

VILLAGE OF SAYWARD REGULAR COUNCIL MEETING AGENDA NOVEMBER 1, 2022 - 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. Introduction of Late Items
- 3. Approval of Agenda

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for November 1, 2022, be approved.

4. Minutes of Previous Meetings

Recommended Resolution:

THAT the minutes from the Regular Council meeting held on October 4, 2022, be adopted.

- 5. Petitions and Delegations None
- 6. Correspondence
 - a) VIRL "from the Board Table"
 - b) VIRL 2023 Budget
 - c) BC Hydro Regreening Grants
 - d) Comox Strathcona Waste Management Solid Waste Management Plan Renewal Launch
 - e) Eli Mina Webinar on Parliamentary Procedure and Roberts Rules of Order March 6, 2023
 - f) Thank You Note from Minister Lisa Beare
 - g) MOWI Canada West Inc.
 - h) New Online Course to Support Responsible Conduct Working Group on Responsible Conduct (Municipal Affairs, UBCM, & LGMA)

Recommended Resolution:

THAT correspondence a) to h) be received

- 7. Council Reports None
- 8. Reports of Committees None

9. Mayor's Report - Verbal

The Area Director has asked that the Village share the cost of this year's Secret Santa event \$1,000 50/50 with the Valley.

Recommended Resolutions:

THAT the Verbal report from the Mayor on cost sharing this year's Secret Santa event be received for discussion, and;

THAT the Village share the cost of the Secret Santa event with the Valley to a maximum of \$500 to be funded from the 2022 Council budget.

10. Unfinished Business - None

11. Staff Reports

a) Refuse Removal Contract 2023-2026 - John France, Acting CAO

Recommended Resolutions:

THAT Council receive the Refuse Removal Contract 2023-2026 report, and;

THAT Council approves a three-year extension to the contract at the proposed rates, 2023 \$11.91, 2024 \$12.26, and 2025 \$12.62 for residential collection per unit, and;

THAT the Mayor and Corporate Officer be authorized to sign the contract with Waste Management Canada.

b) Grant Opportunity – UBCM Volunteer & Composite Fire Department Grant

Recommended Resolutions:

THAT the report from the Chief Administrative Officer be received; and,

THAT as part of the Village of Sayward's ongoing work in relation to fire safety that an application for financial assistance under the UBCM Volunteer & Composite Fire Department Equipment & Training funding stream be authorized for submission to the Union of BC Municipalities; and,

THAT the Village of Sayward agrees to provide overall grant management.

c) VIU Reports and Funding - Lisa Clark, CFO & John France, Acting CAO

Recommended Resolutions:

THAT Council approves the funding sources for the VIU reports as outlined in the staff report - \$10,000 from the COVID-19 Reserve and \$20,000 from operating surplus; and,

THAT the 2022-2026 Financial Plan be amended accordingly.

d) Orientation Binder – John France, Acting CAO

Recommended Resolution:

THAT Council receive and discuss the Orientation Binder.

- 12. Emergency Services/Public Works/Recreation Department Reports None
- 13. Bylaws None
- 14. New Business
- 15. 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."

16. In Camera

Recommended Resolution:

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*:

• 90(1)(c) labor relations or other employee relations.

17. Adjournment



VILLAGE OF SAYWARD REGULAR COUNCIL MEETING MINUTES OCTOBER 4, 2022 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 Sue Poulsen
Councillor Tom Tinsley

Regrets:

Councillor Norm Kirschner

In Attendance:

John France, Acting CAO

Lisa Clark, CFO/Corporate Officer

Jennifer Redshaw, Finance/Admin Clerk

1. Call to Order

Meeting was called to order at 7:00 PM

2. Introduction of Late Items

- a) CAO asked to add FCM Asset Management grant decision to Correspondence 6. b)
- b) CAO asked to add DRAFT 2023 2027 Fire Department Financial Plan to Staff Reports 11. d)

3. Approval of Agenda

MOTION R22/166
MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for October 4, 2022, be approved as amended.

CARRIED

4. Minutes of Previous Meetings

MOTION R22/167
MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on September 20, 2022, be adopted.

THAT the minutes from the Special Council meeting held on September 28, 2022, be adopted.

CARRIED

- 5. Petitions and Delegations None
- 6. Correspondence
 - a) VIRL Strategic Planning Exercise
 - b) FCM Asset Management grant decision

MOTION R22/168 MOVED AND SECONDED

THAT correspondence a) to b) be received for information and discussion.

CARRIED

- 7. Council Reports None
- 8. Reports of Committees None
- 9. Mayor's Report None
- 10. Unfinished Business None
- 11. Staff Reports
 - a) Sayward Futures and Sayward Folk Music Agreement John France, Acting CAO

MOTION R22/169 MOVED AND SECONDED

THAT Council receive, discuss, and provide Staff with direction on the Sayward Futures Society Agreement report; and,

THAT Council authorize the Mayor and Corporate Officer to sign the agreement.

CARRIED

b) Snow Removal/Parking - John France, Acting CAO

MOTION R22/170 MOVED AND SECONDED

THAT Council receive and discuss the Snow Removal/Parking report; and,

THAT Council direct staff to bring back a report on how best to achieve enforcement and the required bylaw changes.

CARRIED

c) Vandalism/Camera System – John France, Acting CAO

MOTION R22/171 MOVED AND SECONDED

THAT Council receive, discuss, and provide direction on the Vandalism/Camera system report; and,

THAT Council direct staff to obtain two quotes to replace the camera system; and,

THAT Staff be authorized to replace the camera system to a maximum of \$15,000; and,

FURTHER THAT COVID-19 Reserve funds be used to purchase the camera system; and,

CARRIED

d) DRAFT 2023 – 2027 Fire Department Financial Plan - Lisa Clark, CFO

MOTION R22/172 MOVED AND SECONDED

THAT Council receives the DRAFT 2023 – 2027 Fire Department Financial Plan staff report for information and discussion; and,

THAT Staff be directed to send the DRAFT 2023 – 2027 Fire Department Financial Plan to the Strathcona Regional District; and,

THAT Staff arrange a meeting between Council, the Area A Director, and SRD Staff to review the DRAFT 2023 – 2027 Fire Department Financial Plan.

CARRIED

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

13. Bylaws

a) Council Remuneration Bylaw No. 490, 2022

MOTION R22/173
MOVED AND SECONDED

THAT Council Remuneration Bylaw No. 490, 2022 be given fourth and final reading.

CARRIED

14. New Business - None

15. 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."

16. In Camera

MOTION R22/174 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*:

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

CARRIED

The meeting was adjourned a	it 8:38 PM
Mayor	-
Corporate Officer	2

17. Adjournment



O SEPTEMBER 24 2022

VIRL Board approves 2023 Budget

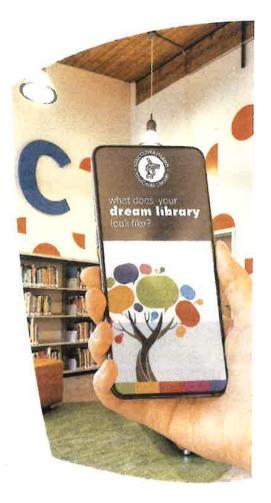
This hybrid meeting saw some Trustees logging in from their home communities and others joining VIRL staff for a first-of-its-kind session in Port Hardy. In this final meeting before the municipal elections, the Board passed VIRL's 2023 Budget and heard an update from the consultants about the revised Consolidated Facilities Master Plan, in addition to regularly occurring items.

After a robust discussion, the Trustees adopted the 2023 – 2027 Financial Plan, with a total budget of \$33,140,504 for 2023. Municipal and regional levies will contribute \$27,501,775 to the library budget, an average increase of 8.1% over 2022. The Budget was supported by 86% of Trustees in attendance.

"With costs rising everywhere, these are challenging times for organizations, governments, families, and individuals in every corner of VIRL's service area," says Gaby Wickstrom, Chair of the VIRL Board of Trustees. "I truly believe now more than ever is the time to commit to investing in our libraries. After all, libraries ensure equitable access to technology, educational materials, children's resources, and so much more, no matter your circumstances or challenges. As always, I am proud to lead a Board that was able to deliver a budget that will not compromise on service, and that affirms our confidence in and commitment to our world-class library system."

The full Budget is available at virl.bc.ca/reports-and-plans

Table



Strategic Plan community engagement is underway across VIRL branches

New Business

Policy Reviews

Both the Request to Appear as a Delegation and the Anonymous Communications were reviewed as per their five-year review cycles.

Q2 Performance Scorecard

Highlights of Q2 included:

- An explosion of 84% of attendance at children and teen programming over the same period last year
- Physical borrowing is up 14% over Q2 2021 and digital borrowing is up 33%
- Over 200,000 people viewed and interacted with us on social media in Q2
- Community satisfaction surveys continue to give VIRL branches a 9.2/10



Updates

Strategic Plan Update

The Board learned that throughout May and June, staff participated in presentations, live workshops and an online survey, with 148 attending presentations, 102 attending the workshops, and 129 completing the survey.

Trustees also were encouraged to sign up for a strategic planning interview and were apprised of the public engagement efforts slated for the fall.

COVID-19 Relief & Recovery, Emergency Planning & Preparedness Funding

As per the requirements of the one-time COVID-19 Relief & Recovery, Emergency Planning & Preparedness Funding, the Board was provided with the document VIRL sent to the province highlighting the ways in which the funds will be expended.

Generally, VIRL will use the funding to:

- Support staff with a blend of hands-on and virtual high -impact workshops
- · Meet growing public need for computing resources in select communities
- Improve our organizational safety management environment and our compliance with the changing regulatory environment

Daajing Gilds

This report highlighted for Trustees the plans underway at VIRL to transition all references to Queen Charlotte to the ancestral Haida name, Daajing Giids

Finance Report



Balance Sheet: The balance sheet of \$43.2 million shows a healthy balance of cash and investments of \$1.7 million at the end of July and a year-to-date operating deficit of \$1.1 million. The deficit is primarily due to timing of pay periods as well as timing of revenue recognition on capital projects.

Revenue and Expenditures: Revenues are in line with expectations for this point in the year, and expenses reflect the general operating conditions of the current economic climate. Capital expenditures are tracking with progress of projects.

Reserves: The Board of Trustees is provided with updated reserves information at each meeting. At the end of July, the reserves stood at a balance of \$7.3 million. Appropriations to reserves are recorded on a monthly basis and at the end of July represented 58% of the budgeted contributions to reserves for the year.

In Summary: VIRL's current position is sustainable and VIRL's operations are in line with expectations for this point in the year.



Capital Projects

Masset

Health and safety issues are a priority and will be addressed upon completion of the updated Facilities Master Plan.

Courtenay

This project is on hold pending the updated Facilities Master Plan.

Port Alberni

VIRL went out for tender a second time and all bids received were still well above the budgeted amount. The Board opted to cancel the tender and re-evaluate the project in relation to other priorities, and planned updates to the Facilities Master Plan.







Woss Opening Celebration



September 24 held an exciting afternoon of grand opening and customer appreciation activities at the Woss branch, which included a reading by Yvonne Maximchuk, speeches, food and refreshments, face painting, live music, and more.

More than half of the village community attended the celebration and enjoyed some delicious local burgers, prize draws, a Storytime and singalong, and making some cool art on our 3D printer.

An Indigenous artist whose work is being displayed in the branch also donated an original painting for a special prize draw.

The branch has been open for nearly two years now, but celebrations were put on hold due to the pandemic. For people in the community, this event was an opportunity to officially celebrate our new branch and to give the community the celebration it deserves. Lori Kaube, Woss Circulation Supervisor, and Library Assistant Lynne Thoren, have been providing library services to the Woss community for a long time, and they were thrilled to see everyone come together for this special event.







2023 VIRL Budget

Adopted September 24, 2022 By Vancouver Island Regional Library Board of Trustees





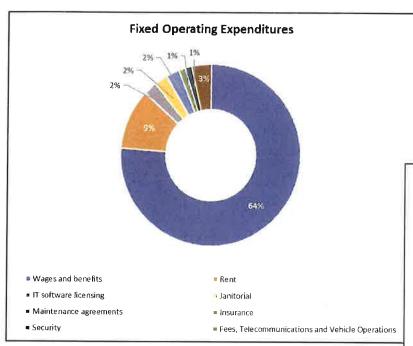
Vancouver Island Regional Library Administration

Box 3333 – 6250 Hammond Bay Road Nanaimo, BC Canada V9R 5N3 t: 250.758.4697 | e: info@virl.bc.ca

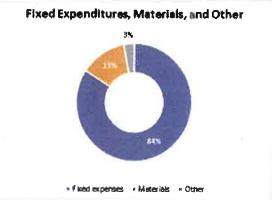


2023 VIRL Budget

Overview



Approximately 84% of Vancouver Island Regional Library (VIRL)'s operating expenditures are fixed, through contractual arrangements or critical service expectations. A breakdown of the 84% is shown in the figures at left and below.



VIRL has vendor commitments to materials purchases

at 13% to both maintain service levels and offset real and market annual inflation. These materials costs reflect 40% discounts owing to economies of scale, and track alongside VIRL's cohort. With these commitments, we consider 97% of VIRL's budget as being fixed expenditures. This provides VIRL with limited ability to adjust expenditure rates in most budget categories.

Analysis of Fixed Costs

Fixed costs include:

Wages and Benefits - VIRL's largest expenditure, accounting for approximately 65% of operating costs. We are anticipating labour pressure in 2023 given BCGEU main table negotiations and unprecedented in-year (2022) replacement staffing demands related to COVID, staff shortages, and other factors.

The majority of wages are driven by collective agreements. For 2023, the following assumptions regarding wage increases have been included:

- o BCGEU: increase of 3% included, consistent with the recently ratified collective agreement
- o CUPE: increase over 2022 based on estimated staff positions for 2023
- o Pages: increases historically reflect changes in minimum wage rates. For 2023, VIRL has aligned Page salaries with living wage reports, as per Living Wage for 15 Families BC (LWFBC).

Using the LWFBC rate for Nanaimo brings the rate of pay for all Pages from minimum wage to \$16.33 per hour, using the last published rate in 2021.

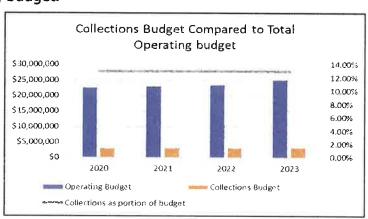
- o Exempt: increase of 3%, consistent with unionized staff
- o Updates to some branch staff compliments to ensure VIRL meets its health & safety and service commitments
- Rent estimated 2.5% increase based on price escalation included in multi-year agreements, after accounting for decreased rental payments resulting from opening new branches
- Computer Networking Costs increases due to additional software licensing costs, reflective of market conditions
- Janitorial estimated 2.5% increase based on price escalation included in multi-year agreements and increased square footage due to new branches opening
- Maintenance Agreements landscaping, snow removal, garbage/recycling, and HVAC estimated 4.0% increase based on historical trends for increased costs
- Insurance increase over 2022 based on discussions with insurance agent, reflective of general market conditions
- Security 10% increase due to market conditions
- Fees, Telecommunications, and Vehicle Operations
 - o Includes fees paid to service providers for payroll processing, banking, debit/credit card processing, staff credit cards for purchases and travel, and others. Vendors, such as ADP and Moneris, continue to implement annual price increases
 - Telecommunications consistent with 2022 budget
 - Vehicle Operations includes operation of delivery vehicles and factors in the significant increases in fuel prices, insurance, and repairs & maintenance

Firm Costs - Library Materials

Library materials represent 13% of VIRL's 2023 budget, and include physical and digital items within VIRL's core collection – a key component of our service offering.

Materials are VIRL's second largest operating expenditure, and overall, Collections expenditures have remained steady at 13% of operating budget.

Collections dollars are eroded by the combination of actual and market inflation, at a rate of 12% from 2020 to 2022, with 2023 projections continuing at higher than historic rates. The cost of books and other print materials are subject to inflationary increases, and digital materials are subject to shifting licensing models which lead to cost pressures.



The result is that over time, VIRL's buying power is eroded. VIRL manages these tensions by carefully monitoring usage, making adjustments to our purchasing strategies, working with other libraries to leverage digital discounts and working with a primary print vendor to ensure the 16 greatest discount.

- Approximately 65% of physical materials are purchased through a single vendor, Library Bound Inc. (LBI), which allows VIRL to recognize savings of approx. 40% on most titles.
- Like many Canadian public libraries, VIRL has seen a substantial increase in user demand for digital eBooks, eAudiobooks, and streaming video, especially since the COVID-19 pandemic began in early 2020.
- Responding to user demand and feedback, VIRL changed to a subscription Streaming Video service in 2021. In 2022, costs increased over 50%. For 2023, a more modest increase of 15% is anticipated to meet patron demand.

Reducing spending on materials would have negative impacts on VIRL's service delivery, including but not limited to:

- Not responding to user demand for electronic products, which increased exponentially throughout the pandemic and has not dropped off
- Not keeping pace with actual increasing market costs: reducing this line item only defers the costs to future years, given increased demand for collections
- Longer times between holds, impacting service delivery
- Smaller availability of titles

Analysis of Unfixed Costs

The remaining 3% of costs are unfixed, with VIRL having some discretion over the amounts budgeted. However, there are tradeoffs to consider with regards to reducing these line items, and in some cases a portion of the expenditure is essentially fixed.

- Automotive, Travel and Vehicle Operations
 - o Slight increase in staff travel over 2022, as VIRL staff re-start physical meetings
 - Reducing travel means less efficiency through collaboration
- **Board Expenses**
 - o Continued reduction in meeting costs as virtual and/or hybrid meetings are scheduled
 - o Could potentially reduce further, depending on how the Board would like its meetings to function
- Building and Equipment Maintenance
 - o Annual increases due to market conditions and additional maintenance required on new, larger facilities
 - o Reducing this line item only defers the costs to future years, when these will likely become more costly to address
- Consulting and Professional
 - Consistent with 2022
 - Some is essentially fixed an audit is required under the Library Act, legal fees are required to adequately respond to labour issues and union grievances
- Office, Photocopier and Postage
 - o Price increases on office supplies and other related expenditures due to supply chain, reflective of general market conditions
 - o Limited ability to make substantial reductions without impacting service delivery
- Promotions and Advertising
 - o Increase over 2022 represents inflationary increases, and additional resources to 17 generate attendance and awareness

- Reducing this line item would impact program attendance and awareness of services provided
- Programming
 - Expected to increase as physical programming expands post pandemic
 - Reducing this line item would impact the services provided to communities
- Training and Workshops
 - Consistent with 2022
 - o Reductions would lead to reduced staff engagement/satisfaction, and to reduced quality of services provided
- Utilities (heat, hydro, natural gas, water & sewer) estimated 5.0% increase based on increases in utilities markets, and increased square footage of branches
 - Limited ability to control these costs without reducing operating hours

Please see Schedule C-1 for the detailed operating budget, with variances compared to 2022.

Overall, operating expenditures increased significantly over 2022 due to unforeseen inflation and other market conditions impacting all aspects of VIRL's operations. Items not already covered under existing multi-year contracts in 2023, but are critical operating components, will be impacted most by market inflation.

Needs Based Budget

For the 2023 budget process, staff developed preliminary estimates on a "needs based" approach. This approach involved evaluating what level of budget is required to continue to provide the current level of service, before evaluating how that impacts the overall budget and member levy.

This method provides a global picture of VIRL's cost pressures and allows for detailed discussion of where to prioritize spending.

Staff have historically attempted to keep the increase to the Operating Levy (before any proposed business cases) in the range of 2-3%, in line with direction provided by the Executive Committee and Board of Trustees. For the 2022 Budget, the increase was 1.50%, which reflected

Approv	ed Incre	eases –	Operati	ng Levy
2018	2019	2020	2021	2022
1.67%	2.61%	2.23%	1.87%	1.50%

operating conditions at the time and allowed VIRL to keep the operating levy lower than previous years. A levy increase in the 2 – 3% range for 2023 is unsustainable given the current economic conditions.

Inflation Indicators

Inflation in BC since March 2020 has steadily increased, leading to higher operating and capital costs. In June 2022, Statistics Canada reported another 31-year high in inflation of 8.1%, due to supply chain issues and world events.

COVID-19 has had a profound impact on VIRL's supply chain resulting in increased lead times on ordering products, including some that are not available. Additionally, because of a lack of qualified suppliers, trades and consultants, there are additional delays and often increased costs 18 due to decreased supply.

The construction sector impacts VIRL's costs related to new projects, repairs and maintenance, and other facilities items and continued its trend upwards in 2021 into 2022. As previously discussed, this sector continues to see unprecedented price increases and pressures on labour and supplies.

The 2023 Budget reflects the current inflation rate at the time of preparation (8.1% for June 2022) as the target levy increase.

Revenue

Preliminary Assumptions

VIRL anticipates continuing to receive approximately 92% of its revenue from member levies and approximately 6% from government grants. The remaining 2% is made up of ancillary revenues such as interest income, miscellaneous fees (photocopiers, sale of promotional items, room rentals, etc.).

Adult Material Fines

As part of the 2022 Budget, the Board approved a business case for elimination of future fines for adult materials and elimination of existing fines for adult materials on all accounts. In summary, as of January 1, 2022:

- No overdue fines charged for late returns of adult materials.
 - o Retroactively eliminated all adult material fines on patron records.
- When adult materials are deemed "lost" or "damaged", a replacement fee is assessed for the materials, and elimination of the previous processing fee. Thus:
 - Eliminated processing fees for lost/billed materials on all accounts.
 - Adjusted the replacement fee for library materials from the list price to VIRL's discounted price.
 - o Replacement fees continue to be refunded if lost materials are returned.
- The elimination of fines does not extend to interlibrary loans from other institutions.

VIRL committed to reporting to the Board on the impact of eliminating adult material fines. VIRL tracked and analyzed the effect of not charging fines on return rates, and the impact on the overall collection for materials not returned.

VIRL has approximately 6 months of data at the time of this report. However, the spring job action impacted operations and the data collected.

The data to date shows a slight increase in overdue items, from 0.03% of total physical collections in 2020 to 0.06% of total physical collections as of June 2022. Despite the slight increase, the level of overdue items has had a negligible impact on wait times and was anticipated based on the experience of other systems that have eliminated fines. All indications are that over time, VIRL will return to 2020 levels.

The budget provided an additional \$207,390 to offset the lost revenue, which is included in the 2023 levy on the assumption VIRL will continue to not charge adult fines.

The financial impact is only one aspect of the 2022 approved business case. The non-monetary impacts, such as removing barriers to access and improved literacy, are strongly aligned with VIRL's Mission and Values. Research from the American Library Association notes

"[t]he correlation between literacy and income inequality, health outcomes, and rates of incarceration, among other issues of social and economic justice, underscores how literacy intersects with equity, access, and inclusion."

Non-Levy Revenue

Non-levy revenue goes towards operating expenditures and helps to offset the amount charged to members through the Operating Levy. Forecasted amounts are based on historical actuals, as well as changes in market conditions.

Additional Cost Pressures

Fiscal 2023 will also bring specific cost pressures in the areas of:

- New accessibility legislation, introducing required improvements for VIRL facilities and services
- BC's commitment to the United Nations Declaration on the Rights of Indigenous People

These cost pressures are being evaluated as part of the budget process.

Impact on Operating Levy

Combining all factors discussed above, the operating levy would be \$23,450,032, representing a 7.72% increase over 2022. Please see Schedule A for additional information.

Capital Expenditures

Preliminary Assumptions

Each budget year, VIRL adopts a 5-year capital plan. Capital projects are funded by the two levies created as part of the Consolidated Facilities Master Plan (CFMP), that identify targeted funding to new construction, renovations, furniture and equipment, investment

Appr	oved Inc	reases	– Capita	l Levy
2018	2019	2020	2021	2022
1.22%	1.36%	1.27%	1.01%	1.00%

in IT infrastructure and equipment, replacement of delivery vehicles, and other items.

The new branch in Sooke opened to the public in March 2022, and is VIRL's nineteenth community where an upgraded facility or new build has been realized since 2011.

The 2022 – 2026 Financial Plan included a hiatus on new capital projects for 2022, to allow for construction prices to level out and to update the existing CFMP. Recently the Port Alberni renovation was paused, due to high prices received on the tender. The CFMP is being updated to reflect current operating conditions.

VIRL staff continue to address repair and maintenance items as required at all branches. The CFMP levies also fund purchases of furniture and equipment, IT infrastructure, delivery vehicles, and other items. Maintaining a replacement cycle for these items ensures patrons continue to receive top quality service and engaging spaces.

Fixed and Variable Expenditures

VIRL maintains repayments of long-term borrowings in support of capital projects at Chemainus, Cowichan Lake, Nanaimo Harbourfront, Nanaimo North, and Sooke. This accounts for approximately \$1.4 million of fixed capital costs each year.

With the remaining funds in the capital budget, staff seek to balance projects between urban and rural locations, and ensure adequate funding for preventative maintenance and continued investment in furniture, equipment, and technology.

Historically, VIRL established capital projects for the next year through the capital plan. Rising construction prices from 2020 to 2022 have shown this model is not effective at capturing the cost of a project, since time between budget approval and project execution can be lengthy.

The capital plan has been developed with the intention of prioritizing projects for 2023, while not finalizing project budgets. This is done to recognize the experience gained from tendering Port Alberni and other capital projects, that costs cannot be accurately estimated until closer to the project being tendered.

To allow VIRL to continue work on capital projects, the 2023 capital plan includes an allotment of capital funds, with final allocation to projects to be established in 2023, based on the priorities established through the revised CFMP. The Board will be informed of the allocated amounts as projects move forward with planning.

Impact on Capital Levies

The CFMP includes two levies, with each having target amounts. Using the targets established through the CFMP, the projected total Capital Levy for 2023 would be an increase of 0.38% over 2022 as follows:

	2023	2022	\$ Increase	% Increase
FFE Levy	1,604,616	1,742,644	(138,028)	(0.54)%
Facilities Levy	2,447,128	2,210,810	236,318	0.92%
Total Capital Levies	\$4,301,744	\$3,953,454	\$98,290	0.38%

Furniture, Fixtures, Equipment & Systems Levy

This levy is established through the CFMP as \$8/ft² indexed to CPI. From 2011 to 2022, there were annual increases in this levy to close the gap between the target amount and the amount collected.

Facilities Levy

This levy is established as an additional 1.25% to be added "until such time that the pent up demand is satisfied". Given the demand for facility projects, this threshold will not be reached as of 2023.

Impact on Total Levy

Based on the information discussed above, budgeted increases are:

	2023	2022	\$ Increase	% Increase
Operating Levy	\$23,450,032	\$21,486,977	\$1,963,055	7.72%
Capital Levies	\$4,051,743	\$3,953,454	\$98,290	0.38%
Total Member Levy	\$27,501,775	\$25,440,431	\$2,061,345	8.10%

Conclusion

The Executive Committee provided detailed feedback at the meetings in July and August, which has been included in the 2023 Budget as presented. While the levy increase for 2023 is higher than in prior years, it reflects the current operation conditions faced by VIRL and the level of funding required to maintain existing services.



Schedules

Proposed Changes to Member Levies

	2023 Levy	2022 Levy	Change	% Change to Total Levy
Operating Levy (Note 1)	\$23,450,032	\$21,486,977	\$1,963,055	7.72%
Capital Levies Furniture, Fixtures, Equipment & Systems Levy Facilities Levy	1,604,616 2,447,128	1,742,644 2,210,810	(138,028) 236,318	-0.54% 0.93%
Total Member Levies	\$27,501,775	\$25,440,431	\$2,061,344	8.10%
Note 1 Summary of Operating Levy Core Levy Business Cases	23,450,032	21,159,587 327,390	2,290,445 (327,390)	
Operating Levy	\$23,450,032	\$21,486,977	1,963,055	

5 Year History of Member Levies

_	2019 Levy	2020 Levy	2021 Levy	2022 Levy	2023 Levy
Operating Levy	\$19,968,385	\$20,586,216	\$20,792,079	\$21,486,977	\$23,450,032
Capital Levies Furniture, Fixtures, Equipment & Systems Levy Facilities Levy	1,409,647 1,762,059	1,538,097 1,926,371	1,642,644 2,065,805	1,742,644 2,210,810	1,604,616 2,447,128
Total	\$23,140,091	\$24,050,684	\$24,500,528	\$25,440,432	\$27,501,775
Increase in Total Levy	\$1,048,004	\$910,593	\$449,844	\$939,904	\$2,061,343
Percentage Increase - Approved, Including Business Cases	4.74%	3.94%	1.87%	3.84%	8.10%

5 Year Financial Plan By Year

	Proposed		Proje	cted	
	2023	2024	2025	2026	2027
Revenues					
Member Levies	\$27,501,775	\$28,611,717	\$29,316,834	\$29,903,171	\$30,501,235
Grants	1,308,218	1,308,218	1,308,218	1,308,218	1,308,218
Overdue Fees	1,500,210	1,500,210	1,500,210	1,500,210	1,300,210
Investment Income	50,000	50,000	50,000	50,000	50,000
Other Branch Revenue	190,000	193,800	197,676	201,630	· ·
Transfers from Reserves	4,090,511	4,090,511	2,490,511	•	205,662
MFA Borrowing	0,090,511	1,030,511 0		2,290,511	2,240,511
MI A Bollowing	U	U	0	0	U
Total Revenues	\$33,140,504	\$34,254,246	\$33,363,238	\$33,753,530	\$34,305,626
Expenditures					
Operating Expenditures	21,730,695	22,165,309	22,608,615	23,060,787	23,522,003
Library Materials	3,242,555	3,339,832	3,440,027		
Capital	2,750,000	3,356,855		3,543,227	3,649,524
Debt Servicing			1,568,491	927,413	814,374
Transfers To Reserves	1,340,510	1,340,511	1,340,511	1,340,511	1,340,511
Transfers to Reserves	4,076,744	4,051,744	4,405,592	4,881,587	4,979,219
Total Expenditures	\$33,140,504	\$34,254,246	\$33,363,238	\$33,753,530	\$34,305,626
Percentage Increase in					
Member Levies	8.10%	4.04%	2.46%	2.00%	2.00%

Comparison of 2022 Consolidated Budget to 2023 Proposed Consolidated Budget Variance Analysis

	topia ccoc	2023	2023 Budget (Proposed)	(p		
	(Adopted)	Operating	Capital	Consolidated	(Decrease)	% Change
Revenues						
Member Levies	\$25,440,431	\$23,450,032	\$4,051,743	\$27,501,775	\$2,061,343	8.10%
Grants Received	1,308,218	1,308,218		1,308,218	ě	0.00%
Investment and Rental Income	100,000	20,000		20,000	(20,000)	-50.00%
Overdues Fees	eart.	•		٠	<u>#</u>	0.00%
Lost Books/Cards	20,000	20,000		20,000	· C	0.00%
Miscellaneous Fees	12,610	15,000		15,000	2,390	18.95%
Photocopiers	20,000	40,000		40,000	(30,000)	-42.86%
Book and Promotional Item Sales	15,000	15,000		15,000		0.00%
Fundraising/Donations	125,000	100,000		100,000	(25,000)	-20.00%
I ransters from Reserves MFA Borrowing	4,183,455	E	4,090,511	4,090,511	(92,944)	-2.22%
Total Revenues	31,274,714	24.998.750	8.142 254	33 140 504	1 955 790	0.00%
Expenditures						
Automotive, Travel and Vehicle Operations	159,954	201,469		201,469	41 515	25 95%
Bank and Payroll Production Charges	85,000	93,620		93,620	8 620	10 1404
Board Expenses	20,000	45.000		45,000	(5,000)	-10 00%
Branch and Facility Costs	2,997,810	3,169,945		3.169.945	172 135	5 74%
Building and Equipment Maintenance	113,914	129,000		129,000	15,086	13.24%
Communications and Internet	313,708	306,750		306,750	(6,958)	-2.22%
Computer Networking Costs	1,075,000	778,650	400,000	1,178,650	103,650	9,64%
Consulting and Professional Fees	210,000	212,894		212,894	2,894	1.38%
Insurance	150,000	175,000		175,000	25,000	16.67%
Library Materials	3,090,959	3,242,555		3,242,555	151,596	4.90%
Uffice, Photocopier and Postage	375,000	420,700		420,700	45,700	12.19%
Promotion and Advertising	21,000	31,000		31,000	10,000	47.62%
Frogramming	000,67	109,001		109,001	30,001	37.98%
I raining and Workshops	130,000	129,050		129,050	(026)	-0.73%
Wages and Benefits	15,166,459	15,928,616		15,928,616	762,157	5.03%
Capital	1,910,797	•	2,350,000	2,350,000	439,203	22.99%
Debt Servicing	1,392,657	*	1,340,510	1,340,510	(52,147)	-3.74%
Transfers to Reserves	3,953,455	25,000	4,051,744	4,076,744	123,289	3.12%
Total Expenditures	31,274,714	24,998,250	8,142,254	33,140,504	1,865,789	2.96%
Net Operations						
				I		

Board of Trustees 2023 VIRL Budget Schedule C-1

Comparison of 2022 Operating Budget to 2023 Proposed Operating Budget Variance Analysis

	2022 Operating Budget (Adopted)	2023 Operating Budget (Proposed)	Increase (Decrease)	% Change
Revenues				
Member Levies	\$21,486,977	\$23,450,032	\$1,963,055	9.14%
Grants Received	1,308,218	1,308,218	(00)	0.00%
Investment and Rental Income	100,000	20,000	(20,000)	-20.00%
Overdue Fees	ì	()	((0))	0.00%
Lost Books/Cards	20,000	20,000	100	0.00%
Miscellaneous Fees	12,610	15,000	2,390	18.95%
Photocopiers and Printing	20,000	40,000	(30,000)	-42.86%
Book and Promotional Item Sales	15,000	15,000		0.00%
Fundraising/Donations	125,000	100,000	(25,000)	-20.00%
Transfers from Reserves	230,000		(230,000)	0.00%
Total Revenues	23,367,805	24,998,250	1,630,445	6.98%
Expenditures				
Automotive, Travel and Vehicle Operations	159,954	201,469	41,515	25.95%
Bank and Payroll Production Charges	85,000	93,620	8,620	10.14%
Board Expenses	20,000	45,000	(2,000)	-10.00%
Branch and Facility Costs	2,997,810	3,169,945	172,133	5.74%
Building and Equipment Maintenance	113,914	129,000	15,086	13.24%
Communications and Internet	313,708	306,750	(6,958)	-2.22%
Computer Networking Costs	425,000	778,650	353,650	83.21%
Consulting and Professional	210,000	212,894	2,894	1.38%
Insurance	150,000	175,000	25,000	16.67%
Library Materials	3,090,959	3,242,555	151,596	4.90%
Office, Photocopier and Postage	375,000	420,700	45,700	12.19%
Promotion and Advertising	21,000	31,000	10,000	47.62%
Programming	000'62	109,001	30,001	37.98%
Training and Workshops	130,000	129,050	(020)	-0.73%
Wages and Benefits	15,166,459	15,928,616	762,157	5.03%
Transfers to Reserves		25,000	25,000	0.00%
Total Expenditures	23,367,805	24,998,250	1,630,445	6.98%
Net Operations	•			
	•	3		

Comparison of 2022 Capital Budget to 2023 Proposed Capital Budget Variance Analysis

	2022 Capital Budget (Adopted)	2023 Capital Budget (Proposed)	Increase (Decrease)	% Change
Revenues Member Levies	\$3,953,454	\$4,051,743	\$98,289	2.49%
Transfers from Reserves	3,953,455	4,090,511	137,056	3.47%
MFA Borrowing		:00:	- T- C	0.00%
Total Revenues	7,906,909	8,142,254	235,345	2.98%
Expenditures				
Computer Networking Costs	000'029	400,000	(250,000)	-38,46%
Capital	1,910,797	2,350,000	439,203	22.99%
Debt Servicing	1,392,657	1,340,510	(52,147)	-3.74%
Transfers to Reserves	3,953,455	4,051,744	98,289	2.49%
Total Expenditures	7,906,909	8,142,254	235,345	2.98%
Net Capital	0			

Total Member Levy

		The state of the s							
9.90%	773,177	8,583,487	1,264,576	763,765	500,811	10.95%	722,325	7,318,911	7,810,311
8.70%	48,357	604,237	89,020	53,765	35,255	9.74%	45,721	515,217	555,880
13 52%	3,828	37 147	4.735	2.860	1.875	14.61%	3,493	27,407	28,314
9.89%	249,/40	2,7/3,748	408,647 8 152	246,810 4 924	3,229	7.46%	3.277	47.183	51,985
-0.16%	-251	160,851	23,698	14,313	9,385	0.80%	1,086	137,153	161,102
11.18%	240,398	2,390,470	352,180	212,706	139,474	12.24%	222,340	2,038,290	2,150,072
11.42%	163,730	1,597,206	235,311	142,121	93,190	12.49%	151,182	1,361,895	1,433,476
-3.09%	-2,045	64,181	9,456	5,711	3,745	-2.16%	-1,209	54,726	92799
5.93%	18,692	334,052	49,215	29,724	19,491	6.94%	18,484	284,837	315,360
9.04%	47,377	571,265	84,163	50,832	33,331	10.09%	44,626	487,102	523,888
7.31%	1,288,164	18,918,289	2,787,167	1,683,363	1,103,805	8.33%	1,240,729	16,131,121	17,630,124
8.76%	400	4,967	732	442	067	%08'6	3/8	4,235	4,36/
15.03%	20,081	153,668	22,639	13,673	8,966	16.13%	18,202	131,029	133,587
6.43%	14,137	234,156	34,497	20,835	13,662	7.44%	13,831	199,659	220,019
-5.87%	-856	13,744	2,025	1,223	802	4.97%	-612	11,719	14,600
10.65%	80,951	841,127	123,920	74,844	49,076	11.71%	75,162	717,206	760,176
1.45%	12,132	851.776	125.489	75,792	49,698	2.41%	17,123	726,286	839,644
10.17%	57,195	619,717	91,301	1 301	30,136	9 53%	1.085	12 469	13.479
8.56%	8,300	105,263	15,508	9,366	6,142	9.60%	7,860	89,755	96,963
7.00%	11,761	179,846	26,496	16,003	10,493	8.02%	11,385	153,350	168,085
5.44%	621	12,035	1,773	1,071	702	6.44%	621	10,262	11,414
16.55%	4.097	28.851	4,251	2,567	1,683	17.67%	3,694	24,601	24,754
7.95%	716 77	940,614	134 607	81,798	53.308	9.88%	70.061	779,055	839,444
8.00%	72,457	978,113	144,102	87,033	57,069	9.03%	69,094	834,011	909,606 778 715
8.12%	134,678	1,793,335	264,206	159,572	104,634	9.15%	128,228	1,529,129	1,658,657
6.40%	330,079	5,485,270	808,126	488,083	320,043	7.42%	323,072	4,677,144	5,155,191
-0.81%	-248	30,533	4,498	2,717	1,781	0.14%	37	26,035	30,781
12.81%	28,391	250,085	36,844	22,253	14,591	13.88%	25,998	213,240	221,694
10.08%	16,737	180.068	26.529	16,023	10,506	11.13%	15,378	153,539	163,581
0.3770	27.00	486 407	71,661	43 781	28.380	10.69%	40,041	414,747	443,650
4.33%	11,059	266,267	29,720	4 775	3.098	7.38%	3.112	45,278	49,924
3.11%	1,212	40,158	5,916	3,5/3	2,343	4.10%	11,340	247,46	36,946
10.81%	24,057	246,532	36,321	21,937	14,384	11.87%	22,309	112,012	276,727
2'69%	86,053	1,597,516	235,357	142,148	93,209	6.70%	85,579	1,362,160	1,511,463
7.89%	59,511	813,945	119,916	72,425	47,490	8.95%	56,835	694,029	754,434
7 56%	130 417	1 882 910	277.403	167,543	109,860	8.59%	127,042	1,605,507	1,750,493
Total Levy	Total Levy over	Total 2023	Levies	Facilities	Fixtures & F&E Levy	% Change in Operating Levy	Change in Operating Levy	2023 Operating Levy	Total 2022 Levy

Population Portion of Levy

Campbell River 994,022 Common 413,068 Courtenay 785,270 Cumberland 25,657 Duaging Gilds 25,657 Duncan 139,412 Gold River 34,608 Ladysmith 245,849 Ladysmith 245,849 Ladyconid 99,335 Lantzville 20,787 Masset 20,787 North Saanich 883,571 North Saanich 372,338 Port Alce 372,338 Port Alce 17,712 Port Alce 17,712 Port Alce 17,712 Port Hardy 120,285 Port Hardy 120,285 Port Hardy 251,209 Sayward 8,652 Sidney 410,374 Lahsis 9,468 Tofino 68,618 Uclaries 6,818	36,167 115,182 18,682 4,558 4,558 9,43 1,772 1,772 9,036 9,036 1,773 3,461 101,336 11,965 11,965	37,755 15,211 28,902 4,688 931 5,121 1,257 9,213	Less Band Population	2023 Net Population	Increase (Decrease) From Previous Year	Population % Change From Previous Year	Population Portion of	Maintenance, Fixtures &	Facilities	Population Portion of	Population Levy From Previous	Change m Total % Change in Population Levy Total Population From Previous Levy From
land 13,068 land 124,013 Calids 125,270 Calids 129,412 Weer 34,608 Weer 34,608	15,182 28,862 4,558 4,558 2,124 1,272 3,631 3,616 101,336 11,965 11,965	15,211 28,902 4,688 931 5,121 1,257 9,213	(1.132)	36.623	456	1 76%	002 416	CAE LEVY	Levy	Total Levy	Year	Previous Year
lay 785,270 Idids 124,013 Clidids 25,657 If the 245,849 With 245,849 With 245,849 With 245,849 With 245,849 Withouthan 99,335 With 245,849 Withouthan 99,335 Withouthan 883,571 With 245,849 Withouthan 883,571 With 245,849 Withouthan 83,571 With 25,734 With 37,712 With 25,734 With 25,734 With 37,712 With 25,734 With 25,734 With 37,712 With 25,734 With 25	28,862 4,558 4,558 5,124 1,272 3,651 3,651 101,336 101,336 11,965 11,965	28,902 4,688 931 5,121 1,257 9,213		15,211	29	0.19%	375 275	079'50	30 157	015,650,1	75,488	7,67%
le (sids 124,013 le (sids 25,657 le (sids 25,657 le (sids 26,849 le (sids 26,849 le (sids 26,849 le (sids 26,849 le (sids 26,741 le (sids 26,744 le (sids 26,7	4,558 943 943 1,272 9,036 3,651 3,651 101,336 11,965 11,965	4,688 931 5,121 1,257 9,213		28,902	4	0.14%	712.954	48.785	74 400	R36 140		0.53% 6.490v
Gilds 25,657 139,412 wer 34,688 Wer 34,688 Wer 34,689 Wichan 99,335 Lo 20,787 Lo 7,751,123 Lo 20,787	943 5,124 1,272 1,272 3,651 3,816 764 101,336 32,475 11,965 11,965	931 5,121 1,257 9,213		4,688	130	2.85%	115,644	7,913	12.068	135,625	11,670	0.46%
139,412 where 134,608 whichan 245,849 wichan 99,335 le 103,825 o 2,757,123 o 2,757,123 o 2,757,123 le 13,771 eerni 372,338 he 17,712 ments 7,712 ments 7,781 ment	5,124 1,272 9,036 3,651 3,816 764 101,336 32,475 11,965	5,121 1,257 9,213		931	(12)	-1.27%	22,966	1.571	2,397	26.93		9.30%
wichan 34,608 wichan 245,849 wichan 99,335 le 20,787 o 2,777,123 lowichan 883,571 aanich 375,141 le 375,141 le 4,777,123 lowichan 883,571 lowichan 883,571 lowichan 883,571 lowichan 883,571 lowichan 883,571 lowichan 87,738 lowichan 87,738 lowichan 882,574 lowichan 882,574 lowichan 882,734 lowich	1,272 9,036 3,651 3,816 7,64 101,336 11,965 11,965	1,257 9,213		5,121	(3)	%90'0-	126,325	8,644	13,183	148.151		6.37%
witchin 245,849 le 103,825 le 20,787 o 2,757,123 o owitchan 883,571 aanich 325,541 le 375,338 le 375,338 le 377,338 le 7,712 ce 7,781 m Beach 55,734 m Beach 65,734 d 10,374 f 10,374	9,036 3,651 3,816 101,336 111,965	9,213		1,257	(15)	-1.18%	31,008	2,122	3,236	36,365	1.757	5.08%
wichan 99,335 le 20,787 20,787 20,787 20,787 aanich 833,571 le erni 325,541 ce 7,712 ce 7,781 roty 120,285 roty 120,285 roth 65,734 m Beach 21,209 d 34,982 f 10,374	3,651 3,816 764 101,336 32,475 11,965			9,213	177	1.96%	227,266	15,551	23,716	266,534	20,685	8.41%
o 2,757,123 10 o 2,757,123 10 o 2,757,123 10 aenich 325,541 1 325,541 1 325,541 1 325,541 1 325,541 1 325,541 1 325,541 1 325,741 1 325,341 1 325,341 1 325,341 1 325,342 1 324,382 1 410,374 1 324,382 1 410,374 1 525,209 66,618 68,618 68,618	3,816 764 101,336 32,475 11,965 13,685	3,600		3,600	(51)	-1.40%	88,805	6,077	6,267	104,149		4.85%
o 2,757,123 10 anich 883,571 13 anich 325,541 13 anich 325,541 13 berri 325,341 13 ce 372,338 13 ce 17,712 ments 7,781 m Beach 25,734 d 334,982 d 334,982 d 3468 6,618 6,618 6,618	764 101,336 32,475 11,965 13,685	3,8/4		3,874	85	1.52%	95,564	6,539	9,973	112,075		7.95%
bowichan 883,571 aanich 335,541 aanich 335,541 asanich 335,541 asanich 335,541 asanich 335,541 asanich 335,541 asanich 335,541 arm Beach 17,712 arm Beach 251,209 arm Beach 251,209 arm Beach 8652 arm Beach 8652 arm Beach 8652 arm Beach 251,209 arm	11,965 13,685	101 007		724	(40)	-5.24%	17,860	1,222	1,864	20,945		0.76%
aanich 325,571 le 372,338 le 518,579 lo 7,712 ce 1,7712 rdy 120,285 rdy 120,285 rd 120,285 rd 120,285 rd 120,385 rd 120,3	11,965	101,987		101,987	651	0.64%	2,515,814	172,150	262,538	2,950,502	193,379	7.01%
le 372,338 erni 372,338 erni 372,338 erni 518,579 1 20,282	13,685	32,830 12,500		32,850	3/5	1.15%	810,343	55,449	84,563	950,356	66,785	7.56%
emi 518,779 2c 17,712 ments 17,712 my 120,285 neil 65,734 m Beach 25,730 d 334,982 d 334,982 d 10,374 f 66,818 f 68,618 f 68,618	20,00	13.871		12,300	565	4.4/%	045,800	21,099	32,178	361,627	36,086	11,08%
ce 17,712 ments 7,781 My 120,285 Nell 65,734 m Beach 251,209 d 334,982 410,374 9,668 6,618 6,618	19.00	19.101		13,8/1	180	1,36%	342,170	23,414	35,707	401,290	28,952	7.78%
ments 7,781 rdy 120,285 Neill 65,734 m Beach 211,209 d 334,982 410,374 9,468 68,618 68,618	651	707		707	7 15	0.22% 8 60%	17 440	267,242	49,170	552,595	34,016	6.56%
rdy 120,285 Neill 65,734 m Beach 251,209 d 334,982 410,374 9,468 68,618 52,810	286	275		275	3 (1)	-3.85%	6 784	1,193	078'1	20,454	2	15.48%
Neil 65,734 m Beach 251,209 8,652 334,982 410,374 9,468 6,618 6,618	4,421	4,351		4,351	(2)	-1.58%	107,330	7 344	11 200	379 301		%57.7
m Beach 21,1209 d 8,652 334,982 10,374 10,374 10,374 5,68 68,518	2,416	2,441		2,441	25	1.03%	60,215	4.120	6 284	70,619	2,590	4.65%
8,652 334,982 410,374 9,468 66,618 52,810	9,233	9,387		9,387	154	1.67%	231,558	15,845	24.164	271.568	,	8 10%
3.45,982 410,374 9,468 66,618 52,810	318	326		326	89	2,52%	8,042	550	839	9,431	6/2	%10.6 6.01%
410,374 9,468 68,618 62,810 52,810	12,312	12,279		12,279	(33)	-0.27%	302,898	20,726	31,609	355,234	20.252	6.05%
9,408 68,618 t 52,810	15,083	15,539		15,539	456	3.02%	383,316	26,229	40,001	449,546	39,172	9.55%
68,618 52,810	348	796		296	(25)	-14,94%	7,302	200	762	8,563	(302)	-9.56%
22,810	2,522	2,618		2,618	96	3.81%	64,581	4,419	6,739	75,739	7,121	10,38%
Zoballoc	1,741	2,055		2,055	114	2.87%	50,693	3,469	2,290	59,452	6,642	12.58%
9.183.836	337.545	341.979	(1.132)	340 847	2 300	1.69%	2,960	203	309	3,472	261	8.12%
					100/0	2000	arnion.in	373,333	971/470	9,800,/03	676,979	7.37%
-Clayoquot 223,539	8,216	10,470	(2,207)	8,263	47	0.57%	203,832	13,948	21,271	239,050	15.511	6.94%
113,783	4,182	6,332	(2,222)	4,110	(72)	-1.72%	101,385	6,938	10,580	118,903	5,120	4.50%
41,002	1,507	3,625	(2,233)	1,392	(115)	-7.63%	34,338	2,350	3,583	40,271	(731)	-1.78%
	24,836	25,926	(310)	25,616	780	3.14%	631,895	43,239	65,941	741,075	65,344	9.67%
260,463	30,037	41,128	(7,511)	38,61/	2,580	7.16%	952,604	65,184	604'66	1,117,197	136,712	13.94%
Namaimo 1 163 903 A	1,044	3,329	(1,689)	1,640	(4)	-0.24%	40,456	2,768	4,222	47,445	2,715	6.07%
55,001,1	007/72	200,55	(1,057)	240,64	/9/	1.79%	1,0/4,158	73,502	112,095	1,259,764	95,871	8.24%
	706	4,004	(1,4/0)	1,134	מלן	15.24%	27,973	1,914	2,919	32,807	6,035	22.54%
ona 254.855	9.367	10.414	(754)	9 660	293	3 139%	12,063	825	1,259	14,147	2,557	22.06%
3,536,380 12	129,977	148,919	(14,453)	134,466	4.489	3.45%	3.317.006	276 975	246 146	2 900 12	019'57	9.99%
	ACT 575	000 007	140 7071	-	-				200	- Stored	2007/40	40,00%

Board of Trustees 2023 VIRL Budget Schedule F

Assessment Portion of Levy

**	Portion of Levy 766,470 341,366 726,193 98,462 13,289 115,796	Hospital	Hospital	(Decrease) From	% Change From	2023 Assessment Portion of	Fixtures B.	Capilition	LOTAL ZUZ3	Assessment	Assessment Levy
Campbell River Comox Courtenay Cumberland Daajing Gilds Durcan Gold River Ladysmith Late Cowichan Lartzwile Masset Manaimo	766,470 341,366 726,193 98,462 13,289 115,796	Assessment	Assessment	Previous Year	Previous Year	Core Levy	F&E Levy	Levy	Portion of Leuv	Previous Veer	From Previous
Countenay Countenay Cumberland Daajing Giids Durdan Gold River Ladysmith Lake Cowichan Lantzville Masset Manaimo	341,366 726,193 98,462 13,289 115,796	837,473,827	1,088,111,089	250,637,262	29.93%	702,091	48,042	73.267	873.400	56 930	7.430/
Courtenay Cumberland Daajing Gilds Duncan Gold River Ladysmith Lake Cowichan Lantzville Masset	726,193 98,462 13,289 115,796	372,988,978	494,087,325	121,098,347	32.47%	318,804	21,815	33,269	377 888	CC2 CE	0 5307
Cumberland Daajing Gilds Duncan Gold River Ladvsmith Lake Cowichan Lantzville Masset	98,462 13,289 115,796	793,465,406	1,006,148,104	212,682,698	76.80%	649,205	44.423	67.748	375 137	35 193	4 840
Daajing Giids Durcan Gold Rwer Ladysmith Lake Cowichan Lantzwile Masset	13,289	107,583,325	146,562,495	38,979,170	36.23%	94,568	6.471	9.869	110 907	12 445	0/F0.F
Duncan Gold River Ladysmith Lake Cowichan Lanizville Masset	115,796	14,520,268	17,475,746	2,955,478	20.35%	11.276	777	1 177	ACT 51	(45)	12.04%
Gold River Ladysmith Lake Cowichan Lantzville Masset		126,522,464	156,087,909	29,565,445	23.37%	100,714	6.892	10.510	140 11	(00)	0.44%
Ladysmith Lake Cowichan Lantzville Masset Manaimo	15,316	16,734,833	22,117,095	5,382,262	37.16%	14 771	2000	1 480	ELL'OTT	ele,	2.00%
Lake Cowichan Lantzville Masset Nanaimo	197,800	216,124,109	290,559,897	74.435.788	34 449%	187 480	118	1,409	16,/3/	1,421	%/Z'6
Lantzville Masset Nanaimo	64,246	70.197.439	100.326.106	30.128.667	42 92%	AFT 43	4 430	505,61	4/8/8/4 75 920	22,074	11.16%
Masset Nanaimo	117,869	128,788,057	182,377,009	53 588 952	41 61%	117,571	0.4.4	55/,0 50C CE	916'5/	11,673	18.17%
Nanaimo	9.995	10.920,665	12,669 951	1 749 286	16.02%	175,077	9,032	12,280	138,009	20,140	17.09%
	2,398,067	2.620.216.964	3 349 659 760	720 442 796	70.02	6/I/9 0C5 131 C	141 000	555	985'6	(407)	4.08%
North Cowichan	775.085	R46 RR6 777	1 113 984 632	267,007,855	27.570	525,101,5	147,693	225,546	2,534,768	136,701	2.70%
North Saanich	580.115	633 855 362	814 676 641	075,159,081	7053 00	710,700	49,184	600,57	842,979	67,894	8.76%
Parksville	406.377	444 022 575	580 560 418	136 537 843	20.3370	100,626	99,45	54,855	616,485	36,370	6.27%
Port Alberni	320.865	250 5B9 410	707 571 777	100, VCC, DCT	30.73%	009,476	25,633	39,091	439,324	32,947	8.11%
Port Alice	200,020	011,000,000 7,000,410	704,641,774	/86,455,021	36.10%	307,871	21,067	32,128	361,066	40,201	12.53%
Port Clomosts	240,7	£57,490,7	11,097,526	3,403,2/3	44.23%	7,161	490	747	8,398	1,356	19.25%
Port clements	3,033	3,969,426	5,390,384	1,420,958	32.80%	3,478	238	363	4,079	446	17.78%
Port Hardy	47,800	52,228,022	71,322,228	19,094,206	36.56%	46,020	3,149	4,802	53,971	6.171	12 91%
Port McNeill	31,229	34,122,180	45,781,662	11,659,482	34.17%	29,540	2,021	3,083	34 644	3.415	10.51 /0
Qualicum Beach	311,313	340,151,948	460,074,618	119,922,670	35.26%	296,858	20,313	30.979	348 150	25 35	11 6204
Sayward	4,827	5,273,965	6,861,364	1,587,399	30.10%	4,427	303	467	5 192	SAF.	7 550
Sidney	504,662	551,412,679	656,173,316	104,760,637	19.00%	423,388	28.971	44 183	406 542	(00, 00)	705.7
Sooke	349,802	382,206,437	517,468,098	135,261,661	35.39%	333,890	22.847	34.843	301 581	(6,120)	11.0402
Tahsis	5,132	2,606,880	6,845,592	1,238,712	22.09%	4.417	305	461	5 180	40	11.34%
Tofino	151,401	165,425,942	209,346,023	43,920,081	26.55%	135,078	9 243	14 096	150 417	200	200 T
Ucluelet	7777	88,259,562	124,505,612	36,246,050	41.07%	90.336	5,497	282 0	/IF,0CI	7,010	4.63%
Zeballos	1,356	1,482,135	1,975,985	493,850	33.32%	1,275	87	133	1,405	120	15.04%
	8,446,286	9,228,722,888	11,969,389,992	2,740,667,104	29.70%	7,723,111	528.470	805.945	9 047 575	ANT 218	7 7404
Regional Districts									and souls	Orași de la companie	1.6470
Alberni-Clayoquot	300,349	328,172,680	439,017,331	110,844,651	33.78%	283,271	19,383	29,561	332,715	31 866	10,61%
Capital	201,578	220,251,135	284,316,054	64,064,919	29.09%	183,452	12,553	19.144	215,149	13 571	6 72%
Central Coast	25,224	27,561,110	31,597,213	4,036,103	14.64%	20,388	1,395	2,128	23,910	(1.314)	5.21%
Comox Valley	757,744	827,939,396	1,131,363,837	303,424,441	36.65%	729,999	49,952	76.179	856.130	98 386	12 QR0%
Cowichan Valley	1,169,587	1,277,934,061	1,682,612,353	404,678,292	31.67%	1,085,686	74,290	113,297	1273.73	103 686	R 87%
Mount Waddington	116,373	127,153,134	149,863,864	22,710,730	17.86%	869'96	6,617	10,01	113 406	(7.967)	0.12.0 7.000
Nanaimo	1,360,115	1,486,112,061	2,000,708,136	514,596,075	34.63%	1,290,934	88,335	134,715	1 513 984	153 869	11 210%
North Coast	25,212	27,547,867	29,770,491	2,222,624	8.07%	19,209	1,314	2,005	22,528	(2,684)	-10 65%
qathet	16,723	18,272,339	23,780,675	5,508,336	30.15%	15,344	1.050	1,601	17 995	127	7619.F
Strathcona	301,025	328,911,073	429,181,556	100,270,483	30.49%	276,924	18,949	28,898	324.772	73.747	7 80°/
	4,273,930	4,669,854,856	6,202,211,510	1,532,356,654	32.81%	4,001,905	273,838	417,619	4,693,363	419,433	9.81%
TOTALS	12,720,216	13.898.577.744	18.171.601.502	4 273 023 758	30 74%	11 775 016	905 000	4 200 000			

Weighted Votes

Municipality/Regional District	2023 Levies	Votes
Campbell River	1,882,910	27
Comox	813,945	12
Courtenay	1,597,516	23
Cumberland	246,532	4
Daajing Giids	40,158	1
Duncan	266,267	4
Gold River	53,102	1
Ladysmith	486,407	7
Lake Cowichan	180,068	3
Lantzville	250,085	4
Masset	30,533	1
Nanaimo	5,485,270	80
North Cowichan	1,793,335	26
North Saanich	978,113	14
Parksville	840,614	12
Port Alberni	913,661	13
Port Alice	28,851	1
Port Clements	12,035	1
Port Hardy	179,846	3
Port McNeill	105,263	2
Qualicum Beach	619,717	9
Sayward	14,623	1
Sidney	851,776	12
Sooke	841,127	12
Tahsis	13,744	1
Tofino	234,156	3
Ucluelet	153,668	2
Zeballos	4,967	1
Alberni-Clayoquot Regional District	571,265	8
Capital Regional District	334,052	5
Central Coast Regional District	64,181	1
Comox Valley Regional District	1,597,206	23
Cowichan Valley Regional District	2,390,470	35
Mount Waddington Regional District	160,851	2
Nanaimo Regional District	2,773,748	40
North Coast Regional District	55,335	1
qathet Regional District	32,142	1
Strathcona Regional District	604,237	9
TOTAL Local Levies	27,501,775	405

1/4% of Total Local Levies means Value for one vote =

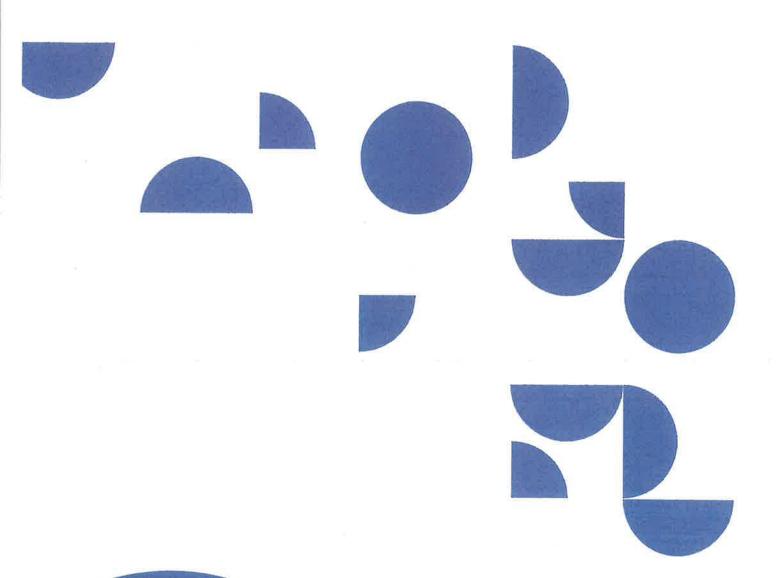
68,754

Internal Note

June 2002 Board meeting the following motion was adopted:

VIRL BR 02061:8

That the Board approve a new weighted vote formula in which each member jurisdiction receives 1 weighted vote plus 1 additional vote for each 1/4 percent of total VIRL tax contributions after the first 1/4 percent. Where the formula results in a fraction of a vote, normal rounding will apply.



Vancouver Island Regional Library Administration

Box 3333 - 711 Poplar Street Nanaimo, BC Canada V9S 5L8 t: 250.758.4697 | e: info@virl.bc.ca

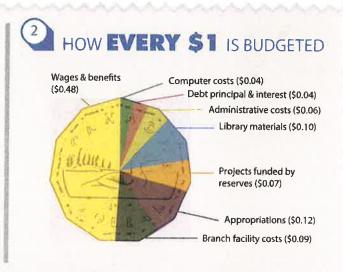
virl.bc.ca

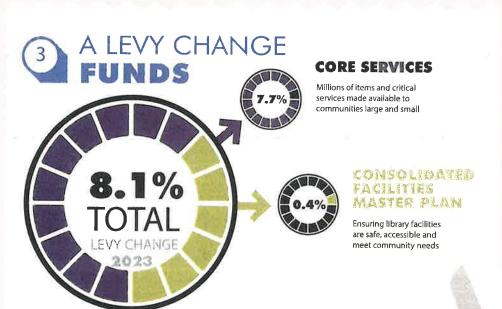


THE BUDGET EXPLAINED









THE 2023 INCREASE

VIRL serves 490,000 people in our communities. Through bricks-and-mortar branches, digital and delivery services across our system, people rely on our spaces, services and resources for entertainment, education, connection, health resources, research, comfort, meetings, technology, growth, family and friends. There is no other institution that offers the breadth of what we offer.

For 5 years, VIRL has worked to keep the increase to the total levy in the 3-5% range. Unfortunately, continuing at that level is unsustainable given the current economic conditions, where inflation has been steadily increasing since March 2020, leading to a 31-year high in inflation of 8.1% due to supply chain issues and world events.

Fixed costs at VIRL represent approximately 95% of the operating budget, leaving little room to modify expenditures without significant negative impacts on service levels. Operating expenditures have increased significantly, affecting all aspects of VIRL's operations.

VIRL's total budget for 2023 is \$33,140,504. Of this, the total levy to VIRL members is \$27,501,775. The allocation of the levy to VIRL's 38 members is dictated by a formula contained in the BC Library Act. For information on the amounts paid by members, please refer to Schedules D through F of the 2023 budget: virl.bc.ca/reports-and-plans



THE BIG IMPACT OF VIRL



We serve
half a million
people with our wide
range of services, digital
platforms, and 39
branches across an
area of 42,000 km²

CHECK IT OUT



Libraries are literacy champions for residents of all ages, Literacy is a key social determinant of health and an essential life competency.



VIRL branches and resources are a critical "Third Space" in communities, enjoyed by all ages and all socio-economic backgrounds.



VIRL services help support residents in the face of significant regional challenges, including COVID-19, housing, climate, toxic drug, and opioid crises. The complexity of library services is increasing in light of these challenges.



This year, VIRL embraced DRIPA (Declaration on the Rights of Indigenous Peoples Act) and the Accessibility Act; essential steps toward a more just and inclusive society.

THE BIG BENEFITS

- Wherever you are, you have access to knowledgeable, professional staff
- Local **programming** for all ages that enriches lives and communities
- 3 Critical **services** for new Canadians, families, seniors, marginalized people, and those with accessibility needs

BY THE NUMBERS







VIRL works at a very large scale to maximize economies of scale and to achieve equitable services for all the communities we serve.

Subject:

FW: BC Hydro Community ReGreening Program Update



October 11, 2022

Dear Mayor and Council:

BC Hydro is proud to assist local governments through our Community ReGreening Program which supports the planting of trees and other vegetation that help enhance ecological networks across the province. The Program also helps to ensure the right trees are planted near our power lines.

Our ReGreening grants fund small-scale community planting projects and are open to all municipal and Indigenous Nations' governments within <u>BC Hydro's service area</u>.

The Program was updated last year to include:

- A new online application process administered directly by BC Hydro*
- An expanded scope to fund a wider variety of projects
 - Street or park trees that don't interfere with electrical equipment
 - Trees and other vegetation for habitat restoration or enhancement
 - Plants for pollinator gardens
 - Plants of cultural significance to Indigenous Nations (qualifying plants are at the discretion of the applying Nation, so long as plants' mature height meet our <u>requirements</u> if planted in proximity to power lines)

*If you are a recipient of a 2021 BC Hydro ReGreening grant through Tree Canada, please complete your final report and submit it to Tree Canada.

*If you are a recipient of a 2022 BC Hydro ReGreening grant, please complete your final report and submit it by December 31, 2022.

All new applications for 2023 ReGreening grants need to be submitted directly to BC Hydro and are being accepted starting **November 1, 2022** through our online form. The deadline to apply for a 2023 ReGreening grant is **January 31, 2023**. All applicants will be notified of funding decisions after March 2023.

The online application and additional details regarding the Program, including evaluation criteria, can be found at: www.bchydro.com/regreening.

Sincerely,

Ted Olynyk

Community Relations Manager

Office of the Chief Administrative Officer

770 Harmston Avenue, Courtenay, BC V9N 0G8 Tel: 250-334-6000 Fax: 250-334-4358 Toll free: 1-800-331-6007 www.comoxyalleyrd.ca



File: 5360-20/SWMP

October 6, 2022

Sent via email only: cao@saywardvalley.ca

John France, Acting Chief Administrative Officer Village of Sayward 652-A H'Kusam Way PO Box 29 Sayward, BC V0P 1R0

Dear John:

Re: Solid Waste Management Plan Renewal Launch

The Comox Strathcona Waste Management (CSWM) service is pleased to inform you that staff has begun the process of renewing the CSWM Solid Waste Management Plan (SWMP), last approved by the Ministry of Environment and Climate Change Strategy (Ministry) in 2013. An SWMP sets the direction and course of disposal and diversion programs for solid waste operations in the region and identifies bylaws, capital works and diversion initiatives to be undertaken in the coming five to ten years to achieve stated solid waste objectives.

The CSWM provides waste collection, transportation and disposal services in a large and varied area, incorporating vibrant island communities, resourceful west coast communities, independent rural areas and growing urban municipalities. Each of our communities is unique; desiring different solid waste services to meet their needs. Along with our partner local governments, the CSWM works to meet each community's expectations.

As communities, regulations and expectations change, the CSWM adapts to meet this evolving environment through the delivery of effective, cost efficient and convenient services and programs. SWMPs are mandated by the Province through the *Environment Management Act* for all regional districts to complete and a 10 year renewal is suggested by the Ministry to ensure that the plan reflects best practices and the evolving realities of solid waste management.

Significant achievements have been made over the last decade within the CSWM service to improve on our commitment to protect the environment, to responsibly manage our residual solid waste and to reduce solid waste. Key highlights include:

- Closure of the Pidgeon Lake landfill and installation of a landfill gas capture system, reducing greenhouse gas emissions by over 168,000 tonnes of CO₂ equivalent between 2016 and 2021.
- Construction of the first cell of the engineered landfill at the Comox Valley Waste Management Centre (CVWMC), and integrated leachate treatment plant.
- Transition away from fully funded CSWM recycling depots with a more limited list of accepted materials, towards the acceptance of many extended producer responsibility program materials at depots such as batteries, electronics, expanded polystyrene and plastic film.
- Provision of collection events and community clean-ups, as well as the adoption of an illegal dumping bylaw for stronger enforcement tools.

The Comox Strathcona Waste Management service area is located in the Coast Salish, Kwakwaka'wakw, and Nuu-chah-nulth territories.

Comox Strathcona Waste Management manages over 100,000 tonnes of waste and recycled material annually and oversees a number of diversion and education programs for the Strathcona and Comox Valley Regional Districts.

- Recycling depot improvements at the CVWMC and new facilities for household hazardous waste at the CVWMC and Campbell River Waste Management Centre (CRWMC).
- Demonstrating food scrap diversion through a composting pilot at the CVWMC, and expansion of the program in 2023 through the completion of the Regional Organics Composting Facility at the CRWMC and Organics Transfer station at the CVWMC.
- Closure of the landfill at the CRWMC is nearing completion, and a landfill gas collection and destruction system will be completed shortly thereafter. A fifty to seventy per cent reduction of GHG emissions from the landfill are anticipated upon commissioning.

The primary goal to reduce the amount of waste produced in our region remains the same. The CSWM service annual waste disposal rate is just above average for BC, between 510 and 543 kg/person, above the provincial target of 350 kg/person per year.

How could this SWMP renewal influence your community?

Here are some common themes identified by the CSWM Board regarding the challenges and opportunities that the directors feel the CSWM service could focus on in its upcoming SWMP renewal:

- advocacy for legislation to advance diversion at the provincial and federal level
- advancing the work on removing construction and demolition waste from the waste stream
- improvements to curbside collection services
- role of private depots
- education for residents and businesses to better understand how and what can be recycled, as well as the issues associated with contamination
- enforcement of material bans at disposal sites to encourage diversion
- organics diversion for multifamily dwellings and small/remote communities
- the need for increased source separation, in particular for multifamily dwellings and the industrial, commercial and institutional sector
- having an ambitious but realistic diversion targets for the new SWMP
- concept of waste stream licensing to ensure private landfills are operating within regulatory compliance

An SWMP renewal is a multi-year process with extensive public consultation that provides the service with the authority and direction to proceed with a path forward for the coming decade. Beginning the SWMP renewal process at the start of a board term will allow CSWM directors to see the process through to the finish. The SWMP renewal and public consultation will be conducted in four steps: 1) initiation; 2) plan direction; 3) strategies and options; and 4) development and adoption. Step 1 is underway and will include a survey of residents and stakeholders on the current use and satisfaction with the existing waste management system, as well as the recruitment of members for the Regional Solid Waste Advisory Committee (RSWAC). The engagement period for the survey of existing waste management services will take place between November 14 and December 5, 2022. A media plan including radio, digital and print ads has been developed, in addition to social media engagement and traditional community posters. A facility tour and board orientation to the SWMP will take place early in the new year following the October election.

To keep your elected officials and staff informed along the way, we are committed to providing the agenda and minutes from all board reports related to this SWMP renewal, as well as the minutes of all RSWAC meetings to your local government. In addition, there will be an invitation for technical representation in the RSWAC meetings of staff members from local governments within the CSWM service area. Up to six staff will be selected from a diverse segment of the service area, to capture the challenges and solutions from different sized communities. These technical staff will join members of the public, industry, associations and

other waste stakeholders in a conversation about waste management over the next 2-3 years. The RSWAC will be the sounding board for CSWM staff and consultants as the SWMP is renewed. The active participation of these RSWAC members is critical to the consultation requirements established by the province, and it is hoped that you will have the resources to support this significant regional initiative. To reduce staff demands, the CSWM has limited the number of Solid Waste Advisory meetings that will take place in advance of regularly scheduled board meetings. A formal request for staff participation to the RSWAC will follow in November 2022.

Project updates will be provided through our website cswm.ca/solidwaste and our project page cswm.ca/swmp, which will be live in November. Please share this correspondence with your board or council and confirm for us the best way for your municipality to stay informed on this topic. CSWM staff would be pleased to support you with a formal presentation to your board or council on this project if you request it.

We sincerely appreciate your participation and engagement in this important conversation to reduce solid waste generation in our region.

Sincerely,

R. Dyson

Russell Dyson Chief Administrative Officer

Robert's Rules of Order - Demystified

Monday, March 6, 2023

9:00 am - 4:00 pm via webinar

Limited enrollment. Register early to avoid disappointment!

Please note: This course will <u>not</u> be added to <u>Courses on Demand</u>. Courses involving professional speakers and skills-based workshops generally do not get added to Courses on Demand.

Who should attend: Anyone wishing to gain a better understanding of meeting procedures and anyone who sits on a board or committee

Learning level: All levels

We will discuss the application of parliamentary procedure and *Robert's Rules of Order* in meetings. You will gain an understanding of rules and the principles that they are intended to uphold. As a result of this workshop, you will be better able to advise your clients on the correct and practical application of rules in meetings, to facilitate progress and effective decision making.

After this workshop you will:

- have a practical understanding of rules of order and how they should be applied
- · gain tools to facilitate group decision-making in a democratic and efficient manner
- expand your focus from the technical rules to what they are supposed to achieve
- be better able to advise your clients on resolving procedural disputes
- understand procedural impacts of electronic meetings

Past participants had this to say about the workshop:

"A potentially dry and technical subject was made relevant and interesting..."

"Thanks to your guidance, our AGM was shorter, simpler, and less adversarial."

"I now realize that our problem is not one disruptive member—it's a lack of discipline and structure in our meetings."

Law Society of BC CPD Hours: **6 hours** (a minimum of **1 hour** pertaining to professional responsibility and ethics, client care and relations, and/or practice management)

Course Instructor

Eli Mina, MSc, PRP — Vancouver

Pricing	EARLY BIRD Register by Feb. 6/23	Regular Price After Feb. 6/23
Webinar	\$443	\$492
Student Webinar	\$246	\$246



October 14, 2022

Ref: 118365

Their Worship Mark Baker Village of Sayward Box 29 – 652-A H'Kusam Way Sayward, BC V0P 1R0 Via email: mayor@saywardvalley.ca

Dear Mayor Baker:

I would like to personally thank you for meeting with me and my Ministry staff during the 2022 Union of BC Municipalities (UBCM) Annual Convention in Whistler, B.C.

Events like the UBCM Annual Convention offer such a valuable opportunity for me to learn more about not only the successes your region has achieved over the past year, but also the issues and areas for growth that are still present. It was a pleasure to talk to you about the topics most important to your region, including connectivity challenges and safety on Highway 19 from Campbell River to Port Hardy.

We recognize that over the past few years, connectivity has been a focus for many communities in the province. The pandemic highlighted the importance of accessing reliable high-speed internet services for all British Columbians – especially those in rural, remote and Indigenous areas. Fast, affordable and reliable connectivity provides people with access to the services they count on, and the ability to work from home or start a business, regardless of where they live.

Since 2017, the B.C. Government has invested over half a billion dollars into expanding connectivity infrastructure to communities that do not have high-speed internet or cellular services. With the announcement of an \$830 million funding partnership between the Federal and Provincial governments, the target of province-wide access to high-speed internet services by 2027 is in sight.

.../2

Their Worship Mark Baker and Councillors Page 2

The commitment to support expansion of high-speed internet services to all households by 2027 aims to help level the playing field for British Columbians, closing the digital divide and ensuring rural and Indigenous communities have better access to jobs, education, training, health care and new, diversified economic opportunities. While this current stream does not offer funding for cellular projects, the expansion of internet infrastructure in the province will help provide a foundation for future cellular services.

As mentioned in our meeting, my staff will be pleased to work with you to discuss alternative solutions that could support or augment cellular service for Highway 19. We have worked with other jurisdictions to install call boxes along remote sections of highways where the safety of the travelling public was a similarly shared concern. We also continue to monitor the evolution of technology solutions including the new Apple phone that will connect to 911 through satellite service, even in remote areas. My staff is available to answer any questions, so please feel free to reach out to Executive Director, Connected Communities, Jeanne Holliss at Jeanne.Holliss@gov.bc.ca or 250-516-3848.

The week at UBCM has proven invaluable to hear from you. These opportunities for discussion allow me to not only understand the issues your community faces around connectivity, but also learn about what I can do to help.

Thank you again for taking the time to meet with me. I look forward to hearing about the progress your community continues to make at the UBCM Convention next year.

Sincerely,

Lisa Beare

Minister

pc:

Susan Stanford, ADM Connectivity

Susan.Stanford@gov.bc.ca

to Bou

Connected Communities,

ConnectedCommunitiesBC@gov.bc.ca



October 19, 2022

Mayor and Council Box 29 Sayward, BC VOP 1RO

Dear Mayor Baker and City Councillors,

Congratulations on your re-appointment as Sayward's Mayor and Council. Mowi Canada West Inc. has always been appreciative of the tremendous support of local council for the aquaculture industry, and we look forward to working together to continue this good relationship.

Mowi Canada West is committed to a resilient climate change plan, meaningful Indigenous reconciliation, a competitive, sustainable economy for British Columbia's and Canada's rural and coastal communities, and ensuring, through innovation and science-based decision-making, that Canada seizes upon the benefits of leading the emerging global sustainable ocean economy.

Our BC farms operate in areas adjacent to coastal communities providing good, green, family-supporting jobs. Salmon farming employees are paid a living wage that is on average 30% higher than the provincial median income. We source, buy, and contract locally wherever possible, resulting in over \$200 million annual spending in small communities in BC alone. We create jobs in the supply and services sector and enable entrepreneurship. The caliber of our operations and people and the quality of our salmon has allowed us to attract investment into British Columbia, tapping into global capital.

We would like to extend an invitation to meet with you in person to discuss the future of the aquaculture industry and to share with you on the initiatives that are being worked on to support local jobs and local economy during this time of transition discussions with federal department of Fisheries and Oceans Canada. Please contact my assistant at Kristi.Super@mowi.com at your earliest convenience, to set up a meeting.

Sincerely,

Qui

Diane Morrison, DVM Managing Director Mowi Canada West

Mowi Canada West Inc. 1046 Cedar Street

250 850-3276 250 850-3275

diane.morrison@mowi.com

Campbell River, BC: V9W 7E2

http://mowi.com







October 20, 2022

RE: New online course to support responsible conduct

Dear Mayor and Council, Chair and Board, and Chief Administrative Officers:

As new Councils and Boards are established in the coming days, many will be looking for ways to discuss standards of conduct conducive to good governance.

Today we are pleased to announce that the Working Group on Responsible Conduct (a partnership of UBCM, LGMA, and the Ministry for Municipal Affairs) has developed a new resource that will be made available following the election. The on-demand elearning course for elected officials introduces the learner to the foundational principles for responsible conduct. The new course is based on real-life scenarios that require the learner to make choices and reflect on behaviour. Like the Model Code of Conduct and the Forging the Path guide, we hope the new course supports Councils and Boards as they seek to identify shared standards for the conduct of elected officials in B.C.

The course is designed to be self-directed, interactive, and practical. This course is intended to be easily accessible, meaning participants can take the course at their own pace, at any time. The course will be free to participants and take 60-90 minutes to complete. A certificate will be provided upon completion of the course.

We very much appreciate the collaborative work undertaken by the WGRC to date. We look forward to the Working Group's ongoing collaboration to further strengthen responsible conduct and support the good governance of local governments in British Columbia.

If you have any questions about the Working Group's activities, please contact any of the member organizations.

Sincerely,

Nathan Cullen

Minister of Municipal Affairs

LGgovernance@gov.bc.ca

250 387-4020

Jen Ford

President, UBCM

UBCM@UBCM.ca

250 356-5133

Corrie Griffiths President, LGMA

office@lgma.ca

250 383-7032



STAFF REPORT

For:

Mayor and Council

Prepared by:

John France, Acting CAO

Subject:

Refuse Removal Contract 2023-2026

Meeting date: November 1, 2022

BACKGROUND

The last contract is attached to the end of this report. The end date is December 31, 2022, it was originally for three years and has had two two-year extensions. The SRD and the Village jointly tendered the contract back in 2015 as it was preferred to have one service provider for the Valley and Village. The SRD retendered their contract in 2021 and for the same timeline and rates as proposed below, until March 31, 2026. The Village has in past "piggybacked" on their tender.

DISCUSSION

The proposed contract has yearly pricing that increases each year by 2.9% and would extend the contract service until March 31, 2026.

Contract Service	Curbside Collection of Residual Refuse for the		
	Village of Sayward	Change \$	Change %
Rate 2022 December 31	\$11.57		
New price per household, per month (January 1, 2023 to March 31, 2024)	\$11.91	\$0.34	2.9%
New price per household, per month (April 1, 2024 to March 31, 2025)	\$12.26	\$0.35	2.9%
New price per household, per month (April 1, 2025 to March 31, 2026)	\$12.62	\$0.36	2.9%

Given that the contract was originally tendered by the SRD and the bid received is well below current inflation levels, Staff recommends the offer be accepted. Staff will ensure the new rates are included in the 2023 Budget process. One last note, the insurance clause has also been amended and affords the Village a higher level of coverage.

RECOMMENDATIONS

THAT Council receive the Refuse Removal Contract 2023-2026 report; and,

THAT Council approves a three-year extension to the contract at the proposed rates, 2023 \$11.91, 2024 \$12.26, and 2025 \$12.62 for residential collection per unit; and,

THAT the Mayor and Corporate Officer be authorized to sign the contract extension with Waste Management Canada.

Respectfully

John France, Acting CAO

Attachments:

- Refuse Collection Agreement 2016
- Refuse Collection Agreement Extension to March 31, 2026



Village of Sayward Refuse Collection Agreement

This Agreement is dated for reference the 18th day of December, 2015.

BETWEEN:

Village of Sayward 652 H'Kusam Way Sayward, BC V9N 1P0

Telephone: (250) 282-5512 Facsimile: (250) 282-5511

(the "Village")

And:

Waste Management of Canada Corporation

1622 Coulter Road

Campbell River, BC V9W 7M1

Telephone: (250) 544-8009 X 244

Facsimile: (250) 544-2305

(the "Contractor")

WHEREAS:

- A. The Village is empowered by Council resolution R15/378 dated December 1, 2015 and the *Community Charter*, to provide service of collection of residential refuse for approximately 143 dwelling units within the Village of Sayward (the "work site") and to provide financial contributions to Contractor to perform these services on the Village's behalf.
- B. The Contractor has agreed to provide the service of collection of residential refuse for the Village of Sayward, shown on the map attached as Appendix A, on the terms and conditions contained herein.

NOW THEREFORE in consideration of the covenants and agreements herein contained and other good and valuable consideration, the Village and the Contractor covenant and agree as follows:

TERM OF AGREEMENT

1. The "Term" of this "Agreement" will be for a period of three (3) years beginning January 1, 2016 and ending December 31, 2018 with an option, at the sole discretion of the Village, to extend it for a further two (2) years ending December 31, 2020.

SCOPE OF WORKS

- 2. The "Works" outlined in this "Agreement" are as follows:
 - a) Supply of all supervision, labour, materials, tools, plant, and equipment and any necessary incidentals to collect residential refuse from approximately 143 dwelling units in the residential solid waste collection area, shown on the map attached as Appendix A;
 - b) Collection shall be once per week of two (2) approved receptacles, each with a volume capacity not to exceed 80 litres, for each dwelling unit;
 - Transporting the residential refuse to the disposal site in accordance with the terms and conditions of this Agreement; and
 - d) Tipping fees on the refuse delivered to the Campbell River Management Centre will be paid by the Village under separate account.

MATERIALS AND LABOUR

The Contractor agrees to provide all the necessary materials, labour and supervision and shall perform the service and do all the work during the term of this Agreement, in accordance with this Agreement.

PAYMENT

- 4. The Village shall pay:
 - a) the Contractor monthly upon invoice for the number of dwelling units serviced based on the list in accordance with section 14.
 - b) for the term of this Agreement, the **monthly dwelling unit cost** of collection may not exceed the following provisions:

Term	Unit Cost	# Units	GST 5%	Total Cost
Jan. 1, 2016 to Dec. 31, 2016	\$9.68	143	\$0.48	\$ 1,453.45
Jan. 1, 2017 to Dec. 31, 2017	\$9.97	143	\$0.50	\$ 1,497.00
Jan. 1, 2018 to Dec. 31, 2018	\$10,26	143	\$0.51	\$ 1,540.54
Jan. 1, 2019 to Dec. 31, 2019	\$10.58	143	\$0.53	\$ 1,588.59
Jan. 1, 2020 to Dec. 31, 2020	\$10.90	143	\$0.55	\$ 1,636.64
Hourly rate for extra services as required		\$40.8	30 / hour	
Unit rate for dwelling units is	\$ san	ne as above		

INSURANCE

- 5. Contractor shall:
 - a) At its expense, throughout the term of the Agreement, maintain and pay for:
 - i. Comprehensive commercial general liability insurance policy with a limit of not less than \$3,000,000 inclusive per occurrence for bodily injury and property damage reflecting the Village as an additional named insured;
 - ii. Standard automobile policies covering all licensed vehicles owned by them, registered in their name or leased with a limit of not less than \$2,000,000 inclusive; and
 - iii. Standard non-owned automobile policy including standard contractual liability with a limit of not less than \$2,000,000.
 - b) Furnish the Village with a certificate or certificates of insurance as evidence that such insurance is in force including evidence of any insurance renewal of policy or policies. Every certificate or certificates of insurance shall include certification by the insurer that the certificate of insurance specifically conforms to all of the provisions required herein.
 - c) Maintenance of such insurance and the performance by Contractor of its obligation under this clause shall not relieve the Contractor of liability under the indemnity provisions here and above set forth.

OCCUPATIONAL HEALTH & SAFETY

- 6. The Contractor agrees that it shall at its own expense, procure and carry or cause to be procured and carried and paid for, full Worksafe BC coverage for itself and all workers, employees, servants and others engaged in or upon any work or service which is the subject of this Agreement.
- 7. With the signing hereof, the Contractor will provide a current clearance certificate from Worksafe BC confirming that is in compliance with all requirements of the Act, regulations and payment of premiums.

TERMINATION

- 8. If the Contractor fails to comply with, is in breach of any of the terms and conditions of this Agreement, or fails to provide the Services to the reasonable satisfaction of the Village, and the Contractor fails to cure this default within 15 days after receiving written notice thereof from the Village, the Village may, at its sole option, terminate this Agreement at any time.
- 9. In the event this Agreement is terminated the Village shall perform a reconciliation of all accounts, payments, assets and liabilities of the Services and any and all surplus funds in excess of outstanding liabilities held by Contractor will be returned to the Village within 10 days of the cancellation date.

INDEMNITY

10. The Contractor hereby indemnifies, saves harmless, releases and forever discharges the Village, its elected and appointed officers, employees or agents from and against any and all claims and demands, losses, costs, damages, actions, suits, fees or other proceedings by whomsoever made, brought or prosecuted, in any manner based upon, occasioned by or attributable to the execution of this Agreement, or any action taken or things done or maintained by virtue of this Agreement or the exercise in any manner of rights arising under this Agreement except claims for damage resulting from the negligence of any officer, servant or agent of the Village while acting within the scope of their duties of employment.

EMPLOYMENT RELATIONSHIP

11. It is understood that this Agreement is strictly between the Village and Contractor and in no way shall be interpreted as an employment relationship between the Village and Contractor, its employees, servants, agents, Contractors or sub-contractors. Should any issues arise between Contractor and any of its employees, servants, agents, Contractors or sub-contractors, they shall be resolved directly between them and Contractor in this connection.

SPECIFIC COVENANT

- 12. The Contractor agrees to:
 - a) Collect one time per week, between the hours of 7:00 a.m. and 7:00 p.m. from each dwelling unit of an eligible property;
 - b) The residential refuse shall be contained in the two approved receptacles, with each receptacle's volume capacity not exceeding 80 litres and having a secure, watertight cover or lid, set out for collection;
 - c) Supply all equipment suitable for collecting and hauling residential refuse;
 - d) Supply trucks for transporting residential refuse which enclose the refuse and recyclables to prevent spilling;
 - e) Provide to the Village a list of all equipment to be used for the execution of this Agreement including the make, model and year of truck, the capacity of the truck and the incidental equipment used for collecting refuse which is mounted on each truck;
 - f) Maintain all equipment in a neat and clean condition and in a state of good appearance and repair, as approved by the Village;
 - g) Maintain all equipment in safe operating capacity including brakes, mirrors, head, tail, brake and indicator lights, back-up beacons, and hydraulics;
 - h) Not modify any vehicles or substitute any vehicles without the prior consent of the Village;
 - i) Supply to the Village a schedule showing the dates and approximate times of collection for each eligible dwelling or area within the local service area;
 - j) Not vary the schedule of times for collection, except for temporary changes due to statutory holiday periods, and to advise the Village of such changes;
 - Publish, at the Contractor's cost, in one local newspaper at least one week before the statutory holiday periods or change in schedule, notice of the change of schedule;
 - Revert back to the original schedule in the week following the holiday;

- m) Provide the Village, by January 15, of each calendar year of this Agreement, a list of addresses from which collection services were commenced or discontinued during the immediately preceding calendar year;
- n) Provide a system for recording and rectifying complaints, and rectify complaints in a prompt and efficient manner;
- Maintain a complete log of all complaints received, which includes the time of call, name and address of caller, nature of complaint and the action taken to rectify the complaint;
- p) Make the log available for inspection by the Village at any time during normal office hours;
- q) Not carry out or permit any employees to carry out scavenging activities from the collected residential refuse or at the disposal site;
- r) Maintain an accurate and complete log of all loads being delivered to the landfill;
- s) Comply with all reasonable orders and instruction given by the Village;
- t) Comply with all applicable legislation, regulations, or by-laws of the Province of British Columbia, Canada or the local governments;
- u) Inform the Village of any eligible properties or dwelling units from which the Contractor chooses not to collect residential refuse and the reasons for the refusal, within 24 hours of the refusal to collect:
- v) Exercise and maintain at all times good public relations and to inform and supervise all employees of the Contractor with respect to public relations;
- w) To investigate and to respond promptly and appropriately to any notification by the Village of the following actions by the Contractor's employees:
 - i. intoxication by drugs or alcohol;
 - ii. the use of foul, profane, vulgar or obscene language;
 - iii. solicitation of tips or gratuities from any person in respect of the services to be performed under this Agreement;
 - iv. the refusal to collect or handle residential refuse from a dwelling unit of an eligible dwelling;
 - v. the deliberate or negligent destruction of any receptacle;
 - vi. any disregard of health or safety regulations or procedures; and
 - vii. public nuisance or disorderly conduct.
- x) Advertise a telephone number in each local weekly newspaper circulating within the Village one week before the commencement of this Agreement.

13. The Village agrees to:

a) Pay the Contractor in accordance with clause 4;

- b) Provide to the Contractor, not later than February 15th in each year, a list of eligible properties or dwelling units within the service area for which a collection fee is to be billed by the Village, for the current year;
- c) Provide one month's notice in writing to the Contractor of any deletion or addition of eligible properties or dwelling units from/to the list provided in 13(b) and of the cessation of collection services and to adjust the payment to the Contractor accordingly for the duration of the time set out in the notice.

ADDITIONAL RECEPTACLES

14. The Contractor may:

- a) By agreement with any owner or occupier of any dwelling unit within an eligible property to which this Agreement applies, collect residential refuse from additional approved receptacles at any normal collection time; and
- b) Collect residential refuse from additional approved receptacles, the fee for the collection for each additional approved receptacle shall be 2 times the regular fee for each approved receptacle.

15. The Contractor shall:

- a) The Contractor shall set up and maintain a system for the purchase of collection services for any additional approved receptacles, and shall not collect from additional approved receptacles without proof of prior payment for the service; and
- b) The Contractor shall on the last business day of each month provide the Village with a record of the number of additional receptacles collected during that month.

GENERAL

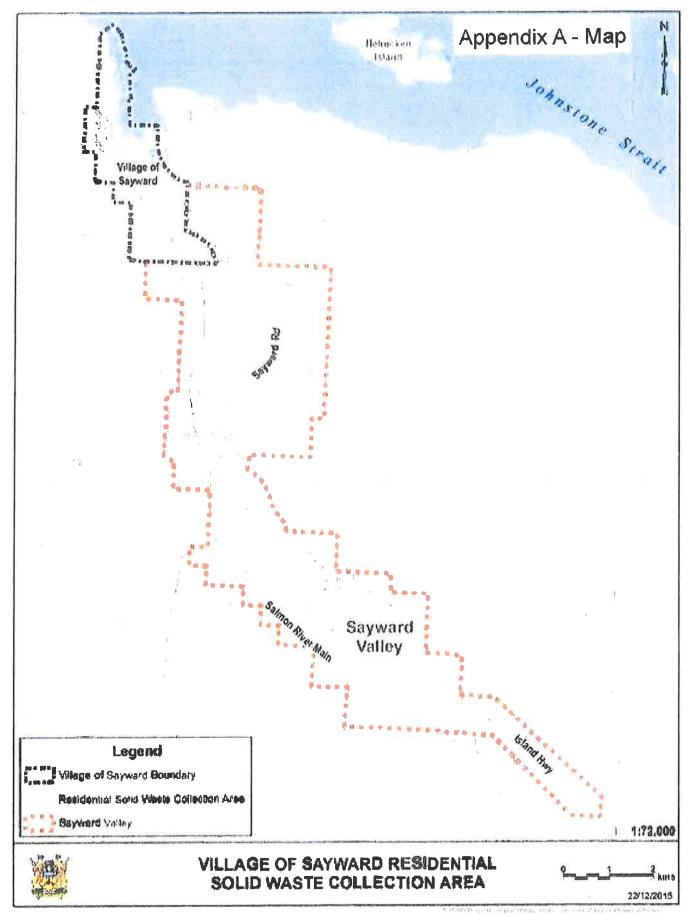
- 16. This Agreement, and any rights or obligations hereunder, shall not be transferred or assigned by the Contractor without the prior written consent of the Village, and any attempt to do so without such consent will be of no force and effect.
- 17. The provisions herein contained constitute the entire Agreement between the parties and supersede all previous communications, representations and agreements, whether verbal or written, between the parties with respect to the subject matter hereof.
- 18. This Agreement shall ensure to the benefit of and be binding upon the parties hereto and their successors and permitted assigns.
- 19. Each of the parties hereto hereby covenants and agrees to execute such further and other documents and instruments, and to do such further and other things as may be necessary to implement and carry out the intent of this Agreement.
- 20. This Agreement may not be modified or amended except by an instrument in writing signed by the parties hereto or by their successors or assigns.
- 21. Wherever the singular or masculine are used herein the same shall be deemed to include the plural or the feminine or the body politic or corporate where the context or the parties so requires.
- 22. The headings to the sections of this Agreement are inserted for convenience only and

shall not affect the construction or interpretation hereof.

- 23. Time is expressly declared and stipulated to be of the essence of this Agreement in respect of all payments to be made hereunder and all covenants and agreements to be performed and fulfilled.
- 24. Either party may, in writing, from time to time and at any time waive, in whole or in part, the benefit to it of any provision of this Agreement or any default by the other party, but any waiver on any occasion shall be deemed not to be a waiver of that provision thereafter or of any subsequent default, or a waiver of any other provision or default under this Agreement.
- 25. All notices, requests and demands required or permitted to be given hereunder shall be given in writing and may be delivered personally by hand or by commercial courier or mailed or sent by facsimile transmission to the parties at the addresses or facsimile numbers on the first page of this Agreement. All notices, requests and demands shall be deemed to have been received by facsimile on transmission; when mailed, on the seventh calendar day after being mailed and when delivered, when actually received.

The parties hereto have set their hands and seals as set out below with the effect as of the date and year first above written.

Village of Sayward by its Authorized Signatories:	*
Mayor Mayor	Jated 11/16
Chief Administrative Officer Waste Management of Canada Corporation	Dated 11/16
by its Authorized Signatory(ies): Authorized Signature	Jan 4, 20/6 Dated
Authorized Signature	Dated



ADDENDUM TO AGREEMENT Between Village of Sayward And

Waste Management of Canada, Corp.. ("Waste Management")

This is an addendum to the Agreement between the Village of Sayward and Waste Management of Canada, Corp., for the Sayward Village Refuge Collection Agreement.

The parties intend to amend the current agreement, under the same terms and conditions as written in the current agreement except as noted below, adding an extension to the term, with the new term of agreement ending March 31, 2026 and adding revised pricing.

The monthly amounts payable to "Waste Management", covered under this extension agreement will be as described in the table below.

Amended Rates per household per month:

Contract Service	Curbside Collection of Residual Refuse for the Village of Sayward
New price per household, per month (January 1, 2023 to March 31, 2024)	\$11.91
New price per household, per month (April 1, 2024 to March 31, 2025)	\$12.26
New price per household, per month (April 1, 2025 to March 31, 2026)	\$12.62

The insurance limits under subsection 5a are replaced with the insurance certificate attached to this addendum in Appendix I.

Agreed to by the parties on this 1st day of January, 2023.

On behalf of the Village of Sayward:	On behalf of Waste Management:	
(signature)	(signature)	
(print name/position)	David Millman, Area Manager (print name/position)	

APPENDIX 1 INSURANCE CERTIFICATE

CERTIFICATE OF INSURANCE ISSUE DATE(YY/MM/DD) 22/10/25 BROKER This certificate is issued as a matter of information only and confers Purves Redmond Limited purves no rights upon the certificate holder. This certificate does not amend, 70 University Avenue extend or alter the coverage afforded by the policies below. redmond Suite 400 Toronto ON M5J 2M4 limited **COMPANY** Chubb Insurance Company of Canada AM Best A++ INSURED'S FULL NAME AND MAILING ADDRESS COMPANY В Waste Management of Canada Corporation 117 Wentworth Court COMPANY Brampton ON L6T 5L4 C COMPANY D COMPANY E **COVERAGES** This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims. TYPE OF INSURANCE POLICY NUMBER POLICY EFFECTIVE POLICY EXPIRATION LIMITS OF LIABILITY DATE (YY/MM/DD) DATE (YY/MM/DD) (Canadian dollars unless indicated otherwise) COMMERCIAL GENERAL LIABILITY INCLUDING: Premises-Operations, CGL 325818 22/01/01 23/01/01 Each Occurrence USD \$2,000,000 **Bodily Injury and Property** Products/Completed Operations, Blanket Contractual Insurance, Broad Form Property Damage, Personal & Advertising Injury, Owners' & Contractors' Protective, Non-Owned Automobile, Employers Liability, Employees as Additional Insured, Cross Liability Clause and Severability of Hostorest Damage USD \$6,000,000 Aggregate Products/Completed operations where Clause and Severability of Interest applicable General Aggregate USD \$40,000,000 AUTOMOBILE (Excess of ICBC) INCLUDING: Direct Compensation, Statutory Accident Benefits, Uninsured Automobile, Damage to environment related to transporting waste resulting from upset or undure CAC 426539 22/01/01 23/01/01 Each Occurrence USD \$2,000,000 Bodily Injury and Property Damage inclusive waste, resulting from upset or overturn DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS/ADDITIONAL INSURED Village of Sayward is added as an Additional Insured to the Commercial General Liability policy but only with respect to liability arising solely out of the operations of the Named Insured. The policy limits are not increased by the addition of such Additional Insured and remain as stated in this Certificate. CERTIFICATE HOLDER **CANCELLATION** SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY STANDARD TO THE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY

Village of Sayward 652 K'Husam Way Sayward BC V0P 1R0 KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



STAFF REPORT

For:

Mayor and Council

Prepared by:

John France, Interim CAO

Subject:

Grant Opportunity – UBCM Volunteer & Composite Fire Department Grant

Meeting date: November 1, 2022

BACKGROUND

To consider submitting an application to the Union of BC Municipalities (UBCM) Volunteer & Composite Fire Department Training & Equipment funding stream to purchase equipment for the Sayward Volunteer Fire Department.

DISCUSSION

The intent of the UBCM Volunteer & Composite Fire Department Training and Equipment funding stream is to build the resiliency of volunteer and composite fire departments in preparing for and responding to emergencies through the purchase of new or replacement equipment and to facilitate the delivery of training. In order to submit a grant application, the Village of Sayward is required to submit a Council Resolution that clearly states that the Village of Sayward will receive the funding and provide overall grant management. This funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$30,000.00.

The Village of Sayward would provide overall supervision, financial management and coordination of the project. This grant's proposed budget is provided is Table 1 below.

Table 1: Proposed grant budget

ltem	Quantity		Cost
Structural Turnout Gear	6		\$18,000
Turnout Boots	20		\$4,000
Helmets	10		\$4,060
Brush Firefighting Coveralls	11		\$3,850
		Total	\$29,910

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RECOMMENDATIONS

THAT the report from the Chief Administrative Officer be received; and,

THAT as part of the Village of Sayward's ongoing work in relation to fire safety that an application for financial assistance under the UBCM Volunteer & Composite Fire Department Equipment & Training funding stream be authorized for submission to the Union of BC Municipalities; and

THAT the Village of Sayward agrees to provide overall grant management.

Respectfully submitted,		
John France, CAO		

Prepared by: Frank Morgan – Fire Chief

Shaun Koopman – Protective Services Coordinator

Attachments:

Application Form



Volunteer & Composite Fire Departments Equipment & Training 2022 Application Form

Please complete and return the application form by <u>October 21, 2022</u>. All questions are required to be answered by typing directly in this form. If you have any questions, contact cepf@ubcm.ca or (250) 387-4470.

SECTION 1: Applicant Information	AP (for administrative use only)
Name of Primary Applicant: Village of Sayward	Date of Application: October 21, 2022
Contact Person*: Lisa Clark	Position: Chief Financial Officer
Phone: 250-282-5512	E-mail: cfo@saywardvalley.ca

^{*} Contact person must be an authorized representative of the applicant (i.e. an employee or elected official).

SECTION 2: For Regional Projects Only

1. Identification of Partnering Applicants. For all regional projects, please list all of the partnering applicants included in this application. Refer to Sections 2 and 3 in the *Program & Application Guide* for eligibility.

NA

2. Rationale for Regional Projects. Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.

NA

SECTION 3: Project Summary

- 3. Project Information
 - A. Project Title: Village of Sayward Wildfire Fighting Equipment
 - B. Proposed start and end dates. Start: February 2023 End: August 2023

4. Project Cost & Grant Request:

- A. Total proposed project budget: \$29,910.00
- B. Total proposed grant request: \$29,910.00
- C. Have you applied for, or received funding for, this project from other sources? If yes, please indicate the source and the amount of funding received or applied for.

No - the Village of Sayward has not applied for or received funding for this project from any other sources.

5. Project Summary. Provide a summary of your project in 150 words or less.

The Village of Sayward would utilize this grant funding to procure 6 sets of structual turnout gear, 20 helmets, 20 turnout boots and 11 brush firefighting coveralls. A substantial portion of our turnout gear is over 20 years old, essentially beyond the recommended use dates.

During a major wildfire or large structural fire incident, it is critical that the equipment and training is in place to deal effectively, safely and efficiently with each event. The current inventory of gear is a mix of older pieces, a substantial portion being in excess of 20 years old.

SECTION 4: Detailed Project Information

6. Requirement to be Volunteer or Composite Fire Department. Please list the name and location of each eligible fire department that is included in this application, describe the composition (volunteer or composite) of each department, and state the declared level of service of each department.

The Village of Sayward Volunteer Fire Department (SVFD) is a Playbook Exterior Operations Level Volunteer Fire Department

Copies or extracts of the available evidence of declared level of service is required to be submitted with the application.

The BC Structure Firefighter Minimum Training Standards include the requirement for fire departments to declare their level of service. This applies to all local government, Treaty First Nation and society-run fire departments. The training standards are not automatically applicable on federal reserve lands and, for the purpose of CEPF funding, non-Treaty First Nations are not required to declare their level of service if they are not prepared to do so. This will not impact the review or scoring of applications.

7. Operating Budget(s).

a. Please indicate the annual operating budgets of each fire department included in this application.

2021 Actual Budget = \$76,485

2022 Actual Budget = \$80,554

2023 Proposed Budget = \$113,234

b. Describe the extent to which that budget enables each fire department to purchase essential equipment and/or obtain training.

Approximately 30% of the current budget goes to equipment purchases and training costs.

- **8. Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Refer to Sections 4 and 6 of the *Program & Application Guide* for eligibility.
 - a. Purchase of equipment.

The Village of Sayward would utilize this grant application to procure 6 sets of structual turnout gear, 20 helmets, 20 turnout boots and 11 brush firefighting coveralls.

b. Training. <u>Note</u>: training is for fire department members only and not community members. All proposed training activities must include the name of course and the instructor and/or agency who will provide the training.

No training will be purchased under this grant application. We are targeting training through the 2023 UBCM CRI FireSmart Community and Funding Supports grant.

9. Resiliency. Describe how the proposed project will build the resiliency of volunteer and composite fire departments in preparing for and responding to emergencies.

Resiliency in the fire service translates to effective:

- 1. Preparedness measures.
- 2. Safety measures.
- 3. Proper equipment.
- 4. Proper training.

These four building blocks produce confidence in our members to do their jobs in emergency situations. The applied funds for this application will help instill that confidence with the right tools for the right job. With a successful grant application the fire departments will be able to respond more efficiently to emergencies thus reducing the impact of the event and increasing the resiliency of the community.

10.Mental Well-Being. Describe the extent to which proposed training will specifically address the mental wellbeing of eligible fire department staff and volunteers.

Mental well-being in firefighters is showing up "on scene" and having the proper tools and training to effectively do their job. Anything less produces stress and anxiety. The tools and training the proposed application will provide will greatly enhance their ability to alleviate that situation.

11.Transferability. Describe the extent to which the proposed project may offer transferable resources and supplies to other communities (e.g. trained staff and/or equipment that will be made available to other communities, training resources other communities will be invited to utilize, etc.).

The Sayward Volunteer Fire Department is on the list of approved BCWS contractors and may be retained on stand-by and dispatched to respond to wildfires on Crown Lands.

Through contract, the Village of Sayward Volunteer Fire Department also provides fire services to the Sayward Valley Fire Service Area in Electoral Area A (Kyuquot/Nootka-Sayward). This fire service area contains approximately 340 households.

12.Partnerships. Identify any other organizations or stakeholders you will collaborate with on the proposed project and specifically outline how you intend to work together.

The Strathcona Regional District's Protective Services Coordinator will provide in-kind contribution with grant management where required.

13. Additional Information. Please share any other information you think may help support your submission.

The fuel types in the area are a mosaic of mature conifer forests, recently harvested cut blocks, immature forests, and deciduous patches. Previous fire history in the area indicates low fire density from both human and lightning caused fires. The local wildfire threat is Low to Moderate. The local wildfire risk ranges from Low to High with higher risk areas associated with fuels in close proximity (within 500m) of the community.

In the last decade (2010 to 2020), only 1 human caused fire has occurred, on May 12, 2019 a human caused interface fire (V80210) started on private land and escaped to nearby standing timber. BCWS responded to the fire and contained the blaze at 21.5ha. Most historically recorded ignitions are human caused. Human caused ignitions are often near or within the Wildland Urban Interface (WUI) and have greater potential to cause property damage and impact the community. An additional risk comes from fire escapes from open burning of domestic and agriculture related debris piles within SRD Electoral Area A, adjacent to the Village of Sayward, where no open burning bylaws apply. Fires from the neighbouring jurisdiction have the potential to spread towards the Village.

Obtaining proper equipment will help the Sayward Volunteer Fire Department be better suited to the challenges of increased fires from climate change. As outlined the Climate Summary for the West Coast the following climate predictions for the West Coast of BC are made, including Sayward:

- •Year-round moderate increases in temperature (an increase in mean temperature of 1.4o C by the 2050s)
- •Decline in summer precipitation by approximately 10% by the 2050s. This trend is associated with drier fuels and soils, increasing fire behaviour potential.

- •Increase in precipitation in other seasons annual average of +6% by 2050s.
- •A decrease in snowfall of 28% in the winter and 51% in the spring by the 2050s. Maritime watersheds that shift from rain/snow-driven to rain-driven hydrological regime will likely experience the greatest shift in flow patterns, and resultant soil and groundwater storage.34
- •An additional 22 frost-free days and +327 growing degree days by the 2050s.

The Sayward Volunteer Fire Department is trained to exterior structural firefighting standards with supplemental Wildland Firefighting Level 1 (for structural firefighters). The SVFD has 2 fire halls, one located in the Village centre and another on Sayward Road, outside of the Village boundary within the SRD Electoral Area A. The apparatuses available include two fire engine pumper trucks, a 6-person fire rescue truck, and a Ford F350 crew cab pickup truck. Wildland fire suppression equipment includes 2 water pumps, 2 water storage bladders, 2000 feet of fire hose with fittings and nozzles, and a selection of hand tools.

Several volunteers work in jobs that make them unavailable for response during the workday/week. The fire department has limited personnel resources and therefore response capacity for WUI fires. The priority for the fire department is public safety, securing access, implementing evacuation alerts/orders, and working on other public safety directives. In most cases, the fire department will call on BCWS for assistance with WUI fire suppression.

The Village is connected to a hydrant system that is regularly maintained by the Village public works department. The water supply is dependent on electrical supply, and backup generators are in place. The hydrant network covers the Village core area between the wharf and the Salmon River Inn. The hydrant system does not reach most rural and isolated properties within the area. For those properties outside of the Village core, water availability for fire suppression is a challenge as it would need to shuttled, drafted from local sources, or extensive hose lines would need to be laid.

SECTION 5: Required Application Materials

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application.

All applicants are required to submit:

- Evidence of declared service level (e.g. bylaw, resolution); and
- □ Detailed project budget

Local government, First Nation, or improvement district applicants must submit:

	Legally incorporated society-run fire department applicants must submit: Board of Directors motion indicating support for the current proposed activities and willingness to provide overall grant management.		
3	Current Certificate of Good Standing.		
	Regional project applicants are required to submit:		
	Resolution or motion from each partnering applicant clearly stating their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.		

SECTION 6: Signature I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our jurisdiction (or appropriate approvals are in place). Name: Lisa Clark Title: Chief Financial Officer Signature: Date: October 21, 2022 An electronic or original signature is required.

Submit applications to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

^{*} Signatory must be an authorized representative of the applicant (i.e. an employee or elected official)



STAFF REPORT

For:

Mayor and Council

Prepared by:

Lisa Clark, CFO & John France Acting CAO

Subject:

VIU Reports and Funding

Meeting date: November 1, 2022

BACKGROUND

As part of the Official Community Plan (OCP) update and in order to satisfy grant funder requirements, Vancouver Island University was contracted in early summer of 2022 to prepare the following reports:

- Age Friendly Plan
- Active Transportation Study
- Housing Needs Study
- Land Use Plan

On June 7, 2022 Council passed the following resolution:

MOTION IC22/42 MOVED AND SECONDED

THAT Council receive the staff report OCP Reporting Funding Request- VIU for review and discussion; and,

THAT Council Approve \$30,000.00 plus taxes for VIU to complete the scope of work in Schedule A of their contract with the Village of Sayward: and,

THAT the staff present Council with the plan on how the \$30,000.00 plus tax will be funded under the current financial plan at the June 14th, 2022, Council Meeting; and,

FINALLY, THAT Council approves not more that \$10,000.00 for community engagement activity from Covid-19 Restart Funds to facilitate these studies.

CARRIED

DISCUSSION

Staff have reviewed the agendas and minutes from the last several months and have determined that the confirmed funding source for these reports has not yet been brought back to Council for approval.

Staff have reviewed the current financial plan and recommend the following funding sources for the \$30,000:

Funding Source	Amount	Notes
COVID-19 Reserve	\$10,000	Already approved in motion IC22/42
Operating surplus	\$20,000	Staff have determined funds are available due to several department expenditures being forecast to be under budget for 2022

RECOMMENDATIONS

THAT Council approves the funding sources for the VIU reports as outlined in the staff report - \$10,000 from the COVID-19 Reserve and \$20,000 from operating surplus; and,

THAT the 2022-2026 Financial Plan be amended accordingly.

Respectfully submitted,

Lisa Clark, CFO & John France Acting CAO



STAFF REPORT

For:

Mayor and Council

Prepared by:

John France, Acting CAO

Subject:

Orientation Binder

Meeting date: November 1, 2022

BACKGROUND

Staff with Council assistance, put together an orientation binder containing useful information, bylaws, budgets, policies, best practices etc. to assist in the learning curve faced by all Council members. The binder will be discussed at the meeting, if Council has any other information, they think would be useful to include in the binder, Staff can append accordingly.

DISCUSSION

Staff will introduce each section of the binder in summary and suggest Council ask questions as each section is discussed.

RECOMMENDATION

THAT Council receive and discuss the Orientation Binder.

Respectfully,

John France, Acting CAO