific request of Council

Deadlines: Delegation Requests and ALL supporting documentation & written background material must be submitted no later than 12:00 p.m. on the Wednesday prior to the meeting at which Council will hear the delegation.

PowerPoint presentations, if applicable, must be submitted to Corporate Officer by 12:00 p.m. on the day of the meeting.

Confirmation: Delegations are not confirmed until you are contacted by Village staff to confirm your place on the agenda.

Meeting Format: A maximum of two (2) public delegations are permitted per Regular Council meeting.

Each delegation to a Regular Council meeting is permitted ten (10) minutes to present, followed by an opportunity for Council questions.

Name of delegate(s) and title, if applicable:

Click or tap here to enter text. Laura Nelson, Cops for Cancer Manager

Organization Name, if applicable:

Click or tap here to enter text. Canadian Cancer Society

Meeting date requested:
See https://www.sayward.ca/government-bylaws/council-meetings for schedule of upcoming meetings

Click or tap here to enter text. Tuesday, July 15th at 7pm

Suggested title of presentation:

Click or tap here to enter text. Request to accommodate Cops for Cancer, Tour de Rock Team overnight at the Kelsey Centre on Monday, September 22nd, 2025

Topic of discussion:
Please be specific and provide details. Additional information can be emailed to village@saywardvalley.ca with the DELEGATION IINFORMATION and DELEGATION DATE in the subject line.

Click or tap here to enter text.

Last year, the Village of Saward and the Kelsey Centre accommodated the Team by providing the use of your facilities overnight, which was an immense help in keeping our riders and crew comfortable and prepared for the journey ahead. Your generosity plays a crucial role in helping us minimize Tour costs, allowing us to maximize our charitable efforts for children and families impacted by cancer.

Purpose of presentation:

- ☐ Provide information only
- ☑ Make a specific request of Council

Details of Council request, if applicable:

Click or tap here to enter text.

Date of accommodation request: Monday, September 22nd, 2025

	Yes	No
Do you wish to make a PowerPoint presentation? See "deadlines" section on page 1 of this form.	☐	☒
Do you wish to provide written background material to Council in advance? See "deadlines" section on page 1 of this form.	☐	☒

Contact Person:

Click or tap here to enter text. Laura Nelson

Phone Number:

Click or tap here to enter text. 236-877-9157

Email:

Click or tap here to enter text. laura.nelson@cancer.ca

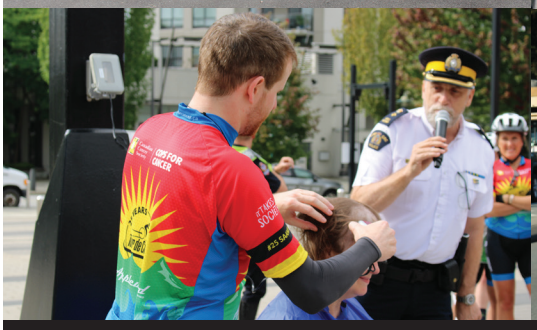
Personal information on this form is collected under the authority of the Community Charter and Local Government Act for the purposes of administering delegations to Village of Sayward Council meetings. Names and other personal information may only be used and disclosed as provided in the Freedom of Information and Protection of Privacy Act. Questions about the collection and release of your personal information can be directed to the Corporate Officer.

Canadian Cancer Society











2024 Impact Report

Cops for Cancer

Changing the future of childhood cancer

Each of us has a role to play when it comes to taking on cancer. Since its inception in 1997, Cops for Cancer has raised more than $56 million directed at life-saving childhood cancer research. These funds also support vital programs like Camp Goodtimes, which gives families of children diagnosed with cancer the opportunity to spend time together in a stress-free and medically supervised environment.

On behalf of CCS, we would like to thank you for your commitment to helping us save and improve the lives of children affected by cancer and their families. Together, we can make life better today and transform the future of childhood cancer forever.



Kyla's story

In 2004, when Kyla was 12 years old, she experienced discomfort in her legs for several months, but her initial doctor's visit resulted in a diagnosis of growing pains. As the pain worsened, Kyla's family advocated for further tests. Eventually, Kyla was diagnosed with osteosarcoma, a form of bone cancer.

She underwent 8 months of treatment, which included three different kinds of chemotherapy. Because the cancer was on her femur, Kyla's treatment also included a six-hour knee replacement surgery. It was almost a year before she was able to fully walk on her own again.

Kyla's stepdad at the time was a correctional officer in Victoria, BC. He introduced Kyla to Cops for Cancer. Two decades later, she hasn't looked back.

"Cops for Cancer makes a huge difference in a kid's life," Kyla shares. "Being an honorary member, I had all these people rooting for me. A whole community showed up for me and genuinely wanted to know my story."

Her favorite memory was when she surprised her rider during a Tour de Rock school visit. Kyla was supposed to be receiving chemotherapy, but due to a low blood cell count, she went to the event and remembers that there wasn't a dry eye in the gym.

"The riders are our heroes. It's so exciting to watch your rider going from one end of the island to the other, gaining support. It gives these kids the extra motivation that they really need," says Kyla.

After fully recovering from her knee replacement, Kyla attended Camp Goodtimes with her younger brother when she was 14 years old.



"Camp Goodtimes was nothing but fun, nothing but laughter. During that week, I didn't have to think about whether the other kids would judge me if they saw the scar on my leg or if my hair was still short. I was also still walking with a little bit of a limp at the time, but I didn't have to be insecure in the least. At camp, I felt completely understood."

This year, Kyla is grateful to be celebrating twenty years cancer-free.

"I want other kids to experience what I have now: a career they want to have, a family that they love, and their cancer in the past. I want them to be proud of themselves, too, saying, 'We're survivors. We beat this, and if we can, you can too.' But it takes a community to do it, for sure."

Taking on cancer together

With your support, CCS-funded researchers are taking on cancer's biggest challenges. And they're making tremendous progress. Their research is changing lives and improving how we prevent, diagnose, treat and live with and beyond cancer.

We invested an incredible $44.7 million in cancer research and innovation programs last year, $2.4 million of which was devoted towards childhood cancer research. We believe that profound progress is possible when we act together.

The magic of Camp Goodtimes

At the Canadian Cancer Society, we understand that cancer can change a lot of things. But at Camp Goodtimes, kids can have fun, learn new skills and thrive amongst peers who understand.

Your support helped to give children and teens with cancer, their siblings, and families the opportunity to enjoy an authentic camp experience in a medically accommodating environment. Our summer and year-round programs are designed to foster independence, increase confidence and create an environment of understanding and support. Families can spend quality time together and rejuvenate away from the stress and worry of their regular routine of clinic and hospital visits.

Your generous donations ensure that the Canadian Cancer Society can continue to provide support programs like Camp Goodtimes at no cost to participating families. Thank you for giving our campers – from young children to teenagers and their families – the opportunity to participate in this life-affirming program.



Evelyn and Robon at Camp Goodtimes

"I had never been to a camp before, and I didn't know what to expect, but I was blown away. The staff were so friendly and kind, and it's a very inclusive and understanding place. Being with other kids who have also been through the same ordeal, we know we're all survivors and we bond better. At camp, we get to be kids again." - Evelyn

"We had been afraid to go anywhere too far from the hospital in case something happened. At Camp Goodtimes, it felt like the first time we could relax knowing that they were taken care of. It was amazing to see Evelyn doing activities like rock climbing and high ropes while undergoing treatment. Thanks to the Canadian Cancer Society, we had a much better quality of life during Evelyn's treatment." - Robon

Thank you for being a source of hope for children affected by cancer and their loved ones. Nothing big gets sloved by one person or one organization. To take on cancer, it takes all of us. It takes a society.

If you have any questions or would like more information, please contact:

Laura Nelson
Cops for Cancer Coordinator

T: 236-877-9157 | E: laura.nelson@cancer.ca

REQUEST TO APPEAR AS DELEGATION

Delegates are individuals or group representatives that are formally included on a Regular Council or Committee of the Whole meeting agenda, generally to:

- Initiate discussion on a matter of broad community interest that falls within municipal jurisdiction
- Bring Council up to date on a project, idea, or concept
- Make a specific request of Council

Deadlines: Delegation Requests and ALL supporting documentation & written background material must be submitted no later than 12:00 p.m. on the Wednesday prior to the meeting at which Council will hear the delegation.

PowerPoint presentations, if applicable, must be submitted to Corporate Officer by 12:00 p.m. on the day of the meeting.

Confirmation: Delegations are not confirmed until you are contacted by Village staff to confirm your place on the agenda.

Meeting Format: A maximum of two (2) public delegations are permitted per Regular Council meeting.

Each delegation to a Regular Council meeting is permitted ten (10) minutes to present, followed by an opportunity for Council questions.

Name of delegate(s) and title, if applicable:

Matthew Bates.

Organization Name, if applicable:

Not applicable

Meeting date requested: July 15, 2025
See https://www.sayward.ca/government-bylaws/council-meetings for schedule of upcoming meetings

Delegate requests to appear virtually via zoom or other platform.

Suggested title of presentation:

Request for structure width variance at 400 MacMillan Dr due to hardship of riparian restrictions.

Topic of discussion:
Please be specific and provide details. Additional information can be emailed to village@saywardvalley.ca with the DELEGATION IINFORMATION and DELEGATION DATE in the subject line.

Please see forwarded documents.

Purpose of presentation:

- ☐ Provide information only
- X Make a specific request of Council

Details of Council request, if applicable:

Please see forwarded documents.

	Yes	No
Do you wish to make a PowerPoint presentation? See "deadlines" section on page 1 of this form.	X	
Do you wish to provide written background material to Council in advance? See "deadlines" section on page 1 of this form.	X	☐

Contact Person:

Matthew Bates.

Phone Number:

905.807.4577.

Email:

batesmc@hotmail.com.

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be used and disclosed as provided in the Freedom of Information and Protection of Privacy Act. Questions about the collection and release of your personal information can be directed to the Corporate Officer.

From Matthew Bates

To Sayward Council

RE: Application for variance at 400 MacMillan Dr due to riparian hardship restrictions

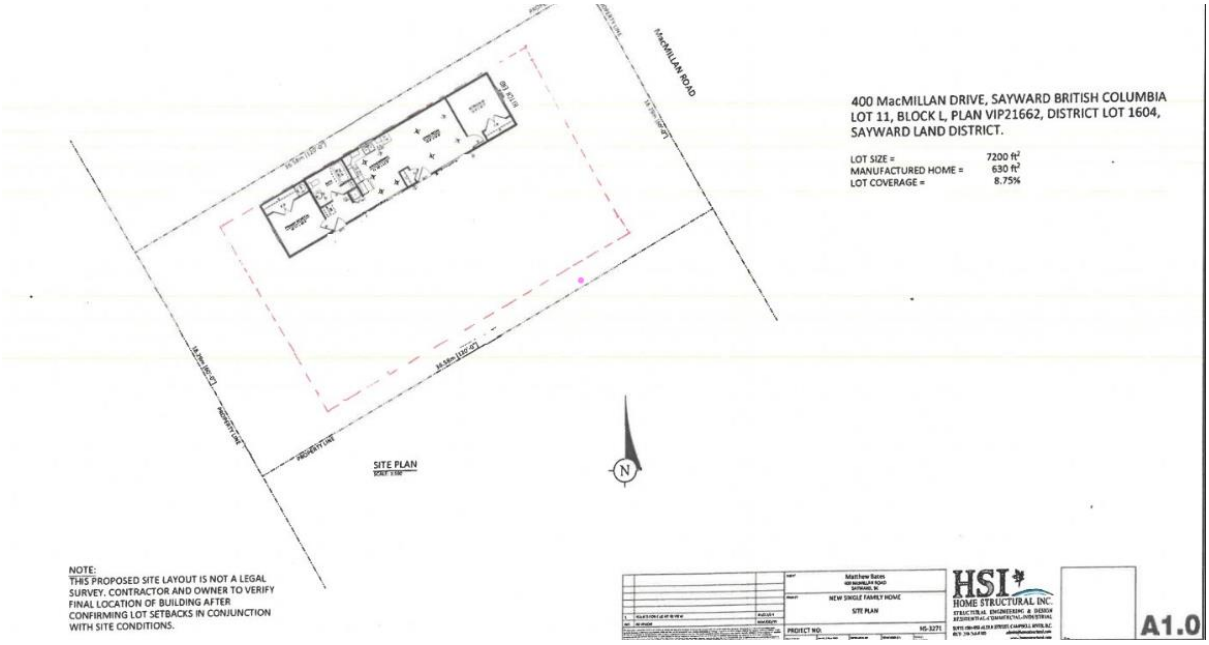
To whom it may concern:

This document is with respect to my application for a variance to the R-1 zoning bylaw which requires a minimum structure width of 7m/21'. Riparian restrictions require a no build zone of 10m/30' from existing natural water courses and there is a creek at the back and left hand side (looking from the road) of the lot at 400 MacMillan Dr (see Figure 1 for riparian restrictions on the lot in RED). As such the building space is significantly limited due to the hardship imposed on me by these restrictions. The small corner I can build on is shown as a red box in Figure 1 and has measurements of approximately 30' by 90'.

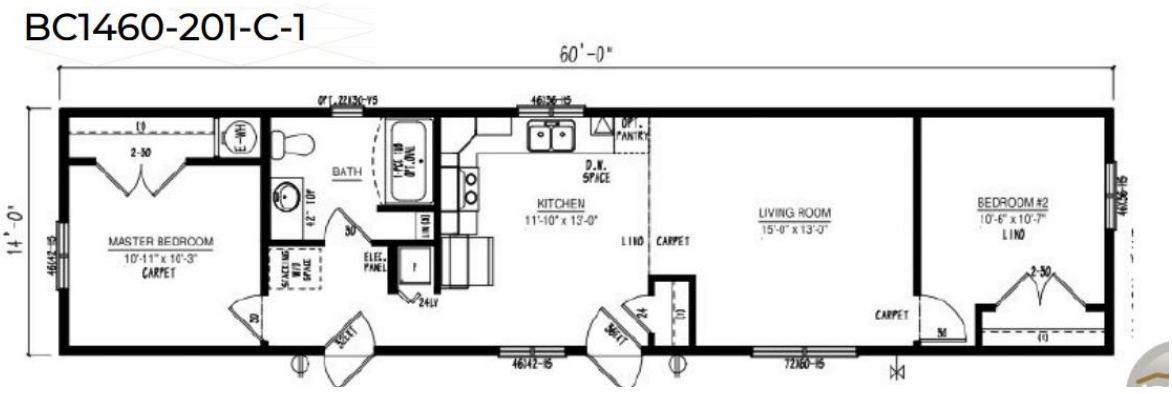


FIGURE 1: RIPARIAN RESTRICTIONS

Below is the proposed structure and placement. This would be a new build and would have the highest cosmetic standards to fit the community. Also, as this is a hardship request, it would not set any standard in the future for the town to approve requests for similar structures. If I have to build from scratch thus not using the modular scheme, the structure will end up with similar dimensions and would arguably look the same. I would also add that across Canada at the federal, provincial and local government level, modular structures are being widely accepted to speed up construction in a tight residential home market.



My proposal is to build a modular 14’ by 60’ 1 floor 2 bedroom 1 bathroom pre fabricated structure with floorspace shown below.



The structure would be placed as shown above and below with riparian lines added and riparian area shaded in pink.



I would greatly appreciate consideration of this variance by council.

Sincerely,

Matthew Bates



RESOURCE BREAKFAST SERIES
Mining - Energy - Forestry

Mayor and Council
Village of Sayward
652 H'Kusam Way, P.O. Box 29
Sayward, BC V0P 1R0

June 20, 2025

Dear Mayor and Council,

Re: Invitation to the 12th Annual *Resource Breakfast Series* – September 23, 24, and 25, 2025

It is my pleasure to invite you to the *12th Annual Resource Breakfast Series* scheduled for September 23, 24, and 25, 2025 at the Union Club of British Columbia in Victoria, BC. The Resource Breakfast Series promises an exceptional experience, bringing together B.C. Resource Ministers, Local Area Governments, and natural resource sector leaders for insightful discussions on the latest news, advancements, and future strategies in BC's natural resource sectors.

Event Details:

Date:	September 23, 24, and 25	**Location:**	Union Club of British Columbia, Victoria
Time:	7:00 – 8:30 am	**Dress Code:**	Business Casual
Style:	Buffet Breakfast	**Government Pricing:**	$27.00 + tax per breakfast

Registration: https://www.eventbrite.ca/e/12th-annual-resource-breakfast-series-tickets-1325280552809?aff=oddtdtcreator

As a cornerstone event, the annual Resource Breakfast Series has a long tradition of fostering a welcoming atmosphere conducive to facilitating meaningful exchanges. The series features engaging presentations containing valuable insights into the newest resource initiatives and developments. Speaker announcements to follow shortly. This exclusive event provides a unique platform for elected officials and sponsoring companies to engage in insightful conversations about BC's natural resource sector in a focused and intimate environment. Though operated independently from the UBCM convention, Local Area Government, Provincial Government officials, and select sponsors are invited to attend the series. General tickets are not available for purchase.

Tickets must be purchased to each individual breakfast. To support and encourage participation from a broad spectrum of leaders from across the Province, we are encouraging that local government limit themselves to 2 seats per Municipal Council or Regional District at any or all of the breakfasts.

We look forward to seeing you at the 12th Annual Resource Breakfast Series. Please reach out to events@c3alliance.ca if you have any questions.

Sincerely,

Sarah Weber, P.Geo., MBA
President & CEO, C3 Alliance

From: Coastal Fire Centre, BC Wildfire Service
To: CFO
Subject: Coastal Fire Centre Status Report for the week ending July 10, 2025
Date: Thursday, July 10, 2025 3:43:13 PM

BC Wildfire Service Wildfire News banner

For the week ending July 17, 2025

Overview

The Coastal Fire Centre continues to see warmer and drier weather as we move further into July. Fire danger ratings are increasing across the Fire Centre. There was a slight dip in temperatures last week. Yet, with the return of higher summer temperatures, fuels are drying up. The northern sections of the Fire Centre experienced significant precipitation. Minimal precipitation was recorded throughout the rest of the zones.

Coastal Contact Information

Fire Information Line:
250 951-4209
Public Info Line:
1 888 336-7378
To Report Wildfires:

1 800 663-5555
*5555 on a cellphone or via the BC Wildfire App; available for free download in the App Store and on Google Play.

The Fire Centre experienced 12 new wildfire starts this past week. All were quickly actioned and brought under control. All incidents are suspected to be human caused.

Human caused wildfires are 100% preventable. Always follow the campfire guidelines:

- Keep the size smaller than 0.5 metres high by 0.5 metres wide.
- Never light a campfire or keep it burning in windy conditions. Weather can change quickly, and the wind may carry embers to other combustible material.
- Maintain a fireguard around your campfire. This is a fuel-free area where all flammable materials (grass, leaves, kindling, etc.) have been removed right down to the soil.
- Never leave a fire unattended, and ensure it remains in control within your fireguard.
- Make sure that any fire is completely extinguished, and the ashes are cold to the touch before leaving the area for any length of time.
- Before lighting any fire, residents within a local government jurisdiction must check in with their local government and observe any bylaws that are in place.

As of May 30, 2025, Category 2 and Category 3 open fires are prohibited throughout the Coastal Fire Centre, with exceptions for the Haida Gwaii Forest District, where Category 2 open fires remain permissible. This includes backyard and industrial burning, along with other specific equipment and activities such as fireworks, sky lanterns, binary exploding targets, burn barrels or burn cages of any size or description, and air curtain burners.

Our prohibitions apply to all areas outside of municipal boundaries as well as to Parks, conservancies, recreation areas, sites and trails, interpretive forest sites, ecological reserves, wildlife management areas and private managed forest lands, whether they fall within municipal boundaries or not.

Check **www.bcwildfire.ca** for the most up to date information on open burning bans and current wildfires within the Coastal Fire Centre.

Fire Activity

Fires currently burning: 5
New fires last week: 12

*As of July 10, 2025	2025 (since April 1)	2024 (April 1, 2024 to July 10, 2024)	10-Year avg. (2015-2025)
Total Fires to Date	62	47	79
Total Hectares to Date	118 ha	31 ha	3,036 ha

Active Fires

There are five active fires in the Coastal Fire Centre at this time.

- **Dryden Creek (V30558)** - Squamish/Pemberton Zone - 59.5 ha - **Under Control**
- **V70527** - Mid-Island Zone - 19.1 ha - **Under Control**
- **V60807** - South-Island Zone - 5.8 ha - **Under Control**
- **V10830 -** Fraser Zone - 0.8ha - **Being Held**

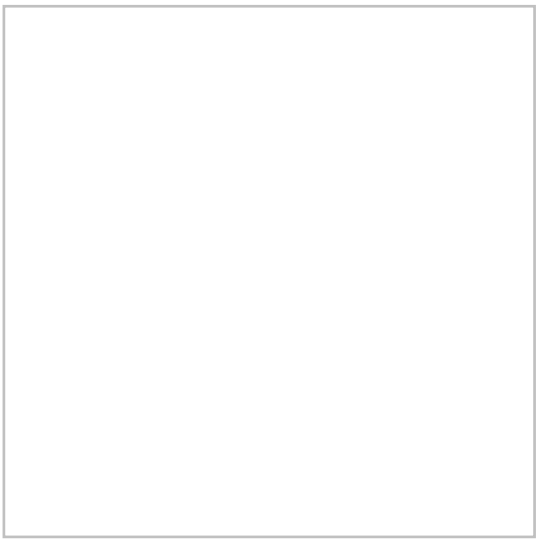
For the most up to date information on fire incidents, visit the BC Wildfire Dashboard.

Aerial views of wildfire V50839. Red fire retardant was previously dropped on it to slow its growth. This fire has been declared Out.

Fire Danger Rating

Weather Forecast

SYNOPSIS: Most of the Coastal Fire Centre will see a return to warm and dry conditions this week. Showers and periods of rain can be expected in Haida Gwaii and the North Coast as a Pacific frontal system moves in from the Gulf of Alaska. These areas will remain relatively unstable through the week.



Learn more about Fire Danger Rating and Zone Activity Levels.

Southern areas will continue to see gradual temperature rises and lower minimum RH values due to the position of a high pressure ridge building Friday and Saturday. Light SW gusts can be expected through the south Friday. As the ridge flattens out Saturday the flow will be more westerly in the south with an uptick in gusts for the day.

OUTLOOK: A building off-shore high pressure ridge expands into the Fire Centre Friday, generally bringing drier and warmer conditions. Saturday through Monday temperatures will continue to rise in southern areas with dropping RH values. Precipitation will continue to remain in the north of the Centre, with potential for light showers on the Sunshine Coast Sunday. The first outflow pattern of the season will develop Monday and carry itself through into Tuesday. Moderate winds can be expected Monday accompanied with increasing drying conditions. The off-shore ridge will continue to provide warm and dry conditions Tuesday, especially in southern regions. There is the potential for a mid week low pressure system to develop with the potential for thunderstorms to develop increasing with this low. Otherwise it will continue to be warm and dry overall.

Fire Prohibitions and Restrictions

Open Burning:
Prohibited with exceptions in Haida Gwaii Forest District
Effective 30 May 2025

Campfires:
No prohibitions in effect

Forest Use Restrictions:
No restrictions in effect

View current fire prohibitions and restrictions

bcwildfire.ca | BC Wildfire Service Dashboard | BC Wildfire Service App | 1 888 3 FOREST

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2025

REPORT OF THE STUDY COMMISSION OF INQUIRY INTO COMMUNITY EVENTS SAFETY

JUNE 26, 2025

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I. Introduction

The Role of Public Events in British Columbia

British Columbia is a rich and diverse mosaic of cultures and communities. From First Nations who have lived on these lands since time immemorial, to those who have called this province home since it joined Confederation in 1871, to more recent immigrants, people across British Columbia regularly hold public events to mark cultural milestones, seasonal traditions, and moments of collective significance.

In addition to these cultural gatherings, people of British Columbia organize and attend events that celebrate music, the arts, sports, and a variety of other interests that contribute to individual well-being and shared community life. These events not only strengthen social bonds but often generate significant economic activity by attracting visitors from across Canada and beyond.

II. Executive Summary

This report is the result of an in-depth study into how public safety is planned for, and managed at, community events throughout British Columbia. Over the course of May and June 2025, the Commission engaged directly with municipalities, regional districts, Indigenous partners, police, and event organizers representing a wide range of communities –from large urban centres to remote rural regions. Through written submissions, interviews, and detailed questionnaires, the Commission gathered firsthand insights into the practical realities of event safety planning.

The consultations revealed both strengths and vulnerabilities. Many communities have built strong working relationships between local governments, first responders, and community organizations to support safe and successful events. Others, particularly smaller or under-resourced jurisdictions, face persistent challenges –such as limited staff capacity, rising costs for equipment and security, unclear lines of responsibility, and difficulty navigating overlapping jurisdictions or fragmented guidance. While some event organizers have access to professional support, many rely on volunteers with little formal training or funding.

Drawing from this input, as well as expert advice and comparative practices from other jurisdictions, the Commission offers a series of observations, and six recommendations aimed at improving safety outcomes across all types of community events. These include the development of a provincial event hub for information and advice, stronger inter-agency coordination, and more accessible education and planning resources. Rather than impose rigid or prescriptive rules, the Commission recommends steps to foster greater clarity, consistency, and confidence for everyone involved in hosting public gatherings across British Columbia.

III. Mandate and Scope of the Study Commission

The Terms of Reference establishing the Commission describe its purposes as:

a) to inquire into and report on measures to protect and strengthen public security and safety at community events;
b) to provide information and make recommendations as referred to in section 4 (2)[1].

To meet these objectives, the Commission was required to gather and synthesize information on best practices from across the province, and Canadian and international jurisdictions to enhance security at community events and the safety of attendees. The Commission intends to provide guidance and recommendations to municipalities, regional districts, event organizers, and public safety officials on best practices for safety at community events so people can feel safer attending and celebrating with their communities.

Public Safety and the Purpose of the Commission

The vast majority of public events in British Columbia have been safe, well-organized, and widely enjoyed. Led by dedicated community members, many of them volunteers, these events have traditionally unfolded without serious incident and have offered vibrant and welcoming spaces for residents and visitors alike.

[1] OIC 217-2025, Commission of Inquiry Into Community Events Safety In British Columbia.

However, on April 26, 2025, during a Filipino cultural event known as the Lapu-Lapu Celebration in South Vancouver, a motor vehicle drove into the crowd tragically killing eleven people and injuring many others. In the aftermath of this tragedy, the Government of British Columbia established this Study Commission. The Commission recognizes that the profound human cost, the loss of life, and the lasting trauma experienced by victims, families, and communities, remain a solemn reminder of what is at stake in public safety planning. However, the Lapu-Lapu incident itself is the subject of an ongoing criminal investigation and therefore excluded from the Commission's mandate.

Given the urgency for guidance on event safety, the Province asked the Commission for a final written report to be submitted to the Attorney General of British Columbia by June 30, 2025.

Both Premier David Eby and Vancouver Mayor Ken Sim have made public statements about the need to examine the availability of mental health services in British Columbia. That topic, while critical, also falls outside the mandate of this Commission.

The Commission examined the landscape of public safety at community events across the province. This report is informed by public consultations, expert input, and a review of event planning practices in British Columbia and elsewhere. Its aim is to support safer, more coordinated, and resilient public gatherings in all communities, regardless of size, geography, or available resources.

IV. Methodology and Engagement Summary

The Commission reviewed three sources:

- A range of documents and planning materials were reviewed, including provincial guidelines and municipal practices from British Columbia and other jurisdictions;
- Consultations were conducted with municipalities, police services, regional districts, Indigenous representatives, and professional event organizers, through interviews and written questionnaires; and
- Expert advice was received from a forensic psychiatrist on the topic of violence

predictability in public spaces.

A. Materials Reviewed

The Commission reviewed the materials listed in Appendix A of this report.

As part of its review, the Commission examined a range of legislative and regulatory instruments that underpin event planning and public safety oversight across British Columbia. These included a comprehensive review of municipal bylaws governing special events, public assembly, and street use. These bylaws typically outline permit requirements, enforcement powers, and safety expectations, and often vary in structure and formality depending on local capacity and governance models.

At the provincial level, the *Local Government Act,* the *Community Charter,* and the *Vancouver Charter* form the foundational statutes enabling municipalities to regulate events and coordinate with emergency services. The *Union of British Columbia Municipalities Act* was also reviewed to understand the collaborative mechanisms that exist between local governments and the province for issues like public safety, liability, and emergency response.[2]

Internationally, the Commission reviewed the United Kingdom's recently proclaimed *Terrorism (Protection of Premises) Act* (commonly referred to as "Martyn's Law") as a potential comparative framework. That legislation introduced statutory requirements for event organizers and venue operators to undertake terrorism risk assessments and develop proportionate security measures. That *Act* exemplifies emerging international standards and offers potential guidance for future legislative consideration in British Columbia.[3]

In addition to legislative frameworks, the Commission reviewed a wide range of

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[2] Union of British Columbia Municipalities. *Local Government in British Columbia: A Community Effort – Fact Sheets*, Final ed. (2022), 3. online: UBCM https://www.ubcm.ca/sites/default/files/2023-09/UBCM%20Local%20Govt%20Fact%20Sheets%20Final%202022.pdf.

[3] *Terrorism (Protection of Premises) Act* 2025 (UK), known as Martyn's Law, received Royal Assent on 3 April 2025. For official details, see the UK government's overarching factsheet, updated 22 April 2025. Online: GOV.UK https://www.gov.uk/government/publications/terrorism-protection-of-premises-act-2025-factsheets/terrorism-protection-of-premises-act-2025-overarching-factsheet.

municipal and regional event safety plans, procedural documents, and participant submissions. These materials included event application forms, permitting checklists, internal coordination guides, and post-event debriefing templates from a range of communities across British Columbia. While some municipalities such as Victoria, Surrey, and Vancouver have established formalized event support teams with structured safety protocols, others rely on *ad hoc* coordination across municipal departments.

Several submissions highlighted the involvement of local police, fire departments, and health authorities with varying degrees of formality. In some cases, event organizers were required to submit safety and security plans in consultation with first responders, while in others, police participation occurred only upon request. These variations underscored the lack of standardization across the province and informed the Commission's assessment of potential opportunities for harmonized practices.

i. BC's Major Planned Events Guidelines

In 2012, the Province of British Columbia formed the Major Planned Events Working Group to address a then-perceived gap in guidance for local authorities and event organizers and other public agencies that had an interest and/or influence planning for Major Planned Events ("MPEs") in British Columbia. The members of the Working Group were volunteers, and included representatives from all parts of British Columbia, health, fire, police, ambulance, First Nations, local authorities, regional districts, universities, government ministries and agencies, event organizations, and others.

In 2014, the Working Group produced the Major Planned Events Guidelines[4] (the "Guidelines") — a resource for safe, successful special events for the use and benefit of everyone throughout British Columbia. The Working Group defined an MPE as any planned event in the province whose nature, expected attendee level, duration, or location challenges the normal response capability of a community (local first

[4] Province of British Columbia. (n.d.). *Major planned events guidelines*. Emergency Management British Columbia. https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/local-government/majorplannedeventsguidelines.pdf

responders and/or local authorities) and required special planning by one or more agencies to mitigate impact to public health and safety.

The Guidelines provided an approach for understanding and navigating MPE planning considerations, mitigating potential threats and hazards, and sharing positive best practices.

The Guidelines were intended to observe then current best practices where they existed, to follow the British Columbia Emergency Response Management System Response Goals, and as a starting point for MPEs in British Columbia. They were not intended to replace or supersede any existing legislation or emergency management procedures.

The Guidelines were designed to provide relevant information and considerations to local authorities, communities, event organizers (including producers and planners), emergency managers, provincial representatives, various levels of government, and any other groups involved in planning for MPEs.

The Guidelines also developed some key principles to assist event organizers. These included early communication with the agencies named in the plan and the agencies responsible for authorizing the event, recognizing that recurring communication might be necessary; confirming the requirements and steps (e.g., permitting the event with the agencies/organizations responsible for authorizing the event; determining which municipal departments external partners needed to be involved in the planning; utilizing the relationships and partnerships that are established with the local authority and others to assist with the processes.

Of note, early in 2025, the Ministry of Emergency Management and Climate Readiness in British Columbia began the process of re-evaluating and updating the Guidelines, having consulted with various interested parties. While many of the Guidelines remain applicable today, the Province has identified various areas to enhance the Guidelines based on current best practices and past events and is considering including:

- Emerging risks like cyber threats and climate change impacts;

- Integrating modern approaches to crowd management;
- Real-time communication strategies for safety during events, including social media.
- Emphasizing regular, multi-agency training exercises; and security needs for high-risk human-caused hazards such as mass shootings or vehicle incursions. Updates to the Guidelines will focus on:
- Addressing the needs of the Guideline's primary audience: event organizers and support agencies;
- Ensuring the Guidelines are consistent with the broader regulatory framework;
- Addressing the evolving needs of local authorities and event organizers in managing small, medium, and large-scale events;
- Incorporating lessons learned from recent major events, alongside with best practices from local authorities and event organizers; and
- A four-phase approach — mitigation, preparedness, response, and recovery.

Given the contemporaneousness of this report and the Province's re-evaluation of the Guidelines, the Commission's findings and recommendations might be incorporated into the work already in progress.

ii. Other Planned Event Guides

The Commission was referred to four major guides which attempt to promote the safety of the public and the participants at public events throughout the world. There are the Purple and Green Guides, prepared in the United Kingdom, and the Event Safety Guide for Live Entertainment Events in the United States. These comprehensive guides are far more detailed than this Commission's report, and frankly too compendious for many smaller event organizers' needs in British Columbia. That said, there is much to be learned from these guides by organizers of events of all sizes. The Commission also considered the United Kingdom's Safer Crowds, Safer Venues practice guide from the

Night Time Industries Association, which advocates for an extensive design model[5] for events where fewer than 5,000 seated attendees are expected. Important in this publication is the recognition of Zone Ex (External) to ensure harmonization with the local community and environment.

iii. Urban Approaches to Event Permitting

Out of several municipalities across British Columbia, the Commission highlights two larger jurisdictions it reviewed in detail: the City of Vancouver ("COV") and the City of Surrey. The COV, in particular, has developed a complex and sophisticated permitting process for special events, alongside comprehensive planning protocols. While this system is more elaborate than what might be required in smaller or rural communities, it may offer valuable considerations for other jurisdictions seeking to improve their event safety planning.

Specifically, the COV's structured approach provides a useful lens through which to examine how municipal planning infrastructure can support safe, well-organized events. The COV's website provides the following six-step process that an organizer needs to consider and follow to obtain a special event permit:[6]

- **Step 1: Determine Event Type and Location**
  Identify where the event will take place (e.g., street, sidewalk, park, multi-site, or parade route) and what infrastructure or services may be required, such as waste and recycling support, bike racks, or water stations.
- **Step 2: Review Permitting Guidelines**
  Read the *Special Event Permitting Handbook* to understand approval timelines, application requirements, costs, and any relevant restrictions (e.g., on dates or activities).

[5] DIM-ALICED is a risk assessment and crowd management tool used for planning at mass gatherings and major events. It focuses on the phases of an event and how environmental factors influence crowd behavior. The acronym stands for Design, Information, Management, Arrival, Last Mile, Ingress, Circulation, Egress, and Dispersal.

[6] City of Vancouver. *Organize an event on a street, sidewalk, or plaza*. Online: https://vancouver.ca/doing-business/organize-an-event-on-a-street-sidewalk-or-plaza.aspx

- **Step 3: Assess Available Resources**
  Consider what resources, tools, or municipal supports are available to assist in developing the event plan.
- **Step 4: Gather Required Information and Documents**
  Prepare necessary documents, including insurance and permits. Depending on the event, this may include:
    - Health requirements for food/alcohol service (Vancouver Coastal Health)
    - Building permits for structures like tents, stages, or bleachers
    - A traffic and transportation plan for large events (aligned with provincial and municipal standards)
    - A neighbourhood impact plan
    - A detailed safety plan covering risk assessment, emergency response, and mitigation strategies
- **Step 5: Review Fees and Deposits**
  Understand any required application fees and deposits based on the event scale and scope.
- **Step 6: Submit Application**
  Apply for the permit. City staff will review the application, with processing time depending on the complexity of the event.

This six-step process is supported by a robust internal framework that ensures coordination across multiple city departments and partner agencies. Once an application is submitted, it initiates a collaborative review process involving various interested partners who assess the event's complexity, potential risks, and operational needs.

Depending on the size and complexity of a special event, the COV may incur operational costs for services such as sanitation, traffic operations, signage, by-law enforcement, police and fire support, and other administrative needs. Event organizers are typically responsible for covering some or all of these costs. The Film and Special

Event (FASE) office oversees the application process, assigning complexity classifications and coordinating with relevant departments. Monthly Advanced Planning Unit (APU) meetings, chaired by the FASE Public Safety Manager, bring together interested partners from across city departments and external agencies to review past events and prepare for upcoming high-density or high-complexity events.

In Vancouver, after a Special Event Permit application is submitted, it is reviewed by FASE staff, who confirm the event's complexity classification. All events, regardless of complexity, are distributed for information to the Vancouver Police Department's Emergency and Operational Planning Section ("EOPS").

In 2024, EOPS handled 2,287 events requiring dedicated police deployment. In that year, the COV received a total of 785 Special Events applications. FASE referred 167 Special Event applications to EOPS as medium and high complexity events. Of the 167 applications, four were cancelled, and EOPS assessed 83 applications and determined that 54 of these required a dedicated deployment of police officers. The remaining 80 applications were for EOPS' information only.

Events classified as medium or high complexity are escalated to the Festival Expediting Staff Team (FEST) Committee, which includes representatives from various city and provincial agencies. For high complexity events, FASE coordinates with FEST and other partners to conduct risk assessments, manage transit disruptions, and finalize logistics such as emergency access, crowd control, and safety infrastructure. Site walks and planning meetings are held as needed to ensure all safety and operational measures are in place.

B. Consultations

A diverse range of people and organizations provided the Commission with their views, concerns, and recommendations. Participants' comments varied, often greatly, depending on the size, history, and complexity of their organization; whether they were for- or not for-profit; and the communities that they served. Common themes and comments emerged from similar sized and located events and those groups tasked with assisting them such as the local police and government. The individuals and

organizations consulted are listed in Appendix B of this report.

As safety experts are usually involved in the planning and production of major events, their views are incorporated into the following section.

i. Importance of Community Events

From the Commission's many discussions, one thing was very clear: the importance of community events to British Columbia and its residents cannot be overstated. True, community events boost local economies and place our many landmarks and features onto international stages; but they provide much more than that. Community events allow us to share and celebrate our cultures, to spend time with our families and our neighbours. They allow us to escape boredom and isolation and to share experiences, gain insight, and build community. As we emerged from the pandemic, the need for public events was at its strongest. The need for community connection was not so acutely felt than during those months we were isolated from each other.

Beyond their economic and cultural value, community events play a vital role in fostering a sense of belonging and civic pride. They activate public spaces, draw together people from different walks of life, and remind us of the shared values and histories that shape our province. For many residents, especially those who may feel marginalized or disconnected, these gatherings offer a rare and meaningful opportunity to be seen, heard, and included. Events can uplift, educate, and heal - whether through a small local celebration or a major festival that spans city blocks. In short, they are not just "nice to have"; they are essential touchpoints in the rhythm of public life, reflecting who we are and who we aspire to be as communities across British Columbia.

ii. Expert Opinion on Predictability

To help assess risks and their predictability, the Commission benefited from the insights of Dr. Roy O'Shaughnessy, a forensic psychiatrist with expertise in the prediction of violent behaviour. Dr. O'Shaughnessy provided the Commission with a report containing his advice on the abilities and limitations of predicting violent behaviour.

Dr. O'Shaughnessy explained, in part:

> I have attempted to discuss the complexities of the issues of prediction versus risk assessment of violence in mentally ill individuals as per the questions you posed to me. Prediction is extremely problematic based on the standard definitions of being able to specifically identify a specific outcome within a specific period of time, i.e. whether or not a person will become violent over the course of a certain period of time. The ability of anyone to do this with any human behaviour, let alone the complexities of violence and in particular within a mentally disordered individual, is more than challenging. It is more productive to view the problem of violence in mentally ill persons as an exercise in risk assessment and being able to identify those variables in a particular individual that may increase or decrease their likelihood of committing violence in the future. While it is possible to accurately predict in the very short term, i.e. an individual being brought in by the police to the emergency room, the ability to accurately predict violent behaviour diminishes considerably thereafter, especially once the individual leaves hospital and there is no longer any control over environmental factors that may aggravate their disorder. As noted above, some persons who develop mental disorders may not come to the attention of medical or psychological professionals or are lost to follow-up due to their lack of acceptance they require treatment. In such cases there is no capacity to do an assessment of risk which requires personal examination of the person.

Dr. O'Shaughnessy's advice confirms that certain risks one simply cannot predict. That said, knowledge of the possible, yet unpredictable risks go into the planning of making events "reasonably safe."

V. Event Planning Considerations by Size and Location

Community events in British Columbia are of a wide variety of sizes and scopes. Many communities have existing planning protocols and systems in place. Even if these have

proven effective in the past, that does not mean they need not be reconsidered and altered as circumstances require.

Experts in the organization and management of public events both within the province and from other countries were consulted. The consensus of these experts was that the only way to make a public event completely safe is not to hold it at all. As one of the experts consulted put it, the realistic goal of any event planner can only be to make events as reasonably safe as possible.

There remain, however, unknown and unpredictable risks that face those who plan and host events. One such risk is someone committing an act of violence at a public event. Where the threat of danger to the public is most significant is not from carelessness or indifference on the part of organizers or the hosts of these events, but instead from their limited knowledge of, and planning for public safety.

The event planning industry does not have a unified manner to classify event types and sizes. Rather than focus on one factor (e.g., attendance), many municipalities use a multi-factored approach to assess where a prospective event falls on their spectrum of complexity.

The City of Toronto, for example, weighs the proposed event's attendance, duration, sites, external visitors, permits, and costs to the city to determine whether an event is considered "Local" (least complex) to "Mega" (most complex and resource intensive). The model followed in Hamilton, Ontario, reflects a strategic alignment of city resources based on purpose, enabling the municipality to prioritize events that deliver civic, economic, or cultural value. Together, these examples underscore the value of adaptive, fit-for-purpose classification systems that assess not only operational complexity but also clarify municipal responsibilities, financial expectations, and anticipated public outcomes.

By contrast, the COV balances attendance, road closure numbers, and agency coordination to determine whether the event is classified as low, medium, or high complexity.

These differing approaches highlight the spectrum of event planning models in Canada and offer useful context for British Columbia's evolving practices. While British Columbia's low, medium, and high complexity framework effectively captures operational demands, Ontario's municipal classification systems provide a more detailed view that links event characteristics to the level of municipal involvement and expected public resource use.

The Toronto model, for example, ties event categories to service intensity, visitor origin, and the number of overlapping regulatory requirements. This allows city departments to allocate support proportionally and streamline interdepartmental coordination.

Planners in British Columbia would benefit from a unified lexicon that considers the size, complexity and risk/impact analyses that can be transferred between jurisdictions. Industry experts are in the best position to create such a lexicon, and the Commission will refrain from further comment on this topic.

For the purposes of this report, the Commission has generally assessed events based on their attendance and location. Recognizing that all events differ greatly – including those which are of a similar size and location – the Commission will summarize its consultation results on the following scale:

Indigenous events:	events of varying sizes that take place throughout the Province and have unique characteristics and considerations
Major events:	30,000 attendees or greater
Large events:	5,000 to 30,000 attendees
Medium events:	500 to 5,000 attendees
Small events:	less than 500 attendees
Rural events:	take place outside of major urban centers

A. Indigenous events

Indigenous leadership organizations and event hosts raised several issues which are unique to their events. Most of the events discussed are held within a First Nation's

jurisdiction and, therefore, subject to the unique requirements of that particular First Nation, rather than nearby municipal or provincial regulation.

The planners of the events draw on lessons learned from hosting the same event for many decades and from those who have hosted the event in the past. For example, the Yagan Nukiy Traditional Powwow – now in its 32nd year – relies primarily on security drawn from the local community for the three-day event. The organizers depend on a community-based approach to safety, where issues are resolved with dialogue and cooperation. This approach has proven successful throughout the event's history without a marked police presence. Other Indigenous events hired private security companies who assign Indigenous security guards to the events. This arrangement provides the added benefit of having security personnel who are familiar with the underlying cultural aspects, traditions, and rules that come with particular Indigenous events, such as Powwows.

Indigenous groups consulted noted that the increasing numbers attending their events on a yearly basis highlights the need for an optional, centralized resource hub for event planning advice could assist them as their events grow and change. Equally important, that hub could provide resources and referrals to those who plan events that impact Indigenous groups and interests and could provide a means for consultation with the appropriate Indigenous authorities.

B. Major events

The organizers of major events in this Province are sophisticated and experienced in developing and implementing safety protocols. They are generally well-funded and supported, which enables them to plan and implement stringent and thorough event safety plans. It became quite apparent that there was very little guidance the Commission would be able to offer these organizers so long as their safety plans were properly created and adhered to. On the other hand, the Commission benefited from their experience and expertise in identifying best practices, which may assist smaller event organizers and planners.

Major events in our Province are typically located in the larger centers, although some

large music and other festivals occur in more rural areas. Major events often span several days and may include a broad local footprint (e.g., marathon courses).

British Columbia's event classification falls under three main categories depending on their complexity levels: low, medium and high. These levels of complexity are determined by a variety of factors, which include attendance, impact and coordination.

i. Use of Professional Event Planners

Experienced, paid event planners typically assist in promoting major events. Event hosts benefit from planners' experience with legislation and by-laws, existing relationships with police and other officials, and with safety planning. These planners often have the highest levels of training and education in crowd management and event safety and are alive to both national and international standards. They know that while crowd control must not be restrictive, crowd management must be proactive.

ii. Tabletop Meetings

Many planners and their clients stressed the importance and utility of "tabletop" meetings to promote event safety. Tabletop meetings bring together all parties that are involved in planning and hosting an event including local government staff, police, security teams, emergency response, fire response, and the event host to discuss safety issues. The group will work through a variety of emergency and safety scenarios to ensure that each member knows their role during a security event. The discussion allows each member to identify issues from their vantage point so that the group can address any vulnerabilities in the safety plan. For major events, multiple tabletop meetings are appropriate at various stages of the planning process. All agreed that tabletop exercises are a best practice to efficiently address safety issues for events and can be easily modified (or scaled) to any event size.

iii. Overlapping Jurisdictional Issues

Planners of major events raised concerns about the myriad of overlapping regulatory oversight that exists, particularly in larger cities. Each layer of government may have requirements which must be met at a significant cost both of time and money. In

addition to perceived inefficiencies, the overlapping authority often leads to gaps and questions over safety, accountability and responsibility. For example, organizers whose events involve water commented that despite extensive permitting, no singular authority enforces the permits due to jurisdictional confusion, which, in turn, leads to safety issues.

iv. Zone Ex

The main “oversight gap” that those involved with major events emphasized was the area immediately leading up to the event space where crowds arrive, gather, and disperse from events. Security professionals consider this area – variously known as Zone Ex, the grey space, or the last mile – as crucial for crowd management and a high-risk area for security issues – particularly, during egress from an event when large crowds disperse unevenly to different destinations. Zone Ex has been the subject of study and scrutiny internationally, particularly in the United Kingdom after the 2017 Manchester Arena terrorist bombing outside an Ariana Grande concert venue which left 22 people dead and 1,017 injured. Martyn’s Law has placed positive duties on event hosts and police to ensure public safety in Zone Ex and delineate responsibility and accountabilities in that area. Its main concern is to determine who is responsible for crowd safety within the public realm.

Major event organizers also suggested that there is ambiguity over responsibility for Zone Ex in British Columbia with respect to both the cost and management of security of these areas. To avoid duplication of responsibility – or worse, a responsibility gap – some of these event organizers suggested that the Province, event organizers, and supporters (e.g., municipalities, police and emergency services) should consider Zone Ex issues together both generally, and, where necessary, on an event-by-event basis.

In addition to responsibility gaps, many large event promoters noted that the regulations that apply to their events may be inappropriate, particularly with respect to vehicle management. Organizers gave the recurring example that they must meet provincial regulations set for traffic control created for large construction projects, despite those being inappropriate in the event context.

v. Safety Equipment

Large events require considerable equipment to mitigate risks, including signage and barriers. In addition to the high cost of this equipment, organizers must store this equipment for lengthy periods of time. Several large event promoters suggested that equipment pooling within a geographic area might save time and money. In addition, smaller events might be able to access this equipment when it is not otherwise in use.

vi. Access to Training and Education

As noted, organizers of major events have access to professional event planners with the training and experience to keep up with the ever-changing international norms in public safety. Those in government and the private sector – including emergency response groups – have relied on the Incident Command System. Police and emergency services which are rapidly promoting and adopting the Gold Silver Bronze Operational Command Training for the command and control of major incidents and disasters. The Commission understands that some efforts have been made to coordinate these systems, although it is unclear how well the two systems have been integrated for events.

Event industry support organizations are also creating training modules to assist their members. For example, ActsSafe Safety Association, an organization that supports safe workplace environments for those in the film and live event industry, offers over 25 safety training courses and voluminous other materials for its members. While workplace-focused, these resources would be useful to the industry as a whole.

C. Large events

Large event organizers consulted generally had planning experience but were volunteers rather than professional event planners. Usually, they did not rely on professional planners but rather used volunteers and sought local government expertise. Some suggested that these planners may put too much reliance on city permitting officers for event planning advice, given that permitting officers are usually concerned with the requirements of the permit itself, rather than the event, including its safety aspects.

This dynamic raised important questions about the appropriate division of responsibility between event organizers and local governments. While municipal staff are often willing to assist and provide informal guidance, their primary mandate is regulatory, not advisory. Permitting officers, for example, are tasked with ensuring applications meet legal and logistical requirements, not with overseeing the broader safety or operational design of an event. This distinction is important, particularly for large events with complex logistics or higher-risk activities.

A random survey of some municipalities provided an idea of the information available to event organizers and the various application requirements. The results showed that information, application processes, time expectations, and municipal support vary, even among similarly sized municipalities. While all municipalities require insurance and indemnity forms to be completed, the need for safety plans depends on the size and location of the event and host community. The Commission compiled various responses from municipalities and regional districts outlining public safety measures, best practices, and challenges related to event planning, as detailed in Appendix C.

The Commission also heard concerns that reliance on permitting officers may unintentionally shift responsibility away from organizers, who may believe that securing a permit is equivalent to completing all necessary planning. In practice, comprehensive event safety requires the involvement of multiple interested partners, including professional security teams, medical support, and risk management expertise. Without clear boundaries and improved access to planning resources or training, volunteer-led events may unintentionally overlook key safety considerations.

These concerns highlight a broader need for capacity-building in the sector. As large events continue to increase in scale and complexity, it is essential that volunteer organizers are supported with the tools and guidance necessary to plan effectively, without placing undue pressure on municipal staff or compromising public safety.

i. The Critical Friend Approach

The Commission repeatedly heard that what volunteer/amateur large, medium, and small event planners and organizers need is a “critical friend” to assist with event

planning. A critical friend offers advice and guidance with a skeptical eye for safety details. A critical friend's focus is to collaborate with the event planners, organizers, and others to make the event a safe success. In so doing, the municipal or other authority scrutinize the aims and plans of the events, identify gaps and deficiencies, and offer assistance and resources to those planning the event. While some larger municipalities that heavily support the event sector are usually able to offer this sort of help to event planners, the vast majority cannot and do not do so.

Throughout its consultations, the Commission heard that event organizers across British Columbia, particularly those without professional planning backgrounds, are often left navigating complex safety requirements with little guidance or support. While passion and community commitment drive many events, this enthusiasm is not always matched with access to expertise. Event safety can quickly become overwhelming, especially when organizers are unclear on who to turn to for help or how to interpret risk requirements. This gap is especially pronounced in small and medium events, where budgets are limited and volunteer organizers often take on multiple responsibilities.

D. Medium events

Organizers of medium events and those who assist them expressed three basic needs: funding to meet any increased security costs; access to advice and resources to help them plan safe events; and a significant decrease in "red tape" associated with planning medium size events, particularly in urban settings.

Organizers of medium events expressed that they felt the most pressure from security costs and planning. Such events are generally large enough to warrant increased security and policing presence; however, planners often had to stretch to meet these costs. As such, organizers suggested their events would be most vulnerable to cancellation if costs and regulation were further increased.

In addition to funding, organizers said that they would benefit from a centralized resource that helps them with preparing safety plans, checklists for best practices, and access to uniform standards to apply to their events. These organizers noted that the requirements for their events differ from larger or smaller events and that they must be

allowed to tailor their plans for their events (as opposed to the imposition of a ‘one size fits all’ approach).

Second, event planners of medium events noted that they often must meet the same requirements of large events without access to the same resources and funding. In practice, this means that medium events have a disproportionate amount of regulatory “red tape” to get through before hosting their event. Like the other groups, they urged the government to provide more resources, but no more and perhaps fewer regulations.

E. Small Events

Small community events such as block parties are seen throughout the province. For example, the Vancouver Foundation, which despite its name has for many years provided modest funding to neighborhoods to support such events. While one could not expect elaborate security measures for these small celebrations, some receive municipal or regional support from law enforcement and fire fighters, the former sometimes including the placement of wooden barriers to discourage vehicular access to the small area, and the latter to provide actual impediments to vehicle access.

Small events connect people to their immediate communities: whether block parties, cultural, or other celebrations or a small cultural or other celebration. These events survive on the energy of their volunteers and whatever small grants might be available. The organizers are usually untrained in event safety and rely on whatever assistance, if any, is provided by municipal permitting offices for guidance on what safety planning they must undertake. Many small events do not seek permits, even when bylaws require them to do so.

Many supporters of small events observed that planners “don’t know what they don’t know.” Small event organizers (and their supporters) suggested they would benefit from a centralized resource outlining potential safety risks and practical tips to mitigate them. Informing organizers of risks to their event (e.g., inclement weather) and offering practical solutions (e.g., safe exit strategies in the case of lightning, or allowing participants to close off a street using their own vehicles instead of paying for a city vehicle) may be the difference between allowing the event to proceed or not.

In some communities, local governments will provide vehicles or barriers to close streets; however, this is not the norm. Greater security measures, and the costs associated with them will jeopardize the events themselves or persuade organizers to go ahead with the event without permits.

F. Rural Events

Events that take place outside of the major urban centers are usually small community events. Major events (festivals) are not intended to be included.

Local governments of small communities reported very limited capacity for event planning, coordination, and oversight. Small communities have access to commensurately sized security resources but generally noted close relationships with the local RCMP detachments.

Given limited resources, most events rely on modest funding, the goodwill of volunteers, and the community's familiarity with each other to avoid any security threats. Those involved in the planning of rural events stated that, without additional funding, any additional regulatory mandates regarding security will likely be the end of most of their community events. Rather than more safety regulations, rural organizers suggested they need centralized and easily accessible reference resources and advice to help them consider and plan for safety at their events.

VI. The Commission's Observations

A. Practical and Proportionate Safety Measures

While public spaces must be reasonably safe, they must also be functional.
The need for safety planning at public events brings into sharp focus, the tension between the desires of individuals and groups to organize and celebrate distinct cultural or other events with minimal governmental interference, but the need for some government protections at such events.

For some events, and particularly those of a cultural or community nature, the planners will want to hold the events in their community, as opposed to a space that is perhaps

easier to secure. Striking the right balance between public safety and practical realities requires thoughtful planning, proportional responses, and careful judgment. Measures must be tailored to the specific risks and needs of each event without imposing unnecessary burdens.

Security measures can be costly and resource intensive, and if improperly thought out, can alienate members of the public. Ideally, the organizers of the public events in British Columbia will have the financial resources to allow the retention of an experienced safety coordinator, but many events lack such resources.

The Commission heard repeatedly that public safety planning must contend with a range of emerging risks and practical constraints. One such threat is hostile vehicle attacks, which have had devastating consequences. Understanding the nature of these attacks, and the role of physical security measures such as barricades and barriers, is essential for informed decision-making. Yet tools alone are not enough. To be effective, safety considerations must be embedded throughout the lifecycle of an event. The following sections explore each of these areas in turn, beginning with a closer look at hostile vehicle incidents.

B. Hostile Vehicle Attacks

Among the most pressing concerns raised during the Commission's consultations was the threat posed by vehicles, whether intentional or accidental, entering pedestrian spaces. This led to broader discussions about hostile vehicle attacks and the measures that can be taken to mitigate them in different event settings.

Many of the sources consulted discussed the prospect of what are termed "hostile vehicle attacks" which are acts by the driver of a vehicle that are intended to cause harm to pedestrians or cyclists or cause damage to infrastructure; for example, buildings and/or utilities accessible from roadways. A hostile attack utilizing a vehicle is attractive to terrorists, as vehicles of most sorts are easily obtainable, and such attacks require little skill or preparation, and the ability to drive a vehicle is widespread.

Hostile attacks were contrasted to the unintentional acts of drivers who simply lose control of their vehicles. That said, hostile vehicle attacks are not limited to acts of terrorism. Attacks have derived from criminal conduct, including police vehicle ramming, impaired drivers, drivers overcome by “road rage”, and persons in the middle of arguments.

A May 2018 report from San Jose State University into car ramming incidents and vehicular assaults considered 78 such incidents or attacks between January 1973 and May 2018 at tourist sites, hospitals, restaurants, and public gatherings including street markets, spectator events, celebrations, demonstrations and surface transportation hubs.

In January 2023, the Province of Ontario produced the Hostile Vehicle Mitigation Measures[7] study that is of great benefit in addressing at least one form of danger at public events; vehicular dangers, but the scope of this Commission extends beyond the dangers posed by vehicular causes. This report describes the matter as “a trade-off between ensuring that event attendees are protected from hostile or unintentional vehicle incidents while at the same time allowing special events to continue unabated.”

Since the Lapu-Lapu tragedy, there have been at least eight other reported hostile vehicle attacks, including:

- On May 1, 2025, a person drove their car into a crowd of students leaving school in Osaka, Japan, injuring seven;
- On that same day, in Sullivan’s Island, South Carolina, a man drove his car in two children and an adult before his arrest;
- On May 7, 2025, a person drove their car into a crowd of soccer supporters on the Champs-Elysees in Paris, France, injuring three, including two critically;
- Again, on May 11, 2025, a teenager drove his car into a Dollar Tree store, injuring

[7] Suggett, Jeffrey & Jike Wang, Ontario Traffic Council Hostile Vehicle Mitigation Measures (2023). < https://otc.org/wp-content/uploads/2023/04/B001463_OTC_Hostile-Vehicle-Mitigation-Guidelines_e01-Final-Draft.pdf >

a girl;

- On May 12, 2025, a woman drove her car into the entrance of a government building in New Bedford, Massachusetts, injuring the security guard, before attempting to light the American flag on fire with gasoline;
- On May 26, 2025, a car entered a soccer celebration parade in Liverpool, United Kingdom, injuring over 100 people;
- On June 2, 2025, a woman drove her car into two people in Shaanxi, China, injuring both;
- On June 5, 2025, a man drove into the Pacific Coliseum during a Cirque du Soleil performance in Vancouver, Canada, fortunately without injuries to anyone but the driver;
- On June 7, 2025, a man drove into a crowd in Passau, Germany, injuring five people; and
- On June 14, 2025, a man intentionally drove his car into a “No Kings” protest in Virginia, United States, hitting at least one person.

C. Barricades, Bollards, and Barriers

In considering the risk of vehicle incursions and other safety concerns, physical infrastructure becomes a critical part of event planning.

Barricades have been used not only to provide physical security, but to shield people and vehicles from hazards, or to stream the flow of people. But if barriers are to be used, their type and use must be considered. Thought and planning for their use must address the layout of the barriers, the ground conditions upon which they will be placed, expected weather conditions for outdoor events, and the anticipated audience size and behavior.

Consultations highlighted the importance of barriers, bollards, and barricades not only as tools for protection but as instruments that shape how public spaces are used during events. Their placement, design, and purpose must align with the unique needs of each

event and its location.

One consistent theme from the Commission's consultations with expert event planners and safety professionals is that vehicles and pedestrians should not mix, and every effort must be made to avoid moving traffic in areas where pedestrians are located. The Commission learned there is a perhaps understandable tension created at the end of events when food trucks or other vehicle-based supports wish to leave the venue, but attendees remain in the area. Despite this tension, safety demands that vehicles ought not to move until the area is completely cleared and authority is given to do so.

One interviewee noted his participation in a Toronto event. When the event ended, security "swept" the area and required all participants to leave the venue before "releasing" the food trucks. The Port of Vancouver explained their "double sweep" technique whereby staff and security do two sweeps to clear the area: the first a gentle reminder that the event is over, followed by a final, more forceful sweep to ensure the area is clear. The event planners and organizers at the most recent Italian Days employed a similar approach with the added security of the event being closed so that no vehicles could get in or out of the 16-block event space without the approval of VPD and/or the event host.

In addition to hostile vehicle risks, there are many other risks that event organizers identified for the Commission, including the possible adulteration of food and water supplies. The organizers of the Shambhala event recalled when event participants dyed the stream green, which - while ultimately benign - caused a significant safety concern.

Another danger emerged from France's national music festival over the June 20, 2025 weekend where at least 145 people reported being pricked with syringes throughout the country at various festival sites.

D. Life Cycle of an Event

The Commission heard that effective planning does not begin and end with permits or risk assessments. Safety is a continuous process that evolves as an event moves from concept to execution. Many challenges arise not just on the day of the event, but in the

lead-up and aftermath. As such, a holistic view of the event life cycle is necessary to identify vulnerabilities, assign responsibilities, and ensure that risks are managed proactively and consistently.

The process for planning an event consists of several phases that might be described as the planning phase, the pre-production phase, the production phase, and the post-production phase.

i. Planning Phase

During the planning phase of a public event, conducting a thorough hazard and risk assessment is essential, though it can be challenging for many organizers. This assessment should take into account a range of logistical, safety, and accessibility considerations, including how the space is typically used, traffic and transportation impacts, emergency access, and the safe movement of pedestrians and vehicles. Organizers are also encouraged to coordinate with emergency services to identify known hazards and develop clear evacuation and containment procedures, as well as a safe end-of-event plan.

If food, drink, or water will be served at the event, organizers must also ensure that all catering operations meet health and safety standards. This includes proper licensing, hygiene practices, fire safety measures, and compliance with electrical and gas regulations.

ii. Pre-Production Phase

Once an event plan is developed, the pre-production phase typically involves securing the necessary permits or licences from the local authority – or, for larger events, from multiple agencies. While recurring events may benefit from an established track record, approvals are never guaranteed and must be approached with the same diligence as first-time events.

A strong example of effective pre-production planning is the 2024 Vancouver Vaisakhi (also known as Khalsa Day) celebration.[8] Organizers shared their Safe Event Plan with the Commission, which identified potential hazards, outlined mitigation strategies, and detailed emergency communication protocols. The plan was reviewed by the City's FEST Committee and the VPD's EOPS, both of which required detailed traffic and security plans in advance. Based on this review, agencies including VPD, Vancouver Fire and Rescue Services (VFRS), BC Emergency Health Services (BCEHS), and TransLink collaborated on an Emergency Action Plan that established a unified command and communication system for medical, weather-related, or security incidents. Key measures included major road closures, a strong emphasis on crowd management and emergency access, and encouragement for attendees to use public transit. The event also featured a coordinated presence of police, fire personnel, paramedics, volunteer marshals, by-law officers, and private security. All food vendors were required to obtain permits from Vancouver Coastal Health, and open-flame cooking was only permitted with fire extinguishers on hand. To maintain a family-friendly environment, alcohol use, both sale and consumption, was strictly prohibited.

iii. Event Production and Post-Production Phases

While the production and post-production phases of an event fall outside the core focus of the Commission's mandate, their importance should not be overlooked. The Commission recommends that these phases be further explored in materials such as the Event Safety Guide, created by the Event Safety Alliance, beginning at section 2.6.[9] In particular, the Commission stresses the importance of adhering to safety plans during the event itself, ensuring that responsibilities are clearly understood and followed in real time. As for the post-production phase, the Commission encourages structured reflection, including after-action reporting, debriefs with key partners, and the collection of public feedback. These efforts will support continuous improvement and help monitor the progress of the recommendations outlined in this report.

[8] Also known as Khalsa Day.
[9] Donald C Cooper, Event Safety Guide: A Guide to Health, Safety and Welfare at Live Entertainment Events in the United States, first edition ed (Event Safety Alliance, 2013), 14.

VII. The Commission's Recommendations

Based on the information gathered and assessed, the Commission outlines the main issues facing community event safety in British Columbia below and recommends the following possible resolutions.

Recommendation 1: Risk Assessments in Event Planning

In the Commission's view, all public events in British Columbia, regardless of size, should be supported by a risk assessment. This assessment need not be complex, but it should be thoughtful, structured, and appropriate to the scale and nature of the event. It may be prepared by event organizers, municipal staff, or collaboratively, depending on local capacity.

A comprehensive risk assessment should consider the event's scale, location, activities, and potential hazards, including risks to specific groups and environmental factors. It should evaluate existing safety measures, identify any gaps, and assign clear responsibilities for emergency planning, access, and crowd management. Additional considerations may include fire safety, medical response, weather impacts, and supports for overnight stays where applicable.

To support municipalities and event organizers, the Commission has included an example Event Safety Plan template in Appendix D and an Event Risk Assessment template in Appendix E of this report. These reflect best practices drawn from existing documents and may be adapted to suit a wide range of community events. The aim is to support consistent and practical planning that enhances public safety at gatherings across the province.

Recommendation 2: Clarifying Jurisdictional Roles in Event Oversight

Event organizers and approving authorities frequently encounter both overlaps and gaps in jurisdictional oversight. These uncertainties create confusion about who has the authority to make decisions or enforce requirements, particularly when multiple agencies or levels of government are involved.

The Province should establish clear criteria for consultation that defines the roles and responsibilities of all parties involved in event planning, approval, and emergency response. This framework should articulate where decision-making authority resides and how coordination should occur between event organizers, municipal and regional governments, first responders, provincial agencies, and Indigenous authorities.

In designing this framework, the Province should consider adapting elements of the United States' *National Incident Management System*[10]. A provincial model could help streamline communication, reduce duplication, and ensure consistent expectations across jurisdictions, while respecting the unique roles of Indigenous governments and private interest-holders.

Recommendation 3: Training for Planning Support and Centralized Hub

Most event planners and organizers do not have access to consistent advice or resources for event safety planning. Standardized training is limited, especially for volunteers and municipal staff who often carry significant responsibility without formal expertise. Consultations also revealed a widespread lack of consistent knowledge, training, and experience among those involved in hosting events of all sizes.

The Province should establish a centralized hub to support event safety across British Columbia. This hub would provide accessible, standardized advice, training, and practical tools for event organizers, municipal officials, and others involved in planning public gatherings. It could include resources such as a comprehensive event safety guide, modelled after the United Kingdom's *Purple Guide*, as well as a simplified foundational safety checklist that can be adapted for different event types and community contexts. The Commission recommends that the Province use this report's findings and recommendations to inform its ongoing work to update the Guidelines.

In addition to offering training and resources, the hub should be responsible for setting out clear expectations for event organizers, municipalities, and provincial agencies regarding event planning, approval processes, and on-site safety responsibilities. This

[10] Federal Emergency Management Agency (FEMA), "National Incident Management System", (October 2017), online: wwwfema.gov <https://www.fema.gov/emergency-managers/nims/components>.

would help ensure consistency across jurisdictions and clarify roles for all parties involved. These expectations should include guidance on managing Zone Ex areas, which refer to spaces outside the formal event footprint such as entrances, exits, and dispersal routes, and could be strengthened by adopting established frameworks, such as the DIM ALICED model, to improve crowd management and safety planning across jurisdictions. The centralized resource should also serve as a “critical friend” to the event industry, offering guidance and referrals, including to appropriate Indigenous authorities for consultation, permission, and support. It should be tasked with developing or endorsing standardized training programs for event organizers, municipal staff, and volunteers. An audit of existing training resources, such as those offered by ActSafe Safety Association, could help identify gaps and avoid duplication.

Recommendation 4: Support for Event Delivery and Local Capacity

Consultations across the province made clear that rising safety and security costs are one of the most significant barriers to hosting community events. For many organizers, particularly in smaller or under-resourced communities, these costs threaten the viability of their events altogether. At the same time, many small and rural local governments noted the limited internal capacity to support community events. Staff shortages, competing priorities, and a lack of specialized expertise in event planning and safety were frequently cited as barriers to effective oversight and permitting. Organizers also highlighted the high costs of acquiring appropriate safety equipment, much of which is reused across multiple events in the same region.

The Province should consider expanding the availability of targeted grants or financial support to help offset event-related safety and security costs. This may include cost-sharing programs for infrastructure such as fencing, barriers, and traffic control equipment, as well as for emergency services where appropriate. The Province should also encourage resource-sharing arrangements among neighbouring jurisdictions, particularly for small-scale events, to reduce duplication and improve access to essential equipment.

In addition, the Province should provide direct funding or staffing support to municipalities, particularly those in smaller or under-resourced jurisdictions, to assist with event permitting, safety planning, and coordination. Municipalities should be encouraged to establish or designate in-house roles focused on event production and safety coordination to build institutional knowledge and long-term capacity. Finally, the Province should plan for equitable access to safety planning tools and guidance in communities with limited staffing or financial capacity and explore opportunities for federal-provincial collaboration on event safety funding to ensure sustained support across a wide range of communities and event types.

Recommendation 5: Foster Local Collaboration on Event Safety

In many smaller communities, event organizers would benefit from more focused collaboration with emergency services to address safety considerations tailored to their specific events. Consultation during the planning phase can improve readiness and build trust between interested partners.

The Province should encourage and promote regular tabletop exercises that include police, fire departments, emergency management services, and event organizers. These exercises should be adapted to reflect the scale and nature of local events.

In addition, the Province should support and promote community-led safety planning efforts, particularly for Indigenous-led and culturally specific events. Ensuring that these communities have the tools and support they need to lead their own planning processes is essential to fostering safe, inclusive public gatherings.

Recommendation 6: Promote Learning Through Event Evaluation

To monitor the progress and effectiveness of any implemented recommendations, the Province should encourage the routine use of after-action reports and structured public feedback collection following events. These tools can help evaluate safety outcomes and identify areas for improvement.

The Province should also explore the creation of a centralized, anonymized repository of event safety data, including case studies and lessons learned. Such a resource would serve as a reference point for future event planning and contribute to a culture of continuous improvement across the event sector in British Columbia.

To ensure this system is practical and widely adopted, the Province should engage municipalities, event organizers, and public safety agencies in its design and implementation. Over time, this shared knowledge base could help inform training, funding priorities, and updates to provincial event safety guidelines.

VIII. Commission Membership and Staff

The Commission was supported by the dedication and expertise of the following individuals:

Salam Guenette
Executive Administrative Assistant with the Justice Services Branch in the Ministry of the Attorney General of British Columbia

Ana Staskevich
Research and Public Policy Analyst with the Ministry of Public Safety and Solicitor General of British Columbia

Michael Kleisinger
Lawyer with the Legal Services Branch in Ministry of the Attorney General of British Columbia.

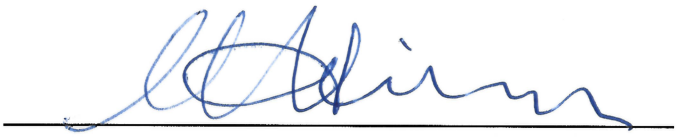
In addition, the Commission expresses its thanks to Mary Williams, Office Manager with the Justice Services Branch in the Ministry of the Attorney General, for all of her assistance.

IX. Conclusion And Acknowledgements

The Commission recognizes, with deep gratitude, the many individuals, communities, and organizations who generously contributed their time, knowledge, and experience to this process. The willingness of all those involved to engage openly and constructively with the Commission was both remarkable and essential to the preparation of this report.

It is the Commission's sincere hope that the findings and recommendations contained in this report will contribute meaningfully to the creation of safer public spaces across British Columbia and serve as a respectful acknowledgment of all those who have been affected by tragedy.

Date: June 26, 2025



The Honourable Christopher E. Hinkson, K.C.

Appendices

Appendix A – Reference Material

Legislation

Community Charter, S.B.C., 2003.

Local Government Act, S.B.C., 2015.

Public Inquiry Act, S.B.C., 2007.

Vancouver Charter, S.B.C., 1953.

Union of British Columbia Municipalities Act, S.B.C., 2005.

Terrorism (Protection of Premises) Act 2025. online: *Legislation.gov.uk* <https://www.legislation.gov.uk/ukpga/2025/10/part/2/enacted>.]

Order in Council 217-2025, *Commission Of Inquiry Into Community Events Safety In British Columbia*, 2025

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Appendix B – Consultations and Interviews

Abbotsford International Airshow

- Dave Reith, Executive Director

ActSafe BC

- Trina Pollard, Chief Executive Officer
- Jeff Wonnenberg, Director of Industry Training
- Daniel Farley, Director of Industry Health & Safety

BC Civil Liberties Association

- Liza M. Hughes, Executive Director
- Meghan McDermott, Policy Director
- Aislin Jackson, Policy Staff Counsel

BC First Nations Justice Council (BCFNJC)

- Amanda Carling, CEO
- Tina Miller, Researcher, Indigenous Women's Justice Plan
- Kristi Den Admirant, Researcher, Indigenous Women's Justice Plan

BC Music Festival Collective

- Julie Fowler, Executive Director, BC Music Festival Collective
- Corrine Bundschuh, Emergency Management Specialist for Kootenay Rocky Tourism

BC Place Major Events (BC Lions, Whitecaps, Grey Cup, etc)

- Jenna Visram, Assistant General Manager, Director, Events & Guest Experience

BMO Marathon - RunVan Vancouver International Marathon Society

- Eric Chéné, Executive Director

Calgary Stampede

- Kerrie Blizard, Director, Public Safety & Environment

Canada Day VFPA Convention Center- (Canada Together)

- Gillian Behnke, Director, Events & experience
- Alexandra Hearn, Events & Guest Experience Advisor

Celebration of Light

- Paul Runnals, Partner, Senior VP; Talent + Production

City of Abbotsford

- Todd Stewardson, General Manager, Parks, Recreation & Culture
- Danielle Pope, Director, Recreation & Community Engagement Professional

City of Burnaby

- Lois Dawson, Coordinator – Festivals & Special Events

City of Dawson Creek

- Chelsea Mottishaw - Tourism, Emergency & Climate Readiness Manager
- Lindsay Dufresne, Community Culture & Recreation Manage

City of Fernie

- Jacquie Hill, Manager of Parks and Recreation
- Ula Gasiorowski, Parks, Facilities & Recreation Coordinator

City of Grand Forks

- Duncan Redfearn, Chief Administrative Officer

City of Liverpool – United Kingdom

- Angie Redhead – Head of Operations Culture Liverpool
- Susan Gibson – Head of City Events Culture Liverpool
- Jen Falding - Head of Major Sports Events

City of London - Ontario

- Paul Ladouceur, Director, Emergency Management and Security Services
- Sgt. Jorg Stockman, London Police Service

City of New Westminster

- Jen Arbo, Manager, Community Partnerships

City of Toronto, Economic Development and Culture

- Pat Tobin, General Manager, Economic Development and Culture
- Aderonke Akande, Director, Arts and Culture Services at the City of Toronto
- Collin Joseph, Manager Event Support Economic Development and Culture at City of Toronto
- Stefan Lenzi, Production Manager, Event Support Unit at City of Toronto
- Nathaniel Kennedy, Coordinator, Toronto Emergency Management at City of Toronto

Clayoquot Biosphere Trust

- Brooke Wood – Director

Course Dynamics Race Event Management

- Albert Ngai, Race Director

District of Lake Country

- Matt Vader, Director of Parks, Recreation, and Culture

Downtown Eastside Women's Centre

- Cheryl Sutton - Director, specialized services and programs

Downtown Vancouver Business Improvement Association

- Jane Talbot, President & Chief Executive Officer
- Michael Dove, Lead of Placemaking & Public Spaces
- Claire Leonard, Manager of Placemaking & Public Space

Dragon Boats BC

- Dominic Lai - Senior Development, Marketing, and Operations Director

Event Safety Alliance of Canada (ESA)

- Kevin Tanner - Chair, Board of Directors
- Janet Sellery, Founding Board Member and Programming Chair, Event Safety Alliance Canada

Gentian Events Limited – United Kingdom

- Eric Stuart, Director

GuardTeck

- Aaron Billesberger, Director of Special Projects & Training

Italian Days on Commercial Drive

- Grace Choi, Owner & Event Producer

Kamloopa Powwow

- Colin Stonechild, Event Organizer

Neighbourhood Small Grants (NSG)

- Kim English, Community Relationships & NSG Manager

Nisga'a Ts'amiks Vancouver Society

- Anthony Robinson, CEO
- Kelly Gill, Event Manager

Safe Events – Ireland

- Mark Breen, Director, Safe Events Global
    - Senior Health & Safety Director | Middle East events

Shambhala Music Festival

- Jimmy Bundschuh, Founder
- Corrine Bundschuh, Co-Founder and Emergency Management Specialist for Kootenay Rocky Tourism

soomö Entertainment Company

- Roy Yen, Principal

Squamish Nation Youth Powwow

- Simon Baker, Head Chair
- Carmen Moore, Co-Chair

Surrey Police Services

- Allison Good – Superintendent
- Lav Mangat - Superintendent

The Square Metre Group - United Kingdom

- Andy Hollinson, Chief Executive Officer

Toronto Strong Fund

- Barbara Hall, The Barbara Hall Community Resilience Fund.

Union of BC Municipalities (UBCM)

- Councillor Trish Mandewo, UBCM President
- Gary MacIsaac, UBCM Executive Director
- Bhar Sihota, UBCM Senior Policy Analyst

Vaisakhi - Vancouver

- Sukhpal Jhooty, Co-Lead
- Malkiat Dhami, Past-President
- Jagdeep Sanghera, Vice-President

Vancouver Convention Center

- Craig Lehto, General Manager
- Alikie Knight, Director, Venue Operations
- Sarbjit Minhas, Senior Manager, Venue Operations

Vancouver Farmers Markets

- Randy Elliott, Director of Operations
- Laura Smit, Executive Director

Vancouver Foundation

- Kevin McCort, President & CEO
- Dave Doig, Director, Community Networks

Vancouver Police Department

- Jeff Neuman, Staff Sergeant/Inspector

Vancouver Pride Society

- Joseph Hoang - Director, Community Engagement

Vancouver Sun Run

- Tim Hopkins, Race Director

Village of Kaslo

- Robert Baker, Chief Administrative Officer

Village of Pemberton

- Christine Burns, Manager of Recreation Services

APPENDIX C - Summary of Municipality and Regional Districts Questionnaire Responses

The following summarizes key findings from approximately 27 local governments regarding their event safety practices, challenges, and volumes. Responses have been categorized and distilled for clarity.

Municipality/ Regional District	Public Safety Measures	Best Practices	Challenges	Approx. # of Events (as reported)
CENTRAL INTERIOR				
City of Dawson Creek *(Population: 12,323)*	Traffic plans required for major road closures; Development Services identifies and communicates safety concerns.	Use of Incident Command Systems (ICS) 100 training; standardized guidelines with risk ratios; bylaw-enforceable protocols in development.	Open-space events without controlled access; high costs for police/security presence.	~10 outdoor events/year; mid-size (~500) with one large-scale (Dawson Creek Exhibition, 10,000+ attendees).
City of Grand Forks *(Population: 4,112)*	Fire department is the primary contact pre- and during event; no internal event approvals.	Formal permit process for exclusive use helps identify and address potential issues early.	Limited internal capacity for event vetting; event security approvals not within current scope.	~25 total events/year, including small gatherings; ~10 events exceed 500 attendees (e.g., tournaments, festivals).
City of Kamloops *(Population: 97,902)*	Traffic plans required for road-impacted events; reviewed by Fire Department. Event maps checked for compliance.	Guidelines address insurance, fire safety, emergency plans, and security. Reviewed by Risk, Fire, and Events teams.	Rising costs for traffic control and security; limited staff for enforcement; desire for provincial support/grants.	~251 total; 70+ large outdoor (1k+), 11 major (1k–30k), 30 medium (100–1k).
District of 100 Mile House *(Population: 1,928)*	Event safety is organizer's responsibility; certified traffic control required.	Small-town context emphasized; low-regulation approach seen as beneficial.	Volunteer burnout; rising insurance costs; fear of overregulation deterring organizers.	25–50 annual events; includes car shows, parades, concerts, and community dinners.

COLUMBIA-KOOTENAY				
City of Fernie *(Population: 6,320)*	Organizers hire traffic control; City installs signage and reviews permits for emergency access. Staff present to oversee road closures.	Organizers must follow BC Major Planned Events Guidelines. Liquor permitting and notification responsibilities fall to the event host.	Limited staff resources; need for flexible approaches tailored to small communities.	15–20 events annually; range from medium-sized to large gatherings.
Village of Kaslo *(Population: 1,049)*	Closures approved by Council; no formal protocols.	Interest in standard checklists tailored by attendance.	No bylaw enforcement capacity; desire for risk assessment standards.	2 major events/year (~2,000 attendees each).
New Denver *(Population: 487)*	Uses BC Emergency Mgmt. Framework and Public Safety Canada templates for event planning.	Calls for centralized toolkit, training modules, and scalable guidelines tailored to smaller communities.	Staffing limits, increased security costs, and challenges with inter-agency coordination.	10–20 outdoor events annually; some large-scale (5,000+ attendees).
City of Revelstoke *(Population: 8,275)*	Traffic control reviewed during planning by Fire and Police. Compliance not monitored during event.	Multi-department review of plans (Fire, RCMP, etc.) at application stage.	Staffing and funding limitations; lack of capacity to monitor event execution; rely on organizer compliance.	41 permits issued in 2024; range from ~100 to 4,000+ attendees.
EAST KOOTENAY				
Regional District of East Kootenay *(Population: 65,896)*	Included in event plans if Special Event Licence is needed.	Proactive engagement with organizers to prevent post-event issues.	Parking/access; enforcement; jurisdictional coordination (e.g., First Nations land).	1–3 events/year requiring Special Event Licence (500+ attendees).

METRO VANCOUVER/LOWER MAINLAND				
City of Abbotsford *(Population: 153,524)*	Highway Use Permit required for traffic impacts, reviewed by Abbotsford Police Department (APD) and Abbotsford Community Events (ACE) team. Emergency access reviewed by APD and Abbotsford Fire Rescue Service (AFRS). Beverage gardens reviewed with APD/LCRB.	ACE Team meets post-application to assess risk/safety. Annual recurring events are tracked for changes year to year.	Organizers often lack training or resources; many are volunteers. Emphasizes need for BC-wide training and funding support.	82 outdoor events in 2024; ~20 are large-scale.
City of Chilliwack *(Population: 93,203)*	Traffic control plans required from hosts; reviewed by Engineering.	Event risk assessed case-by-case with RCMP and Fire input; factors include access, alcohol, capacity, and security.	Volunteer and staff capacity is limited; need for funding and formal event review templates.	2024: 40 block parties (~100 ppl), 63 community events (up to 5k), 1 large event (~10k), mural festival (5k).
City of New Westminster *(Population: 78,916)*	Traffic plans developed by Transportation Engineers; consistent safety measures followed.	Flexibility emphasized; Festival Expediting Staff Team (FEST) team with uniformed police helps ensure planning is grounded and practical.	Costs rising while funding drops. Volunteers need education. Storage space for equipment is lacking.	7–10 large with closures; 30 medium; 100+ small or recurring events.
City of Pitt Meadows *(Population: 19,416)*	Security presence at single large event with bag checks.	Supports tiered safety expectations by event size and type.	Need access to rentable barriers at low/no cost.	1 large (10k), 2 medium (2.5k–4k), 10 small (300–500).
City of Port Moody *(Population: 33,535)*	Police approve safety/traffic plans; larger events involve Fire and Police from the start. Fire notified if food trucks present.	Safety reviewed by Police. New multi-department committee launching in 2025 to formalize reviews.	Staffing and equipment costs rising; limited police/traffic availability; equipment access issues (e.g. bollards).	15 community + 7 Sunday Concerts (small); 3 medium; 3 large; 10–15 block parties; recurring markets.

City of Richmond *(Population: 209,937)*	Traffic plans by certified firms for large events; reviewed with RCMP and Transportation. Managed via Richmond Event Approval Coordination Team (REACT) process. The REACT team reviews all event applications for events with over 50 people attending that impact public property.	Post-event debriefs standard for large events via REACT. City participates in Creative Cities & West Coast Event Pro networks.	City: equipment rental & staffing costs. Community: planning is complex, REACT is confusing for first timers.	~150 event applications/year; most <1,000 participants, some as large as 50,000 (e.g. Steveston Salmon Fest).
District of North Vancouver *(Population: 88,168)*	Historically closed roads with cones, personal vehicles, and unlicensed staff. Limited formal protocols. Reliance on community partners.	Safety varies by event size and alcohol. Relies on interdepartmental coordination and discretion of Parks Manager.	Funding shortages and overtime challenges; staff burnout; shifting event supervision and structure.	20–25 concerts by NVRC; 200–230 permitted community events; ~6 are large (500–1k+).20–25 concerts by NVRC; 200–230 permitted community events; ~6 are large (500–1k+).
City of Surrey *(Population: 568,322)*	Traffic Obstruction Permit process includes full review by Festival Expediting Staff Team (FEST), Police, Engineering. Parades with rolling closures are monitored via an Emergency Operations Centre (EOC).	FEST process evolves through feedback from all stakeholders. Updates made continuously to improve coordination.	Budget constraints for organizers; limited resources to support events requiring road closures.	275–300 community hosting applications/year; ~6 events over 80k attendees.

SOUTHERN INTERIOR/OKANAGAN				
City of Merritt *(Population: 7,051)*	Events requiring closures must coordinate with City for signage and traffic control; provincial road conditions shared via DriveBC/local alerts.	Risk assessments led by event hosts, reviewed collaboratively. Event guide outlines minimum standards. Early communication is emphasized.	Costs, staffing, planning time, hotel/volunteer availability, community buy-in.	1 large annual; 10–20 medium-scale events.
District of Lake Country *(Population: 15,817)*	Traffic control plans are required and reviewed pre-permit. RCMP on site for events over 1,000. Fire and bylaw attend all events. No alcohol allowed.	Annual safety plan developed and reviewed with RCMP, fire, and bylaw. Timely external applications are critical.	Concern about uniform application of standards; need for event-specific flexibility.	10–12 District-hosted (2k–3k); plus 5–7 community events (500–1k).
District of Peachland *(Population: 5,789)*	Traffic plans created by pro firms and reviewed by City depts (Fire, Engineering, Ambulance). Closures require multi-agency approval.	Annual pre-event meetings with departments; strong internal communication; updated contact lists shared for event-day coordination.	Security and evacuation plans add cost. Interested in toolkits and funding for risk management frameworks.	2 large festivals (5k+); ~12 medium events (250–1k attendees).
NOTHERN INTERIOR				
District of Houston *(Population: 3,052)*	Road closures coordinated with District and Regional District.	Use of WorkSafeBC, public health guidance, local emergency services; internal checklists and templates.	Need for scaled frameworks, toolkits, and provincial support for larger events.	~20 outdoor events/year; range from small markets to 300-person mud drag.
SEA TO SKY				
Village of Pemberton *(Population: 3,407)*	Right-of-way approvals, barricades, access routes outlined in safety plan.	Support for standardized protocols, with variations for event size/community capacity.	Limited space, staffing, and infrastructure for larger events.	~7 events/year; growing to 12–15. Events >600 people require Special Event Permit.

VANCOUVER ISLAND & GULF ISLANDS				
The Corporation of the City of Courtenay *(Population: 63,282)*	Road closure applications reviewed by Operational Services and emergency responders.	No specific practices reported.	Noted future need for support via Comox Valley Emergency Management (CVEM) and the Ministry of Emergency Management and Climate Readiness (EMCR) funding for standardized community safety.	~5 events/year (1 large, 4 small).
City of Campbell River *(Population: 35,519)*	Special Events permit required; traffic management plan if roads impacted; security required if liquor served.	Checklists and emergency reviews; visible staff; early cleanup; adapt perimeters; awareness protocols and buddy system.	Free events increase risk of disruptions; rising security costs; reliance on volunteers; child safety a recurring issue.	~60 event instances/year; includes CR Live (7), Salmon Fest, Logger Sports, Canada Day Parade.
City of Victoria *(Population: 91,867)*	Signalized intersections controlled by police, all site plans are reviewed by transportation staff, police, and fire in advance. Police determine the intervention level required to secure static events occurring in public rights-of-way.	Specialized software; seek input from neighboring jurisdictions and compare notes to other Canadian cities related to best practices.	Police resourcing/capacity can be an issue; increasing event and protest activity within region, lack of specialized equipment.	~250-300 permitted events ranging from neighbourhood block parties to major festivals/celebrations.
Comox Valley Regional District (CVRD) *(Population: 72,445)*	Road closure applications reviewed by Operational Services and emergency services; jurisdictional complexity often leads to gaps in coordination.	Partnerships via Multi-jurisdictional Emergency Management Organisation (MJEMO) model and EOC/ICS tools; strong collaboration with similar-sized regions; knowledge sharing emphasized.	Provincial-level silos between agencies; lack of coordinated funding/support for joint planning; even for off-jurisdiction but impactful events.	Frequent medium events year-round; large events include CFB Comox Air Show (20k–30k attendees).

Emergency Management Cowichan (EMC) *(Population: 89,013)*	Ad hoc approaches vary by community/bylaw; processes and timelines often unaligned, particularly on private land.	Supports flexibility in permitting to preserve cultural and economic value of events while ensuring safety.	No cost recovery for planning/monitoring of events outside traditional permitting; current permitting is layered and burdensome.	Small events (<100) occur frequently, especially in summer; ~2 large-scale events (20,000+ attendees) annually.

Based on the data gathered in questionnaires and interviews, some observations can be made:

1. Most municipalities referenced the rising costs for event operations like security, barricade rentals, training and police services, which tends to also affect event organizers.
2. Smaller events and smaller municipalities rely on volunteers to complete their applications and run the events.
3. The application process varies greatly among municipalities with calls for using standardized guidelines with risk management and ratio formulas.

***Population is based on 2021 available census data: https://www12.statcan.gc.ca/census-recensement/2021/as-sa/fogs-spg/Index.cfm?Lang=E*

APPENDIX D - Sample - Event Safety Plan Template

A Safety Plan Sample outlines the procedures and precautions that will be in place to ensure the safety of everyone at the event.

Event Information (basic event details)

Event Name: _____

Event Date: _____

Event Location: _____ *(address or description of venue)*

Event Type: Sporting, Cultural *etc.* _____

Does the event take place entirely or partially on Federal property?

Does the event take place entirely or partially on First Nations Land? *First Nations land should consult the Band Council and Administration as to which other agencies should be involved. Those agencies may include the First Nations Health Authority, tribal police, and others.*

Estimated Attendance: _____ *(approx. number of people expected)*

Estimated Peak Attendance: _____ *(approx. number of people expected during peak times)*

Event Start/End Times: _____ *(when the event will open and close)*

Event Set up/Take-Down Times: _____

Contact Information (On-site contacts responsible during the event)

Event Day Contact: _____ *(name of primary on-site manager)*

Event Day Contact Info: _____ *(mobile phone number and/or radio channel)*

Safety Officer/Leader: _____ *(name of person overseeing event safety)*

Safety Officer Contact Info: _____ *(contact details for safety lead on-site)*

Event Day Secondary Contact: _____ *(name of primary on-site manager)*

Contact Info: _____ *(mobile phone number and/or radio channel)*

First Aid

1. Who will provide on-site first aid? *(Identify the first aid service or trained personnel, e.g. Red Cross, St. John Ambulance, or certified volunteers.)*

2. Number of first aid attendants and their certification level? *(Specify the number of first aiders and their certification level, based on the size and risk level of the event.)*

Security / Crowd Management

1. Describe security personnel or marshal roles and numbers*. (Include professional security staff, police officers, or trained volunteer marshals if applicable.) If yes, describe their roles, numbers, and schedule. If no, explain how event staff or volunteers will manage crowd safety, access control, and any potential unruly behavior to maintain a safe environment*

2. How will crowd safety and behavior be managed?

Liability and Insurance

When planning your event, it's essential to identify and address potential risks related to property damage and personal injury in advance. All events must carry General Liability Insurance with a minimum coverage of _____ (insurance varies depending on the size of the municipality). The insurance certificate must:

- *Name the municipality of _____as an additional insured*
- *Include a cross-liability clause*
- *Be submitted to the _____team/office for review before a permit can be issued*

By signing the Special Event Permit application, the organizer agrees to indemnify and hold harmless the municipality of _____from any claims, demands, lawsuits, or costs arising from the event, including actions by the organizer or their staff, agents, or volunteers.

Food and Beverage vendors?

Beer and liquor sales require a Liquor and Cannabis Special Event Permit from the B.C. Liquor and Cannabis Regulation Branch. Applications may be obtained online or at any government liquor store

Activities (Risk Assessment)

List any medium- to high-risk activities and the mitigation strategies. *(for example: inflatables like bouncy castles, alcohol service, fireworks, live animal displays, etc.). For each activity, what plans or procedures will you have in place to minimize the risk factors? (Describe safety measures for each high-risk activity – e.g. supervision and tie-downs for inflatables, ID checks and serving limits for alcohol, safety zone and trained operators for fireworks.)*

Road Closure & Pedestrian Safety

1. Are any road closures planned? *If yes, list and describe the closure plan. (For example, note if you will hire a certified traffic control company or use traffic control persons, what signage or barricades will be in place, the timing of closures, and any detour plan. Include contact information for any traffic management providers or city permits obtained.)*

2. How will pedestrian safety be ensured during closures? *(Describe measures such as having marshals assist pedestrians, using barriers between traffic and walkways, clear signage for crossing points, reflective vests for volunteers, etc.)*

Impact on Local Residents

Develop a notification plan for nearby residents and businesses, especially if sound or traffic will be affected.

Unloading/Loading Zones

1. Describe your plan for loading and unloading zones. What is your plan for loading and unloading zones for the event? *(Describe how vendors, performers, or suppliers will load in and out – e.g. designated areas or times for delivery vehicles, use of cones or staff to control the area, special equipment like dolleys or forklifts. Include how you will coordinate schedules to avoid congestion and any communication to drivers. Ensure this plan is shared with all vendors/participants in advance.)*

Fire Safety

1. Will open flames or fuel be used? Describe precautions. *(For example, for cooking appliances or heaters: maintain safe distances, have fire extinguishers available and staff trained to use them, no smoking near fuel; for fireworks: licensed pyrotechnician handling them, fire department notified; for bonfires: a safety perimeter and water source on hand.)*

Risk Mitigation (Emergency Incidents)

1. Describe procedures and communication plans for:

- Lost child

Outline how lost children will be reported (e.g. immediately radio to staff), where they will be kept (a secure, supervised area), how you will verify guardians and reunite them. Include any ID wristband systems or PA announcements.)

- Medical emergency

(Explain how you will respond to a serious injury or illness – e.g. alert on-site first aid and call 9-1-1 if needed, clear space for responders, crowd control around the area, designate a meeting point for ambulance. Detail who has authority to call emergency services.)

- Fire emergency

(Describe the evacuation or firefighting procedure in case of fire – e.g. raise the alarm (whistle/air horn), clear the area, use fire extinguishers if trained, call the fire department, guide people to exits. Identify who will make the call and who will meet firefighters to direct them to the incident.)

- Evacuation

(If a larger emergency or severe weather requires evacuating the whole event, explain how the decision will be made and announced (e.g. via PA system or megaphone), what exits or evacuation routes will be used, and where people should go. Assign staff to assist in directing attendees calmly to safety.)

- Event cancellation

(For a last-minute cancellation or early shutdown - e.g. due to extreme weather or a security threat - describe how you will inform attendees (prior to or during the event), and how staff/volunteers will communicate and manage the shutdown. This could include social media updates before the event and on-site announcements.)

Communication Plan

1. How will staff/volunteers communicate during the event*? (Identify the primary communication methods: two-way radios on specific channels, cell phone calls/text groups, a messaging app, or a designated command post. Ensure all key personnel have devices and know protocols, e.g. radio etiquette or emergency codes.)*

2. Where is the staff/volunteer headquarters? *(Specify the on-site location that will serve as the coordination center or information hub for the event staff - for example, a clearly marked tent or an indoor room. This is where leadership can be found and where volunteers check in, and it should have first aid kits, incident report forms, etc., if possible.)*

3. How will safety information be shared with vendors/contractors? *(Explain how you will ensure all vendors/exhibitors are informed of key safety rules and what to do in emergencies. For example, pre-event emails or a briefing document outlining emergency exits, fire precautions, and who to contact for issues; or a short safety meeting on the morning of the event.)*

Additional Information

Include any additional safety-related planning details. *(Use this space for anything not covered above. This might include specific health safety measures, environmental hazards (e.g. nearby water bodies), equipment inspections, insurance details, or contacts for on-call services. If nothing additional, you can leave this section blank.)*

APPENDIX E – Sample - Event Risk Assessment Template

Use this template to systematically identify event hazards, evaluate risks, and plan control measures. A risk assessment is simply a careful examination of what at your event could cause harm to people, so you can decide whether you have taken enough precautions or need additional measures. This template helps document who might be harmed and how, what controls are in place, any further actions needed, and who will carry them out and when. Consider all phases of your event – setup, the event itself, and teardown – and common risk areas (e.g. crowd control, safe access/egress, fire safety, severe weather) when identifying hazards

Event Details (basic information about the event and the assessment)

Event Name: _____

Event Date(s): _____

Event Location: _____

Organizing Group/Organizer: _____ *(name of community group or lead organizer)*

Risk Assessment Prepared By: _____ *(name and role of the person assessing risks)*

Organization Website: _____

Date of Assessment: _____

Risk Assessment Approved by: _____

Identified Hazards & Mitigation Measures

Assess each identified hazard's risk level (Low/Medium/High) based on how likely the hazard is and how severe the potential harm could be. Then detail the measures you will use to control or minimize the risk. If additional actions or precautions are needed, note what they are, who will be responsible for them, and by when they should be done. Ensure that after planned controls, the remaining risk is as low as reasonably possible.

Hazard (Potential Harm)	**People at Risk**	**Risk Level (L/M/H)**	**Control Measures (Existing)**	**Further Actions (Who & When)**
Ex: Wet weather (slippery ground – slip/fall) – Rain could create slick surfaces.	*Attendees, staff*	*Ex: M*	*Non-slip mats at venue, electrical*	*monitor and dry wet areas as needed*

			cables covered	
Ex: Crowd congestion at entry (tripping/pushing) – Bottleneck of attendees at gate.	*Attendees*			
Ex: Crowd composition and vulnerability	*Attendees*			
Ex: Traffic Management	*Will the roads require closure*			
Ex: Live Animals	*Will there be live animals at the event location*			
Ex: Temporary Structures	*Location and size of tents, stages and portable toilets on the site plan.*			
Ex: Food and Beverage	*Have proper licenses, Contact local Health Authorities*			
Ex: Noise Control	*Sound levels for entertainment, music, and speeches should not unreasonably affect residents or businesses*			

(Add more rows as needed for all identified hazards. For example: a hazard could be "Slip on wet floor leading to injury" with attendees at risk, Medium risk level, control measure "cover cables and use wet-floor signs," and further action "add non-slip mats – responsible: J. Doe by event day.")

From:	Michelle Franze
To:	Michelle Franze
Cc:	Brian Kingzett; Andrew Nixon
Subject:	You"re Invited: BC Salmon Farmers" Community Appreciation BBQ - July 24, 2025
Date:	Friday, June 27, 2025 10:50:53 AM
Attachments:	Community Appreciation BBQ - Flyer (Digital Display 8.5x11) 2025[3].png
Importance:	High

Dear Mayor and Council,

On July 24, 2025, from 11:30 a.m. to 3:30 p.m., the BC Salmon Farmers Association and members will host our annual Community Appreciation BBQ in Robert V. Ostler Park in Campbell River, BC.

The BBQ will include various engagement stations, including a Virtual Reality station where you can take a tour of a salmon farm, an Ask Us Anything booth, a Kid's Zone, and a fun Photobooth.

BBQs will be fired up so you can enjoy a healthy and delicious salmon lunch. We will be encouraging cash donations (suggesting a $5 minimum) to support the Campbell River Food Bank.

Our sector contributes to the BC economy, food security, and climate initiatives. Our goal with this event is to show our appreciation for our community of employees, our business community, and the communities we all live and work in. Our second goal is to raise education and awareness of the salmon farming sector– your attendance and support are very much appreciated.

Please find our event flyer attached, and let us know if you have any questions. We encourage you to share this event with your network, colleagues, friends, and family.

Thank you,

Michelle Franze
Manager of Communications, Partnerships and Community
Co-Founder and Co-Director of the Young Salmon Farmers of BC (YSFBC)
Mobile: +1-604-202-4417
Email: michelle@bcsalmonfarmers.ca

BC SALMON FARMERS

BC Salmon Farmers Association
201-911 Island Highway, Campbell River, BC, V9W 2C2
bcsalmonfarmers.ca YSFBC LinkedIn TikTok Instagram Facebook X YouTube
Read our new Modern Science Review of the Sector!

DRIVE AWAY HUNGER

Make a difference by fighting hunger in your community. Visit DriveAwayHunger.ca

BC SALMON FARMERS

COMMUNITY APPRECIATION BBQ

ROBERT V. OSTLER PARK, CAMPBELL RIVER

JULY 24, 2025
11:30 AM - 3:30 PM

Join us for a delicious BBQ Salmon Lunch!

Cash donations will be collected for the Campbell River Food Bank.
($5 minimum suggested).



Event Highlights

- VR Salmon Farming Tour
- Kids Zone
- Photo Booth
- Ask Us Anything

For More Details Contact Us:

info@bcsalmonfarmers.ca | (250) 895-1761 | bcsalmonfarmers.ca

UBCM Union of BC Municipalities

July 10, 2025

Mayor Mark Baker and Council
Village of Sayward
652 H'Kusam Way, PO Box 29
Sayward, BC V0P 1R0

Reference: CRI-684

Re: 2023 FireSmart Community Funding and Supports – *2023 Wildfire Risk Reduction Initiative*

Dear Mayor Baker and Council,

Thank you for providing the final report, dated June 6, 2025, for the above noted project. We have reviewed your submission and all reporting requirements have been met.

The final report notes a total eligible expenditure of $93,483.25. Based on this, a payment in the amount of $43,803.25 will follow shortly by electronic fund transfer. This represents final payment of the grant and is based on 100% of the total reported eligible expenditure to a maximum of the approved grant, minus the initial payment of $49,680.00 provided in October 2023.

I would like to congratulate the Village of Sayward for undertaking this project and responding to the opportunity to build wildfire resiliency in your community.

The 2025 CRI program is currently accepting application until September 30, 2025. The 2026 CRI program materials are now available on our website and the program opens October 1, 2025.

If you have any questions, or if we can provide any assistance, please contact 250-356-7123 or cri@ubcm.ca.

Sincerely,



Lynsay Pacey, Program Officer

cc: Lisa Clark, CFO
Tony Botica/Tristan Farnham, Coastal Fire Centre

The Community Resiliency Investment program is funded by the Province of BC

STAFF REPORT

To: Mayor and Council

From: Corey Cooper, Village Planner, and John Thomas, CAO

Subject: Development Variance Permit Application for 400 MacMillan Drive – Site Constraints

Meeting date: July 15, 2025

PURPOSE

To request Council to approve the proposed Variances to the minimum width of the principal building and to permit a single-wide mobile home including Z-240 certified homes as a whole or as a part of a building.

Figure 1: Subject Property



BACKGROUND

The owners of 400 MacMillan Drive (LOT 11, BLOCK L, DISTRICT LOT 1604, SAYWARD DISTRICT, PLAN 21662) submitted an application in May of 2025, requesting multiple Variances to the Residential One (R-1) zone to permit the construction of a mobile home on the property. The subject property is currently undeveloped and contains a small creek. Neighbouring properties contain single family residential uses or are other undeveloped lots. Please refer to Figures 1 & 2 for site location context.

Figure 2: Site Location



Although now cleared, the property was once vegetated until the clearing of the lot and establishment of a gravel driveway was done without first obtaining a Qualified Environmental Professional's (QEP) review of the subject property and subsequent report to determine the Streamside Protection and Enhancement Area (SPEA) (due to presence of the creek on site) through Riparian Areas Protection Regulations (RAPR). The QEP's report was required as the clearing was done within 30.0 metres of the Riparian Assessment Area (RAA).

DISCUSSION

Policy/Legislation

The subject property's land use designation is Residential, which is land intended for single family residential use and incidental use(s) to this primary use. The proposed mobile home conforms to the following policy for Residential designated lands:

3.1(a)(i) - The primary use permitted in the Residential designation is single family residential.

As the surrounding area of Residential lands are primarily single-family dwellings, and there are no policies contained within the Official Community Plan (OCP) that direct the exclusion of manufactured or mobile homes from Residential land use, the proposal is conforming to 400 MacMillan Drive's current land use designation.

SPEA

Clearing of the site and disturbances to the pre-existing environment were done without first consulting with a QEP and obtaining an assessment report to ensure all work was done without impacting the environmentally sensitive areas (channelized stream). As determined by the subsequent QEP assessment report, the work done on site was done within the SPEA.

The provided SPEA report was completed based on a previous Site Plan, which required revision due to the proposed mobile home's location within the established SPEA. The revised Site Plan is attached as "Attachment A".

In addition to the revised site plan the principal recommendation from the retroactive report is *"for remediation of the unapproved development include a restoration plan where encroachment within the eventual SPEA is documented and erosion and sediment control measures to protect the SPEA and aquatic habitat for any areas of erosion concern."* The restoration of the SPEA is a requirement prior to the RAPR assessment's referral to the province for approval, which is needed before any further development of the site is to occur. It is staff's recommendation that if Council is to approved the requested Variances, that the RAPR approval be a condition of the DVP and to be submitted prior to Building Permit issuance. Please refer to the full QEP report, submitted along with this report as "Attachment B"

Zoning

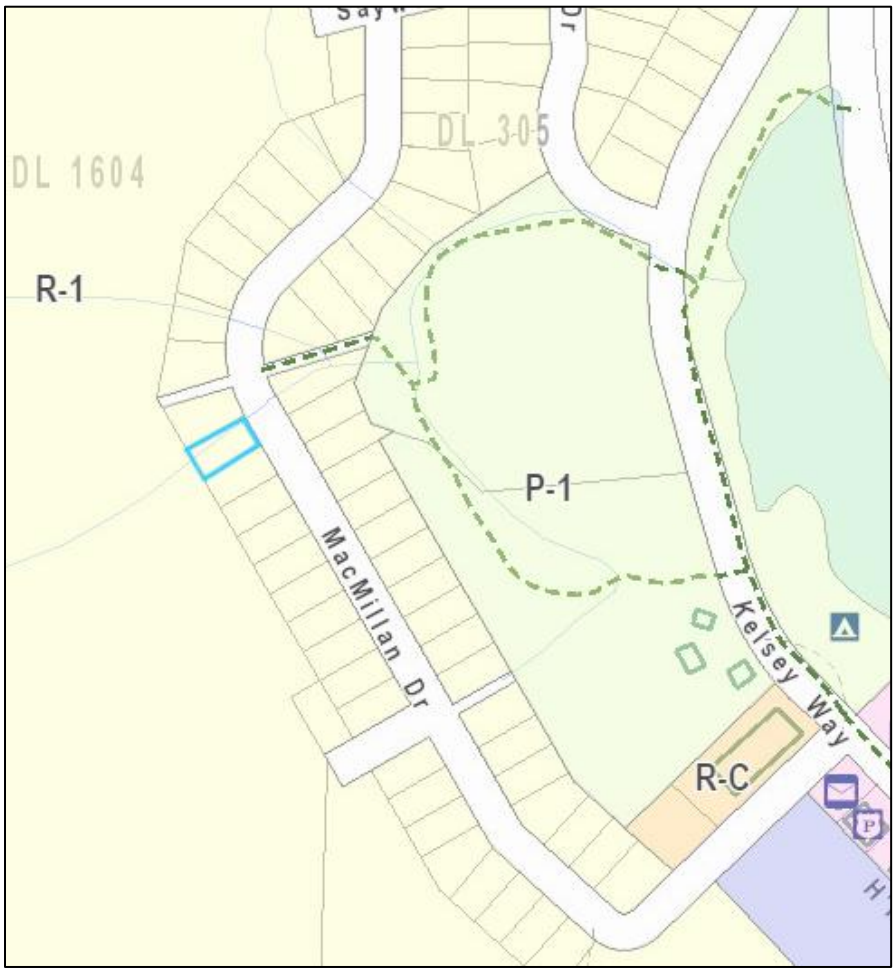
The subject property is currently zoned Residential One (R-1), as are all surrounding lots with the same land use designation. The R-1 zone is quite restrictive and only permits, as a principal use, one single family dwelling, which includes a Manufactured Home / Mobile Home; however, due to site constraints due to the SPEA 30.0m buffer, the viable area of construction is significantly reduced. As a result, the applicant has requested Variances to the Width of Building and Conditions of Use of the Zone (listed in RED in Table 1).

Table 1: Zoning Compliance Table

	R-1 Zone	Proposed R-1 Zone – Manufactured Home
GENERAL		
Buildings & Structures - Height	10.0m (32.8ft) for single family residential purposes.	10.0m (32.8ft) for single family residential purposes.
Parking Space Size & Location	1) All off-street parking spaces shall have a clear length of not less than 6.0m (19.6ft), a clear width of not less than 2.8m (9.2ft), and a clear height of not less than 2.1m (6.9ft). 2) No parking space in a parking area shall gain access directly from a street. 3) No parking shall be permitted within 1.5m (4.9ft) of any property line.	Information is missing from the application package and therefore cannot be assessed by staff as to whether there is conformance with Zoning requirements.
Number of Parking Spaces	2 per dwelling unit.	Information is missing from the application package and therefore cannot be assessed by staff as to whether there is conformance with Zoning requirements.
Parking Drainage	Each parking area shall be so graded and drained as to dispose of all surface water on-site or directed to a storm drainage system.	Information is missing from the application package and therefore cannot be assessed by staff as to whether there is conformance with Zoning requirements.
Parking Lighting	a) Each parking area containing more than 3 spaces shall be adequately lighted; b) Each parking area which is illuminated shall have the lighting placed in such a manner so as to minimize light falling onto abutting properties.	Information is missing from the application package and therefore cannot be assessed by staff as to whether there is conformance with Zoning requirements.
ZONE SPECIFIC		
Permitted Principle Uses	a) One single family dwelling.	a) One single family dwelling;
Permitted Accessory Uses	a) Home-based business; b) Bed & Breakfast; c) Boarding; d) Buildings, accessory; e) Secondary suites.	a) Home-based business; ~~b) Bed & Breakfast;~~ ~~c) Boarding;~~ d) Buildings, accessory; ~~e) Secondary suites.~~
Lot Size	The minimum lot area for subdivision is 668m² (7200 ft²).	Approximately 668.90 m^2 (7,200.0f^2).
Lot Coverage	Buildings and structures shall not cover more than 70% of the lot area.	Buildings and structures shall not cover more than 70% of the lot area. Proposed residence's approximate lot coverage is 8.75%.

Siting of Structures	**Except where otherwise specified in this Bylaw, no building or structure shall be located within:** a) 6.0m (19.6ft) of front and rear lot lines; b) 1.5m (4.9ft) of side lot line on a lot; c) 3.0m (9.8ft) of side lot line abutting a public road right-of-way; d) No accessory structure shall be located within 1.0m (3.3ft) of a rear or side lot line.	Site plan indicates that proposed development will meet these minimum setbacks; however, it provides no clear setbacks. Due to information missing from application package, staff cannot assess as to whether the proposal is in conformance with Zoning requirements.
Width of Buildings	No building or structure other than accessory buildings or structures shall be less than 7.0m (22.9ft) in width.	Proposed building width is 4.27m (14.0ft) – Variance Requested.
Conditions	No single-wide mobile home including Z-240 certified homes as a whole or as a part of a building is permitted.	Proposed building is a single-wide mobile home including Z-240 certified homes – Variance Requested.

Figure 3: Zoning Context Map



As outlined in the table above, Variances to both the permitted Width of Buildings and the Conditions of Use for the R-1 Zone. In addition to the requested Variances, several zoning requirements cannot be confirmed to be complying due to information missing from the application package. These requirements, highlighted in Table 1, include Parking Space Size & Location, Number of Parking Spaces, Parking Drainage, Parking Lighting and Siting of Structures.

If Council decides to move forward and approve the proposed Variances, it is recommended that the permitted secondary uses be varied to no longer permit Bed & Breakfast, Boarding, or Secondary Suites. This is recommended upon reflecting the minimal lot area left if the single-wide mobile home is permitted through Variances. Please refer to Attachment "A" for the proposed Site Plan.

PUBLIC HEARINGS

A public hearing will not be held in accordance with Section 464(3) of the Local Government Act, as the proposal is consistent with the Village's OCP, and its sole purpose is residential development.

STAFF RECOMMENDATIONS

1) THAT Council receive this report and permit the proposed Variances to the Village's Zoning Bylaw for 400 MacMillan Drive with the condition that no Building Permit shall be issued until an approved RAPR assessment has been received by the Province;

   OR

2) THAT Council receive this report and deny the proposed Variances for 400 MacMillan Drive;

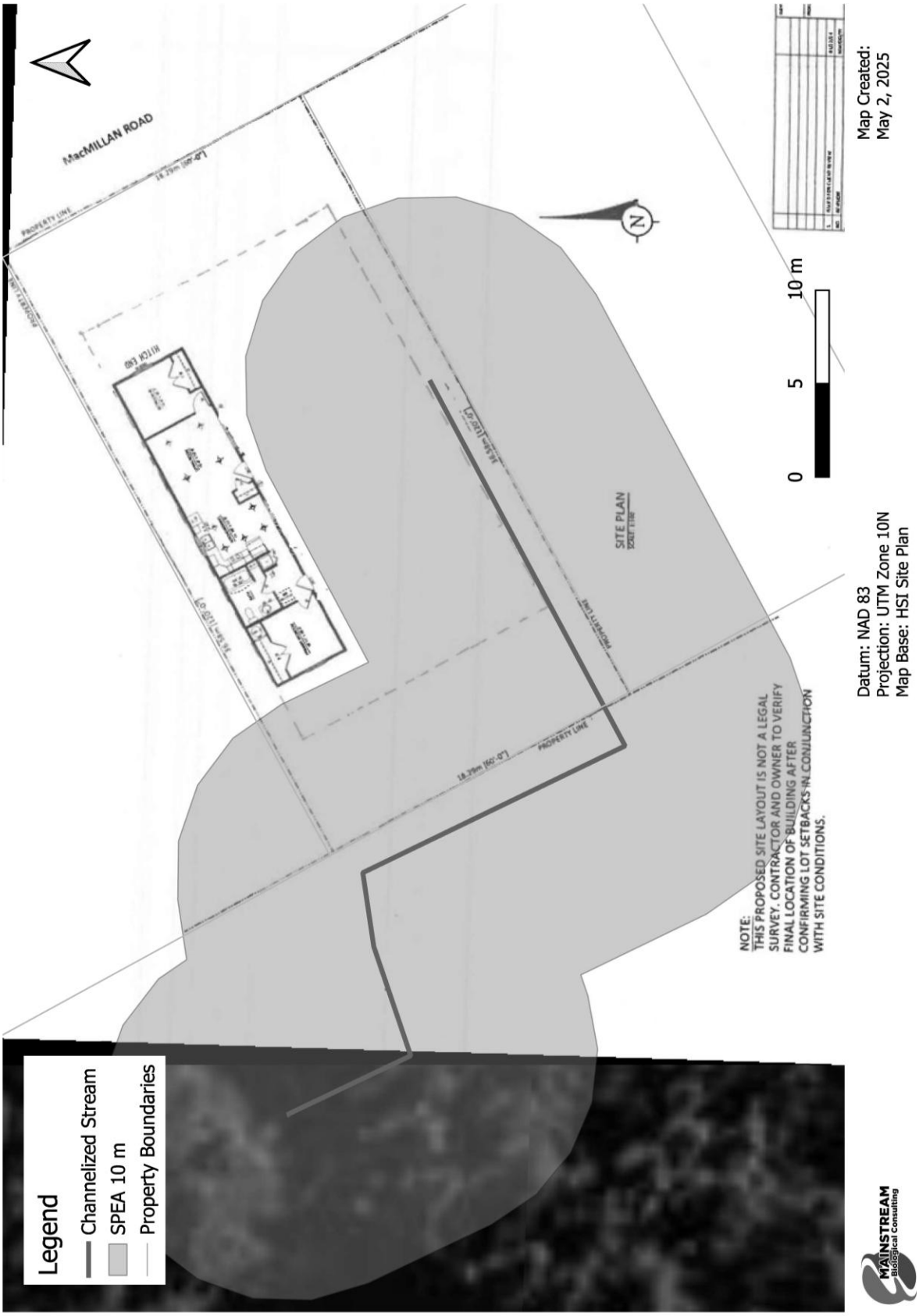
Respectfully submitted,

Corey Cooper

Corey Cooper
Planner
Village of Sayward

John Thomas
CAO

Attachment "A"



Attachment “B”
QEP Report

Council Meeting Date
July 15, 2025, 7:00 p.m.
652 H'Kusam Way

652 H'Kusam Way, Sayward, BC V0P 1R0

250-282-5512 / village@saywardvalley.ca



DEVELOPMENT VARIANCE PERMIT APPLICATION

The proposed Development Variance Permit is to permit a single-wide mobile home at 400 MacMillan Drive (LOT 11, BLOCK L, DISTRICT LOT 1604, SAYWARD DISTRICT, PLAN 21662) zoned R-1.

The following variances to *Zoning Bylaw No. 309, 2000* are proposed to permit the modular addition:

1) Section 601 (6)
    a. FROM: "**Width of Buildings** – No building or structure other than accessory buildings or structures shall be less than 7.0m (22.9ft) in width."
    b. TO: "**Width of Buildings** – No building or structure other than accessory buildings or structures shall be less than 4.25m (13.94ft) in width."
2) Section 601 (7)
    a. FROM: "**Conditions** – No single-wide mobile home including Z-240 certified homes as a whole or as a part of a building is permitted."
    b. TO: "**Conditions** – A single-wide mobile home including Z-240 certified homes as a whole or as a part of a building is permitted."

Written Submissions & More Information

Please submit all comments and written submissions by email to village@saywardvalley.ca.

CONDITION AND IMPACT ASSESSMENT
400 MACMILLAN DRIVE, SAYWARD, BC
MARCH 2025

PREPARED FOR:
MATTHEW BATES
214-15991 THRIFF AVENUE
WHITE ROCK, BC V4B 2M9

PREPARED BY:
JASON VAN ROOYEN, RPBIO

REVIEWED BY:
MONICA STEWARDSON, RPBIO, CPESC

MAINSTREAM
Biological Consulting
250·287·2462
www.mainstreambio.ca

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1.0 Introduction

The property located 400 MacMillan Road (PID: 003-440-371) in Sayward, BC was a previously forested and undisturbed lot with no historical developments (Figure 1). In late 2024, the lot was cleared of vegetation and a gravel driveway installed on the north side of the property; however, no structures have been established. The clearing and ground disturbance on the property occurred within 30 m of an identified channelized stream without a *Riparian Areas Protection Regulation* (RAPR) assessment, contravening the regulation.

A Qualified Environmental Professional (QEP) assessed the site on January 29, 2025 to document the location and extent of the disturbances. There was no prior assessment or reporting of any work on the property, as would be required under the RAPR for all work within 30 m of open drainages with connection to downstream freshwater fish habitat. The RAPR is intended to be applied prior to development activities. As work has already been completed, the Province directs QEPs to complete a Condition and Impact Assessment (CIA) to document the development completed without the appropriate assessment and approvals. This assessment is intended to retroactively describe the riparian area associated with the drainages on site and document any disturbance within the 30 m Riparian Assessment Area (RAA) and Streamside Protection and Enhancement Area (SPEA), established by the RAPR. Recommendations for remediation of the unapproved development include a restoration plan where encroachment within the eventual SPEA is documented and erosion and sediment control measures to protect the SPEA and aquatic habitat for any areas of erosion concern.



Figure 1. The yellow outline shows the approximate property boundary of 400 MacMillan Drive, Sayward, BC. Image obtained from the Village of Sayward mapping application.

2.0 Assessment Results

A QEP visited the site on January 29, 2025, to document the extent of the disturbance and clearing within the 30 m riparian assessment area (RAA) for the watercourse on the property. All drainages on the property were mapped using a Trimble GeoXT 6000 GPS receiver and photos were taken of all waterbodies encountered as well as areas of disturbance on the property. Following the survey, the conditions observed during the site visit were compared to aerial and satellite imagery of the property to determine the extent of the new disturbances as no previous assessments of the property had been completed. The only environmentally sensitive feature associated with the subject property was a channelized stream flowing through the west and south boundaries. The area was evaluated for immediate risks to water quality or riparian habitat.

2.1 Site Assessment

The watercourse is a channelized stream directing flow south and east along the west and south boundaries of the property at 400 MacMillan Drive and drains to a large pond with connection to the Salmon River estuary (Photos 1). The Salmon River is a known fish-bearing stream[1]. The channelized stream originates as surface and ground water runoff from the forested slope immediately west of MacMillan Drive, behind the residential properties. The stream flows in a general southeast direction before entering the subject property in the northwest corner, where it becomes channelized along the property boundary. The stream is conveyed for approximately 16 m across the west property boundary and then flows to the east for 22 m along the south property boundary where it then enters an old 500 mm steel culvert (Photo 2). It is culverted for approximately 12 m where it enters an open storm water catch basin at the southeast corner of the property after which it is culverted for another 113 m below the property located at 401 MacMillan Drive where it surfaces on the bank of a channelized stream in H'Kusam Park. Coho fry and threespine stickleback have been captured in the section of the stream within the park. The stream eventually drains into a large pond that has a culverted connection to the Salmon River estuary underneath Sayward Road (Figure 2).

Fish habitat within the channelized stream on the property is of poor quality and it is unlikely that fish can access this channel (large, culverted sections and a perched outlet in the storm water catch basin). However, the channelized section of the stream is connected to fish habitat downstream and is therefore a stream under the *Riparian Areas Protection Regulation* (RAPR). Where the stream borders the property, the average channel width was 0.8 m and instream substrates were dominated by fine materials (sand, mud and organics) with very little gravel and no woody debris present. The morphology consisted completely of run habitat with no deep pool sections. Overhanging vegetation cover is absent from the stream channel because of the recent clearing on the lot (Photo 3).

Conditions in the Streamside Protection and Enhancement Area (SPEA) included significant disturbances from vegetation clearing. The SPEA on the south side of the property is generally void of vegetation with small amounts of sword fern and young red alder (*Alnus rubra*) trees in the southwest corner. This section of the SPEA backs onto the adjacent property boundary located at 410 MacMillan Drive. The left bank (property side) SPEA on the west side of the lot has been completely cleared of vegetation. The right bank (forested side) of the SPEA consists of young to mature red alder – western hemlock (*Tsuga heterophylla*) forest with abundant

[1] Habitat Wizard. https://maps.gov.bc.ca/ess/hm/habwiz/. Accessed February 3, 2025.

salmonberry (*Rubus spectabilis*) and sword fern (*Polystichum munitum*) in the shrub layer (Photo 4).

Based on the observed conditions at the site, it was assessed that there was no imminent risk to fish and fish habitat; however, erosion and sediment control measures should be implemented during any proposed future works.

2.2 Historical Aerial and Satellite Imagery

Aerial and satellite imagery compared to recent field photos of the property show how conditions have changed between 2023 and 2025 (Figure 3). Imagery from 2023 shows the fully vegetated property with no obvious recent clearings within the boundary. The vegetation is continuous with the forested slope behind the properties along the west side of MacMillan Drive and intact riparian zone vegetation along the channelized stream is present. Historical images (Figure 4) from 2011 show that the vegetation composition on the property consists of young deciduous and coniferous trees, abundant shrub cover along the channelized stream and open grassy areas. This composition is different from the more mature forest to the west of the property which supports larger trees, abundant coarse woody debris and an established moss layer over the ground. This suggests that the property may have been cleared in the past (10 – 15 years ago) but the vegetation has been allowed to naturally re-establish. During the late fall of 2024, the vegetation was fully cleared to all the property boundaries and included the establishment of a gravel driveway on the north side (Photos 5 and 6). As this assessment of previous conditions can only be based on satellite imagery and field photo documentation, the full extent of the previous site conditions and associated changes over time can not be confirmed because of incomplete image availability and the visual limitations associated with overhead vegetation cover.

Channelized Stream
Pond Outlets
400 MacMillan Drive
Underground Stormwater Pipe
Stream Outlet
Drive
POND
H'KUSAM PARK
EXISTING 900 CSP
74.5m @ 2.0%
INV: 3.90
INV: 4.30
INV: 8.30
CB1
INV: 8.47
HW1
HW2
HW3
DMH2
MacMILLAN RD



Figure 3. Google Earth imagery of 400 MacMillan Drive taken in June 2023 showing vegetation on the property. The approximate property boundary is highlighted in yellow.



Figure 4. Google Maps street view of the property located at 400 MacMillan Drive in 2011.

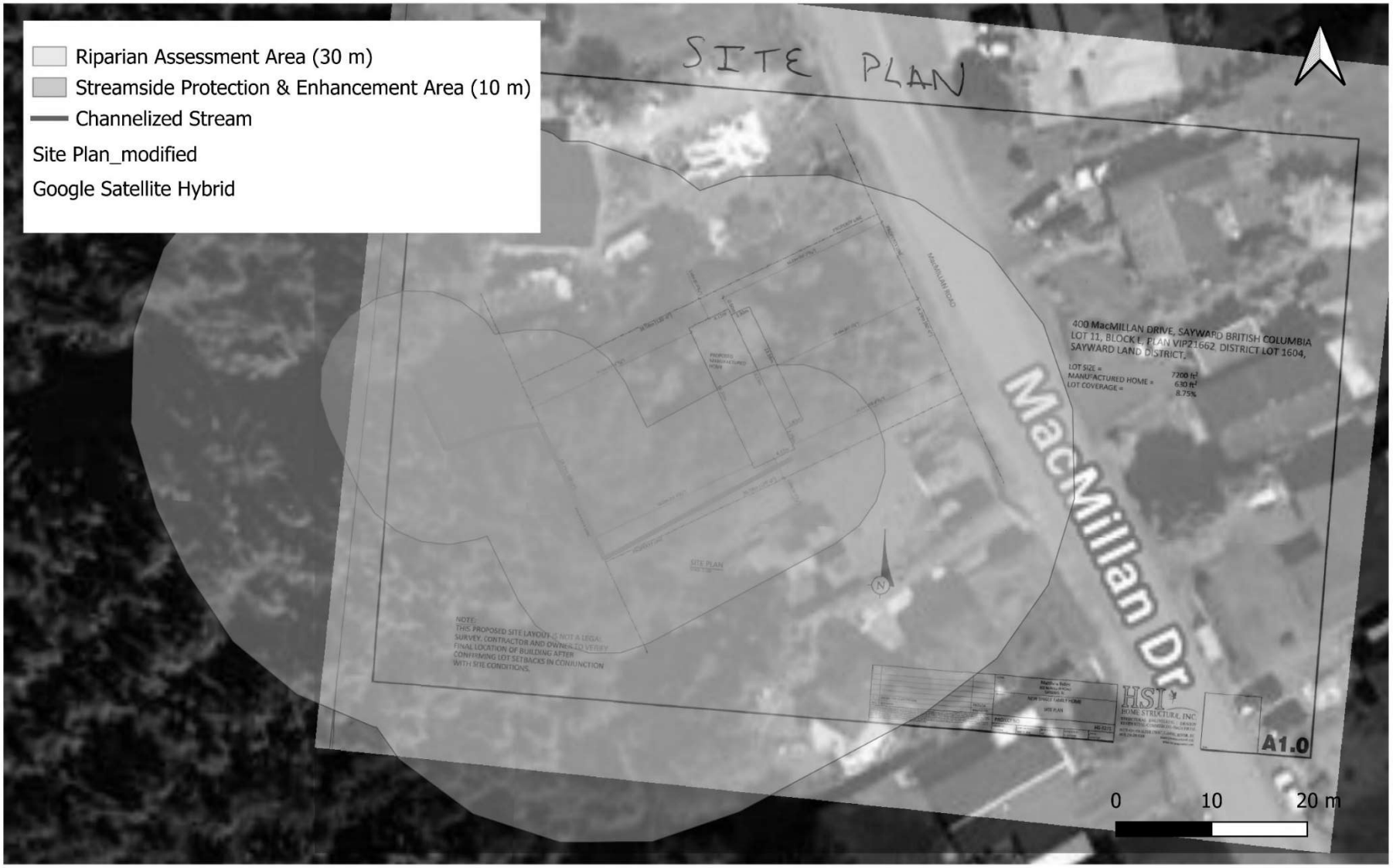
3.0 Discussion and Recommendations

At the time of the clearing and during the subsequent site assessment by a QEP, the only environmentally sensitive area identified on the property was the channelized stream and associated riparian area. In the Village of Sayward any development within 30 meters from the top of bank of a stream connected to freshwater fish habitat is required to comply with the Provincial RAPR regulation.

The recent vegetation clearing occurred within the 30 m Riparian Assessment Area (RAA) of the channelized stream, which triggered the requirement for a QEP to assess the condition of the stream and riparian area and verify that the RAPR would apply for new development within 30 m of the watercourse.

During the condition and impact assessment, the channelized stream was assessed to determine the SPEA that would be required under the RAPR prior to new development activities. Channel width measurements were taken upstream and downstream from the centre of the stream section flowing through the property, resulting in an average channel width of 0.8 m adjacent to the property and a SPEA of 10 m from the stream boundary as prescribed by the RAPR detailed assessment methodology (Figure 5). When the SPEA was overlaid on a property map with the proposed development site plan, it was determined that the clearing occurred within the entire SPEA on the left bank of the stream, and the proposed development will also fall within the SPEA boundaries.

As a result of the unpermitted clearing, restoration must occur in the SPEA before a complete RAPR assessment can be completed and submitted to the Province for approval in support of any proposed new development of the property. Erosion and sediment control (ESC) measures are to be included in the restoration plan for immediate soil stabilization to assist with plant survival and to prevent turbid water from the cleared lot entering the riparian zone and the stream. Once the restoration work has been completed, the RAPR report for the proposed development can be prepared. A new site plan will be required, showing the location of the new development shifted outside of the SPEA.



MAINSTREAM Biological Consulting

Datum: NAD83
Projection: UTM Zone 10N
Base Map: Google Satellite Hybrid

Map Created:
February 5, 2025

Pkg. Pg #127

Figure 5. Preliminary Riparian Assessment Area (RAA) and Streamside Protection and Enhancement Area (SPEA) boundaries for the channelized stream located at 400 MacMillan Drive and the site plan showing the proposed location of the new residential structure. The site plan will be updated to locate the new structure outside of the SPEA at the time the RAPR report is prepared.

4.0 Considerations for Future Development

Figure 5 shows the 30 m RAA and the 10 m SPEA associated with the channelized stream on the property. The recent clearing resulted in the removal of all existing vegetation within the property, including the SPEA of the channelized stream. Restoration of the SPEA is required prior to the completion of a complete RAPR assessment to support any further new development on the lot. A planting plan has been included in this report (Section 5) to guide the restoration of the SPEA

Once restoration has been completed, proposed development within the RAA will trigger the requirement for a complete riparian assessment according to the RAPR. Development is defined under the *Regulation* as any of the following activities:

a) Removal, alteration, disruption or destruction of vegetation (removal of invasive species is excluded).
b) Disturbance of soils.
c) Construction or erection of buildings and structures.
d) Creation of non-structural impervious or semi-pervious surfaces.
e) Flood protection works.
f) Construction of roads, trails, docks, wharves and bridges.
g) Provision and maintenance of sewer and water services.
h) Development of drainage systems.
i) Development of utility corridors; and
j) Subdivision as defined in section 872 of the *Local Government Act*.

The Riparian Area Assessment will confirm the SPEAs for drainages on the property and provide measures that must be implemented during development to protect the SPEAs. The SPEA is a no disturbance zone intended to protect the features, form, and function of the riparian habitat. No disturbance of vegetation or soils, ornamental landscaping, tree removal or construction of structures is permitted in the SPEA.

The RAPR report will contain specific measures to protect the SPEA, such as the placement of a fence or other barrier between the development area and the SPEA, as well as any environmental monitoring requirements for construction. It is expected that environmental monitoring requirements would be minimal for the type of development that is proposed. This Condition and Impact Assessment Report and confirmation of restoration works will be included as appendices to the RAPR report.

The Province will require the submission of a post-development assessment report at the conclusion of all development activities, as confirmation that the requirements of the RAPR report were met. To prepare this report, a post-construction site visit by a QEP will be required to document the final conditions.

It is strongly recommended that a Qualified Environmental Professional be consulted when future development plans are being made, to avoid any future unpermitted activities that would result in further non-compliance with the RAPR and requirements of the Village of Sayward.

5.0 Restoration Plan

The restoration area includes approximately 275 m^2 of riparian area adjacent to the channelized stream. The restoration area is located within the Coastal Western Hemlock very dry maritime (CWHxm2) biogeoclimatic zone, which is an area of warm, dry summers and moist, mild winters with relatively little snowfall[2].

This section of this report outlines a recommended planting plan to restore trees and native vegetation within the SPEA in and bordering 400 MacMillan Drive. It is the responsibility of the Developer to ensure this Restoration Plan and the required post planting monitoring program are implemented.

5.1 Objectives

The objectives of this restoration plan are:

- Remove the invasive species (English Laurel) that have become established in the riparian area adjacent to 400 MacMillan Drive.
- Replace the trees removed within the riparian area to provide shade, erosion control, and wildlife habitat and more closely reflect natural riparian conditions.
- Plant appropriate native species to establish a natural vegetated buffer and improved habitat quality as per Provincial guidelines.
- Prevent the re-establishment of invasive species in the restoration area that will effect the recovery of the natural riparian vegetation community.

5.2 Measures of Success

The measures of success for this revegetation project are as follows:

- Remove invasive species, prevent re-establishment:
    - Establish at least a 1 m by 1 m invasive-free patch surrounding new plantings.
    - Confirm less than 25% cover by weeds or invasive species in the restoration area after one year post planting.
    - Confirm that there are no Noxious Weeds as identified by the Invasive Species Council of BC[3] and that invasive plants are being effectively excluded and managed.
- Replace trees and establish native vegetation in the stream SPEA.
    - Confirm at least 80% survival of planted species one year post planting.
    - Confirm at least four different native shrub and tree species are established in the restoration area through observed survival over one year. This will confirm the presence of a varied riparian understory vegetation community.

[2] R.N Green and K. Klinka. 1994. A Field Guide to Site Identification and Interpretation for the Vancouver Forest Region. BC Ministry of Forests.
[3] Invasive Species Council of BC. 2023. A Field Guide to Noxious Weeds and Other Selected Invasive Plants of British Columbia.

These factors will be evaluated during the monitoring visits as outlined in Section 5.3 to document if the restoration plan objectives have been met.

5.3 Site Preparation

The planting area must be defined at the start of the restoration work. The SPEA boundary must be established and clearly marked at the point 10 m from the stream boundary along the length of the stream within the property. All restoration work will occur between the stream and the SPEA boundary.



Figure 6. The boundary of the SPEA restoration area on 400 MacMillan Road (property outline red, SPEA restoration area highlighted orange).

Prior to planting, invasive species and noxious weeds must be removed from the restoration area. Mechanical control methods should be used given the proximity to the stream, and repeated treatment may be required for successful control. All invasive plant parts must be bagged or tarped and transported to a landfill site for burial.

The planting area must be prepared with loose native soil or added topsoil to the depth recommended by the plant supplier. Import only weed free topsoil and mulch to the site.

5.4 Planting Plan

Native species selected for planting have been chosen based on site conditions with an emphasis on species that tolerate partial shade and moist to wet soil. Table 1 outlines the

required minimum number of plants and recommended species. Additional plants can be included but they must be native species suited to the local conditions. Plant substitutions may be made in consultation with a native species supplier, landscaper and with review by a QEP.

Following planting a minimum of a 50 mm layer of weed free mulch[4] must be spread over any areas of exposed soil to protect against erosion, retain moisture and restrict the growth of invasive species.

Table 1. The recommended species, densities and plant size requirements for the restoration area at 400 MacMillan Drive. The restoration area is 275 m^2.

Vegetation Layer	Recommended Species	Plant Size	Planting Density	Number of Plants Required	Area Equivalent[1] (m^2)
Trees	Sitka spruce (*Picea sitchensis*) Red alder (*Alnus rubra*) Big-leaf maple (*Acer macrophyllum*)	6 cm caliper or 3.5 m tall	1 plant / 10 m^2	13	130
Shrubs	Salmonberry (*Rubus spectabilis)* Tall Oregon grape (*Mahonia aquifolium*) Red huckleberry (*Vaccinium parvifolium*)	1 gallon	1 plant / 2 m^2	40	80
Ferns	Sword fern (*Polystichum munitum)*	1 gallon	1 plant / 1 m^2	65	65
	TOTAL plants			118	275
Mulch	Fir bark mulch	All exposed areas – 50mm depth			

[1] – Expected cover at maturity.

[4] Canadian Landscape Standards (current edition)

5.5 Planting Guidelines

The following recommendations are provided to facilitate successful planting:

- Early spring planting is suggested once the site preparation activities are complete to improve planting success and to avoid erosion of topsoil caused by rain or snow melt.
- Confirm the correct botanical name of nursery stock to ensure recommended native species are planted. Tags should be left attached for field identification/confirmation.
- Individual plants are to be planted with the inclusion of bone meal to aid in the establishment of the root systems.
- Avoid the use of chemical fertilizers. Organic soil enrichment (i.e., compost) is recommended if soil enhancement is required.
- Plants must be adequately watered at time of planting (1 bucket per plant) and dedicated watering is required during the initial stages of establishment (up to one year), particularly during periods of dry weather. Additional watering may be required based on the advice of the plant supplier / landscaper.
- Placement of coarse woody debris along the stream top of bank is recommended to increase riparian value for wildlife species.
- For higher survival rates and aesthetic value, it is suggested that plants are clustered or grouped to mimic nature and placed in areas where they might occur naturally.
- Remove invasive species and weeds regularly in the early years of growth (one to five years) to prevent them from outcompeting the young plants before they are established. Removal must be done by hand without the use of herbicides as described in Section 5.4, due to the proximity of the planting site to the stream. For additional species-specific information, refer to the Invasive Species Council of BC website (https://bcinvasives.ca/).

5.6 Monitoring Requirements

Post-planting monitoring is required for a minimum of one year to ensure successful establishment of native vegetation, however monitoring beyond that first year may increase the probability of successful restoration.

Additionally, invasive species must be removed to prevent these species from competing with newly planted native species. Continuing control efforts will be required to ensure these species are effectively managed.

Post-planting monitoring should occur during the late spring or early summary to ensure winter survival of the plantings through the observation of new growth. Photo documentation of the site will provide a reference for plant establishment during the monitoring period. During the post-planting monitoring assessment, the following details will be documented:

- The number of live plants within the revegetation area will be counted and compared to the recommended planting densities to determine if there has been 80% survival. Natural regeneration of native species will be included in the count of native plants present.
- The presence and coverage of invasive species will be documented. If management of these species is required, the recommended actions will be communicated to the

property owner. A target of less than 25% coverage within the restoration area will be established. Noxious weeds and invasive plants listed by the Invasive Species Council of BC (i.e., Japanese knotweed, Himalayan blackberry and Scotch broom) must be entirely removed.

- Any additional observations on the conditions of the riparian habitat that may be affecting successful revegetation, such as ungulate browse, will be documented and reported.
- The site will be evaluated for any risks to water quality during each site visit.

The frequency and duration of the monitoring program may be modified by the QEP depending on the success or failure of the planting. The results of the post-planting monitoring will be summarized in a report following each site visit to document the outcome of the revegetation effort. Reports will be provided to the Village of Sayward.

Appendix 1- Photographs



Photo 1

A view looking west showing the channelized stream on the property.



Photo 2

A downstream view of the channelized stream as it enters a steel culvert pipe before flowing off the property.



Photo 3

A view looking south showing the absence of overhanging vegetation along the channelized stream due to the removal of vegetation on the property.



Photo 4

A view of the right bank SPEA of the stream showing established vegetation in contrast to the cleared left bank of the SPEA.



Photo 5

A view looking west showing that property, including the Riparian Assessment Area for the channelized stream, cleared of all vegetation.

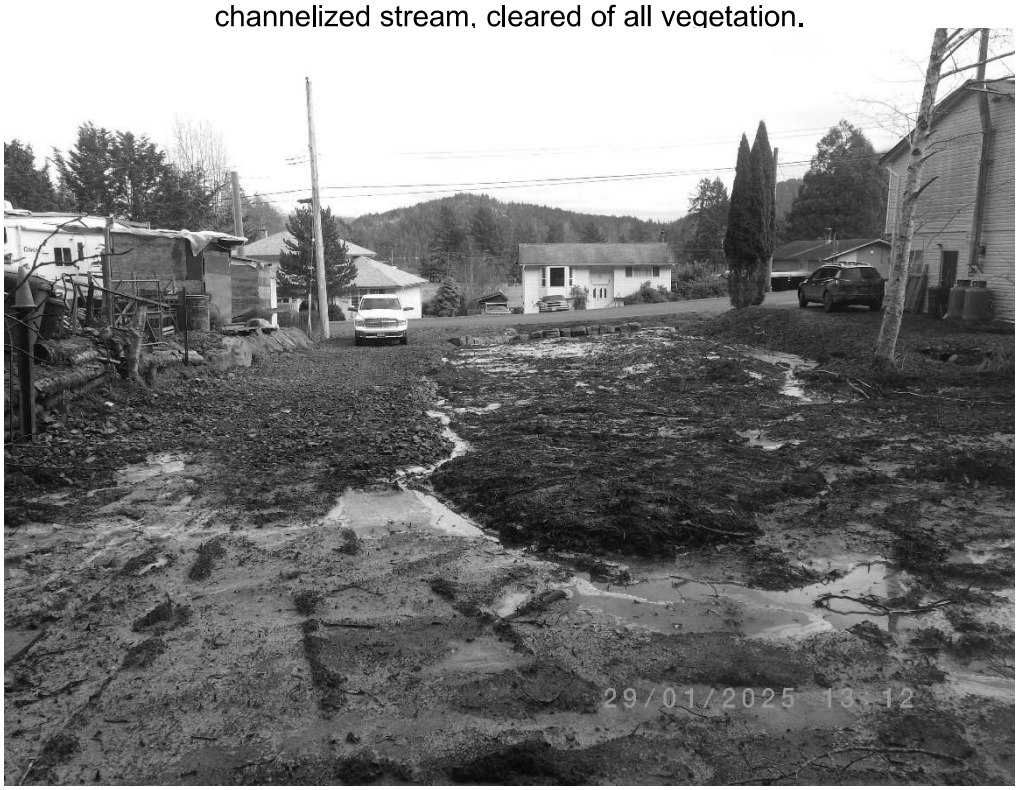


Photo 6

A view looking east showing the cleared property. A gravel driveway has been established on the north property boundary

Mayor and Council
Village of Sayward
652 H'Kusam Way
Sayward

Dene and Deborah Rossouw
331 MacMillan Drive
Sayward

June 26, 2025
Sent via email

Development Variance Permit Application – Zoning Bylaw No. 309, 2000

Dear Mayor and Council

This letter is to record our opposition to the proposal to permit changes to Zoning Bylaw No. 309, 2000.

For the following reasons, we oppose any changes from the existing Section 601 (6) and Section 601 (7):

Allowing a variance to permit mobile homes in the *Village of Sayward* of conventional homes can significantly impact our neighbourhood dynamics and property values.

Evidence indicates potential declines in property values due to reduced desirability, compromised community character and neighbourhood polarization.

Impact on Property Values

Introducing mobile homes into the *Village of Sayward* will reduce property values for existing homes. Key factors include:

Perceived neighbourhood quality

Buyers of conventional homes will avoid areas with mixed housing types, viewing mobile homes as incompatible with the established residential character of the *Village of Sayward*. This will reduce demand for conventional homes in the village.

Neighbourhood consistency

Appraisers factor in location and neighbourhood consistency, with mobile homes often lowering valuations due to concerns about long-term desirability and marketability.

Relative property value

Our conventional homes will become the most expensive homes in the neighbourhood, making them harder to sell without significant price reductions.

Broader Implications

Affordability trade-offs

While mobile homes increase housing accessibility, allowing this variance to Zoning Bylaw No. 309, 2000 will significantly risk devaluing the existing investments in the *Village of Sayward* without guaranteed affordability benefits for new residents.

Market polarization

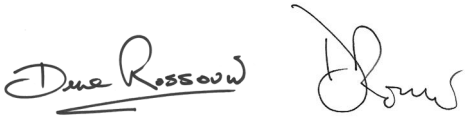
The *Village of Sayward* will become less attractive to traditional homebuyers, potentially accelerating a shift toward lower-income demographics.

The property adjacent to 400 MacMillan Drive has significant bylaw infractions (commercial salvage and junk on the property) and has already devalued the neighbourhood.

If a proposed *Variance Permit* is allowed to permit a single-wide mobile home at 400 MacMillan Drive, the two properties will add to the existing negative impact on the neighbourhood quality, neighbourhood consistency and investments already made by existing property owners of the *Village of Sayward*.

For these reasons, we oppose any to permit changes to Zoning Bylaw No. 309, 2000.

Sincerely
Dene and Deborah Rossouw



July 4 2025

To Mayor and Council of Sayward Village,

As homeowners on Macmillan Drive we are disheartened to hear a proposal is being made to rezone 400 Macmillan Drive to allow single wide mobile home use. We are extremely opposed to this rezoning as it opens the door for future rezoning variances. While mobile homes have been improved in recent years what would stop an owner from dropping any old mobile home on their lot. It would be detrimental for property values of existing homeowners such as ourselves and we are against it. Also once one mobile home owner is approved it would open the door to future applications. Thank you for your leadership, Sincerely Marty Carlson and Cheryl Clay. 460 Macmillan Drive Sayward BC [redacted]

From: Jonathan Kervin
To: Sayward Finance-Admin
Subject: 400 Macmillan Drive
Date: July 1, 2025 5:16:22 AM

Please accept this email as my opposition to the proposed development variance permit application for 400 Macmillan Drive.

Regards,

Jonathan Kervin

Sent from Proton Mail Android

From: Justin and Jennifer Dagenais
To: Sayward Finance-Admin
Subject: Development Variance Permit Application Opposition - from owners of 370 MacMillan Drive
Date: July 8, 2025 1:40:47 PM

Dear Mayor and Council,

This email is to declare and record our official opposition to the proposed permit changes of Zoning Bylaw No. 309, 2000, by 400 MacMillan Drive.

We believe this change would bring negative repercussions to our neighbourhood; and the village as a whole; with the reduction of visual unity.

This has already been allowed to happen for over four years now at 390 MacMillan Drive. The numerous by-law infractions, the years of construction with no end in sight, the years of camper dwelling with an above ground makeshift sewer line nearly the length of the property, the stockpiling of salvaged items from a commercial business which is therefore a commercial salvage yard, etc, etc. These being infractions that should be solvable someday.

However, presently our immediate neighbourhood is notably devalued by 390 MacMillan Drive, and the proposed permit change to 400 MacMillan Drive will further devalue the established surrounding properties in a permanent manner. This by-law variance approval would alter the character of MacMillan Drive, reduce desirability for prospective buyers, all causing a polarized community.

There are already neighbourhoods in Sayward zoned for mobile homes. To forever negatively affect all the properties in this neighbourhood for the wants of one current property owner is not justifiable. The responsibility could lie with the owner(s) of 400 MacMillan Drive to find a property that meets their wants and needs, if 400 MacMillan Drive does not.

Sincerely,

Justin and Jennifer Dagenais

Sent from my iPhone

From: Charon Ridsdale
To: Sayward Finance-Admin
Subject: Development Variance Permit Application
Date: July 1, 2025 8:02:42 PM

Attention Mayor and Council

Regarding 400 MacMillan Drive, SAYWARD, BC

We did not receive notice of a Variance Application being submitted to Council for review; however we were notified by a very concerned neighbour who has already clearly outlined excellent reasons to oppose any permit changes to Zoning Bylaw No. 309,2000.

The property adjacent to 400 MacMillan Dr. is very much an eyesore and has been for some time and I worry that the same bylaw infractions will occur to 400 MacMillan Dr.

Many village residents have made considerable improvements to their properties and it would be sad to see the value drop because of any devalued Sayward neighbourhood.

We strongly oppose any permit changes to Zoning Bylaw No. 309,2000.

Sincerely,
Residents of 561 MacMillan Drive, Sayward

Mayor and Council
Village of Sayward
652 H'Kusam Way
Sayward

John Govaert
430 MacMillan Drive
Sayward

July 02, 2025
Sent via email

Development Variance Permit Application - Zoning Bylaw N0. 309,2000

Dear Mayor and Council

This letter is to record my opposition to the proposal to permit changes to Zoning Bylaw No. 309,2000

For the following reasons, I oppose any changes from the existing Section 601 (6) and Section 601 (7):

Allowing a variance to permit mobile homes in the Village of Sayward of conventional homes can significantly impact our neighbourhood dynamics and property values. Evidence indicates potential declines in property values due to reduced desirability, compromised community character and neighbourhood polarization.

Impact on Property Values

Introducing mobile homes into the centre of the Village of Sayward will reduce property values for existing homes. Key factors include:

Perceived neighbourhood quality
Buyers of conventional homes will avoid areas with mixed housing types, viewing mobile homes as incompatible with the established character of the Village of Sayward, This will reduce demand for conventional homes in the village.

Neighbourhood consistency
Appraisers factor in location and neighbourhood consistency, with mobile homes often lowering valuations due to concerns about long-term desirability and marketability.

Relative property value
Our conventional homes will become the most expensive homes in the neighbourhood compared to the mobile homes and making them harder to sell without significant price reductions.

Broader implications

Affordability trade-offs
While mobile homes increase housing accessibly, allowing this variance to Zoning Bylaw N0. 309,2000 will significantly risk devaluing the existing investments in the Village of Sayward without guaranteed affordability benefits for new residents.

Market polarization
The Village of Sayward will become less attractive to traditional homebuyers, potentially accelerating a shift toward lower-income demographics.

The property adjacent to 400 MacMillan Drive has in my opinion significant bylaw infractions due to commercial salvage and junk on the property and has already devalued the neighbourhood.

If a proposed Variance Permit is allowed to permit a single-wide mobile home at 400 MacMillan Drive, the two properties will add to the existing negative impact on the neighbourhood quality, neighbourhood consistency and investments already made by existing property owners of the Village Of Sayward.

For these reasons, I oppose any permit changes to Zoning bylaw N0. 309, 2000

Sincerely,
John Govaert



STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO
Subject: **Grant in Aid Request – Canadian Cancer Society Tour de Rock**
Meeting date: July 15, 2025

BACKGROUND

Policy # 300-09 - Grant in Aid Policy establishes guidelines whereby financial or in-kind assistance can be provided to community groups and non-profit organizations who provide a benefit to the community, and any aspect of the community. Grants in aid and in-kind grants demonstrate Council's support of community groups which provide beneficial programs, services, or projects to the community. The policy, along with an established Grant in Aid budget, provides Council the framework and resources to serve the community within its capacity.

DISCUSSION

Staff have received an application for a grant in aid from the Canadian Cancer Society - Tour de Rock (attached). The Tour de Rock riders will be in Sayward on September 22, 2025 and as in years past will stay the night before heading out on the morning of September 23, 2025. This annual event raises funds for pediatric cancer and Camp Goodtimes. Village of Sayward Council has previously supported these in-kind donation requests.

An in-kind donation request has been submitted for the following items:

- use of the Kelsey Centre gym on the evening of September 22, 2025
- use of the municipal owed emergency program cots for the riders and support staff to sleep on
- use of the swimming pool and hot tub
- use of the tables on the morning of September 23, 2025 for breakfast at the school, which will be returned to the Kelsey Centre after the event.

The value of these items (foregone revenue) is outlined in the table below:

Item	Quantity	Amount	Total
Gym rental (full day - overnight) *	1	$ 400.00	$ 400.00
Pool rental *	1	$ 400.00	$ 400.00
Table rental *	20	$ 10.00	$ 200.00
Use of municipal owned cots (Note A)	40	??	??
Total			**$ 600.00**
Note A: There are currently no fees for the use of the cots			
* Village of Sayward Fees & Charges Bylaw No. 451, 2019 (consolidated)			

STAFF RECOMMENDATIONS

THAT Council receives the Grant in Aid Request – Canadian Cancer Society Tour de Rock staff report for information and discussion.

Options:

1. THAT the in-kind donation request from the Canadian Cancer Society - Tour de Rock dated June 27, 2025, be approved.

2. THAT the in-kind donation request from the Canadian Cancer Society – Tour de Rock dated June 27, 2025, be denied.

3. {THAT Council direct staff to take another action deemed appropriate by Council.}

Recommendation:
Staff is recommending option 1.

Respectfully submitted,

Lisa Clark, CFO

Attachments:

- ***Grant in Aid Application from Canadian Cancer Society – Tour de Rock***

Appendix A – Application for Grant in Aid

Village of Sayward

Name of Organization	Canadian Cancer Society
Address of Organization	575 West 10th Avenue, Vancouver, BC V5Z 4C3
Full Mailing Address	575 West 10th Avenue, Vancouver, BC V5Z 4C3
Telephone Number & Email	236-877-9157, laura.nelson@cancer.ca
Contact Person/Title	Laura Nelson, Cops for Cancer Manager

Primary purpose of organization: Unite and inspire all Canadians to take control of cancer, through funding research, advocating for healthy public policies, and providing support for those affected by cancer. We want to prevent cancer, help people with cancer survive longer, and improve their quality of life.

Event or reason for request: Cops for Cancer Tour de Rock 2025 is an exciting annual event where police agencies and emergency service personnel cycle for 14 days on Vancouver Island BC, raising money forchildhood cancer research and support services at the Canadian Cancer Society.

Date of event: September 22nd - 23rd, 2025 - Full event: September 20th-October 3rd, 2025

Amount of grant requested (or items requested if in-kind): We are requesting a grant to cover the associated cost with renting/accommodating the Tour de Rock riders and crew overnight in the Kelsey Centre gym. This grant will play a crucial role in helping us minimize Tour costs, allowing us to maximize our charitable efforts for children and families impacted by cancer.

In order to be considered for a grant in aid (financial) please ensure you attach the following when submitting your application:

1.) Most recent Financial Statements
2.) Budget & details for event

Have you received a previous grant in aid from the Village? ☐ Yes ☒ No

Applicant's signature: L Nelson Date: June 27th, 2025

Note: Personal information is collected by the Village of Sayward under the authority of section 26(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Corporate Officer (250) 282-5512, 652 H'Kusam Way, Sayward, BC, V0P 1R0

STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CFO
Subject: **Parcel Tax Implementation Project**
Meeting date: July 15, 2025

PURPOSE

For Council to consider an expenditure up to a maximum of $30,000 for a parcel tax implementation project to be funded from the Growing Communities Reserve Fund.

BACKGROUND

On January 24, 2023 the following resolution was passed by Council:

> **MOTION R23/32**
> **MOVED AND SECONDED**
>
> THAT Council receive the Parcel Tax and DCC Report 2023 Report; and,
>
> THAT Staff is directed to bring back a report on the cost to analyze a Parcel Tax for both revenue estimates and administrative support details.
>
> **CARRIED**

Parcel taxes are local government taxes levied on the unit, frontage, or area of a property. Parcel taxes are distinct and separate from property taxes, which are levied based on the assessed value of a property. Parcel taxes are generally used to pay for capital projects and capital reserve contributions within the financial plan and cannot be used to recover costs for general administration. A parcel tax may only be levied on properties that are currently receiving (or have a reasonable opportunity to receive) a specific service – in the Village's case, water and sewer.

A key benefit of implementing a parcel tax is the ability to impose the tax on vacant properties that receive the benefit of water and sewer lines along their properties but pay nothing to support these functions. These properties do not pay a user fee until they are connected to services but enjoy the benefit of a fully serviced lot. Properties with larger frontages or larger lot sizes would be charged a larger tax dependent on the calculation method used and whether the property is subdividable.

Parcel taxes will not provide an answer to annual revenue shortfalls but will help in paying for future capital water and sewer replacement projects.

Workplan

Starting this project is time sensitive if Council wishes to implement a parcel tax for the 2026 budget year. Findings and recommendations will be presented to Council in sufficient time for any decisions to be incorporated into the 2026-2030 Financial Plan. Staff have determined the following steps will be necessary as part of the parcel tax implementation project (dates are estimated):

- ✓ Step 1, August 2025: High-Level Analysis & Financial Modeling - evaluation and review of the Village of Sayward's Asset Management Plan and Capital Financial Plan looking at recommended critical capital water and sewer infrastructure replacement projects.

- ✓ Step 2, August 2025: Data Collection – Geographic Information System (GIS) work to identify properties within the Village boundaries that could be subject to a parcel tax and detailed data collection on frontage and area metrics.

September 16, 2025, regular council meeting: ***Report to Council on project progress***

- ✓ Step 3, September 2025: Analysis – Examination of current user rate structure and revenue projections of a parcel tax, including multiple parcel tax scenarios for Council consideration, along with administrative cost estimates for each option. This would also include analysis on long term capital borrowing.

October 21, 2025 regular council meeting: ***Report to Council - For decision on whether to proceed.***

- ✓ Step 4, Fall 2025: Implementation (dependent on Council decision) - Bylaw drafting, statutory meeting requirements, public notice and engagement, parcel tax roll preparation, review panel establishment, integration with current financial property tax system, addition of parcel taxes to the 2026-2030 Financial Plan.

FINANCIAL IMPLICATIONS

Project work will need to be undertaken by a third-party consultant and staff will obtain 2 written quotes in accordance with the Village of Sayward Procurement Policy 08-03. Staff estimate the work will not exceed $30,000 from start to finish. If Council chooses to not proceed with implementation after the analysis phase, the estimated cost goes down to $22,000. As this project is not included in the 2025-2029 Financial Plan an amendment will be necessary if Council would like to move forward with starting this project. An identified source of funding is the Growing Communities Reserve Fund which staff have confirmed can be used for a project of this nature. The balance of this reserve after already budgeted transfers is approximately $305,000. Moving ahead with this project to completion will leave a balance of $275,000.

RECOMMENDATIONS

THAT Council receives the Parcel Tax Implementation Project staff report for information and discussion.

Option 1:

THAT staff be directed to move forward with the Parcel Tax Implementation Project with a budget of no more than $30,000; and,

THAT the funding source for this project be the Growing Communities Reserve Fund; and,

THAT the 2025-2029 Financial Plan be amended accordingly.

Option 2:

{THAT Council direct staff to take another action deemed appropriate by Council.}

Respectively submitted,



_____

Lisa Clark, CFO