



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
February 4, 2025 - 7:00 PM
COUNCIL CHAMBERS**

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

1. Call to Order

2. Public Input (Maximum of 2 minutes per speaker, 15 minutes total)

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

3. Introduction of Late Items

4. Approval of Agenda

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for February 4, 2025, be approved [as presented **or** as amended].

5. Minutes of Previous Meetings

Recommended Resolutions:

- a) THAT the minutes from the Regular Council meeting held on January 21, 2025, be adopted [as presented **or** as amended].

Note: Staff are working to complete the backlog of minutes for 2023 and 2024.

- b) THAT the minutes from the Regular Council meeting held on October 3, 2023, be adopted [as presented **or** as amended].
- c) THAT the minutes from the Special Council meeting held on October 24, 2023, be adopted [as presented **or** as amended].

6. Petitions and Delegations

- a) **BC Salmon Farmers Association** – Brian Kingzett Executive Director & Michelle Franze, Manager of Communications, Partnership, and Community.

7. Correspondence

- a) **Strathcona Regional District – Draft 2025-2029 Financial Plan**

Note: page number of the report itself (bottom right) 51, 58, 59, 60, 72-104.

Recommendation:

THAT Council receives this correspondence for information.

- b) **BC Salmon Farmers Association**

Recommendation:

THAT Council receives this correspondence for information.

- c) **Young Salmon Farmers of BC**

Recommendation:

THAT Council receives this correspondence for information.

- d) **Kelsey Centre Committee ToR – SRD**

Recommendation:

THAT Council receives this correspondence for information; AND

THAT Council directs the A/CAO to attend and support the work of the Committee and report back to Council.

- e) **CUPW – Industrial Inquiry Commission Reviewing Canada Post**

Recommendation:

THAT Council receives this correspondence for information.

- f) **Heritage BC**

Recommendation:

THAT Council receives this correspondence for information.

- g) **ICBA – Protecting Taxpayers from Overspending on Local Government Construction**

Recommendation:

THAT Council receives this correspondence for information.

- h) **BC Nature Federation of BC Naturalists – Municipal Protected Areas Project**

Recommendation:

THAT Council receives this correspondence for information.

i) National Model Codes Public Review

Recommendation:

THAT Council receives this correspondence for information.

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report

11. Unfinished Business

a) Municipal Services Agreement

Recommendation:

WHEREAS the Village and the Strathcona Regional District (SRD) had an existing Municipal Services Agreement for the provision of services which expired;

AND WHEREAS Council previously directed staff to engage SRD with the intention of renewing the agreement for a further period;

THEREFORE, BE IT RESOLVED THAT Council approves the renewal of the Municipal Services Agreement with the Strathcona Regional District;

AND THAT the Mayor and A/Chief Administrative Officer be authorized to execute the agreement on behalf of the Village.

12. Staff Reports

a) Regional Grant Opportunity – UBCM Emergency Operations Centre

Recommendation:

THAT the report from the A/Chief Administrative Officer be received.

THAT as part of the Village of Sayward's ongoing work in relation to emergency planning that an application for financial assistance under the Community Emergency Preparedness Fund 2025 Emergency Operation Centre grant be authorized for submission to the UBCM, in collaboration with the Strathcona Regional District; and

THAT the Village of Sayward agrees to the Strathcona Regional District submitting an application on their behalf, and that if funded, agrees to the Strathcona Regional District managing the grant and being the recipient of all funding.

b) Grant Application – Disc Golf Project

Recommendation:

WHEREAS the Outdoor Recreation Council of BC offers grant funding to support community recreation initiatives;

THEREFORE, BE IT RESOLVED THAT Council directs staff to proceed with submitting a grant application to the Outdoor Recreation Council of BC for the development of a Disc Golf Course within the Village;

AND THAT the Village commits to providing a matching contribution of 50%, totaling \$4,000, to support the project in budget 2025.

c) Kelsey Centre Boiler Replacement Project

Recommendation:

WHEREAS the failure of both boilers at the Kelsey Centre has created an urgent need for replacement to maintain building operations and occupant safety;

AND WHEREAS the estimated cost of replacing both boilers is \$123,000, with potential partial insurance coverage pending;

AND WHEREAS funding is available through the Growing Communities Fund and Gas Tax Fund, with staff recommending an equal split between both sources;

THEREFORE, BE IT RESOLVED THAT Council approves the boiler replacement project for the Kelsey Centre in its 2025 budget, with funding split 50/50 between the Growing Communities Fund and Gas Tax Fund;

AND THAT the Chief Administrative Officer be authorized to direct award the contract to expedite completion of the project as soon as possible.

13. Emergency Services/Public Works/Recreation Department Reports

a) Recreation Department Statistics – December 2024

Recommendation:

THAT Council receives this report for information.

b) Finance Department Update

Recommendation:

THAT Council receives this report for information.

14. Bylaws - none

15. New Business - None

16. Public Question Period (maximum 15 minutes)

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

17. In Camera

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*:

1. 90(1)(c) labour relations or other employee relations.
2. 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

18. Adjournment



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
January 21, 2025
COUNCIL CHAMBERS**

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

Present: Mayor Mark Baker
Councillor Scott Burchett
Councillor Debbie Coates
Councillor Jason Johnson
Councillor Poulsen

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

1. Call to Order

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

2. Public Input - none

3. Introduction of Late Items

a) Canada Housing & Infrastructure Fund

MOTION R25/21

MOVED AND SECONDED

THAT the Canada Housing & Infrastructure Fund be added to the agenda as New Business 15.a).

CARRIED

4. Approval of Agenda

MOTION R25/22

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for January 21, 2025, be approved as amended.

CARRIED

5. Minutes of Previous Meetings

MOTION R25/23

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on January 7, 2025, be adopted as amended.

CARRIED

Note: Staff are working to complete the backlog of minutes and agendas for 2023 and 2024.

MOTION R25/24

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on October 3, 2023, be deferred to the next council meeting.

CARRIED

MOTION R25/25

MOVED AND SECONDED

THAT the minutes from the Special Council meeting held on November 7, 2023, be adopted as presented.

CARRIED

MOTION R25/26

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on December 5, 2023, be deferred to the next council meeting.

CARRIED

6. Petitions and Delegations – none

7. Correspondence

- a) Supplemental Information – Salmon Acqua-culture Transition Plan for BC
- b) LGCAP Funding Information
- c) Canada Community-Building Fund
- d) Growing Communities Fund FAQ
- e) Request for Proclamation – Epilepsy Awareness Month

MOTION R25/27

MOVED AND SECONDED

THAT correspondence a) to e) be received for information.

CARRIED

8. Council Reports - None

9. Reports of Committees – None

10. Mayor's Report

a) Connected Coast – Verbal update

The Strathcona Regional District CAO was getting in touch with City West and we have not heard back yet.

MOTION R25/28

MOVED AND SECONDED

THAT the verbal mayor's report be received.

CARRIED

11. Unfinished Business

a) Amended 2023 SOFI Report

MOTION R25/29

MOVED AND SECONDED

THAT the 2023 SOFI Amendment Staff Report be received for information and discussion; and,

THAT Council approves the amended 2023 SOFI Report to include a change to the Statement of Severance, Guarantees, and Indemnity Agreement to reflect one (1) severance issued in 2023 which represents six (6) months of compensation.

CARRIED

b) Municipal Advisor's Recommendation Implementation

MOTION R25/30

MOVED AND SECONDED

THAT the report from the A/Chief Administrative Officer is received for information.

CARRIED

c) Local Government Climate Action Program Funding Information

MOTION R25/31

MOVED AND SECONDED

THAT the Growing Communities Fund (GCF) and Local Government Climate Action Program (LGCAP) staff report be received for information and discussion; and,

THAT Council approve an extension request for the LGCAP funds received in 2022 and 2023;

CARRIED

12. Staff Reports

a) Regional Grant Opportunity – UBCM Emergency Support Services

MOTION R25/32
MOVED AND SECONDED

THAT the report from the Acting Chief Administrative Officer be received.

CARRIED

MOTION R25/33
MOVED AND SECONDED

THAT as part of the Village of Sayward's ongoing work in relation to emergency planning that an application for financial assistance under the Community Emergency Preparedness Fund 2025 Emergency Support Services grant be authorized for submission to the UBCM, in collaboration with the Strathcona Regional District; and,

THAT the Village of Sayward agrees to the Strathcona Regional District submitting an application on their behalf, and that if funded, agrees to the Strathcona Regional District managing the grant and being the recipient of all funding.

CARRIED

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

14. Bylaws

a) Bylaw 513. – 2024-2028 Five Year Financial Plan Amendment Bylaw

MOTION R25/34
MOVED AND SECONDED

THAT Five Year Financial Plan Amendment Bylaw No. 513, 2024 be adopted.

CARRIED

b) Reconsideration and (Re)Adoption - Code of Conduct Bylaw, Bylaw No. 512

Note: there are 3 resolutions tied to this matter.

MOTION R25/35
MOVED AND SECONDED

WHEREAS Section 27(1)(b) of the Council Procedures Bylaw, Bylaw No. 416, permits Council to reconsider a bylaw that has been previously adopted; and

WHEREAS Bylaw No. 512 – Code of Conduct, originally adopted by Council on January 2, 2025, requires reconsideration due to the removal of Section 70, which resulted in changes to the bylaw's structure and numbering; AND replace section 61.c to read as follows "with respect to conduct that may subject a member to an application to Court for disqualification under section 111 of the *Community Charter*.

BE IT RESOLVED THAT: (Part 1, Reconsideration of Bylaw No. 512)

Subject to Section 27(1)(b) of the Council Procedures Bylaw, Bylaw No. 416, Council reconsiders Bylaw No. 512 to reflect the adjustments caused by the removal of Section 70; AND to replace Section 61.c to read as follows “replace section 61.c to read as follows “with respect to conduct that may subject a member to an application to Court for disqualification under section 111 of the *Community Charter*”.

CARRIED

MOTION R25/36

MOVED AND SECONDED

BE IT RESOLVED THAT: (Part 2 - Adoption of Bylaw No. 512)

Council adopts the Code of Conduct Bylaw, No. 512, as amended, to align with the changes made during its reconsideration.

CARRIED

MOTION R25/37

MOVED AND SECONDED

BE IT RESOLVED THAT: (Part 3 – Transitioning from Bylaw 442)

The provisions of this Bylaw do not apply to any investigations or hearings about a *Council member’s* breaches of the *Code of Conduct Bylaw No. 442, 2018* that were commenced prior to the enactment of this Bylaw.

CARRIED

15. New Business

a) Canada Housing & Infrastructure Fund

MOTION R25/38

MOVED AND SECONDED

THAT the staff either directly or through third party apply for funding under the Canada Housing & Infrastructure fund for shovel ready projects; and,

THAT an inventory of shovel ready projects be completed based on a priority of need; and,

THAT a funding solution is sought for an asset management report that will inform upon the priority of projects currently not shovel ready.

CARRIED

16. Public Question Period - none

17. In Camera

MOTION R25/39

MOVED AND SECONDED

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

1. 90(1)(c) labour relations or other employee relations.
2. 90(1)(d) the security of property of the municipality.
3. 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
4. 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

CARRIED

18. Adjournment

The meeting was adjourned at 09:02pm.

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
OCTOBER 3, 2023
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.

Council: Mayor Mark Baker
Councillor Scott Burchett
Councillor Kohen Gilkin
Councillor Sue Poulsen
Councillor Tom Tinsley

Staff: Keir Gervais, CAO/Recording Secretary
Jennifer Redshaw, Finance/Admin Clerk
Melissa Holmes, Finance/Admin Clerk

1. Call to Order

The meeting was called to order at 7:04 pm.

2. Public Input

- a) Lorna Agnew of 754 Sayward Road: What is happening with the speed limit on Sayward Road? *CAO indicated he has not yet had the opportunity to follow-up with the Ministry of Transportation and Infrastructure.*
- b) Lorna Agnew of 754 Sayward Road: Asked for an update regarding staff's research into the past zoning changes around 754 Sayward Road. *CAO indicated that Village staff have and continue to research the issues brought forward.*

3. Introduction of Late Items

- a) Cllr Burchett requested late correspondence from Melina Gradisar to be added to the agenda – added as 7. g)
- b) Cllr Burchett requested a report from the CAO RE: UBCM be added to the agenda – added as 12. c)
- c) Cllr Burchett requested a report from the CAO RE: Economic Development Officer be added to the agenda – added as 12. d)

4. Approval of Agenda

MOTION R23/254

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for October 3, 2023, be approved, as amended.

CARRIED

5. Minutes of Previous Meetings

MOTION R23/255

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on September 5, 2023, be adopted, as amended.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

MOTION R23/256

MOVED AND SECONDED

THAT the minutes from the Special Council meeting held on September 12, 2023, be adopted as amended.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

6. Petitions and Delegations - None

7. Correspondence

- a) Letter from UBCM RE: 2023 Next Generation 911 Funding
- b) Letter from UBCM RE: Complete Communities Funding – *Land Use and Infrastructure Analysis for Zoning Modernization project*
- c) Letter from Sayward Futures Society RE: Letter of Support Request
- d) Letter from Sayward Futures Society RE: Request for Continued Use – Kelsey Centre
- e) Community Share Shed Report- August 2023
- f) Letter from Sayward School Parent Advisory Committee RE: 49th Annual Giant Stocking Raffle
- g) Letter from Milena Gradisar of Sayward RE: Loose Dog Issue

MOTION R23/257

MOVED AND SECONDED

THAT correspondence a), b), e) and f) be received.

CARRIED

MOTION R23/258
MOVED AND SECONDED

THAT the Village of Sayward recognizes the importance of Kelsey Bay Wharf and fully supports Sayward Futures Society in its endeavor to secure funding and resources to ensure that the Kelsey Bay Wharf remains open to the public as well as commercial traffic; and,

THAT the Village of Sayward provide a Letter of Support to Sayward Futures Society at the earliest convenience so that it may be used to secure possible provincial and/or federal funding, realizing time is of the essence.

CARRIED

MOTION R23/259
MOVED AND SECONDED

THAT the Village of Sayward understands that the music series offered by the SVFMS is of benefit to residents of both the Village of Sayward and Valley residents; and,

THAT Mayor and Council direct staff to ratify the current agreement for 2023 to include the past three (3) events and the remaining three (3) events under the same terms and conditions as the six (6) original events; and

THAT Mayor and Council direct staff to work with SFS to establish a working agreement for 2024 SVFMS music series with the same terms as the 2023 agreement.

CARRIED

Staff directed to notify the organizers of the music series of Council's decision as soon as possible.

MOTION R23/260
MOVED AND SECONDED

THAT correspondence g) be received.

CARRIED

8. Council Reports – None

9. Reports of Committees – None

10. Mayor's Report – None

11. Unfinished Business

MOTION R23/261
MOVED AND SECONDED

a) BC Epilepsy Society 2024 Proclamation (returned from Sept 5, 2023 meeting)

Recommended Resolutions:

WHEREAS Purple Day is celebrated on March 26 annually, during Epilepsy Awareness Month, to increase the knowledge and understanding of epilepsy in the community;

AND WHEREAS Purple Day was founded in 2008 by Cassidy Megan, a nine-year-old girl from Nova Scotia, who wanted people living with epilepsy that they were not alone;

AND WHEREAS On Purple Day, people in communities around the world are encouraged to wear purple and host events in support of epilepsy awareness;

AND WHEREAS There are over 50,000 people in British Columbia, over 380,000 people in Canada and over 65 Million people worldwide living with epilepsy;

AND WHEREAS The onset of epilepsy can occur at any stage of life and does not discriminate against age, gender, race, ethnicity, religion, socioeconomic status, geographic location, or sexual orientation;

AND WHEREAS Purple Day can improve the quality of life of people living with epilepsy, create a society that embraces the beauty of difference and help us understand how we can all come together to make the world a better place:

NOW THEREFORE I, **Mayor Baker**, DO HEREBY PROCLAIM Tuesday March 26th, 2024 as "PURPLE DAY" in the **Village of Sayward**.

CARRIED

12. Staff Reports

a) Application to Rezone 18 Sayward Rd (Adama Developments) – Kevin Brooks, Planner

MOTION R23/262

MOVED AND SECONDED

THAT Council give proposed zoning amendment bylaw No. 504 first and second reading; and,

THAT Council direct staff to report back to Council with the proposed CAC for Council consideration prior Public Hearing.

CARRIED

b) Grant in Aid Request – Secret Santa Committee – Lisa Clark, CFO/CO

MOTION R23/263

MOVED AND SECONDED

THAT Council receives the Grant in Aid Request – Secret Santa Committee staff report for information and discussion.

CARRIED

MOTION R23/264

MOVED AND SECONDED

THAT the grant in aid of \$500 requested by the Secret Santa Committee in their application dated September 11, 2023 be approved.

CARRIED

c) Verbal Update 2023 UBCM Convention - Keir Gervais, CAO

The Mayor declared a recess at 8:06 pm and the meeting reconvened at 8:31 pm.

d) Verbal Update Economic Development Coordinator - Keir Gervais, CAO

MOTION R23/265

MOVED AND SECONDED

THAT Council Staff Report c) and Staff Report d) be received.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

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

14. Bylaws

a) Permissive Tax Exemption Bylaw No. 503, 2023

MOTION R23/266

MOVED AND SECONDED

THAT Permissive Tax Exemption Bylaw No. 503, 2023 be given first, second and third reading.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

b) Zoning Amendment Bylaw No. 504, 2023

MOTION R23/267

MOVED AND SECONDED

THAT Zoning Amendment Bylaw No. 504, 2023 be given first and second reading.

CARRIED

15. New Business – None

16. Public Question Period

a) Mark Agnew of 754 Sayward Road: Asked for an update regarding staff's research into the past zoning changes around 754 Sayward Road. *Mayor Baker indicated to Mr. Agnew that the CAO reported earlier in the meeting that staff is working on a report. CAO Gervais reiterated that the matter is complicated Village staff have and continue to research the issues brought forward.*

b) Milena Gradisar of 261 Ambleside Drive: Asked if there is an issue with the microphone used for public question periods, as not everything could be heard during a portion of the question period at the previous Council meeting. *Mayor Baker advised that staff will look into this matter.*

- c) Karen Tinsley of 531 Macmillan Drive: Asked about an update regarding the allowance of backyard chickens; specifically, is the matter being dropped? *CAO Gervais stated that is working on this matter as time permits, and confirmed the matter is not being dropped.*
- d) Lorna Agnew of 754 Sayward Road: Asked what goes on during in-camera meetings. for an update regarding staff's research into the past zoning changes around 754 Sayward Road. *Mayor Baker indicated to Mr. Agnew that the CAO reported earlier in the meeting that staff is working on a report. CAO Gervais reiterated that the matter is complicated Village staff have and continue to research the issues brought forward.*
- e) Lorna Agnew of 754 Sayward Road: Asked why the rezoning application for 18 Sayward Road seems to be receiving more attention versus her inquiries into previous rezoning around 754 Sayward Road. *Mayor Baker indicated that the rezoning application for 18 Sayward Road has been before Council for four years, and that the CAO has already indicated that staff are working on the matters related to previous rezoning around 754 Sayward Road.*
- f) Milena Gradisar of 261 Ambleside Drive: Asked about what would happen if there was an accident or fatality at the parking area at the head of Kelly's Trail. *Mayor Baker explained that the property where the parking area is owned by Nature's Trust.*
- g) Steve Ralph of 1664 Sayward Road: Asked if there is a bullying issue within Council and if Council is going to deal with it? *The Mayor stated that in-camera business cannot be discussed publicly, and that the public will know the facts when Council rises and reports.*
- h) Karren McClinton 281 Ambleside Drive: Asked for clarity about the procedure for public question period. *Mayor Baker explained the Council Procedure Bylaw.*
- i) Milena Gradisar of 261 Ambleside Drive: Asked for an update about staff's response to the complaint about the loose dogs. CAO Gervais indicated he would follow-up with Ms. Gradisar the following day.

17. In Camera

MOTION R23/268

MOVED AND SECONDED

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

- Section 90(1)(c) labor relations or other employee relations.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

18. Adjournment

The meeting was adjourned at 10:39 pm.

Mayor

CAO/Recording Secretary



**VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING MINUTES
OCTOBER 24, 2023
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.

Council: Mayor Mark Baker
Councillor Scott Burchett
Councillor Kohen Gilkin
Councillor Sue Poulsen
Councillor Tom Tinsley

Staff: Keir Gervais, CAO/Recording Secretary

1. Call to Order

Meeting was called to order at 7:00 pm.

2. Public Input

- a) Jackie Lyons of 291 Ambleside Dr.: Asked Mayor Baker if Village funds/taxpayer money is being used for a law case he has against John France. *Mayor Baker stated 'no'.*

3. Introduction of Late Items

- a) CAO Gervais requested the letter from Sayward Community Food Table RE: request for letter of support be added to the agenda – added as 7. a).

MOTION S23/20

MOVED AND SECONDED

THAT the letter from Sayward Community Food Table RE: request for letter of support be added to the agenda – added as 7. a).

CARRIED

- b) CAO Gervais requested the staff Memo Meeting Procedure Error October 17, 2023 be added to the agenda – added as 15. a).

MOTION S23/21

MOVED AND SECONDED

THAT the staff Memo RE Meeting Procedure Error October 17, 2023 be added to the agenda – added as 15. a).

Opposed Cllr Burchett

CARRIED

- c) Councillor Burchett requested the topic of public access to Council meetings via Teams and the related policies and procedures in place that have or have not been voted on, be added to the agenda.

MOTION S23/22

MOVED AND SECONDED

THAT the topic of public access to Council meetings via Teams and the policies and procedures in place that have or have not been voted on, be added to the agenda.

Opposed Mayor Baker, Cllr Tinsley, Cllr Gilkin

DEFEATED

- d) Councillor Burchett requested a written staff report be provided by the CAO RE: the CAO's attendance to the 2023 UBCM Convention.

MOTION S23/23

MOVED AND SECONDED

THAT a written staff report be provided by the CAO RE: the CAO's attendance to the 2023 UBCM Convention.

Opposed Mayor Baker, Cllr Tinsley, Cllr Gilkin

DEFEATED

- e) Councillor Burchett requested the SRD Fire Services Agreement be added to the agenda.

MOTION S23/24

MOVED AND SECONDED

THAT the SRD Fire Services Agreement be added to the agenda.

Opposed Mayor Baker, Cllr Tinsley, Cllr Gilkin

DEFEATED

- f) Councillor Burchett requested that staff provide an update RE: negotiations with The Nature Trust of BC per Kelly's Trail parking.

MOTION S23/25

MOVED AND SECONDED

THAT staff provide an update RE: negotiations with The Nature Trust of BC per Kelly's Trail parking.

Opposed Mayor Baker, Cllr Tinsley, Cllr Gilkin

DEFEATED

MOTION S23/26

MOVED AND SECONDED

THAT Council continue with the agenda, moving on from Introduction of Late Items.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

4. Approval of Agenda

MOTION S23/27

MOVED AND SECONDED

THAT the agenda for the Special Meeting of Council for October 24, 2023, be approved, as amended.

Opposed Cllr Burchett

CARRIED

5. Minutes of Previous Meetings

The meeting minutes from the Regular Council Meeting held October 3, 2024 deferred to the next council meeting.

6. Petitions and Delegation - None

7. Correspondence

MOTION S23/28

MOVED AND SECONDED

THAT Council directs staff to write a letter on behalf of the Village of Sayward in support of the Sayward Community Food Table's grant application.

CARRIED

8. Council Reports

- a) Request for staff to engage with The Nature Trust of BC staff RE parking at Kelly's Trail – Councillor Poulsen

MOTION S23/29

MOVED AND SECONDED

THAT Council direct staff to engage with The Nature Trust of BC staff RE: parking at Kelly's Trail as soon as possible.

CARRIED

9. Reports of Committees - None

10. Mayor's Report - None

11. Unfinished Business - None

12. Staff Reports

- a) **Heat Pump Replacement - Sayward RCMP Detachment – Keir Gervais, CAO**

MOTION S23/30

MOVED AND SECONDED

THAT Council authorize the CAO to purchase a replacement heat pump for the RCMP detachment at 610 Kelsey Way up to \$16,427.72; and,

THAT staff be directed to report back to Council at the November 21, 2023 Regular Council Meeting with funding options for the heat pump replacement for Council's consideration.

CARRIED

b) Consideration of Backyard Chickens (Hens) – Keir Gervais, CAO

MOTION S23/31

MOVED AND SECONDED

THAT Council receive the Backyard Chickens staff report for information and discussion; and,

THAT Council direct staff to research possible issues with animal to animal and animal to human conflict and report findings to Council in January.

CARRIED

c) Request to Cancel the November 7, 2023 Regular Council Meeting – Keir Gervais, CAO

MOTION S23/32

MOVED AND SECONDED

THAT Council receive the Request to Cancel the November 7, 2023 Regular Council Meeting staff report; and

THAT Council approve the cancellation of the November 7, 2023 Regular Council Meeting, and direct staff to advertise accordingly.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

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

14. Bylaws

a) Permissive Tax Exemption Bylaw No. 503, 2023 – Keir Gervais, CAO

MOTION S23/33

MOVED AND SECONDED

THAT Permissive Tax Exemption Bylaw No. 503, 2023 be given fourth and final reading.

Opposed Cllr Burchett

CARRIED

15. New Business

a) Meeting Procedure Error October 17, 2023 Memo – Keir Gervais, CAO

MOTION S23/34

MOVED AND SECONDED

THAT Council receive the Meeting Procedure Error October 17, 2023 Memo for information.

Opposed Cllr Burchett

CARRIED

16. Public Question Period

- a) Jackie Lyons of 291 Ambleside Dr.: *Expressed her opposition to backyard chickens, noting issues in the Village with cats and dogs, messy back yards and unsightly premises and the lack of readily available bylaw enforcement.*
- b) Bill Ives of 121 Seaview St.: *Provided information about previous efforts to engage The Nature Trust of BC regarding parking in the area of Kelly's Trail. Mr. Ives stated that when staff begin becoming familiar with the area they will learn the current parking area is not The Nature Trust of BC's.*

17. In Camera

MOTION S23/35

MOVED AND SECONDED

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

- Section 90(1)(c) labor relations or other employee relations; and
- Section 90(1)(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.
- Section 90(1)(g) Litigation or potential litigation impacting the local government
- Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

The meeting was adjourned at 9:57 PM

Mayor

CAO/Corporate Officer

Strathcona
REGIONAL DISTRICT



British Columbia, Canada

2025 – 2029 Financial Plan

DRAFT

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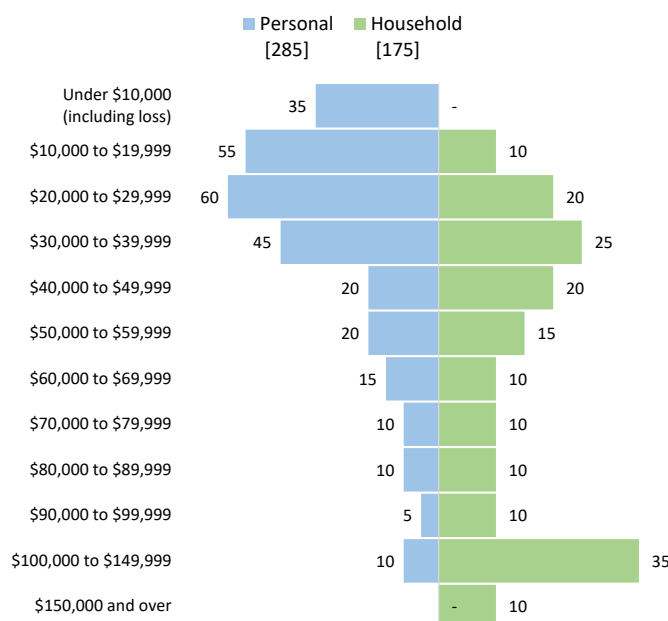
Residential Assessment Values by Municipality

(2025 BC Assessment Data – Only includes fully-taxable, single-class residential dwellings and vacant lots. Data not available for KCFN.)

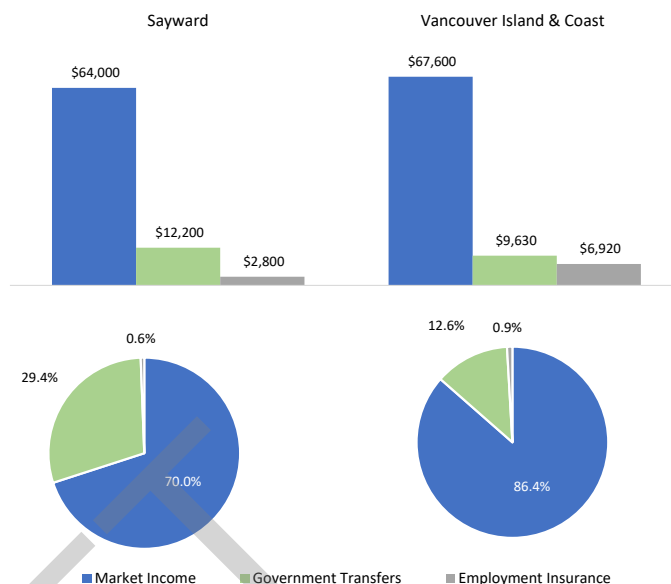
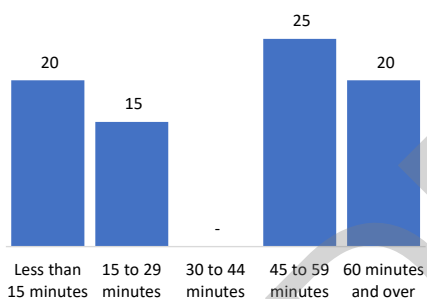
City of Campbell River	Village of Gold River	Village of Sayward	Village of Tahsis	Village of Zeballos
Less than \$100,000	198	62	16	106
100,001 - 150,000	148	56	28	23
150,001 - 200,000	142	34	-	Average Value: \$128,513
200,001 - 250,000	243	112	3	24
250,001 - 300,000	220	Average Value: \$262,256	6	13
300,001 - 350,000	464	123	37	2
350,001 - 400,000	530	117	10	2
400,001 - 450,000	546	42	5	1
450,001 - 500,000	660	24	4	2
500,001 - 550,000	954	16	3	-
550,001 - 600,000	1,370	3	4	-
600,001 - 650,000	1,728	4	-	-
650,001 - 700,000	Average Value: \$699,528	1	-	-
700,001 - 750,000	1,170	1	-	-
750,001 - 800,000	1,020	2	-	-
800,001 - 850,000	757	-	-	-
850,001 - 900,000	547	1	-	-
900,001 - 950,000	383	-	-	-
950,001 - 1,000,000	313	-	-	-
1,000,001 - 1,100,000	368	-	-	-
1,100,001 - 1,200,000	216	-	-	-
1,200,001 - 1,300,000	151	-	1	-
1,300,001 - 1,400,000	129	-	-	1
1,400,001 - 1,500,000	79	-	-	-
1,500,001 - 1,600,000	51	-	1	-
1,600,001 - 1,700,000	37	-	-	-
1,700,001 - 1,800,000	35	-	-	-
1,800,001 - 1,900,000	26	-	-	-
1,900,001 - 2,000,000	20	1	-	-
More than \$2M	134	1	-	-

Village of Sayward:

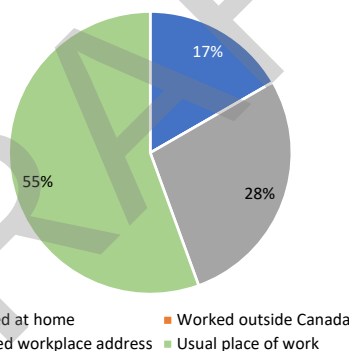
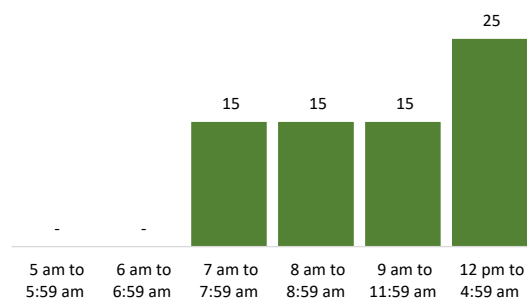
Sayward Income Distribution



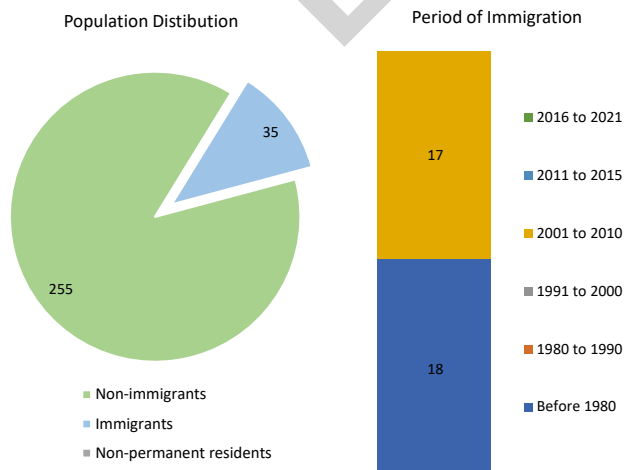
Income Source and Average Value vs. Region

Commuting Duration
(not including work-from-home)

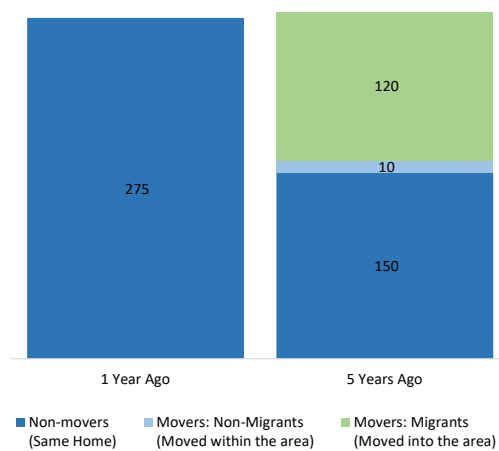
Place of Work

Time Leaving for Work
(not including work-from-home)

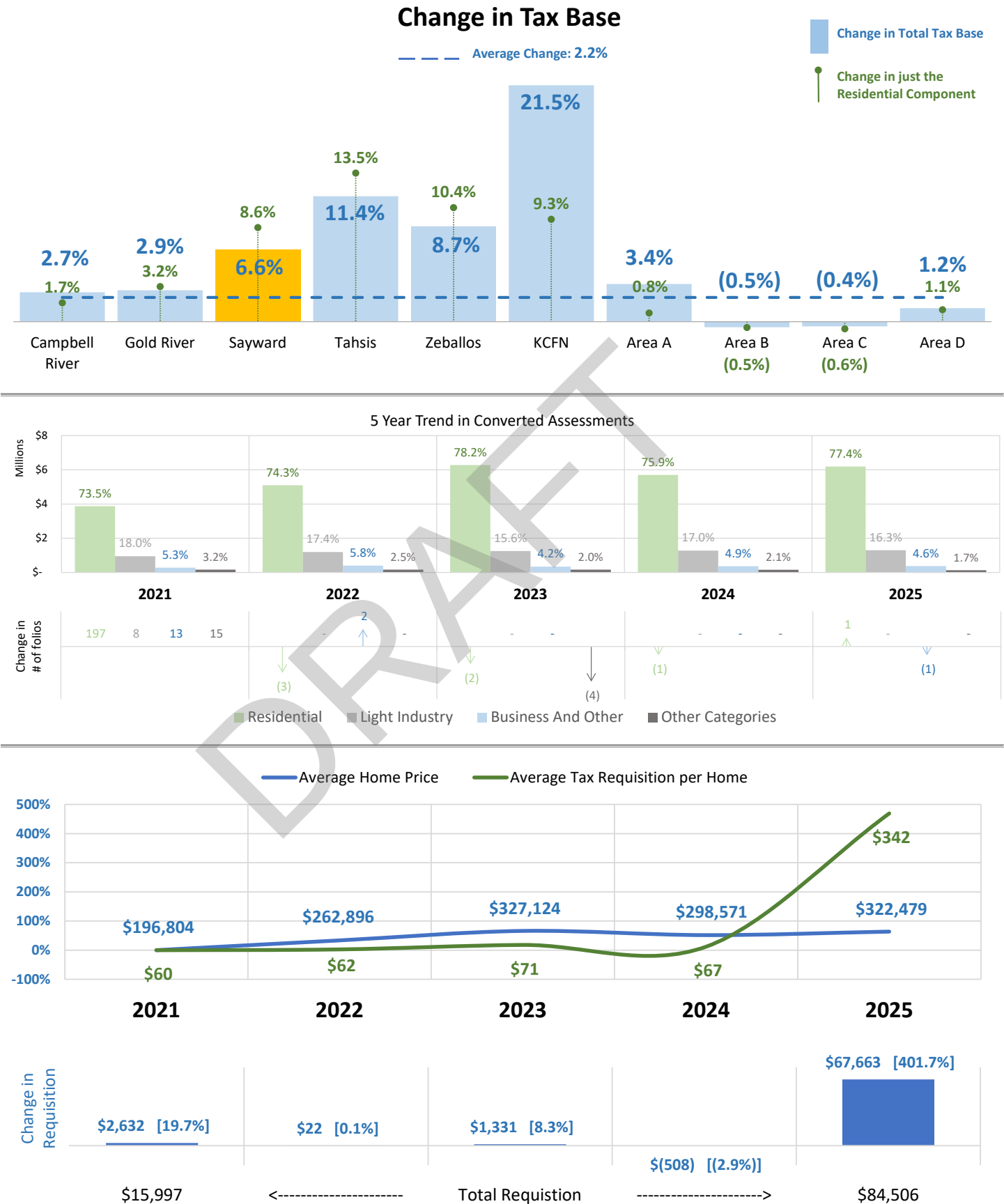
Immigration Profile



Mobility Profile



Village of Sayward:



Village of Sayward:

Property Tax Requisition Summary

Estimated 2024 to 2025 Tax Rate Change

Based on BC Assessment Completed Roll (January 2025)

Function	Requisition				Estimated Tax (per \$100K)		
	2024 Actual	2025 Budget	\$ Change	% Change	2024 Actual	2025 Budget	\$ Change
Municipalities:							
100 - Municipalities - Administration	\$ 2,512	\$ 2,745	\$ 233	9.3 %	\$ 3.36	\$ 3.44	\$ 0.07
Corporate Services:							
110 - Administration and General Government	4,769	5,174	404	8.5 %	6.35	6.47	0.11
Regional Services:							
149 - Regional Broadband	489	544	56	11.4 %	0.65	0.68	0.03
150 - Regional Feasibility Studies	12	72	61	524.3 %	0.02	0.09	0.08
245 - Sayward Volunteer Fire Department^	-	64,630	64,630	100.0 %	-	80.90	80.90
272 - Strathcona Emergency Program	2,253	2,539	286	12.7 %	3.00	3.17	0.17
275 - 911 Emergency Answering Service	2,262	2,743	480	21.2 %	3.03	3.43	0.40
368 - Sayward Valley Refuse Disposal	4,124	4,289	165	4.0 %	5.52	5.37	(0.15)
450 - Regional Housing	-	1,331	1,331	100.0 %	-	1.66	1.66
451 - Just Like Home	420	437	17	4.0 %	0.56	0.55	(0.01)
510 - Planning Non Part 26	2	1	(0)	(10.4)%	0.00	0.00	(0.00)
Total Requisition	\$ 16,843	\$ 84,506	\$ 67,663	401.7 %	\$ 22.49	\$ 105.76	\$ 83.27

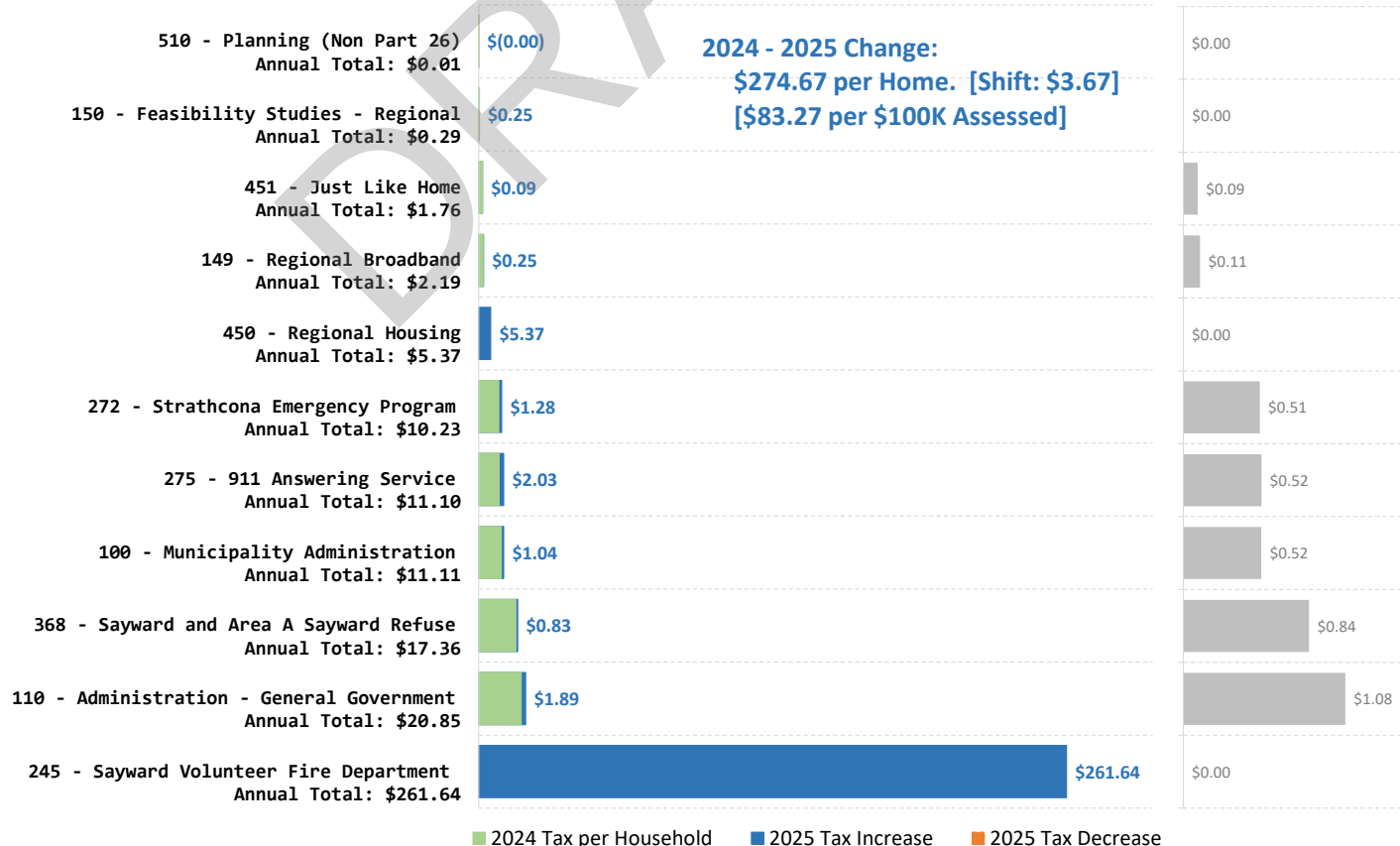
Average Residential Property Value: \$ 298,571 \$ 322,479

Estimated Tax Per Average Residential Property \$ 67.26 \$ 341.92

Estimated Tax Requisition per Average Household is \$341.92 for 2025. [2024 = \$67.26]

Impact of Assessment Shift:
\$3.67 per Home

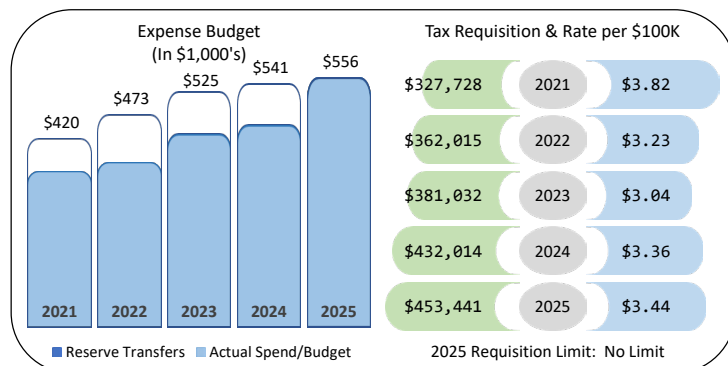
Average Home Value is \$322,479 for 2025. [2024 = \$298,571]



Service Description

This function supports member municipality representatives for SRD board governance and management costs which includes the City of Campbell River, Village of Gold River, Village of Sayward, Village of Tahsis, Village of Zeballos, and Ka:'yu:k't'h / Che:kt'les7et'h' (KCFN).

This service was established on January 1, 2001 under the Local Government Act section 800, and Board Policy adopted February 26, 2001. There is no stated requisition limit for this function.

**Operating Budget:**

	2024 Projection	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Revenue:							
Property tax requisition	\$ 432,014	\$ 432,014	\$ 453,441	\$ 560,344	\$ 570,641	\$ 581,158	\$ 591,900
Grants in lieu	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Other revenue	2,389	-	1,461	1,003	1,023	1,043	1,064
Prior year surplus	109,595	105,331	96,821	-	-	-	-
	547,998	541,345	555,723	565,347	575,664	586,201	596,964
Expense:							
Operating expenses	448,788	541,345	554,262	564,344	574,641	585,158	595,900
Transfers to reserves	2,389	-	1,461	1,003	1,023	1,043	1,064
	451,177	541,345	555,723	565,347	575,664	586,201	596,964
Surplus/(Deficit)	\$ 96,821	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Tax Requisition per Region:

	Residential	Utilities	Major Industry	Light Industry	Business And	Managed Forest	Rec/Non Profit	Farm	TOTAL
City of Campbell River	\$ 344,831	\$ 4,885	\$ 359	\$ 5,861	\$ 79,099	\$ 1,738	\$ 769	\$ 5	\$ 437,545
Village of Gold River	6,645	31	-	535	1,957	-	2	-	9,170
Village of Sayward	2,134	10	-	448	127	20	5	-	2,745
Village of Tahsis	2,541	124	-	72	269	15	7	-	3,029
Village of Zeballos	614	19	-	199	93	-	1	-	926
KCFN	0	-	-	-	25	-	-	-	25
Total Requisition	\$ 356,765	\$ 5,070	\$ 359	\$ 7,115	\$ 81,570	\$ 1,773	\$ 785	\$ 5	\$ 453,441

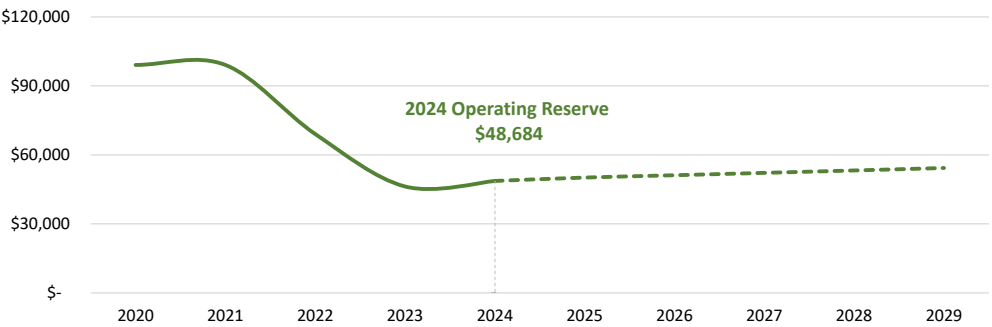
Tax Requisition per Average Folio:

	Residential	Utilities	Major Industry	Light Industry	Business And Other	Managed Forest Land	Rec/Non Profit	Farm
Amount requisitioned	\$ 356,765	\$ 5,070	\$ 359	\$ 7,115	\$ 81,570	\$ 1,773	\$ 785	\$ 5
Tax rate (per \$100K)	\$ 3.44	\$ 12.03	\$ 11.68	\$ 11.68	\$ 8.42	\$ 10.31	\$ 3.44	\$ 3.44

Average requisition, per folio:

City of Campbell River	\$ 24.28	\$ 232.61	\$ 71.72	\$ 114.91	\$ 103.40	\$ 13.79	\$ 24.82	\$ 0.23
Village of Gold River	9.31	31.33	-	76.48	42.54	-	2.24	-
Village of Sayward	11.11	10.47	-	55.97	9.10	2.90	2.72	-
Village of Tahsis	6.15	15.54	-	14.39	13.46	7.50	1.20	-
Village of Zeballos	4.80	19.30	-	49.80	10.37	-	0.68	-
KCFN	0.44	-	-	-	8.22	-	-	-
Regional Average	\$ 9.35	\$ 61.85	\$ 71.72	\$ 62.31	\$ 31.18	\$ 8.07	\$ 6.33	\$ 0.23

Reserve Summary



Budget Commentary and Service Goals:

- 2025 budget increase reflects inflationary increases for travel & training and meeting expenses. Function has had elevated surplus since pandemic due to reduced opportunities to attend in-person meetings and events.

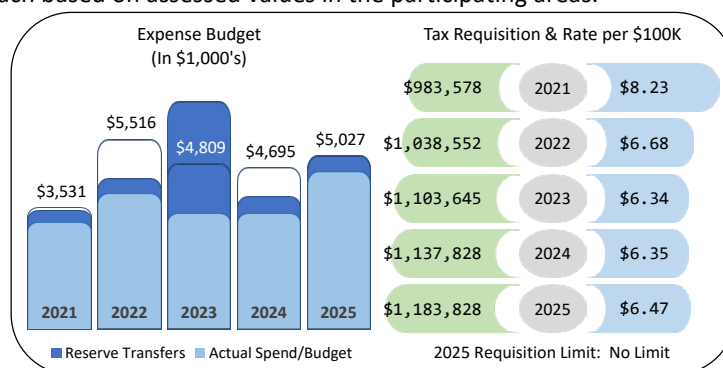
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Service Description:

Function 110 and related general administration functions separated into Functions 111, 113, 114, 115, 116, 117, 118, and 119 provide general administration to all Regional District services including Strathcona Gardens. In addition to General Government administration services, the function also includes 201-Administration – Regional Fire and 401 – Strathcona Community Health network.

This service was established at inception of the Regional District through SLP and the Local Government Act section 800. There is no stated requisition limit for this function. General administration is funded by all four electoral areas, five member municipalities, and the First Nations member.

The requisition for corporate services functions is apportioned to each based on assessed values in the participating areas.



Operating Budget (Consolidated):

	2024 Projection	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Revenue:							
Property tax requisition	\$ 1,137,605	\$ 1,137,605	\$ 1,183,828	\$ 1,738,059	\$ 2,053,285	\$ 2,255,229	\$ 2,257,242
Grants in lieu	178,415	163,000	170,000	170,000	170,000	170,000	170,000
Government transfers	249,586	252,847	191,261	170,000	170,000	170,000	170,000
Other revenue	2,554,921	2,087,535	2,024,573	2,019,085	2,041,186	2,063,630	2,096,861
Sales of services	64,856	26,210	56,934	57,562	58,209	58,875	59,561
Transfers from reserves	51,363	114,800	9,671	555,200	171,316	16,814	15,750
Prior year surplus	1,004,520	913,400	1,390,826	-	-	-	-
	5,241,266	4,695,397	5,027,093	4,709,906	4,663,996	4,734,548	4,769,414
Expense:							
Operating expenses	3,145,247	4,299,141	4,398,724	4,202,254	4,169,683	4,227,272	4,283,035
Grants in Aid	43,000	75,000	75,000	75,000	75,000	75,000	75,000
Transfers to reserves	502,556	212,982	445,095	324,378	311,039	324,002	303,105
Other transfers	51,363	-	-	-	-	-	-
Debt principal	42,925	42,925	42,925	42,925	42,925	42,925	42,925
Debt interest	65,349	65,349	65,349	65,349	65,349	65,349	65,349
	3,850,439	4,695,397	5,027,093	4,709,906	4,663,996	4,734,548	4,769,414
Surplus/(Deficit)	\$ 1,390,826	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Tax Requisition per Region: (Consolidated):

	Residential	Utilities	Major Industry	Light Industry	Business And Other	Managed Forest	Rec/Non Profit	Farm	TOTAL
City of Campbell River	\$ 648,094	\$ 15,450	\$ 675	\$ 11,028	\$ 149,885	\$ 3,270	\$ 1,448	\$ 4	\$ 829,854
Village of Gold River	12,504	164	-	1,007	3,682	-	4	-	17,361
Village of Sayward	4,003	39	-	843	240	38	10	-	5,174
Village of Tahsis	4,782	258	-	135	507	28	14	-	5,724
Village of Zeballos	1,155	54	-	375	176	-	1	-	1,761
KCFN	1	12	-	-	46	-	-	-	59
Area A	19,901	8,689	-	6,697	3,417	3,834	181	73	42,792
Area B	41,251	280	-	76	1,545	829	133	14	44,127
Area C	90,229	440	-	1,724	13,466	1,183	603	57	107,703
Area D	94,634	1,288	5,551	585	3,217	23,640	331	26	129,273
Total Requisition	\$ 916,555	\$ 26,674	\$ 6,226	\$ 22,471	\$ 176,180	\$ 32,823	\$ 2,725	\$ 174	\$ 1,183,828

Tax Requisition per Folio: (Consolidated):

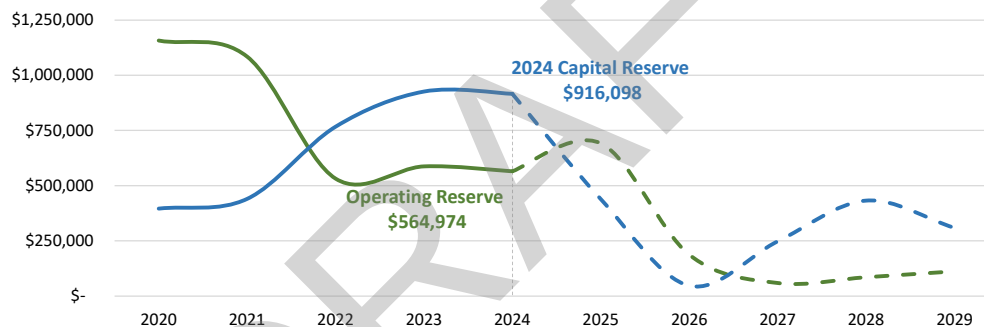
	Residential	Utilities	Major Industry	Light Industry	Business And Other	Managed Forest Land	Rec/Non Profit	Farm
Amount requisitioned	\$ 916,555	\$ 26,674	\$ 6,226	\$ 22,471	\$ 176,180	\$ 32,823	\$ 2,725	\$ 174
Tax rate (per \$100K)	\$ 6.47	\$ 22.63	\$ 21.98	\$ 21.98	\$ 15.84	\$ 19.40	\$ 6.47	\$ 6.47

Average requisition, per folio:

City of Campbell River	\$ 45.63	\$ 643.74	\$ 134.97	\$ 216.24	\$ 195.93	\$ 25.95	\$ 46.70	\$ 0.22
Village of Gold River	17.51	81.87	-	143.92	80.04	-	4.22	-
Village of Sayward	20.85	19.63	-	105.32	17.12	5.46	5.12	-
Village of Tahsis	11.58	28.68	-	27.08	25.33	14.12	2.26	-
Village of Zeballos	9.03	26.92	-	93.72	19.51	-	1.27	-
KCFN	0.83	11.72	-	-	15.46	-	-	-
Area A	26.32	202.07	-	45.56	29.97	56.39	8.62	1.62
Area B	46.51	40.01	-	15.13	27.58	28.59	22.10	0.35
Area C	42.36	23.18	-	12.77	72.01	25.17	21.55	0.81
Area D	48.98	56.02	5,551.27	29.27	123.74	97.68	41.33	0.92
Regional Average	\$ 26.96	\$ 113.38	\$ 2,843.12	\$ 76.56	\$ 60.67	\$ 36.20	\$ 17.02	\$ 0.78

Reserve Summary:

- This reserve funds corporate office building and equipment, technology, and other infrastructure not covered by other reserves.



Budget Commentary and Service Goals:

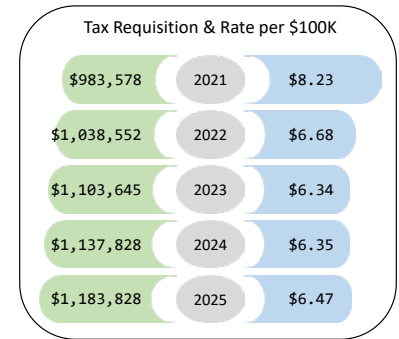
- See below for detailed commentary on each of the subfunctions (Functions 111-119) that make up the consolidated Function 110 Budget.
- In summary, the overall requisition remains unchanged due to higher-than-expected interest revenue and the deferral of Regional Fire Administration startup costs, eliminating the need for a base budget increase. The \$46,000 (4%) increase allocated for 2025 represents 50% of the approved 'Reconciliation Framework Development and Implementation' business case. The \$1.1 million requisition for this service has remained largely unchanged since 2023, thanks to higher investment income and staffing vacancies. However, these factors are expected to normalize in future years. Future budgets include planned reserve transfers to help mitigate the impact of requisition increases.

Service Description:

Sub-Function 110 includes all revenues not assigned to other service functions.

Revenues in this function support operations in Function 111 – Management Services, 113 – Financial Services, 114 – Corporate Office, 115 – Human Resources, 116 – Information Services, 117 – Vehicle Pool, 118 – Strategic Initiatives, and 119 – Fiscal & Capital Administration.

In addition to general administrative functions, this service also funds Function 201 – Regional Fire Administration. Function 401 – Strathcona Community Health Network is funded by operating grants and other non-tax revenue.



Operating Budget: (Amounts included above in Function-110 consolidated operating budget)

	2024 Projection	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Revenue:							
Property tax requisition	\$ 1,137,605	\$ 1,137,605	\$ 1,183,828	\$ 1,738,059	\$ 2,053,285	\$ 2,255,229	\$ 2,257,242
Grants in lieu	178,415	163,000	170,000	170,000	170,000	170,000	170,000
Government transfers	188,000	170,000	170,000	170,000	170,000	170,000	170,000
Other revenue	1,897,414	1,610,734	1,685,680	1,688,118	1,714,959	1,730,732	1,761,043
Sales of services	6,157	-	-	-	-	-	-
Transfers from reserves	51,363	114,800	-	543,195	156,930	-	-
Prior year surplus	1,004,520	913,400	1,390,826	-	-	-	-
	\$ 4,463,474	\$ 4,109,539	\$ 4,600,334	\$ 4,309,372	\$ 4,265,174	\$ 4,325,961	\$ 4,358,285

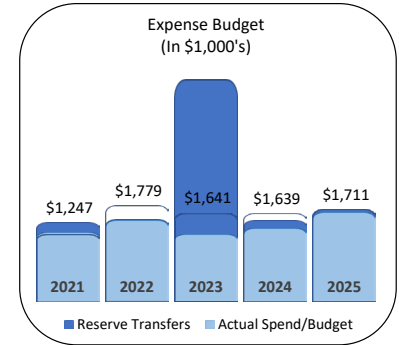
Budget Commentary and Service Goals:

- Grants in lieu for 1% utility tax and other Federal and Provincial Authorities.
- Other revenue is primarily comprised of support services charges which recoup costs from the various services functions as well as interest and other investment income. Variance from budget due to higher than anticipated interest income earning in the year.
- The 2024 Transfers from Reserve were initially intended to fund the new Regional Fire Service; however, most of the startup costs will not be incurred until 2025, so no transfer was booked for 2024. Due to the increased interest income realized in 2024, which boosted the surplus, the offset for the Regional Fire Service is not being recommended.
- Sales of service revenue include cost recovery for the Sayward by-election.

Service Description:

This function includes the SRD's Corporate Services department including the Chief Administrative Officer, Corporate Officer and related staff, and general administration costs of the Regional District.

The department is responsible for providing Board and committee support, agendas and minutes, bylaws and legislative services, elections, referenda and other elector approvals, and records management.



Operating Budget: (Amounts included above in Function-110 consolidated operating budget)

	2024 Projection	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Other revenue	\$ 145,636	\$ -	\$ 20,648	\$ 16,365	\$ 6,328	\$ 3,816	\$ 4,392
	145,636	-	20,648	16,365	6,328	3,816	4,392
Expense:							
Operating expenses	1,271,859	1,563,802	1,572,727	1,540,151	1,565,283	1,590,922	1,617,077
Grants in Aid	43,000	75,000	75,000	75,000	75,000	75,000	75,000
Transfers to reserves	145,636	-	269,943	41,365	31,328	28,816	29,392
	\$ 1,460,495	\$ 1,638,802	\$ 1,917,670	\$ 1,656,516	\$ 1,671,611	\$ 1,694,738	\$ 1,721,469

Capital Summary:

Project Title	2024 Carry Forward	2025	2026	2027	2028	2029	Funding
Records Management System	\$ 105,000	-	-	-	-	-	Reserves
Development of records management system to improve efficiency and productivity, and to facilitate compliance with FOIPPA legislation.							
Speaker Queue System / Clocks	\$ 10,000	-	-	-	-	-	Reserves
Will relieve Chair of managing speaker priorities via paper and to synchronize clocks to improve efficiency of Board and committee meetings.							
Multi-Device Replacement	-	-	-	-	\$ 20,000	-	Reserves
Replacement of existing multifunction copiers at SRD corporate office, serviceability issues on both machines are leading to downtime and extra costs.							
Director Information Portal	\$ 12,606	-	-	-	-	-	Reserves
One-stop portal for Director access to agendas, minutes, media releases, convention information, etc. Improved efficiency for directors and staff.							
Regional Transportation Service - Van/Bus	\$ 300,000	-	-	-	-	-	Grants
Fleet purchase to potentially implement a regional transportation service, funded by the Growing Communities Fund.							
Regional Transportation Service - Ebike Stations	\$ 90,000	-	-	-	-	-	Grants
Ebike station installation funded by the Growing Communities Fund.							

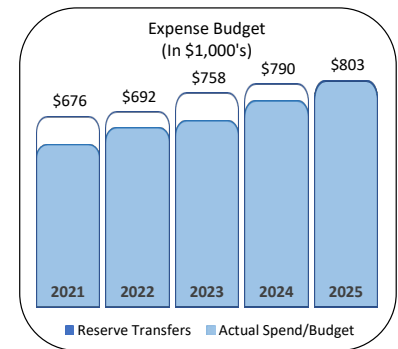
Budget Commentary and Service Goals:

- 2025 Operating Budget reduced by \$18,000 for costs associated with website improvements being moved to the Capital Budget in Function 118 – Strategic Initiatives. Website costs will be split 50%/50% between Function 118 – Strategic Initiatives and Function 640 – Strathcona Gardens. New website will absorb the prior Strathcona Connected Coast Network Corporation (SCCNC) and the REC-REATE website, reducing operational and maintenance costs.
- 2025 Budget includes \$75,000 for Regional Grants in Aid.
- Transfers to Reserves relate to interest being earned on the reserve balances.

Service Description:

Function 113 is responsible for safeguarding the Regional Districts financial assets and planning to ensure the financial stability and viability of the organization. The department provides financial reporting and control and is responsible for the implementation of financial management policies.

The department also provides financial information and advice to the Board, various functions within the Regional District and the general public. Additional tasks include financial and statutory reporting, grant management, purchasing and procurement policy, utility billings, accounts receivable, accounts payable, payroll, treasury services, and senior government financial filings.



Operating Budget: (Amounts included above in Function-110 consolidated operating budget)

	2024 Projection	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Operating expenses	\$ 730,602	\$ 789,624	\$ 803,194	\$ 802,194	\$ 802,194	\$ 802,194	\$ 802,194

Capital Summary:

Project Title	2024 Carry Forward	2025	2026	2027	2028	2029	Funding
Budget Software	-	-	\$ 50,000	-	-	-	Grants
Budget software to improve the annual financial planning cycle. Staff are monitoring for any capacity/planning grant opportunities.							
Asset Management Software	-	-	-	\$ 60,000	-	-	Grants
Database software to better facilitate corporate wide asset management efforts. Staff are monitoring for any capacity/planning grant opportunities.							

Impact of the Capital Plan on the Operating Budget: Projects in the capital plan would be new additions to the organizations software catalogue and would need additional annual licencing/contract costs to employ. Based on similar sized organizations, budget software is anticipated to have first-year install cost of \$40,000 to \$50,000 and annual licencing costs of \$12,000 to \$15,000.

The budget for asset management software was established in 2018, with anticipated annual operating costs of less than \$5,000.

Budget Commentary and Service Goals:

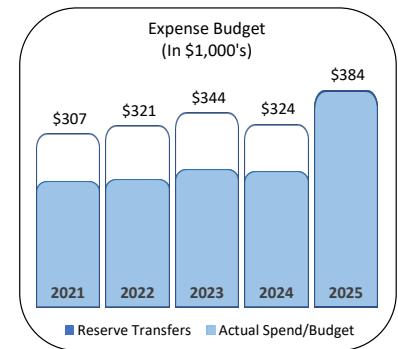
- 2024 Operating Expenses projected to be underbudget due to staff turnover, unspent overtime and contractor allowances, and other miscellaneous unspent contingencies. Staffing vacancy is was filled in December 2024.
- Capital plan includes new budget software to better facilitate annual budget. Currently this project is not funded by any internal source, staff are monitoring for potential grant program to subsidize costs. \$30,000 is estimate for initial acquisition and adoption costs, annual licencing estimate is \$12,000.
- 2025 Budget includes \$5,000 that was transferred over from Function 111 – Administration for budget and year-end financial statement publication and advertising.
- Future projects include implementation of new purchasing policy, software service review, and update to select bylaws and policies regarding accounting/budget processes.

Service Description:

The purpose of this function is to provide a corporate office facility for:

- meetings of the Regional Board, the Strathcona Gardens Commission, and various Board committees.
- a customer service centre for members of the public to pay water or sewer billings, to submit applications for zoning or other land use amendments, or to obtain information on SRD service offerings.
- office space for staff to provide services across the region.

The costs of operating and maintaining the corporate office building are recovered from the various functions and services that are administered from the facility based on the amount of space allocated to each. The Regional District also receives rental revenue from a lease of the 2nd floor of the building.



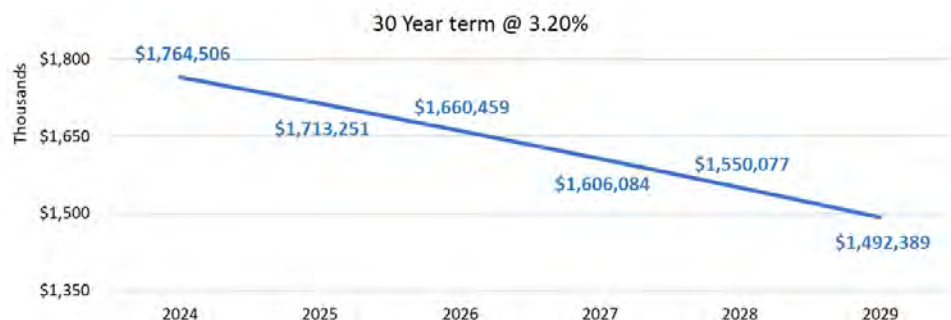
Operating Budget: (Amounts included above in Function-110 consolidated operating budget)

	2024 Projection	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Revenue:							
Other revenue	\$ 105,284	\$ 105,284	\$ 122,393	\$ 125,615	\$ 128,933	\$ 132,351	\$ 135,872
Sales of services	33,654	26,210	36,000	36,000	36,000	36,000	36,000
	138,938	131,494	158,393	161,615	164,933	168,351	171,872
Expense:							
Operating expenses	132,033	215,499	275,272	213,798	214,340	214,898	215,473
Debt principal	42,925	42,925	42,925	42,925	42,925	42,925	42,925
Debt interest	65,349	65,349	65,349	65,349	65,349	65,349	65,349
	240,307	323,773	383,546	322,072	322,614	323,172	323,747
Surplus/(Deficit)	\$ (101,369)	\$ (192,279)	\$ (225,153)	\$ (160,457)	\$ (157,681)	\$ (154,821)	\$ (151,875)

Capital Summary:

Project Title	2024 Carry Forward	2025	2026	2027	2028	2029	Funding
Corporate Offices Interior Renovation	\$ 6,514	\$ 100,000	\$ 100,000	-	-	-	Reserves
General allowance for building upgrades and renovations. 2025: Lighting Project. 2026: Elevator project							
Corporate Office - Exterior Renovation (7yr plan)	\$ 572,845	\$ 100,000	\$ 600,000	-	-	\$ 500,000	Reserves/ Grants
Renovations to corporate office exterior. 2025: Phase 1 Windows 2026: Phase 2 - Envelope 2029: Envelop and decking							

Debt Summary:

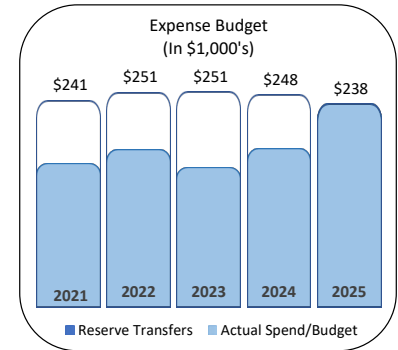


Budget Commentary and Service Goals:

- Other revenue consists of costs recoveries from second floor lease agreement and Function 130 – Electoral Area Administration.
- Sales of services includes revenues earned from second floor lease agreement.
- Expense budget includes \$62,000 carry forward for building renovation projects and increase to janitorial contingency.

Service Description:

This function is responsible for human resources at the Regional District including labour and employee relations; recruiting and retention; compensation and benefits; performance management; learning and development; and health, safety and wellness.



Operating Budget: (Amounts included above in Function-110 consolidated operating budget)

	2024 Projection	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Operating expenses	\$ 185,083	\$ 247,833	\$ 237,563	\$ 239,060	\$ 227,627	\$ 231,266	\$ 234,977

Capital Summary:

Project Title	2024 Carry Forward	2025	2026	2027	2028	2029	Funding
Human Resources Information System (HRIS)	-	-	\$ 30,000	-	-	-	Grant
To provide HR the ability to automate operational tasks and unify employee data in a single electronic system.							

Impact of the Capital Plan on the Operating Budget: HRIS Software is anticipated to save labour by assisting with data storage and information retrieval. No reduction of cost has been included in the operating budget as adoption is not currently a high priority however the demand will increase as the organization grows.

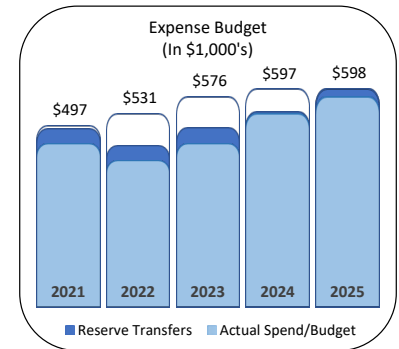
Budget Commentary and Service Goals:

- Operating expense budget include \$17,000 carryforward for Health and Safety review.
- Capital plan includes new HRIS system to better facilitate employee record retention. Currently this project is not funded by any internal source, staff are monitoring for potential grant program to subsidize costs.
- Manage the transition to a new health and benefit service provider and evaluate contract savings after implementation. In 2024, the benefit consultant recommended changing the carrier, resulting in overall cost savings in the Group Benefits plan and reduced allocations across all service functions throughout the SRD. There will be no increase in the budget for health care premiums.
- Recurring surplus due to this function carrying a significant amount of contingencies for various human resource initiatives and legal costs.

Service Description:

This function includes overall responsibility for the design, implementation, support and maintenance of the SRD's information technology architecture. This includes all software, servers, storage, network equipment, website, applications, phone systems, and audio-visual equipment at the SRD Corporate Office and the Strathcona Gardens Recreation Complex. The IT service provides technology solutions and support to all staff across all departments at both locations.

The SRD partners with a managed technology service company that provides 24x7 IT infrastructure support including servers, network, storage, database, connectivity and data backups.



Operating Budget: (Amounts included above in Function-110 consolidated operating budget)

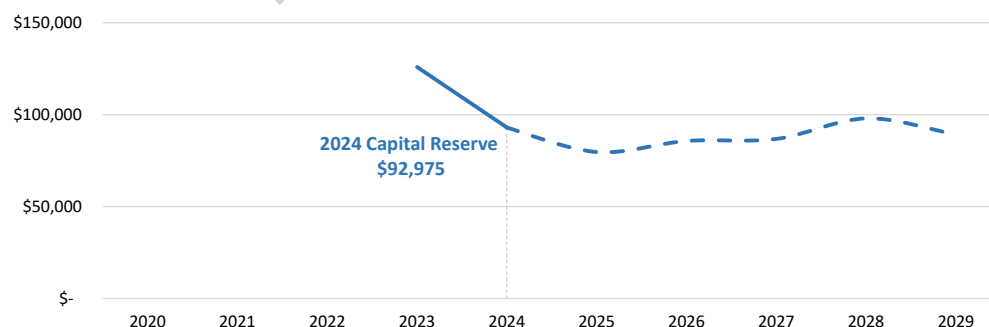
	2024 Projection	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Other revenue	\$ 5,388	\$ -	\$ 1,739	\$ 994	\$ 1,114	\$ 1,136	\$ 1,359
	5,388	-	1,739	994	1,114	1,136	1,359
Expense:							
Operating expenses	525,326	577,193	576,756	581,756	590,156	598,976	608,237
Transfers to reserves	25,388	20,000	21,739	35,994	31,114	41,136	21,359
	550,714	597,193	598,495	617,750	621,270	640,112	629,596
Surplus/(Deficit)	\$ (545,326)	\$ (597,193)	\$ (596,756)	\$ (616,756)	\$ (620,156)	\$ (638,976)	\$ (628,237)

Capital Summary:

Project Title	2024 Carry Forward	2025	2026	2027	2028	2029	Funding
IT Infrastructure Replacements	-	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	Reserves
Scheduled replacement of server and networking equipment. Ensuring current infrastructure and network security standards are met.							
Workstation and Peripherals Replacements	-	\$ 20,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	Reserves
Annual workstations replacements for SRD Corporate Office staff. Ensures staff have up-to-date computer equipment to conduct RD work.							

Impact of the Capital Plan on the Operating Budget: The IT capital plan focuses exclusively on replacing existing equipment and will not result in any increase to the operating budget. Given the reliance on computers and services, maintaining up-to-date technology is essential for ensuring employees can work efficiently with minimal downtime caused by technical issues.

Reserves Summary:



Budget Commentary and Service Goals:

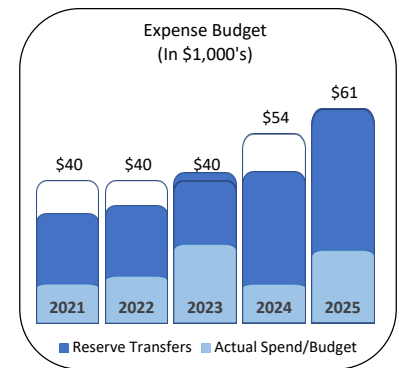
- Other revenue related to interest income earned on reserves.
- 2025 Professional Fee contingency budget reduced by \$10,000.
- 2024 saw a significant capital upgrade to Districts server equipment and configuration to enhance security and overall capacity. Workstation replacement rate was lower than anticipated due to server upgrade, 2025 budget increased to accommodate higher workstation replacements.

Sub-Function 117 – Administration - Vehicle Pool

Corporate Services

Service Description:

Function 117 is responsible for managing the SRD corporate fleet of vehicles including insurance, fuel, and repairs and maintenance. The recovery costs charged to Regional District services through the support services allocation includes an annual transfer to the general capital reserve to allow for vehicle replacement.



Operating Budget:

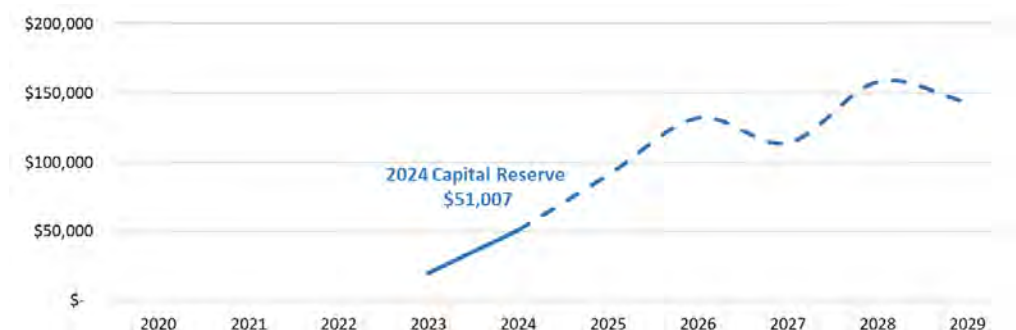
	2024 Projection	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Revenue:							
Other revenue	\$ 55,365	\$ 53,579	\$ 60,480	\$ 62,226	\$ 63,354	\$ 65,743	\$ 67,018
	55,365	53,579	60,480	62,226	63,354	65,743	67,018
Expense:							
Operating expenses	12,574	24,358	20,700	21,014	21,336	21,667	22,006
Transfers to reserves	31,007	29,221	39,780	41,212	42,018	44,076	45,012
	43,581	53,579	60,480	62,226	63,354	65,743	67,018
Surplus/(Deficit)	\$ 11,784	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Summary:

Project Title	2024 Carry Forward	2025	2026	2027	2028	2029	Funding
Fleet Replacement	-	-	-	\$ 60,000	-	\$ 60,000	Reserves
Replacement of aging equipment.							

Impact of the Capital Plan on the Operating Budget: The Fleet Replacement Plan focuses exclusively on replacing existing fleet vehicles that already have established operating budgets so the renewal will not impact the operating budget. The corporate fleet only increases by Board directive stemming from business cases or one-time senior government grant allocations. Given the reliance on travel and the remoteness of our region, maintaining a reliable fleet is essential for ensuring safe and efficient operations.

Reserves Summary:



Budget Commentary and Service Goals:

- 2025-2026 Projects include review of Corporate Fleet Policy and Procedure which has been deferred for a number of years due to lack of staff capacity.
- Other Revenue includes cost recovery from other functions and interest income.
- Corporate fleet count stands at 6 passenger vehicles.

Service Description:

Function 118 was established in 2019 to better identify and summarize the Board's strategic priorities. The department plays a role in supporting, developing and implementing initiatives that align with the board's strategic plan as well as a specific focus on corporate communications, First Nations relations and accessibility.

This function includes First Nations Strategy implementation, the First Nations Liaison, accessibility act administration requirements and many of the SRD communication initiatives.

**Operating Budget: (Amounts included above in Function-110 consolidated operating budget)**

	2024 Projection	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Revenue:							
Government transfers	\$ 56,000	\$ 56,000	\$ -	\$ -	\$ -	\$ -	\$ -
Sales of services	-	-	20,934	21,562	22,209	22,875	23,561
	56,000	56,000	20,934	21,562	22,209	22,875	23,561
Expense:							
Operating expenses	202,354	321,808	413,652	295,784	223,949	225,647	227,379
	202,354	321,808	413,652	295,784	223,949	225,647	227,379
Surplus/(Deficit)	\$ (146,354)	\$ (265,808)	\$ (392,718)	\$ (274,222)	\$ (201,740)	\$ (202,772)	\$ (203,818)

Capital Summary:

Project Title	2024 Carry Forward	2025	2026	2027	2028	2029	Funding
External Website Development	\$ 20,000	\$ 30,000	-	-	-	-	Reserves
Upgrade of the srd.ca website, file management and server upgrade.							

Impact of the Capital Plan on the Operating Budget: Refurbishment of the website will not have a material impact on operations after it is initially setup. It is anticipated the organization will be able to increase its efficiency and level of communication with the new site as the current infrastructure dates between 2008 when the site was built and 2015 when the last major updates were done.

Budget Commentary and Service Goals:

- Sales of Services relate to a cost sharing arrangement with Comox Valley RD for First Nations Relations and Communications support.
- The 2025 budget supports the modernization of the Strathcona Gardens and SRD websites to update technology, enhance accessibility, improve user experience and provide seamless access to information and services.
- The 2025 Budget includes a \$43,000 carryforward for the Website Renewal project and \$58,000 in carryforwards for Communications Initiatives and the development of a comprehensive First Nations Reconciliation framework to guide the SRD's reconciliation efforts and support meaningful engagement with First Nations. This initiative officially began in October 2024.
- The 2025 Budget includes additional \$92,000 for approved business case related to Indigenous Engagement.

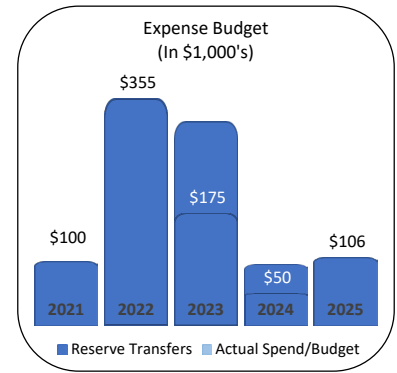
Sub-Function 119 - Administration - Fiscal Services & Capital

Corporate Services

Service Description:

Function 119 allocates transfers amount from the general administration budget in Function 110 to the general capital reserves to fund the corporate asset replacement not accounted for in other service functions.

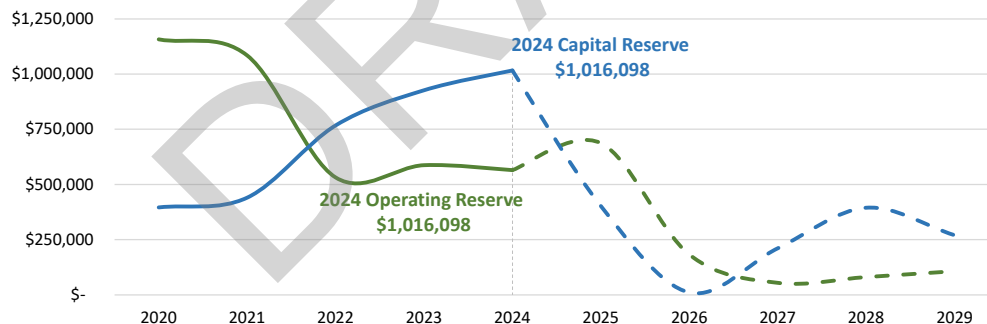
This function also manages interest payments on debt stemming from any corporate short-term borrowing through the Municipal Finance Authority (MFA).



Operating Budget: (Amounts included above in Function-110 consolidated operating budget)

	2024 Projection	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Other revenue	\$ 46,343	\$ -	\$ 8,797	\$ -	\$ 203	\$ 3,807	\$ 1,367
	46,343	-	8,797	-	203	3,807	1,367
Expense:							
Transfers to reserves	\$ 96,343	\$ 50,000	\$ 108,797	\$ 200,000	\$ 200,203	\$ 203,807	\$ 201,367
	96,343	50,000	108,797	200,000	200,203	203,807	201,367
Surplus/(Deficit)	\$ (50,000)	\$ (50,000)	\$ (100,000)	\$ (200,000)	\$ (200,000)	\$ (200,000)	\$ (200,000)

Reserves Summary:



Budget Commentary and Service Goals:

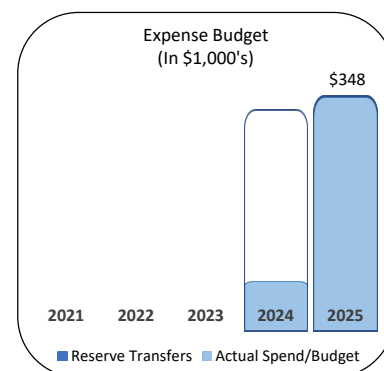
- 2025 transfer budget includes amounts related to funding the long-term asset management plan for the corporate services function. This includes all costs not otherwise covered by other subfunctions; notably all capital building costs, business equipment (copiers/binding), general furniture, specialized IT purchases, corporate enterprise (accounting) software and other specialized software not covered by the IT function.

Service Description:

Function 201 – Regional Fire Administration was introduced by the Board in an effort to meet their strategic objectives as they relate to climate resiliency and good governance.

The Strathcona Regional District, while small in population, spans a very large land mass across northern Vancouver Island, the mainland, and many islands in between. The service is intended to collaborate with all fire departments in the region to optimize fire protection and related services throughout the region.

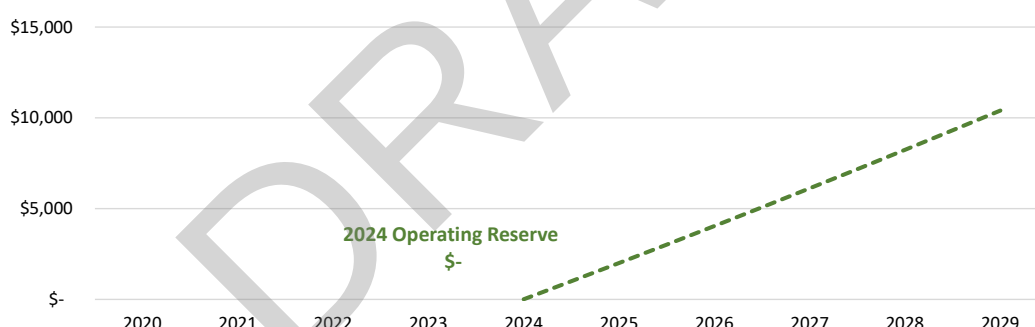
This function is a sub-function of General Administration and will be funded through supplementary letters patent and the Local Government Act section 800.



Operating Budget: (Amounts included above in Function-110 consolidated operating budget)

	2024 Projection	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Operating expenses	\$ 22,309	\$ 328,000	\$ 345,928	\$ 374,492	\$ 388,412	\$ 402,888	\$ 417,942
Transfers to reserves	-	-	2,000	2,040	2,081	2,122	2,165
Other transfers	51,363	-	-	-	-	-	-
	\$ 73,671	\$ 328,000	\$ 347,928	\$ 376,532	\$ 390,493	\$ 405,010	\$ 420,107

Reserves Summary:



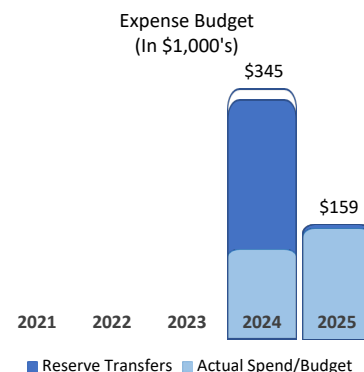
Budget Commentary and Service Goals:

- Startup costs anticipated to be incurred late in 2024 and into 2025.
- Other transfers include reimbursement of service feasibility costs to Function 150 – Regional Feasibility Studies.

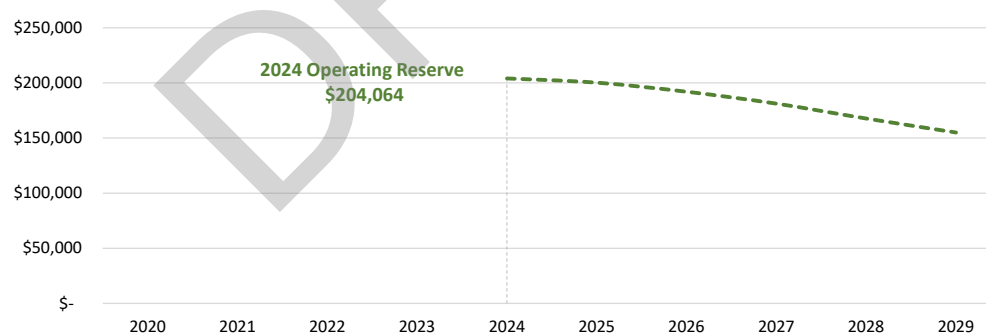
Service Description:

Funding for the Strathcona Community Health Network (SCHN) is supported through a contract with Island Health. The function of the Community Health Network is to address the Board's strategic objective of Community Health and Wellness.

Community Health and Wellness are addressed by engaging with community partners who work within a variety of sectors, including; public health, housing, food security and poverty reduction. The health network further focusses on the social determinants of health for the region. The success of this function can be determined by the strength of the relationships across the social service sector, First Nations and rural communities and the ability to address their needs.

**Operating Budget:** *(Amounts included above in Function-110 consolidated operating budget)*

	2024 Projection	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Revenue:							
Government transfers	5,586	26,847	21,261	-	-	-	-
Other revenue	299,373	317,938	127,832	125,764	125,552	125,287	125,037
Sales of services	25,045	-	-	-	-	-	-
Transfers from reserves	-	-	9,671	12,005	14,386	16,814	15,750
	330,004	344,785	158,764	137,769	139,938	142,101	140,787
Expense:							
Operating expenses	125,940	231,024	152,932	134,005	136,386	138,814	137,750
Transfers to reserves	204,064	113,761	5,832	3,764	3,552	3,287	3,037
	330,004	344,785	158,764	137,769	139,938	142,101	140,787
Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Reserve Summary:**Budget Commentary and Service Goals:**

- Strathcona Community Health Network segregated from Function 118 – Strategic Initiatives to provide more transparency to the program going forward. 2023 and prior budgets are included in Function 118.
- Other Revenue includes service contract revenue from VIHA.
- Sales of Service revenue relates to cost sharing agreement associated with the Tahsis Housing Needs Assessment.
- Transfers from Reserves relate to reserve funding originally earned from service contract; this function and its reserves are not funded by taxation.

Regional Services



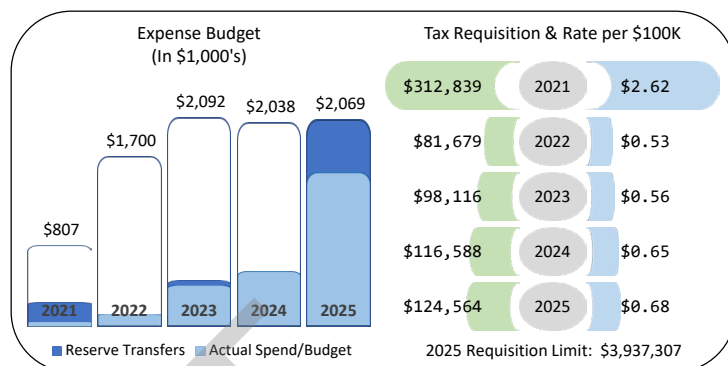
The Strathcona Regional District (SRD) includes four electoral areas, five member municipalities, and one first nations member. The borders extend from the Oyster River south of [Campbell River](#) to [Gold River](#), [Sayward](#), [Tahsis](#), [Zeballos](#) and [Kyuquot-Nootka](#) in the north and west, and east to [Cortes Island](#), [Quadra Island](#) and the [Discovery Islands](#) as well as a portion of the adjacent mainland north of [Powell River](#). With the exception of the [KCFN](#), the **regional services** of the Regional District benefit all participants of the Regional District.

Service Description

The purpose of this function is to provide telecommunication infrastructure that improves access to high-speed internet and other telecommunications throughout the Strathcona Regional District. This function was established in 2019 after an alternative approval process in the fall of 2018. This initiative originated as a strategic priority of the Board over several years.

The first initiative for this service is the Connected Coast project. The Regional District obtained a grant from the Federal and Provincial governments for \$33 million to install a new subsea fibre-optic backbone network with a connection to Vancouver Internet Exchange and points of presence throughout the Regional District and other BC coastal communities. This project will be a collaboration with City West, a subsidiary of the City of Prince Rupert.

The authority for this service is provided by Bylaw 321 approved on September 19, 2018. The maximum levy for this function is \$0.25 per \$1,000 of the net taxable value of land and improvements in the service area which includes all four electoral areas and five member municipalities.



Operating Budget:

	2024 Projection	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Revenue:							
Property tax requisition	\$ 116,588	\$ 116,588	\$ 124,564	\$ 141,841	\$ 144,815	\$ 147,888	\$ 151,062
Grants in lieu	500	-	-	-	-	-	-
Other revenue	77,419	114,180	115,770	119,258	114,180	314,180	314,180
Debt recoveries	353,898	829,705	829,705	829,705	829,705	829,705	829,705
Transfers from reserves	-	-	-	325,000	258,978	-	-
Prior year surplus	998,367	977,127	998,507	-	-	-	-
	1,546,772	2,037,600	2,068,546	1,415,804	1,347,678	1,291,773	1,294,947
Expense:							
Operating expenses	191,766	1,207,895	712,944	581,021	517,973	462,068	465,242
Transfers to reserves	2,601	-	525,897	5,078	-	-	-
Debt principal	-	481,705	481,705	481,705	481,705	481,705	481,705
Debt interest	353,898	348,000	348,000	348,000	348,000	348,000	348,000
	548,265	2,037,600	2,068,546	1,415,804	1,347,678	1,291,773	1,294,947
Surplus/(Deficit)	\$ 998,507	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Summary:

Project Title	2024 Carry Forward	2025	2026	2027	2028	2029	Funding
Earthquake Early Warning System	\$ 549,460	-	-	-	-	-	Grants
Construction of an earthquake early warning system is designed to support emergency preparedness and response efforts in the Province.							
SCCNC - Canadian Coast Guard Broadband	\$ 242,713	-	-	-	-	-	Grants
Last mile connections for 12 lighthouse sites in BC.							

Impact of the Capital Plan on the Operating Budget: Both the Earthquake Early Warning (EEW) system and the Coast Guard broadband infrastructure will generate monthly utility and connection charges. These costs are anticipated to be mostly recouped from operating contracts with the Provincial and Federal governments. Future capital replacement or upgrades are also anticipated to be in partnership with senior government funders with no direct cost impact to SRD rate payers.

Borrowing Summary:

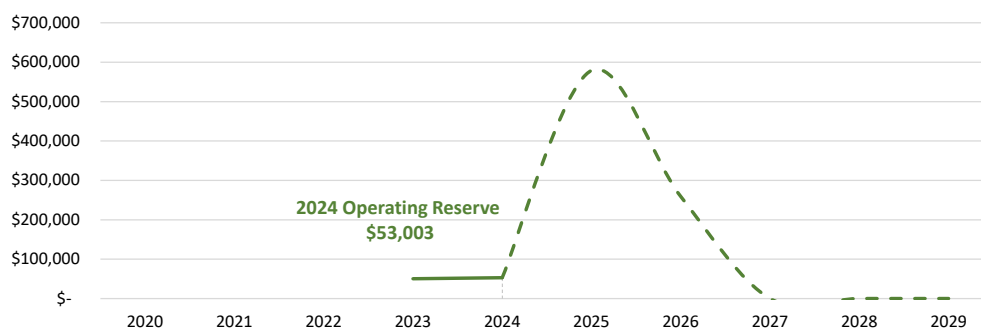
- Debt in this Function relates to a debt agreement with CityWest Communications who is servicing all borrowing costs.
- The amount borrowed is currently under the short-term borrowing bylaw, CityWest has yet to convert the amount to long-term debt. Total authorized borrowing is \$18,000,000

Tax Requisition per Region:

	Residential	Utilities	Major Industry	Light Industry	Business And Other	Managed Forest Land	Rec/Non Profit	Farm	TOTAL
City of Campbell River	\$ 68,197	\$ 1,626	\$ 71	\$ 1,160	\$ 15,772	\$ 344	\$ 152	\$ 0	\$ 87,323
Village of Gold River	1,316	17	-	106	387	-	0	-	1,827
Village of Sayward	421	4	-	89	25	4	1	-	544
Village of Tahsis	503	27	-	14	53	3	1	-	602
Village of Zeballos	122	6	-	39	18	-	0	-	185
Area A	2,094	914	-	705	360	403	19	8	4,503
Area B	4,341	29	-	8	163	87	14	1	4,643
Area C	9,494	46	-	181	1,417	125	63	6	11,333
Area D	9,958	136	584	62	339	2,488	35	3	13,603
Total Requisition	\$ 96,446	\$ 2,806	\$ 655	\$ 2,365	\$ 18,534	\$ 3,454	\$ 287	\$ 18	\$ 124,564

Tax Requisition per Average Folio:

	Residential	Utilities	Major Industry	Light Industry	Business And Other	Managed Forest Land	Rec/Non Profit	Farm
Amount requisitioned	\$ 96,446	\$ 2,806	\$ 655	\$ 2,365	\$ 18,534	\$ 3,454	\$ 287	\$ 18
Tax rate (per \$100K)	\$ 0.68	\$ 2.38	\$ 2.31	\$ 2.31	\$ 1.67	\$ 2.04	\$ 0.68	\$ 0.68
Average requisition, per folio:								
City of Campbell River	\$ 4.80	\$ 67.74	\$ 14.20	\$ 22.75	\$ 20.62	\$ 2.73	\$ 4.91	\$ 0.02
Village of Gold River	1.84	8.61	-	15.14	8.42	-	0.44	-
Village of Sayward	2.19	2.07	-	11.08	1.80	0.57	0.54	-
Village of Tahsis	1.22	3.02	-	2.85	2.67	1.49	0.24	-
Village of Zeballos	0.95	2.83	-	9.86	2.05	-	0.13	-
Area A	2.77	21.26	-	4.79	3.15	5.93	0.91	0.17
Area B	4.89	4.21	-	1.59	2.90	3.01	2.33	0.04
Area C	4.46	2.44	-	1.34	7.58	2.65	2.27	0.08
Area D	5.15	5.89	584.14	3.08	13.02	10.28	4.35	0.10
Regional Average	\$ 3.14	\$ 13.12	\$ 299.17	\$ 8.06	\$ 6.91	\$ 3.81	\$ 1.79	\$ 0.08

Reserve Summary:

Budget Commentary and Service Goals:

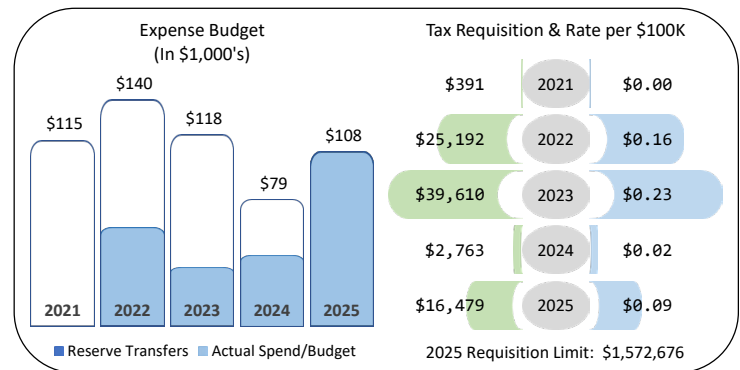
- Debt recoveries, Debt Principal and Debt Interest charges all relate to agreements with CityWest. CityWest is responsible for all costs associated with debt.
- Surplus amounts being carried since 2018 when the SRD began to financially support the project, carried amounts will be allocated to future project works.
- Budget includes Other Revenues and Operating Expenses for Canadian Coast Guard contract which net to zero.
- Tax requisition is to support for SCCNC Board remuneration, First Nations Relations Coordinator salary allocation, liability and property insurance contingencies, and support services allocations.
- Future revenues from Connected Coast Joint Venture not shown due to timing uncertainty.

DRAFT

Service Description

The purpose of this service is to provide funds to support the study of potential new services for the Strathcona Regional District as a whole. If a regional district undertakes a service after conducting a feasibility study in respect of the service, the costs of that study are deemed to be costs of that service and must be paid back.

The authority for this service which was established through the Local Government Act, section 800 and Supplementary Letters Patent (SLP). The maximum levy for this service cannot exceed \$0.10 per \$1,000 of the assessed value in the region.

**Operating Budget:**

	2024 Projection	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Revenue:							
Property tax requisition	\$ 2,763	\$ 2,763	\$ 16,479	\$ 68,975	\$ 69,545	\$ 70,131	\$ 70,736
Grants in lieu	23	-	-	-	-	-	-
Other revenue	51,363	-	-	-	-	-	-
Prior year surplus	82,091	75,838	91,944	-	-	-	-
	136,240	78,601	108,423	68,975	69,545	70,131	70,736
Expense:							
Operating expenses	44,296	78,601	108,423	68,975	69,545	70,131	70,736
	44,296	78,601	108,423	68,975	69,545	70,131	70,736
Surplus/(Deficit)	\$ 91,944	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Tax Requisition per Region:

	Residential	Utilities	Major Industry	Light Industry	Business And Other	Managed Forest Land	Rec/Non Profit	Farm	TOTAL
City of Campbell River	\$ 9,084	\$ 129	\$ 9	\$ 154	\$ 2,084	\$ 46	\$ 20	\$ 0	\$ 11,527
Village of Gold River	175	1	-	14	52	-	0	-	242
Village of Sayward	56	0	-	12	3	1	0	-	72
Village of Tahsis	67	3	-	2	7	0	0	-	80
Village of Zeballos	16	1	-	5	2	-	0	-	24
Area A	279	122	-	94	48	54	3	1	599
Area B	577	4	-	1	22	12	2	0	618
Area C	1,263	6	-	24	189	17	8	1	1,508
Area D	1,325	18	78	8	45	331	5	0	1,810
Total Requisition	\$ 12,843	\$ 283	\$ 87	\$ 315	\$ 2,451	\$ 460	\$ 38	\$ 2	\$ 16,479

Tax Requisition per Average Folio:

	Residential	Utilities	Major Industry	Light Industry	Business And Other	Managed Forest Land	Rec/Non Profit	Farm
Amount requisitioned	\$ 12,843	\$ 283	\$ 87	\$ 315	\$ 2,451	\$ 460	\$ 38	\$ 2
Tax rate (per \$100K)	\$ 0.09	\$ 0.32	\$ 0.31	\$ 0.31	\$ 0.22	\$ 0.27	\$ 0.09	\$ 0.09
Average requisition, per folio:								
City of Campbell River	\$ 0.64	\$ 6.13	\$ 1.89	\$ 3.03	\$ 2.72	\$ 0.36	\$ 0.65	\$ 0.01
Village of Gold River	0.25	0.83	-	2.01	1.12	-	0.06	-
Village of Sayward	0.29	0.28	-	1.47	0.24	0.08	0.07	-
Village of Tahsis	0.16	0.41	-	0.38	0.35	0.20	0.03	-
Village of Zeballos	0.13	0.51	-	1.31	0.27	-	0.02	-
Area A	0.37	2.83	-	0.64	0.42	0.79	0.12	0.02
Area B	0.65	0.56	-	0.21	0.39	0.40	0.31	0.00
Area C	0.59	0.32	-	0.18	1.01	0.35	0.30	0.01
Area D	0.69	0.78	77.72	0.41	1.73	1.37	0.58	0.01
Regional Average	\$ 0.42	\$ 1.40	\$ 39.80	\$ 1.07	\$ 0.92	\$ 0.51	\$ 0.24	\$ 0.01

Budget Commentary and Service Goals:

- Other Revenue includes cost recoupment for Regional Fire Service Study, service was implemented in 2024 under General Administration.
- This service function also maintains a \$50,000 base budget available for future initiatives, as approved by the Board.

Service Description

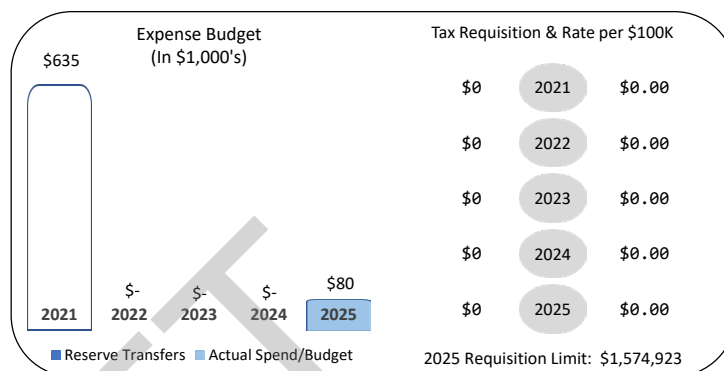
The Vancouver Island Regional Library (VIRL) currently requisitions funds from each of its member municipalities and regional districts to meet its operational budget requirements. Since the VIRL does not have authority to incur long-term debt it must consider other means to generate funds for major library facilities or alternatively, avoid the need for long-term borrowing by relying on other parties to provide suitable facilities. Traditionally this has been accomplished by entering into agreements with community partners for the acquisition of library space on a leasehold basis however more recently VIRL has entered into agreements with regional districts, including Cowichan Valley and Nanaimo, to finance the purchase.

This service/agreement is being managed to ensure cost neutrality and no additional requisition will occur. Ultimately the service will lower financing costs for VIRL and provide a benefit to everyone within the region.

The authority for this service is provided by Bylaw 393 approved on August 19, 2020. The maximum levy for this function is \$0.10 per \$1,000 of the net taxable value of land and improvements in the service area which includes the entirety of the Strathcona Regional District.

Related bylaws:

- Bylaw No. 394, being Public Library Facility Loan Authorization Bylaw 2020



Operating Budget:

	2024 Projection	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Revenue:							
Debt recoveries	-	-	79,968	79,968	79,968	79,968	79,968
	-	-	79,968	79,968	79,968	79,968	79,968
Expense:							
Debt principal	-	-	32,093	32,093	32,093	32,093	32,093
Debt interest	-	-	47,875	47,875	47,875	47,875	47,875
	-	-	79,968	79,968	79,968	79,968	79,968
Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Debt Summary:



Budget Commentary and Service Goals:

- Borrowing Bylaw #394 in place to permit the Regional district to borrow \$14,000,000 on behalf of the Vancouver Island Regional Library (VIRL) to build a new branch in the region. VIRL has opted to draw \$1,250,000 of this amount in 2024.

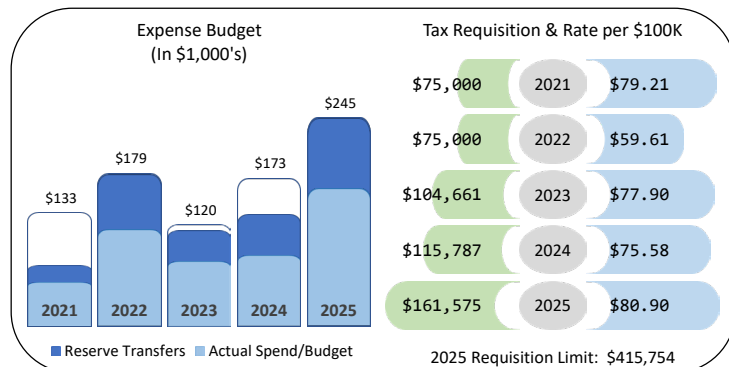
Function 245 –Sayward Volunteer Fire Department

Regional Services

Service Description

The costs of fire protection services are shared with the Village, with the Regional District contributing 60% of the operating budget and the Village contributing 40%

Capital costs for buildings and equipment are being shared on a case-by-case basis, depending on the nature of the asset.



Operating Budget:

	2024 Projection	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Revenue:							
Property tax requisition	\$ 115,787	\$ 115,787	\$ 161,575	\$ 163,730	\$ 164,453	\$ 165,196	\$ 165,959
Government transfers	26,200	41,000	-	-	-	-	-
Other revenue	18,927	550	5,861	5,750	1,054	1,064	1,074
Transfers from reserves	-	-	30,000	-	-	-	-
Prior year surplus	17,583	16,063	47,109	-	-	-	-
	178,497	173,400	244,545	169,480	165,507	166,260	167,033
Expense:							
Operating expenses	83,044	143,308	161,575	164,280	165,003	165,746	166,509
Transfers to reserves	48,344	30,092	82,970	5,200	504	514	524
	131,388	173,400	244,545	169,480	165,507	166,260	167,033
Surplus/(Deficit)	\$ 47,109	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Summary:

Project Title	2024 Carry Forward	2025	2026	2027	2028	2029	Funding
Sayward Sub-Regional Fire Services	\$ 627,849	-	-	\$ 650,000	-	-	Grants / Reserves
Capital upgrades and equipment replacement for the combined Area A and Sayward Fire Service							

Tax Requisition per Region:

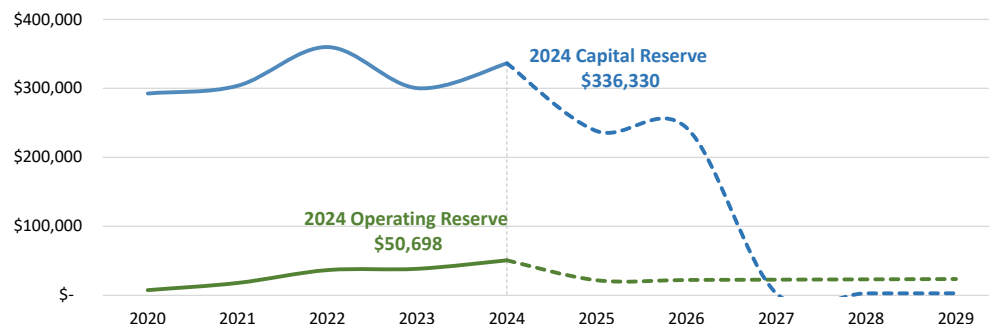
	Residential	Utilities	Major Industry	Light Industry	Business And	Managed Forest	Rec/Non Profit	Farm	TOTAL
Village of Sayward	\$ 50,235	\$ 247	\$ -	\$ 10,543	\$ 3,000	\$ 478	\$ 128	\$ -	\$ 64,630
Area A	87,172	225	-	900	5,342	2,645	459	202	96,945
Total Requisition	\$ 137,407	\$ 471	\$ -	\$ 11,443	\$ 8,342	\$ 3,123	\$ 588	\$ 202	\$ 161,575

Tax Requisition per Average Folio:

	Residential	Utilities	Major Industry	Light Industry	Business And Other	Managed Forest Land	Rec/Non Profit	Farm
Amount requisitioned	\$ 137,407	\$ 471	\$ -	\$ 11,443	\$ 8,342	\$ 3,123	\$ 588	\$ 202
Tax rate (per \$100K)	\$ 80.90	\$ 283.15	\$ -	\$ 275.07	\$ 198.21	\$ 242.71	\$ 80.90	\$ 65.16

Average requisition, per folio:

Village of Sayward	\$ 261.64	\$ 246.62	\$ -	\$ 1,317.82	\$ 214.27	\$ 68.27	\$ 64.12	\$ -
Area A	\$ 286.75	\$ 224.65	\$ -	\$ 34.63	\$ 485.64	\$ 120.22	\$ 229.70	\$ 11.20

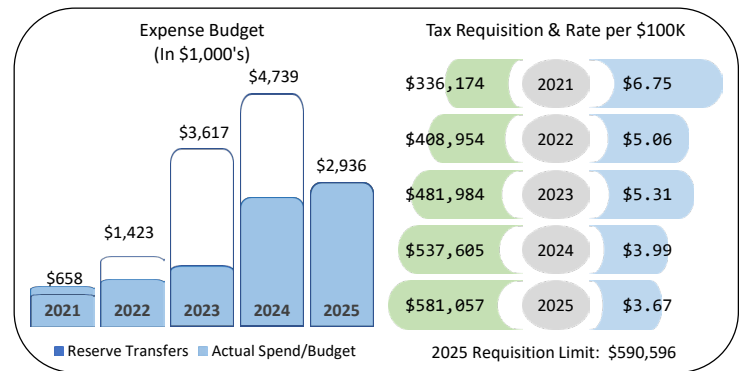
Reserve Summary:**Budget Commentary and Service Goals:**

- The SRD and the Village of Sayward reorganized the service which will see fire protection and first responder efforts operating as a single entity under the SRD. The funding for the service is anticipated to be split 60% to the SRD and 40% to the Village. Capital contributions are currently being negotiated.
- The 2025 requisition and operating budgets shown above now account for the total cost of the service; to be split between the SRD and the Village. In 2024, only the SRD's portion was shown. Overall, there is no anticipated service cost or taxation increase for 2025 due to the amalgamation.
- Future budgets will need to account for a Capital Reserve contribution for long term asset management.
- 2025 Goals include exploring additional volunteer recruitment and retention incentives.

Service Description

The Strathcona Emergency Program (SEP) is responsible for emergency mitigation, preparedness, response and recovery within the Regional District. SEP provides emergency management coordination, leadership and support for the five municipalities and four electoral areas in the Regional District while working in collaboration with First Nations

The authority for this service is provided by Bylaw 2733 approved February 28, 2004 and subsequently amended with Bylaw 275. The maximum levy for this function is \$0.0375 per \$1,000 of the net taxable value of land and improvements in the service area which includes all four electoral areas and five member municipalities.



Operating Budget:

	2024 Projection	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Revenue:							
Property tax requisition	\$ 537,605	\$ 537,605	\$ 581,057	\$ 690,575	\$ 702,097	\$ 713,893	\$ 725,971
Grants in lieu	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Government transfers	1,992,076	4,151,376	2,706,434	297,052	297,052	297,052	297,052
Other revenue	3,351	-	1,426	979	1,099	732	836
Prior year surplus	89,704	47,935	-	-	-	-	-
	2,625,236	4,739,416	3,291,417	991,106	1,002,748	1,014,177	1,026,359
Expense:							
Operating expenses	2,621,922	4,729,416	3,289,991	985,127	996,649	1,008,445	1,020,523
Transfers to reserves	3,314	10,000	1,426	5,979	6,099	5,732	5,836
	2,625,236	4,739,416	3,291,417	991,106	1,002,748	1,014,177	1,026,359
Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Summary:

Project Title	2024 Carry Forward	2025	2026	2027	2028	2029	Funding
Strathcona Emergency Program Small Equipment	\$ 20,000	-	-	-	\$ 25,000	-	Reserves
Minor equipment purchases to support regional emergency preparedness.							
Protective Services Fleet Vehicle	\$ 15,875	-	-	-	-	-	Grants
Fleet purchase for Protective Service personnel, funded by Growing Communities Fund.							
Cortes Island Seacan	\$ 11,532	-	-	-	-	-	Grants
Seacan container full of emergency response supplies funded by the Growing Communities Fund.							
EOC Center Emergency Generator	\$ 57,424	-	-	-	-	-	Grants
Emergency power supply for EOC center funded by the Growing Communities Fund.							

Impact of the Capital Plan on the Operating Budget: The Small Equipment Purchases line in the capital budget serves as a placeholder, with the actual operating impact becoming clear only once the equipment is purchased. Generally, any operating cost impacts from this equipment are minimal, if they exist at all.

The addition of the Protective Service vehicle to the fleet has resulted in an annual increase of approximately \$8,000 in operating expenses, along with heightened support services charges to facilitate its replacement in 6 to 8 years. Similarly, while the EOC generator and Cortes Island Seacan are inexpensive to maintain, they have led to an increased annual transfer to capital reserves to finance their eventual replacement.

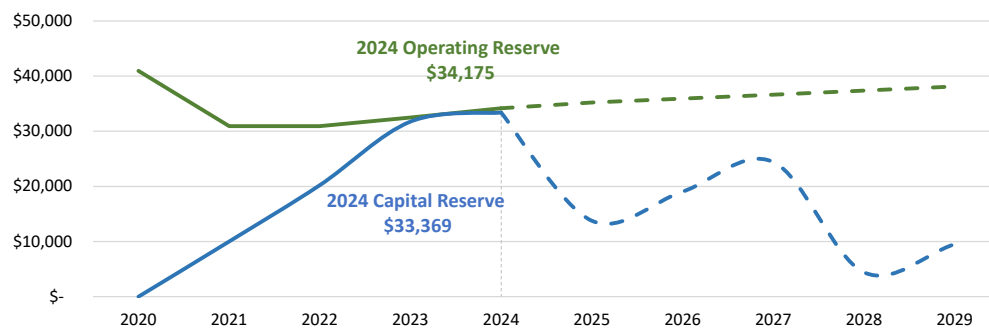
Tax Requisition per Region:

	Residential	Utilities	Major Industry	Light Industry	Business And Other	Managed Forest Land	Rec/Non Profit	Farm	TOTAL
City of Campbell River	\$ 318,045	\$ 7,582	\$ 331	\$ 5,412	\$ 73,554	\$ 1,605	\$ 710	\$ 2	\$ 407,241
Village of Gold River	6,136	80	-	494	1,807	-	2	-	8,520
Village of Sayward	1,965	19	-	413	118	19	5	-	2,539
Village of Tahsis	2,347	127	-	66	249	14	7	-	2,809
Village of Zeballos	656	31	-	213	100	-	1	-	1,000
Area A	9,766	4,264	-	3,287	1,677	1,882	89	36	21,000
Area B	20,244	137	-	37	758	407	65	7	21,655
Area C	44,279	216	-	846	6,608	581	296	28	52,854
Area D	46,441	632	2,724	287	1,579	11,601	162	13	63,439
Total Requisition	\$ 449,878	\$ 13,088	\$ 3,055	\$ 11,056	\$ 86,449	\$ 16,108	\$ 1,337	\$ 85	\$ 581,057

Tax Requisition per Average Folio:

	Residential	Utilities	Major Industry	Light Industry	Business And Other	Managed Forest Land	Rec/Non Profit	Farm
Amount requisitioned	\$ 449,878	\$ 13,088	\$ 3,055	\$ 11,056	\$ 86,449	\$ 16,108	\$ 1,337	\$ 85
Tax rate (per \$100K)	\$ 3.67	\$ 12.85	\$ 10.79	\$ 12.49	\$ 9.00	\$ 9.52	\$ 3.67	\$ 3.17
Average requisition, per folio:								
City of Campbell River	\$ 22.39	\$ 315.91	\$ 66.23	\$ 106.12	\$ 96.15	\$ 12.74	\$ 22.92	\$ 0.11
Village of Gold River	8.59	40.18	-	70.63	39.28	-	2.07	-
Village of Sayward	10.23	9.63	-	51.69	8.40	2.68	2.51	-
Village of Tahsis	5.68	14.07	-	13.29	12.43	6.93	1.11	-
Village of Zeballos	5.13	15.29	-	53.23	11.08	-	0.72	-
Area A	12.92	99.16	-	22.36	14.71	27.67	4.23	0.79
Area B	22.82	19.64	-	7.43	13.54	14.03	10.85	0.17
Area C	20.79	11.38	-	6.27	35.34	12.35	10.58	0.40
Area D	24.04	27.49	2,724.22	14.37	60.72	47.94	20.28	0.45
Regional Average	\$ 14.73	\$ 61.42	\$ 1,395.23	\$ 38.37	\$ 32.41	\$ 17.76	\$ 8.36	\$ 0.38

Reserve Summary:



Budget Commentary and Service Goals:

- Budget includes all senior government funded projects as well as all Emergency Management Climate Readiness (EMCR) supported initiatives which typically cover 100% of incurred costs. Budget amounts do not often reflect any of the EMCR grants given amounts can't be forecasted in advance.
- Requisition increase primarily due to additional costs associated with administering high volume of Provincial Grants.
- 2025 goals include Implementation of the Evacuee Registration Assistance (ERA) online tool to support regional Emergency Support Services.
- Continue regional disaster communications initiatives DiasterNetBC and SRDOps radio networks.
- Support recruitment, retention and appreciation of Public Safety Lifeline Volunteers.

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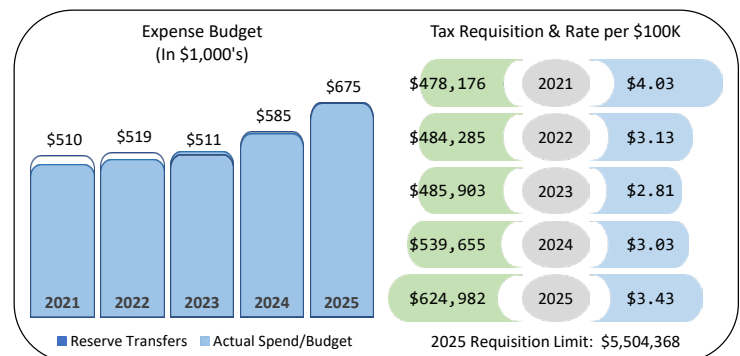
Service Description

The purpose of this function is to provide funding for annual contributions to the North Island 911 Corporation which administers the 9-1-1 service on behalf of 6 regional districts in central and northern Vancouver Island and on the central coast of British Columbia. The members of the service include the following regional districts: Comox Valley, Nanaimo, Alberni-Clayoquot, Mt. Waddington, Quathet, and the Strathcona Regional District.

The service is delivered via contracts with E-Comm (Vancouver) for initial call-taking (aka Primary Safety Answering Point) and the City of Campbell River for fire dispatch services. Calls for medical emergencies are handed off to the BC Ambulance Service.

The authority for this service is provided by Bylaw 1579 which was approved November 29, 1993. The costs of providing the

service are shared between the participating regional districts based on real property assessments included within the service area. The maximum levy for this function is \$0.35 per \$1,000 of the net taxable value of land and improvements in the service area.



Operating Budget:

	2024 Projection	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Revenue:							
Property tax requisition	\$ 539,655	\$ 539,655	\$ 624,982	\$ 646,387	\$ 678,589	\$ 712,402	\$ 747,904
Grants in lieu	596	-	-	-	-	-	-
Government transfers	10,716	45,000	34,284	-	-	-	-
Other revenue	781	-	-	-	40	81	123
Transfers from reserves	-	-	15,916	-	-	-	-
	551,748	584,655	675,182	646,387	678,629	712,483	748,027
Expense:							
Operating expenses	573,403	579,881	648,001	644,387	676,589	710,402	745,904
Transfers to reserves	781	-	-	2,000	2,040	2,081	2,123
Prior year deficit	4,745	4,774	27,181	-	-	-	-
	578,929	584,655	675,182	646,387	678,629	712,483	748,027
Surplus/(Deficit)	\$ (27,181)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Tax Requisition Per Region:

	Residential	Utilities	Major Industry	Light Industry	Business And	Managed Forest	Rec/Non Profit	Farm	TOTAL
City of Campbell River	\$ 344,523	\$ 4,880	\$ 358	\$ 5,855	\$ 79,028	\$ 1,736	\$ 769	\$ 5	\$ 437,155
Village of Gold River	6,639	31	-	535	1,955	-	2	-	9,162
Village of Sayward	2,132	10	-	447	127	20	5	-	2,743
Village of Tahsis	2,539	124	-	72	269	15	7	-	3,026
Village of Zeballos	613	19	-	199	93	-	1	-	926
Area A	10,567	4,613	-	3,556	1,814	2,036	96	39	22,720
Area B	21,902	149	-	40	820	440	70	7	23,429
Area C	47,907	234	-	915	7,150	628	320	30	57,185
Area D	50,246	684	2,947	311	1,708	12,551	176	14	68,637
Total Requisition	\$ 487,067	\$ 10,746	\$ 3,306	\$ 11,931	\$ 92,964	\$ 17,427	\$ 1,447	\$ 95	\$ 624,982

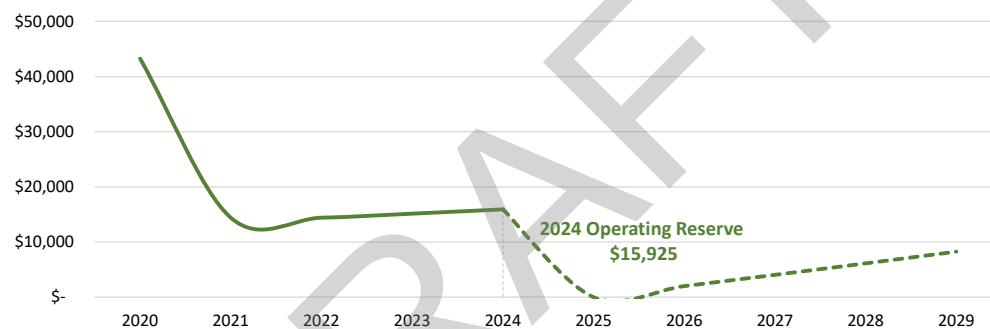
Tax Requisition Per Average Folio:

	Residential	Utilities	Major Industry	Light Industry	Business And Other	Managed Forest Land	Rec/Non Profit	Farm
Amount requisitioned	\$ 487,067	\$ 10,746	\$ 3,306	\$ 11,931	\$ 92,964	\$ 17,427	\$ 1,447	\$ 95
Tax rate (per \$100K)	\$ 3.43	\$ 12.02	\$ 11.67	\$ 11.67	\$ 8.41	\$ 10.30	\$ 3.43	\$ 3.43

Average requisition, per folio:

City of Campbell River	\$ 24.26	\$ 232.40	\$ 71.66	\$ 114.81	\$ 103.30	\$ 13.78	\$ 24.80	\$ 0.23
Village of Gold River	9.30	31.30	-	76.41	42.50	-	2.24	-
Village of Sayward	11.10	10.47	-	55.92	9.09	2.90	2.72	-
Village of Tahsis	6.15	15.52	-	14.38	13.45	7.50	1.20	-
Village of Zeballos	4.79	19.29	-	49.76	10.36	-	0.68	-
Area A	13.98	107.29	-	24.19	15.91	29.94	4.58	0.86
Area B	24.69	21.24	-	8.04	14.64	15.18	11.73	0.19
Area C	22.49	12.31	-	6.78	38.23	13.37	11.44	0.43
Area D	26.01	29.74	2,947.42	15.54	65.70	51.87	21.95	0.49
Regional Average	\$ 15.86	\$ 53.28	\$ 1,509.54	\$ 40.65	\$ 34.80	\$ 19.22	\$ 9.04	\$ 0.44

Reserves Summary:



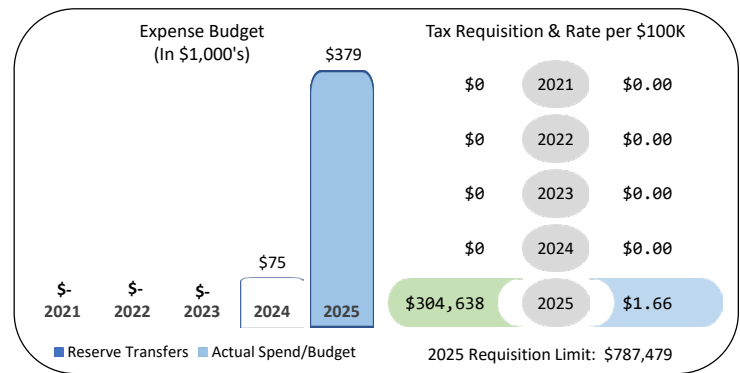
Budget Commentary and Service Goals:

- Local Government 911 funding model was changed in 2021.
- 2024 Budget includes \$45,000 Government Grant from Next Generation 911 to accommodate training, mapping and educational support to transition to the new 911 system. Project being carried into 2025.
- 2025 saw \$78,638 (14.7%) increase in service costs due to increases with the 911 budget. 2025 budget proposes to partially offset this increase using the remaining balance of the Operating Reserve.
- Service goals are to maintain or enhance service levels with the Next Generation 911 system.

Service Description

This service was established in 2023 in order to develop a regional Housing Action Plan and fund housing initiatives throughout the regional district.

The authority for this service is provided by Bylaw 512 approved on August 16, 2023. The maximum levy for this function is \$0.05 per \$1,000 of the net taxable value of land and improvements in the service area.

**Operating Budget:**

	2024 Projection	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Revenue:							
Property tax requisition	\$ -	\$ -	\$ 304,638	\$ 304,647	\$ 299	\$ 308	\$ 317
Government transfers	-	74,647	74,647	-	-	-	-
Other revenue	-	-	-	-	304,357	304,357	304,357
	-	74,647	379,285	304,647	304,656	304,665	304,674
Expense:							
Operating expenses	-	74,647	74,928	290	299	308	317
Debt principal	-	-	96,857	96,857	96,857	96,857	96,857
Debt interest	-	-	207,500	207,500	207,500	207,500	207,500
	-	74,647	379,285	304,647	304,656	304,665	304,674
Surplus/(Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Budget:

Project Title	2024 Carry Forward	2025	2026	2027	2028	2029	Funding
Regional Housing Project	-	\$ 5,000,000	-	-	-	-	Debt
Regional housing project, yet to be determined							

Tax Requisition Per Region:

	Residential	Utilities	Major Industry	Light Industry	Business And	Managed Forest	Rec/Non Profit	Farm	TOTAL
City of Campbell River	\$ 166,776	\$ 3,976	\$ 174	\$ 2,838	\$ 38,570	\$ 841	\$ 373	\$ 1	\$ 213,549
Village of Gold River	3,218	42	-	259	947	-	1	-	4,468
Village of Sayward	1,030	10	-	217	62	10	3	-	1,331
Village of Tahsis	1,231	66	-	35	130	7	3	-	1,473
Village of Zeballos	297	14	-	96	45	-	0	-	453
KCFN	0	3	-	-	12	-	-	-	15
Area A	5,121	2,236	-	1,723	879	987	47	19	11,012
Area B	10,615	72	-	19	397	213	34	4	11,355
Area C	23,219	113	-	444	3,465	304	155	15	27,716
Area D	24,352	332	1,429	151	828	6,083	85	7	33,266
Total Requisition	\$ 235,860	\$ 6,864	\$ 1,602	\$ 5,783	\$ 45,337	\$ 8,446	\$ 701	\$ 45	\$ 304,638

Tax Requisition Per Average Folio:

	Residential	Utilities	Major Industry	Light Industry	Business And Other	Managed Forest Land	Rec/Non Profit	Farm
Amount requisitioned	\$ 235,860	\$ 6,864	\$ 1,602	\$ 5,783	\$ 45,337	\$ 8,446	\$ 701	\$ 45
Tax rate (per \$100K)	\$ 1.66	\$ 5.82	\$ 5.66	\$ 5.66	\$ 4.08	\$ 4.99	\$ 1.66	\$ 1.66
Average requisition, per folio:								
City of Campbell River	\$ 11.74	\$ 165.66	\$ 34.73	\$ 55.65	\$ 50.42	\$ 6.68	\$ 12.02	\$ 0.06
Village of Gold River	4.51	21.07	-	37.04	20.60	-	1.09	-
Village of Sayward	5.37	5.05	-	27.10	4.41	1.40	1.32	-
Village of Tahsis	2.98	7.38	-	6.97	6.52	3.63	0.58	-
Village of Zeballos	2.32	6.93	-	24.12	5.02	-	0.33	-
KCFN	0.21	3.02	-	-	3.98	-	-	-
Area A	6.77	52.00	-	11.72	7.71	14.51	2.22	0.42
Area B	11.97	10.30	-	3.89	7.10	7.36	5.69	0.09
Area C	10.90	5.96	-	3.29	18.53	6.48	5.55	0.21
Area D	12.60	14.42	1,428.53	7.53	31.84	25.14	10.64	0.24
Regional Average	\$ 6.94	\$ 29.18	\$ 731.63	\$ 19.70	\$ 15.61	\$ 9.31	\$ 4.38	\$ 0.20

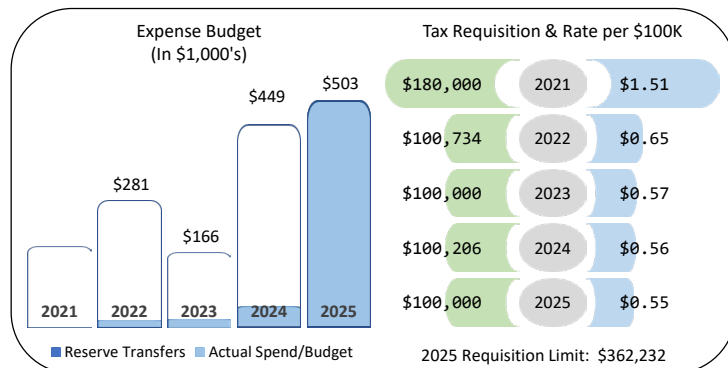
Budget Commentary and Service Goals:

- Service goals include further continued public engagement to advance the Board's Strategic Priorities as they relate to regional housing and community well being. Bylaw No. 515, passed in 2023, authorizes the service to incur up to \$10,000,000 in debt to fund potential capital initiatives.
- 2025 Budget includes 50% of the Local Government Housing Implementation grant. The other 50% was allocated to Function 500 – Planning.
- 2025 Budget incorporates business case for regional housing whereby the SRD will potentially borrow \$5,000,000 @ 4.15% over 30 years to construct a housing project. The business case anticipates the Regional District will fund the project for two years and once complete, the infrastructure will be leased at a rate sufficient to service the associated debt and any additional operating fees. Should the debt not be incurred in 2025, any funding collected will be retained in the service to offset future construction costs.

Service Description

This service was established in 2020 in order to fund a short-stay home for out-of-town patients and families receiving care at the Campbell River Hospital.

The authority for this service is provided by Bylaw 389 approved on March 11, 2020. The maximum levy for this function is \$0.023 per \$1,000 of the net taxable value of land and improvements in the service area.



Operating Budget:

	2024 Projection	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Revenue:							
Property tax requisition	\$ 100,206	\$ 100,206	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Grants in lieu	849	-	-	-	-	-	-
Prior year surplus	348,913	349,091	403,072	-	-	-	-
	449,968	449,297	503,072	100,000	100,000	100,000	100,000
Expense:							
Operating expenses	46,896	449,297	503,072	100,000	100,000	100,000	100,000
	46,896	449,297	503,072	100,000	100,000	100,000	100,000
Surplus/(Deficit)	\$ 403,072	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Budget:

Project Title	2024 Carry Forward	2025	2026	2027	2028	2029	Funding
Just Like Home Lodge Design	\$ 170,000	-	-	-	-	-	Reserves
Design costs for the Just Like Home Lodge, funded by Growing Communities Fund							

Tax Requisition per Region:

	Residential	Utilities	Major Industry	Light Industry	Business And	Managed Forest	Rec/Non Profit	Farm	TOTAL
City of Campbell River	\$ 54,748	\$ 1,305	\$ 57	\$ 932	\$ 12,662	\$ 276	\$ 122	\$ 0	\$ 70,103
Village of Gold River	1,056	14	-	85	311	-	0	-	1,467
Village of Sayward	338	3	-	71	20	3	1	-	437
Village of Tahsis	404	22	-	11	43	2	1	-	484
Village of Zeballos	98	5	-	32	15	-	0	-	149
Area A	1,681	734	-	566	289	324	15	6	3,615
Area B	3,485	24	-	6	130	70	11	1	3,728
Area C	7,622	37	-	146	1,138	100	51	5	9,098
Area D	7,994	109	469	49	272	1,997	28	2	10,920
Total Requisition	\$ 77,427	\$ 2,252	\$ 526	\$ 1,898	\$ 14,879	\$ 2,773	\$ 230	\$ 15	\$ 100,000

Tax Requisition per Average Folio:

	Residential		Utilities		Major Industry		Light Industry		Business And Other		Managed Forest Land		Rec/Non Profit		Farm	
Amount requisitioned	\$	77,427	\$	2,252	\$	526	\$	1,898	\$	14,879	\$	2,773	\$	230	\$	15
Tax rate (per \$100K)	\$	0.55	\$	1.91	\$	1.86	\$	1.86	\$	1.34	\$	1.64	\$	0.55	\$	0.55
Average requisition, per folio:																
City of Campbell River	\$	3.85	\$	54.38	\$	11.40	\$	18.27	\$	16.55	\$	2.19	\$	3.95	\$	0.02
Village of Gold River		1.48		6.92		-		12.16		6.76		-		0.36		-
Village of Sayward		1.76		1.66		-		8.90		1.45		0.46		0.43		-
Village of Tahsis		0.98		2.42		-		2.29		2.14		1.19		0.19		-
Village of Zeballos		0.76		2.27		-		7.92		1.65		-		0.11		-
Area A		2.22		17.07		-		3.85		2.53		4.76		0.73		0.14
Area B		3.93		3.38		-		1.28		2.33		2.42		1.87		0.03
Area C		3.58		1.96		-		1.08		6.08		2.13		1.82		0.07
Area D		4.14		4.73		468.95		2.47		10.45		8.25		3.49		0.08
Regional Average	\$	2.52	\$	10.53	\$	240.18	\$	6.47	\$	5.55	\$	3.06	\$	1.44	\$	0.07

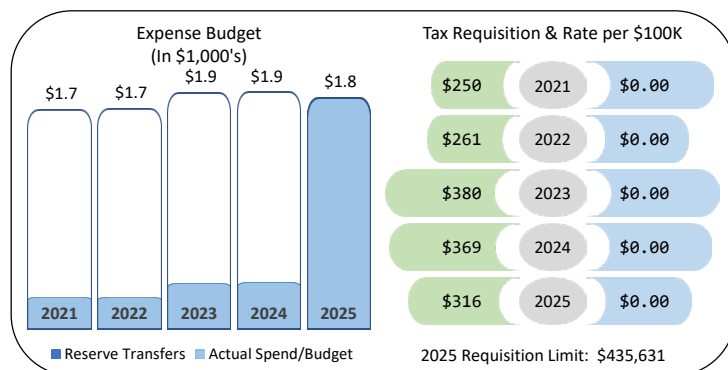
Budget Commentary and Service Goals:

- Service goals include further continued public engagement and fundraising campaign to advance the Board's Strategic Priorities as they relate to community well being and service delivery. Project is in concept validation and scope analysis stage, scope to include worker housing.
- Negotiate new land area for project with Vancouver Island Health Authority (VIHA).

Service Description

This function covers all areas of the Regional District and pertains to planning items that are not related to 'Part 26' of the "pre-RS2015 Local Government Act," now Part 14 of the Act. This would include regional growth strategies and other planning studies that are not confined to the electoral areas of the region.

A related function to this service is Function 500 – Planning.

**Operating Budget:**

	2024 Projection	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Revenue:							
Property tax requisition	\$ 369	\$ 369	\$ 316	\$ 1,831	\$ 1,841	\$ 1,851	\$ 1,861
Grants in lieu	3	-	-	-	-	-	-
Prior year surplus	1,504	1,501	1,506	-	-	-	-
	1,876	1,870	1,822	1,831	1,841	1,851	1,861
Expense:							
Operating expenses	370	1,870	1,822	1,831	1,841	1,851	1,861
	370	1,870	1,822	1,831	1,841	1,851	1,861
Surplus/(Deficit)	\$ 1,506	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Tax Requisition per Region:

	Residential	Utilities	Major Industry	Light Industry	Business And	Managed Forest	Rec/Non Profit	Farm	TOTAL
City of Campbell River	\$ 174	\$ 2	\$ 0	\$ 3	\$ 40	\$ 1	\$ 0	\$ 0	\$ 221
Village of Gold River	3	0	-	0	1	-	0	-	5
Village of Sayward	1	0	-	0	0	0	0	-	1
Village of Tahsis	1	0	-	0	0	0	0	-	2
Village of Zeballos	0	0	-	0	0	-	0	-	0
Area A	5	2	-	2	1	1	0	0	11
Area B	11	0	-	0	0	0	0	0	12
Area C	24	0	-	0	4	0	0	0	29
Area D	25	0	1	0	1	6	0	0	35
Total Requisition	\$ 246	\$ 5	\$ 2	\$ 6	\$ 47	\$ 9	\$ 1	\$ 0	\$ 316

Tax Requisition per Average Folio:

	Residential		Utilities		Major Industry		Light Industry		Business And Other		Managed Forest Land		Rec/Non Profit		Farm	
Amount requisitioned	\$	246	\$	5	\$	2	\$	6	\$	47	\$	9	\$	1	\$	0
Tax rate (per \$100K)	\$	0.00	\$	0.01	\$	0.01	\$	0.01	\$	0.00	\$	0.01	\$	0.00	\$	0.00
Average requisition, per folio:																
City of Campbell River	\$	0.01	\$	0.12	\$	0.04	\$	0.06	\$	0.05	\$	0.01	\$	0.01	\$	0.00
Village of Gold River		0.00		0.02		-		0.04		0.02		-		0.00		-
Village of Sayward		0.01		0.01		-		0.03		0.00		0.00		0.00		-
Village of Tahsis		0.00		0.01		-		0.01		0.01		0.00		0.00		-
Village of Zeballos		0.00		0.01		-		0.03		0.01		-		0.00		-
Area A		0.01		0.05		-		0.01		0.01		0.02		0.00		0.00
Area B		0.01		0.01		-		0.00		0.01		0.01		0.01		0.00
Area C		0.01		0.01		-		0.00		0.02		0.01		0.01		0.00
Area D		0.01		0.02		1.49		0.01		0.03		0.03		0.01		0.00
Regional Average	\$	0.01	\$	0.03	\$	0.76	\$	0.02	\$	0.02	\$	0.01	\$	0.00	\$	0.00

Budget Commentary and Service Goals:

- Currently there is no scheduled projects within this service function.



Strathcona

REGIONAL DISTRICT

301 - 990 Cedar Street Campbell River, BC V9W 7Z8
250-830-6700 | 1-877-830-2990
www.srd.ca



January 17th, 2025

Ryan Turnbull
Parliamentary Secretary to the Deputy Prime Minister and Minister of Finance and to the
Minister of Innovation, Science and Industry
House of Commons
Ottawa, ON, K1A 0A6

Via email: Ryan.Turnbull@parl.gc.ca

Dear Parliamentary Secretary Turnbull,

As representatives of the BC aquaculture supply chain and services sector, we are writing to express our grave concerns about the future of the salmon farming sector in British Columbia and the devastating damage that the transition plan could have on the business ecosystem of salmon farming in BC. The proposed “ban” on current marine net pens in British Columbia goes against previous consultation meetings and proposals submitted by the sector that support innovation and technology development.

As businesses engaged in the British Columbia salmon farming sector, we directly employ hundreds of British Columbians and indirectly support thousands more.

The continued uncertainty and reduction in production of farm-raised salmon in BC has severely impacted our businesses. In the last six years, the sector has declined by 45%, which has resulted in cascading impacts on our businesses. Those within this food production sector are unable to plan for their families' futures, not knowing if their jobs will exist in the months and years ahead. This is an unjust and unfair situation for the hard-working people of this province.

If the “ban” proceeds and the sector in BC is lost, the ripple effects will impact over 1,000 local vendors in BC, such as feed manufacturing, high-tech equipment supply, fish processing, and net supply, reducing vendor spending by \$437 million per year. Many of us could face the loss of our businesses as the loss of revenue will be beyond our critical mass.

A responsible and achievable transition pathway is attainable—one that will support enhanced wild salmon protection, further Indigenous reconciliation, continued innovation, the highest-quality home-grown food production, and additional job creation across our province.

Salmon farmers can achieve the desired outcomes of the “ban” by using alternative innovations and technologies to further reduce the potential interactions between farmed-raised and wild Pacific salmon over time. We, as suppliers and service companies, can help support this innovation.

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Under a responsible plan put forward by BC salmon farmers and First Nations, the sector could generate \$2.5 billion in economic output, \$930 million in GDP, and 9,000 jobs paying \$560 million in wages annually by 2030 and \$4.2 billion in output by 2040.

Our businesses and communities need hope for the future and certainty that we will be able to provide for our families tomorrow.

Thank you for your time, consideration, and support for BC's small coastal communities. We look forward to meeting with you and your staff.

Sincerely,



Stephanie King, CEO
InWater Technologies
Campbell River, BC



Ryan Brush, General
Manager
Aquatrans Distributors Inc.
Delta, BC



Brian Bosien, General
Manager
AKVA Group, North
America
Campbell River, BC



Bradley Hicks, Partner
Taplow Ventures
North Vancouver, BC



Trevor Stanley, Managing
Director
Skretting North America
Vancouver, BC



Isaac Won Sub Yun, Country
Director, Commercial
Leader
Cargill, North America



Grant Saar, Director of Sales
West Coast Reduction Ltd.
Vancouver, BC



Doren Anderson, General
Manager
Morenot Canada
Campbell River, BC



Suzie Read, General
Manager, Canada
ScaleAQ
Campbell River, BC



David Stover, CEO
Brown's Bay Packing
Campbell River, BC



Sam Rochester, President
DevShed Digital Inc.
Vancouver, BC



Neil Klettke, Owner
Leemac Electric Ltd.
Campbell River, BC



Lee Poirier, Owner –
President
Tidal Enterprises LTD.
Northwest Wire Ropes LTD.
Nanaimo, BC



Brett Poirier, Western
Regional Sales Manager
Polysteel Atlantic Ltd.
Edwardsville, NS



Tim Nichols, Owner
Nics Holdings Ltd – dba
Vancouver Island Hotshot
Campbell River, BC



David Uppal, President
Pioneer Pallet & Lumber
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Vancouver, BC



Rosanne Williams, Customs
Brokerage Manager
Trans American Customs
Brokers of Canada Ltd.
Delta, BC



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Chappell, Owners
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SAPA Technologies Ltd.
Burnaby, BC



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Networks
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Surrey, BC



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Strategic Business Initiatives
APC Inc
Ankeny, IA



Andrew V. Jungwirth,
Principle Marketer
Wilbur Ellis Nutrition
Lethbridge, AB



Naomi McAleer
Central Fraser Valley
Transload & Sales Ltd.
Abbotsford, BC



Duart McLean, President
Shafer Commodities Inc.
BC, AB, SK, MB



Pratyaksh Jain
AFS Trans Co.
Burnaby, BC



Dan Martinello
Seatarra Ingredient Alliance
Elmira, ON



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Northwest Tech-Con
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Burnaby, BC



Dave Hall, Senior Director
of Operations
Badinotti Net services
Canada Ltd
Port Hardy, BC



Sean Mather, Owner
Nootka Sound Service
Gold River, BC



Chris McReynolds, CEO
Syndel
Nanaimo, BC



Hugh Young, President
Grey River Netting Inc.
Campbell River, BC



Murray Stoudt
NAPA Auto Parts/CRES Ltd
1035
Campbell River, BC



Len Johansen
Lenz Welding Ltd.
Campbell River, BC



James Gaskill, CEO
Poseidon Ocean Systems Ltd.
Campbell River, BC



Ian Durke, General
Manager
Njord Marine Service Ltd.
Campbell River, BC



David Crowhurst, Branch
Manager
Western Equipment Ltd.
Campbell River, BC



David Cassidy, President
Go Deep International Inc.
Saint John, NB



Dean Steinke, CEO
DSA Ocean
Victoria, BC



Kevin Luterbach, Owner
IRITEX Pumps and Irrigation
Inc.
Parksville, BC



Brad Forcand, Air Freight
Manager, Western Canada
Schenker of Canada Limited
Richmond, BC



Tim Stone
VP & GM of Aquaculture
Intelligence
Bedford, NS



Aldwin Acacio, Owner
Aldin Cleaning Service Ltd
Campbell River, BC



Rob Fahlman, Vice
President of Academic
Affairs
Excel Career College
Surrey, BC



Adrian Young, Director
Nautical Trucking Inc.
Campbell River, BC



Veyron Properties Group
Ltd
Campbell River, BC



Heidi Fuerste, Founder & Principal
Fuerste Vaccination Services
Campbell River, BC



Chuck Williams, President
Sea Roamer Marine Services Ltd.
Courtenay, BC



Michael Ness, Aquaculture Technical Support and Account Manager—Canada West
PHARMAQ AS
Campbell River, BC



Crowne Pacific Development Corp
Campbell River, BC



Ravi Jouhal, General Manager
Sure Cold Refrigerated Storage
Surrey, BC



Sean Day/Bobbi Westbrook, Directors
Powerserve Energy Ltd
Campbell River, BC



Kim Hahn, Owner
Andal Investments Ltd. Dba Hydraulic Supply
Campbell River, BC



Todd Blyth, Chief Executive Officer
Airfoam Industries Ltd.
Campbell River, BC



Al Zinger, Branch Manager
Falcon Equipment
Nanaimo & Victoria, BC



Cory Handyside, Owner
Pacific Marine Construction Ltd
Campbell River, BC



Theresa Williams, Owner
Oban Ventures
Duncan, BC



Andrew Williams, Owner
Synova Integrated Services Ltd.
Abbotsford, BC

Dave Strang, President
Lateralus Financial
Langley, BC

Mark Robinson, President
Next Gen Refrigeration
Delta, BC

On Road Tire Services Ltd.
Surrey, Nanaimo, & Fort St John, BC

Bruce Swift, Owner Operator
Tri-Gen Fish Improvement Ltd.
Lacombe, AB



Jason Dyck, President
PBX Logistics Ltd
Surrey, BC

CC:

Andrea Cyr, Director General, Engagement and Partnerships, Interdepartmental Task Force – Salmon Aquaculture Transition for BC, Andrea.Cyr@ised-isde.gc.ca

Sony Perron, Deputy Minister, Innovation, Science and Economic Development Canada, Sony.Perron@ised-isde.gc.ca

Task Force on Salmon Aquaculture Transition in British Columbia, BCSATTaskForce-GroupeDeTravailTSCB@ised-isde.gc.ca



January 21st, 2025

Premier David Eby
Parliament Buildings
Victoria, BC, V8V 1X4

Via email: premier@gov.bc.ca

Dear Premier Eby,

As representatives of the BC aquaculture supply chain and services sector, we are writing to express our grave concerns about the future of the salmon farming sector in British Columbia and the devastating damage that the transition plan could have on the business ecosystem of salmon farming in BC. We are seeking your support for the sector and working with the sector to develop a shared vision and strategic framework for the aquaculture sector. The proposed “ban” on current marine net pens in British Columbia goes against previous consultation meetings and proposals submitted by the sector that support innovation and technology development.

As businesses engaged in the British Columbia salmon farming sector, we directly employ hundreds of British Columbians and indirectly support thousands more.

The continued uncertainty and reduction in production of farm-raised salmon in BC has severely impacted our businesses. In the last six years, the sector has declined by 45%, which has resulted in cascading impacts on our businesses. Those within this food production sector are unable to plan for their families' futures, not knowing if their jobs will exist in the months and years ahead. This is an unjust and unfair situation for the hard-working people of this province.

If the “ban” proceeds and the sector in BC is lost, the ripple effects will impact over 1,000 local vendors in BC, such as feed manufacturing, high-tech equipment supply, fish processing, and net supply, reducing vendor spending by \$437 million per year. Many of us could face the loss of our businesses as the loss of revenue will be beyond our critical mass.

A responsible and achievable transition pathway is attainable—one that will support enhanced wild salmon protection, further Indigenous reconciliation, continued innovation, the highest-quality home-grown food production, and additional job creation across our province.

To get there, we need the support of our provincial government. Salmon farmers can achieve the desired outcomes of the “ban” by using alternative innovations and technologies to further reduce the potential interactions between farmed-raised and wild Pacific salmon over time. We, as suppliers and service companies, can help support this innovation. Our people need

../2

hope for the future and certainty that they will be able to provide for their families tomorrow.

Under a responsible plan put forward by BC salmon farmers and First Nations, the sector could generate \$2.5 billion in economic output, \$930 million in GDP, and 9,000 jobs paying \$560 million in wages annually by 2030 and \$4.2 billion in output by 2040.

Our businesses and communities need hope for the future and certainty that we will be able to provide for our families tomorrow. Thank you for your time, consideration, and support for BC's small coastal communities.

Sincerely,



Stephanie King, CEO
InWater Technologies
Campbell River, BC



Ryan Brush, General
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Poseidon Ocean Systems Ltd.
Campbell River, BC



Ian Durke, General
Manager
Njord Marine Service Ltd.
Campbell River, BC



David Crowhurst, Branch
Manager
Western Equipment Ltd.
Campbell River, BC



David Cassidy, President
Go Deep International Inc.
Saint John, NB



Dean Steinke, CEO
DSA Ocean
Victoria, BC



Kevin Luterbach, Owner
IRITEX Pumps and Irrigation
Inc.
Parksville, BC



Brad Forcand, Air Freight
Manager, Western Canada
Schenker of Canada Limited
Richmond, BC



Tim Stone
VP & GM of Aquaculture
Intelligence
Bedford, NS



Aldwin Acacio, Owner
Aldin Cleaning Service Ltd
Campbell River, BC



Rob Fahlman, Vice
President of Academic
Affairs
Excel Career College
Surrey, BC



Adrian Young, Director
Nautical Trucking Inc.
Campbell River, BC



Veyron Properties Group
Ltd
Campbell River, BC



Heidi Fuerste, Founder &
Principal
Fuerste Vaccination Services
Campbell River, BC



Chuck Williams, President
Sea Roamer Marine
Services Ltd.
Courtenay, BC



Michael Ness, Aquaculture
Technical Support and
Account Manager—Canada
West
PHARMAQ AS
Campbell River, BC



Crowne Pacific
Development Corp
Campbell River, BC



Ravi Jouhal, General
Manager
Sure Cold Refrigerated
Storage
Surrey, BC



Sean Day/Bobbi Westbrook,
Directors
Powerserve Energy Ltd
Campbell River, BC



Kim Hahn, Owner
Andal Investments Ltd. Dba
Hydraulic Supply
Campbell River, BC



Todd Blyth, Chief Executive
Officer
Airfoam Industries Ltd.
Campbell River, BC



Al Zinger, Branch Manager
Falcon Equipment
Nanaimo & Victoria, BC



Cory Handyside, Owner
Pacific Marine Construction
Ltd
Campbell River, BC



Theresa Williams, Owner
Oban Ventures
Duncan, BC



Andrew Williams, Owner
Synova Integrated Services
Ltd.
Abbotsford, BC

Dave Strang, President
Lateralus Financial
Langley, BC

Mark Robinson, President
Next Gen Refrigeration
Delta, BC

On Road Tire Services Ltd.
Surrey, Nanaimo, & Fort St
John, BC

Bruce Swift, Owner
Operator
Tri-Gen Fish Improvement
Ltd.
Lacombe, AB



Jason Dyck, President
PBX Logistics Ltd
Surrey, BC

CC:

The Honourable Randene Neill, Minister of Water, Land and Resource Stewardship, WLRS.Minister@gov.bc.ca

The Honourable Diana Gibson, Minister of Jobs, Economic Development and Innovation, JEDI.Minister@gov.bc.ca

The Honourable Lana Popham, Minister of Agriculture and Food, AF.Minister@gov.bc.ca

Shannon Salter, Deputy Minister to the Premier, Shannon.salter@gov.bc.ca

Lori Halls, Deputy Minister, Water, Land and Resource Stewardship, WLRS.DMO@gov.bc.ca

Fazil Mihlar, Deputy Minister, Ministry of Jobs, Economic Development and Innovation, JEDI.DM@gov.bc.ca

Michelle Koski, Deputy Minister, Minister of Agriculture and Food, michelle.koski@gov.bc.ca



January 17th, 2025

Andrea Cyr
Director General, Engagement and Partnerships
Interdepartmental Task Force – Salmon Aquaculture Transition for BC
Innovation, Science and Economic Development Canada
C.D. Howe Building, 235 Queen St., 4th Floor
Ottawa, ON, K1A 0H5

Via email: Andrea.Cyr@ised-isde.gc.ca

Dear Director General Andrea Cyr,

Thank you for taking the time today to meet with us to discuss the impacts of the salmon aquaculture transition plan on young professionals in the salmon farming sector. We also appreciate your offer to schedule a follow-up meeting with you and your team.

The Young Salmon Farmers of BC (YSFBC) is a diverse group of just over 20 millennial leaders representing virtually every aspect of BC's salmon farming value chain. Together, we aim to be an inclusive body that leads, informs, and sustains a positive dialogue about ocean-based salmon farming.

For many of us, Vancouver Island and the Lower Mainland are home. Fish, forests, and the ocean are our identity. We care deeply for those resources and want to protect them for future generations. We're proud to work in a sustainable sector that feeds Canadians, including our own families.

Salmon farming is a highly specialized sector that employs many qualified individuals. Two-thirds of the sector is made up of young professionals under 35, many of whom moved specifically to rural coastal BC communities and the lower mainland to work in the sector. We are now in the stages of buying our first homes and starting families.

We keep seeing the narrative being pushed that salmon farmers can be transitioned to other jobs or other energy sectors, but that's not the case in these small communities. It can be challenging for urban centres to comprehend what living in a rural or remote community is like. Resource sectors are essential to these communities, and the last thing we would want to do is harm the environment we all live and work in.

If the ban on current marine net-pen salmon farms proceeds, it's critical for the transition plan to acknowledge that we, the leaders of the next generation of aquaculture, will leave the island and BC to find job security elsewhere. This problem currently exists—young people have been

leaving BC since the transition was first announced in 2019, and it will keep happening until there is some long-term security from the federal government.

The ban on current marine net-pen systems will also significantly impact other aquaculture sectors. The loss of current farm-raised salmon production will cause a ripple effect on all the suppliers and service companies, disrupting the entire supply chain. The loss of this significant revenue source will impact their ability to continue serving other finfish, shellfish, seaweed, and even DFO's own salmon enhancement hatcheries.

After several years of independent peer-reviewed research, Federal scientists concluded that farm-raised and wild salmon co-exist safely in British Columbia. As young British Columbians most impacted, we do not understand why a non-science-based decision to ban current marine net-pen salmon farms came before consultations and a final transition plan.

How can we understand the outcomes if we do not understand the problem? In 10 years, how will we measure success and know that the ban was worth the devastating consequences of our livelihoods and local carbon-friendly food production?

Again, we thank you for your time and look forward to meeting with you again to discuss the impacts of the salmon aquaculture transition on young professionals in British Columbia.

Sincerely,

Michelle Franze
Co-founder and Co-director
Young Salmon Farmers of BC
ysfbc@bcsalmonfarmers.ca
bcsalmonfarmers.ca/ysfbc

CC:

Task Force on Salmon Aquaculture Transition in British Columbia, BCSATTaskForce-GroupeDeTravailTSCB@ised-isde.gc.ca



January 21st, 2025

Premier David Eby
Parliament Buildings
Victoria, BC, V8V 1X4

Via email: premier@gov.bc.ca

Dear Premier Eby,

I am reaching out to you today on behalf of the Young Salmon Farmers of BC to request the province's support for the BC salmon farming sector during this critical time and to request the opportunity to meet with you to discuss the impacts on young professionals in the sector.

The Young Salmon Farmers of BC (YSFBC) is a diverse group of just over 20 millennial leaders representing virtually every aspect of BC's salmon farming value chain. Together, we aim to be an inclusive body that leads, informs, and sustains a positive dialogue about ocean-based salmon farming.

For many of us, Vancouver Island and the Lower Mainland are home. Fish, forests, and the ocean are our identity. We care deeply for those resources and want to protect them for future generations. We're proud to work in a sustainable sector that feeds Canadians, including our own families.

Salmon farming is a highly specialized sector that employs many qualified individuals. Two-thirds of the sector is made up of young professionals under 35, many of whom moved specifically to rural coastal BC communities and the lower mainland to work in the sector. We are now in the stages of buying our first homes and starting families.

We keep seeing the narrative being pushed that salmon farmers can be transitioned to other jobs or other energy sectors, but that's not the case in these small communities. It can be challenging for urban centres to comprehend what living in a rural or remote community is like. Resource sectors are essential to these communities, and the last thing we would want to do is harm the environment we all live and work in.

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How can we understand the outcomes if we do not understand the problem? In 10 years, how will we measure success and know that the ban was worth the devastating consequences of our livelihoods and local carbon-friendly food production?

We look forward to your response and the potential of meeting with you again to discuss the impacts of the salmon aquaculture transition on young professionals in British Columbia.

Sincerely,

Michelle Franze
Co-founder and Co-director
Young Salmon Farmers of BC
ysfbc@bcsalmonfarmers.ca
bcsalmonfarmers.ca/ysfbc

CC:

The Honourable Randene Neill, Minister of Water, Land and Resource Stewardship, WLRS.Minister@gov.bc.ca

The Honourable Diana Gibson, Minister of Jobs, Economic Development and Innovation, JEDI.Minister@gov.bc.ca

The Honourable Lana Popham, Minister of Agriculture and Food, AF.Minister@gov.bc.ca

Shannon Salter, Deputy Minister to the Premier, Shannon.salter@gov.bc.ca

Lori Halls, Deputy Minister, Water, Land and Resource Stewardship, WLRS.DMO@gov.bc.ca

Fazil Mihlar, Deputy Minister, Ministry of Jobs, Economic Development and Innovation, JEDI.DM@gov.bc.ca

Michelle Koski, Deputy Minister, Minister of Agriculture and Food, michelle.koski@gov.bc.ca

KELSEY CENTRE REVIEW COMMITTEE

Terms of Reference

1.0 Overview

The Board of Directors ('Board') for the Strathcona Regional District has, by Res. 995.24, established the Kelsey Centre Review Committee to explore the current status of the Kelsey Centre recreation centre and the Village of Sayward's aspirations for the future operation and maintenance of the facility. The Committee shall automatically be dissolved upon fulfillment of its mandate.

2.0 Purpose and Mandate

The mandate of the Committee is to investigate options for the future of the Kelsey Centre recreation facility and to advise the Board of its findings and, specifically:

- to investigate the operational costs of the facility and its current benefit to area residents;
- to consider the capital costs, if any, that may be required to improve and maintain the recreation centre as a viable recreation facility for the area;
- to explore the current status of the recreation facility and its possible role into the future including the aspirations of local residents and users; and
- to make recommendations to the Board with respect to the facility.

3.0 Committee Structure

3.1 Membership on the Committee shall be limited to not more than 4 Board members comprising 2 municipal directors and 2 electoral area directors.

3.2 The Committee will elect a Chair and Vice Chair at each inaugural meeting.

4.0 Meetings

4.1 The Committee will meet as required to fulfill its mandate. Meetings will be at the call of the Committee Chair or as scheduled in advance by resolution of the Committee.

4.2 Voting on all questions that may come before the Committee shall be decided by a majority vote. No director shall have more than one vote on a question.

4.3 The Committee will be subject to the rules of procedure set out in the Regional Board's procedure bylaw.

5.0 Reporting

The Committee will provide its advice and recommendations to the Regional Board in the form of verbal and written reports from the Committee Chair. A copy of the minutes of each Committee meeting will be included on the Regional Board's meeting agenda.

Approved by resolution of the Regional Board on _____, 2025.

Prepared by: T. Yates, Corporate Services Manager

Attachment: Copy of November 18, 2024 report to the Board



BY EMAIL AND MAIL

January 16, 2025

Mark Baker, Mayor
Village of Sayward
PO Box 29 652 K'Husam Way
Sayward, BC V0P 1R0

Dear Mark Baker:

RE: Industrial Inquiry Commission Reviewing Canada Post

As you may know, the Canada Industrial Relations Board, as instructed by the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission led by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

The Commission has been tasked with reviewing the obstacles to negotiated collective agreements, as well as making recommendations about the future structure of Canada Post. The Commission has until May 15, 2025, to submit its final report to the government.

While time is extremely short, the good news is that there is an opportunity for you to make a submission as part of the Commission's public review. CUPW would like to ensure that the views of municipalities are considered. Therefore, if at all possible, we would like you to provide input to the Commission.

During the last public review on the mandate of Canada Post in 2016, the active engagement of municipalities was critical in the decision to maintain door-to-door delivery and immediately stop the further rollout of community mailboxes. However, there is nothing to stop the Commission from making recommendations to bring that back or to suggest other cutbacks.

We have enclosed a sample resolution that your municipality can adopt about making a submission to the Commission, expanding services at the public post office, and the need for more robust public stakeholder consultation. We have also included a document with some suggested themes to consider for your written submission. If you can, please let us know if you plan to participate, pass a resolution, and can send us copies of the materials you submit.

Upcoming Federal Election

We also find ourselves in a period of federal political uncertainty, with the possibility of a federal election only months away. This will raise public discussion and debates on many issues affecting the public and all municipalities.

In all likelihood, it will be the next federal government that will determine what will be done with the Commission's report.



In the run-up to the federal election, we urge you to question the political parties on their intentions for Canada Post, and insist they make clear their public commitments regarding the following issues:

- Preserving our universal and public postal service;
- Maintaining the moratorium on post office closures;
- Maintaining door-to-door mail delivery; and,
- Establishing postal banking to offset the loss of financial services in many communities.

Thank you very much for considering our request. There's a lot at stake and we appreciate anything you can do to help. CUPW is confident that we can build on our past success and convince the Commission to recommend against service cuts, to maintain good jobs in our communities, expand services that generate additional revenues to keep Canada Post self-sustaining and allow us to build a universal, affordable and green public postal system for future generations.

For more information, please visit deliveringcommunitypower.ca or contact Brigitte Klassen at bklassen@cupw-sttp.org.

Sincerely,



Jan Simpson
National President

Encl.

c.c. National Executive Committee, Regional Executive Committees, Regional and National Union Representatives, CUPW Locals, Specialists





Canada Post is Under Review through Section 108 of the *Canada Labour Code*

As you may know, the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post just before the holiday break, ordering CUPW members to return to work under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission lead by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

It will review Canada Post's financial situation, the possible diversification or alteration of delivery models, Canada Post's viability as it is currently configured, as well as bargaining issues, including full-time employment, health and safety and job security and produce a report not later than May 15, 2025. Accordingly, Kaplan's "recommendations may include amendments to the collective agreement, and any other changes to be implemented, including the structures, rights and responsibilities of the parties in the collective bargaining process."

The Commission is Seeking Input

We have an incredibly short timeline to follow. Hearings will begin January 27 with statements from both CUPW and Canada Post. The good news is that there is an opportunity for third parties to send in a written submission to the Commission as part of its public review. CUPW and Canada Post must have their bilingual submissions in to the commission by end of day Monday, January 20. We do not have a date or mechanism yet for third-party submissions, but it could be very soon. CUPW would like to ensure that the views of community groups, municipalities, allied organizations and labour are also considered. Therefore, if at all possible, we would like you to provide input to the Commission.

Please let us know if you will be making a submission. Please contact Brigitte Klassen at bklassen@cupw-sttp.org, so we can provide you with more details on how to send it to the Commission as soon as we have more information.

As time is of the essence and to help get you started on your submission, here are some suggested themes to consider that are important supplements to CUPW's bargaining demands.

- Keep Canada Post a Public Service
- Maintain universal service at a uniform price
- Expanded services to diversify and generate new revenue streams, no service cuts
 - add financial services
 - maintain the moratorium on post office closures to enable community hubs (meeting spaces, sales of local crafts, community gardens, government services for all levels of government)
 - maintain door-to-door delivery and increase where financially viable
- Major changes to Canada Post should not be made without full public consultation conducted through a mandate review involving all stakeholders

Keep Canada Post a Public Service

The Commission will examine the financial situation at Canada Post. Currently, the Crown Corporation is required only to be self-sufficient. It is completely user-funded and does not rely on taxpayer dollars. Canada Post still tends to prioritize major, high-profit customers over the public and providing a public service. Canada Post must not lose sight of its public interest objectives.

Major changes to Canada Post and the *Canadian Postal Service Charter* should not be made without full public consultation and hearings conducted through a mandate review involving all stakeholders. There is simply not enough time to do this under the Labour Minister's *Canada Labour Code* Section 108 order.

Maintain universal service at a uniform price

There have also been calls in the media and by various think tanks to privatize or deregulate Canada Post with little regard for the impact on public service or working conditions. Though transaction mail has been in decline, there are still over 2 billion letters delivered every year to an increasing number of addresses. Canada Post has an exclusive privilege (a monopoly) to handle letters so that it is able to generate enough money to provide affordable postal service to everyone, no matter where they live, be it a large urban centre or a rural or isolated community. There is no comparison in the world of a deregulated or privatized post office that serves anything near Canada's vast size and geography.

It will become increasingly difficult for our public post office to provide universal postal service if the exclusive privilege is eroded or eliminated. The exclusive privilege funds its universality. If parts of the service are deregulated or privatized, competitors will leave it to Canada Post alone to provide increasingly expensive delivery service to rural and remote communities, while they compete in profitable urban areas.

Providing Canada Post with an exclusive privilege to handle addressed letters is a form of regulation. Reducing or eliminating this privilege is deregulation. We have this regulation for a reason.

Expanded services to diversify and generate new revenue streams, no service cuts

For years, CUPW has been advocating for new and expanded services to help diversify and create new revenue streams as a direct means to handling decline in letter volumes. Many of these services, such as postal banking, already exist in many other post offices around the world and they generate significant revenue. Around the world, more than 1.2 billion people hold postal bank accounts.

Providing new services through the existing corporate retail network ensures that good jobs remain for workers and their families in the communities in which they live.

Financial Services

Given Canada Post's vast retail network, postal banking would offer in-community service for those who are underbanked or who have had their financial institutions close and leave town. Today, there are many rural communities with post offices, but no banks or credit unions. Very few Indigenous communities are served by local bank branches. Hundreds of thousands of low-income Canadians don't have bank

accounts at all, and almost 2 million Canadians rely on predatory payday lenders for basic financial services.

Postal banking is relatively straightforward. Like commercial banks, post offices would provide everyday financial services like chequing and savings accounts, loans and insurance. Postal banking could also be used to deliver government loans, grants and subsidies to boost renewable energy projects and energy-saving retrofits.

In many countries, postal banking is also mandated to provide financial access for all citizens and to play a role in addressing social inequalities. Postal banking could provide reliable financial services that everyone needs at affordable rates.

Community Hubs and Moratorium on Post Office Closures

We have also advocated community hubs (provide government services for all levels of government, meeting space, sales of local crafts, community gardens) and EV charging stations.

One of Canada Post's demands during Negotiations was to have the *flexibility* to close more than 130 of the 493 corporate Retail Post Offices that are protected under the current CUPW-Canada Post Urban Postal Operations collective agreement. These are post offices that are run by Canada Post and are not franchises located inside another host business.

While about three-quarters of these are also covered by an additional 1994 moratorium on closures, for those that are not, they could end up being privatized or disappear altogether if we lose this contract language. Residents may then have to travel further for their postal needs. No franchise host business is going to give up retail space for community hubs, nor parking space for charging stations that generate revenue for Canada Post. Longstanding, good-paying, full-time jobs in our communities could be replaced with low-wage, part-time work.

You can find a list of the post offices under the moratorium and how they are protected here:

<https://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/rapport-report/bureaux-outlets-eng.html>

Senior Check-Ins

We have proposed creating a senior check-in service as well. Senior check-ins could bring peace of mind to loved ones and relatives who don't live nearby. Japan, France and Jersey in the British Isles currently offer effective and successful senior check-in services through their national postal services. Door-to-door postal workers are already watchful for signs that something isn't quite right. They could be allotted extra time on their routes to simply check in on seniors or people with mobility issues who sign up for the service to make sure everything is okay and deliver peace of mind.

Find out more about our service expansion proposals at <https://www.deliveringcommunitypower.ca>

Canada Post and the Industrial Inquiry Commission

Whereas the Canada Industrial Relations Board, as instructed by the Federal Minister of Labour, Steven MacKinnon, ordered the end to the postal strike and the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*.

Whereas the Federal Minister of Labour, Steven MacKinnon, created an *Industrial Inquiry Commission* under Section 108 of *Canada Labour Code*, led by William Kaplan, that will work with the Canadian Union of Postal Workers (CUPW) and Canada Post to examine the future of the public post office, including possible changes to the *Canadian Postal Service Charter*.

Whereas Canada Post is, first and foremost, a public service.

Whereas the *Commission* has been tasked with reviewing the obstacles to negotiated collective agreements between CUPW and Canada Post, the financial situation of Canada Post, Canada Post's expressed need to diversify and/or alter its delivery models in the face of current business demands, the viability of the business as it is currently configured, CUPW's negotiated commitments to job security, full-time employment, and the need to protect the health and safety of workers.

Whereas the *Commission* only has until May 15, 2025, to submit its final report to the government and make recommendations about the future structure of Canada Post.

Whereas while there is room for written input, the *Commission* process is not widely publicized, nor equivalent to a full and thorough public service review of Canada Post's mandate allowing for all stakeholder input, as has been undertaken by previous governments.

Whereas it will be crucial for the *Commission* to hear our views on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the *Canadian Postal Service Charter*, home mail delivery, parcel delivery, keeping daily delivery, adding postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure Canada Post's financial self-sustainability.

Therefore, be it resolved that (name of municipality) provide input to the *Commission* in the form of a written submission.

Therefore, be it resolved that (name of municipality) will write the Federal Minister of Labour, Steven MacKinnon, and the Federal Minister of Public Services and Procurement of Canada, Jean-Yves Duclos, who is responsible for Canada Post, to demand that no changes be made to the *Canada Post Corporation Act*, Canada Post's mandate or the *Canadian Postal Service Charter* without a full, thorough, public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

PLEASE SEE THE MAILING INFORMATION FOR RESOLUTIONS ON REVERSE SIDE

MAILING INFORMATION

1) Please send your resolution to the Commission:

- We do not have a mailing address at this time. As we understand it, this is the email address that will collect the documents on behalf of the Commission:
edsc.cdi-iic.esdc@labour-travail.gc.ca

2) Please send your resolution to the Ministers responsible for Labour and Canada Post, and your Member of Parliament:

- Steven MacKinnon, Federal Minister of Labour, House of Commons, Ottawa, Ontario, K1A 0A6
- Jean-Yves Duclos, Federal Minister of Public Services and Procurement of Canada, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at <https://www.ourcommons.ca/Members/en>

3) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
- Rebecca Bligh, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3

Heritage BC



Dear Mayor and Council,

We are sending you this poster to celebrate Heritage Week, Pastimes in Past Times, which takes place on February 17-23, 2025. Heritage Week is an annual event, established by the National Trust for Canada in 1973, that encourages Canadians to learn about and advocate for the heritage in their communities.

Heritage BC is a member-based non-profit that educates and builds awareness for heritage stewardship in the province, and every year we promote Heritage Week with posters, proclamations, and themed events to raise awareness for the importance of learning about our diverse heritage across the province.

As the leaders of your community, your initiative will play an important role in stewarding local heritage for future generations. There are a few key things that you can do to promote awareness of and advocate for heritage.

- **Declare Heritage Week through a Municipal Proclamation**

Every year, the Provincial Government and local governments across BC make proclamations for Heritage Week, signaling the importance of the stewardship of heritage in this province. We have attached a template for your reference. Share your proclamation with us at info@heritagebc.ca.

- **Visit a Heritage Site, Museum, or Cultural Centre**

Consider a local government 'field trip' to a local heritage site, museum or heritage organization to learn more about your community's history. Your visit can have a lasting impact on a small not-for-profit, and signal the value they bring to the community as stewards of history and heritage.

- **Learn About the Basics of Local Heritage Conservation**

Local Governments have the capacity to conserve local heritage in all its forms through tools outlined in the Local Government Act. Familiarize yourself with these important tools by reading the free one-pagers on our website: heritagebc.ca/heritage-quick-studies.

- **Support Your Heritage Commission**

Heritage BC offers workshops and webinars for members of local heritage committees. These workshops help educate volunteers who care about heritage conservation, so they can make better informed decisions in their work.

- **Become a Member**

For \$100 a year, a Government Membership to Heritage BC provides all staff planners and associated committee members with free access to our on-demand and live webinars, as well as discounts for heritage workshops and our annual conference. Promoting continuing education will create a strong foundation for the protection of your community's unique heritage.

Have questions about what we do at Heritage BC? Learn more on our website, heritagebc.ca or reach out by email at info@heritagebc.ca. We would love to hear from you.

Thank you from all of us at Heritage BC!

Kirstin Clausen
Executive Director
604 417 7243
kclausen@heritagebc.ca

As a not-for-profit organization of provincial scope, Heritage BC recognizes that its members, and the local history and heritage they seek to preserve, occupy the lands and territories of B.C.'s Indigenous peoples. Heritage BC asks its members to reflect on the places where they reside and work, and to respect the diversity of cultures and experiences that form the richness of our provincial heritage.

HERITAGE WEEK

pastimes in past times

Feb 17-23, 2025



HeritageBC



January 7, 2025

RE: Protecting Taxpayers from Overspending on Local Government Construction

Dear Mayor and Council:

The Independent Contractors and Businesses Association (ICBA) is Canada's largest construction association and a leading industry organization in British Columbia, with more than 4,500 member and client companies. ICBA's B.C. corporate members account for approximately 85% of the province's construction sector – representing more than 190,000 jobs. Construction itself is one of the biggest B.C. industries, directly generating almost 8% of GDP. ICBA also owns and manages a rapidly growing employee health and dental benefits business which currently supports more than 300,000 Canadians.

Apart from advocating for the interests of construction companies and contractors, ICBA is a principled voice for free enterprise and the benefits of a competitive, market-based economy. Unlike many other business associations, ICBA receives no funding from governments at any level. We believe that competition and choice for consumers and taxpayers is by far the best way to deliver value-for-money and create the conditions for a thriving economy.

ICBA is writing to you and other B.C. local government bodies to share our views on the topic of public sector procurement. At a time when large numbers of British Columbians are facing affordability challenges, many small and mid-sized businesses are struggling to survive, and the B.C. government is running record budget deficits, we believe it is **important for municipal leaders to commit to open, fair and transparent procurement practices** across all domains of local and regional government activity. This includes the regular purchase of goods and services to operate local government as well as procurement that is tied to capital spending and the development and maintenance of infrastructure assets.

When municipalities pay for goods, services and capital projects, they do so on behalf of all taxpayers in the community. **Municipal policymakers have an obligation to adopt prudent fiscal policies and to ensure the best possible value-for-money when expending taxpayer dollars. Competitive procurement policies are a vital part of delivering on this fundamental obligation.**

Across Canada, local government expenses amounted to \$220 billion in 2022, with the main components of expenditures consisting of purchases of goods and services, employee compensation, subsidies and grants, interest payments on debt, and the depreciation of fixed capital (Statistics Canada, Table 10-10-0015-01). In the same year, total local government revenues were \$225 billion, of which the largest shares were grants/payments from other levels of government and revenues derived from taxes on property.

In the past few years, the B.C. government has undertaken a significant fraction of its capital projects under the "Community Benefits Agreement" (CBA) framework adopted in 2018. Under this policy, a provincial Crown Corporation (British Columbia Infrastructure Benefits Inc. – BCIB) contracts for the employees required to build certain public sector infrastructure and other capital projects. It does so through an agreement with a group of 19 trade unions that are part of the broader Building Trades Union (BTU) alliance. All employees working on CBA projects must be (or become) members of an affiliated BTU.

This very unusual arrangement dilutes the important relationship that exists between an employer and its employees across the rest of the B.C. private sector.

The province's CBA policy has the effect of restricting bidding on projects covered by the scheme. This is especially problematic given that about 85% of the people working in the B.C. construction industry are not BTU members nor employed by contractors which are covered by BTU collective agreements. **Fewer bidders means less pressure to ensure competitive costs and excellence in project delivery.** Many ICBA members will not bid on public sector projects covered CBAs because of the extra bureaucracy and administrative complexity involved and also because they do not wish to give up control and management oversight of their own workforce – as is the normal practice in Canadian business.

As demonstrated by academic research, **restricted bidding translates into higher costs for taxpayers** and the users of infrastructure services established via CBA-type arrangements.¹ Cost over-runs and unexpected delays are a common theme with CBA projects.² The net result is hundreds of millions of dollars of additional costs imposed on the B.C. taxpayers and delays in project delivery.

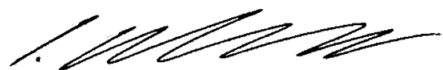
It is sometimes argued that restrictive tendering policies like CBAs are necessary to support local hires, apprenticeships, and pensions. In a labour shortage like B.C. construction is facing, our companies do everything they can to hire and keep local workers. ICBA is the single largest sponsor of trades apprentices in British Columbia, and open shop contractors train 82% of all apprentices in the province. When it comes to financial security, ICBA contractors and their employees utilize RRSPs, bonus programs, and profit-sharing initiatives, providing flexible and effective solutions tailored to their workforce, rather than being restricted to union-controlled pension plans.

For local governments, the lesson from B.C.'s failed experiment with CBAs is clear. **Municipal and regional government projects should be developed and managed using open, competitive procurement.** Restrictive tendering should be avoided in all areas of local government activity – capital projects, but also the day-to-day procurement of goods and services. Municipalities should not discriminate against B.C. businesses and their employees based on factors such as particular union affiliations.

If you have any questions or wish to engage ICBA in a conversation on this, or any, construction issue, please feel free to contact me directly at chris@icba.ca.

Sincerely,

INDEPENDENT CONTRACTORS AND BUSINESSES ASSOCIATION



Chris Gardner

President and CEO, ICBA

¹ Brian Dijkema and Morley Gunderson, Restrictive Tendering: Protection for Whom?" January 2017, CARDUS.

² Renze Nauta, "Benefits for Whom? Assessing British Columbia's Community Benefits Agreements," CARDUS September 2024.

January 31, 2025

Dear Mayor and Council,

RE: Municipal Protected Areas Project Webinar – 10 am February 20, 2025

I am contacting you on behalf of BC Nature / Land Trust Alliance of BC to inform you of the Municipal Protected Areas Project (MPAP) and to invite you and the appropriate staff to participate in a webinar on the MPAP being held on February 20, 2025.

The Municipal Protected Areas Project (MPAP) is inspired by Canada's commitment at the 2022 United Nations Biodiversity Conference (COP15) to conserve 30% of our lands and waters by 2030 (the 30 x 30 Commitment). Municipal and local governments' protected areas are home to rich cultural and biological diversity and are integral to achieving Canada's biodiversity commitments, including the 30 x 30 Commitment.

Details on the Webinar:

BC NATURE: MPAP gives local governments the tools and resources to register their local protected areas on the Canadian database for protected lands. We will outline the requirements for candidate sites, how the registration process works, and how we can complete this work for you at no cost for your community. The MPAP is an opportunity to validate and recognize your community's conservation policies and strategic plans.

LTABC: MPAP is also promoting increased conservation efforts. The Alliance will discuss municipal support for provincial tax incentives for landowners in your community who wish to conserve ecologically sensitive properties

We invite you and the appropriate staff to attend a 1 hour webinar on MPAP being held at 10 am on February 20, 2025 to discover more. We will outline the requirements for candidate sites, how the registration process works, and how we can complete this work at no cost for your community.

JOIN THE MUNICIPAL PROTECTED AREAS PROGRAM WEBINAR (1 hour)

10 am on February 20, 2025

Register at: https://us06web.zoom.us/meeting/register/9LWNK01AT228XTSDzj_ssQ

If you require more information beforehand, please contact us at manager@bcnature.ca

Sincerely,



Stewart Guy
Executive Director, BC Nature

- c. Paul McNair, Executive Director, Land Trust Alliance of BC
Andrew Banks, BC Nature - Project Manager, Municipal Protected Areas Project



Julia Carr, BC Nature - Project Lead, Municipal Protected
Areas Project

From: [Building and Safety Standards Branch](#)
To: [CAO Sayward](#)
Subject: National Model Codes Public Review - January 20 to February 24, 2025
Date: January 20, 2025 4:38:41 PM

National Model Codes Public Review

Dear code subscribers,

The final public review of a proposed change to the 2020 National Model Codes is now open and the Canadian Board for Harmonized Construction Codes (CBHCC) encourages your participation in the review.

The proposed change in this public review addresses overheating in the National Building Code of Canada. Code users and interested parties are invited to visit the [CBHCC's website](#), examine the proposed change, and provide feedback.

The public review runs from today until February 24, 2025. We strongly encourage our industry partners and stakeholders to participate in the 2025 National Construction Codes code development process.

Following the public review, all comments will be considered by the relevant code development committees, and recommendations on the proposed changes will be made to the CBHCC. If approved, the changes will be included in the 2025 editions of the National Model Codes.

As we work towards increased harmonization of the construction codes, these consultations are also an opportunity for the Province to receive your feedback on proposed changes that will be considered for adoption in future editions of BC Codes.

For more information, please contact the CBHCC at [CBHCCSecretary-SecretaireCCHCC@nrc-cnrc.gc.ca](#).

Sincerely,
Aman Gill
Acting Executive Director

Building and Safety Standards
Ministry of Housing
Province of British Columbia

www.gov.bc.ca/buildingcodes

[Click here to update your email preferences or unsubscribe.](#)

MUNICIPAL SERVICES AGREEMENT

THIS AGREEMENT made as of the 1st day of February, 2025

BETWEEN:

STRATHCONA REGIONAL DISTRICT

301 - 990 Cedar Street
Campbell River, BC V9W 7Z8

(the "Regional District")
OF THE FIRST PART

AND

THE VILLAGE OF SAYWARD

652-A H'Kusam Way
PO Box 29
Sayward, BC V0P 1R0

(the "Municipality")
OF THE SECOND PART

WHEREAS:

- A. The Regional District, under section 176(1) of the *Local Government Act*, may enter into agreements with a municipality to provide activities, works or services to the municipality that are within the powers of the Regional District;
- B. The Municipality may, pursuant to s.23 of the *Community Charter*, enter into agreements with a public authority respecting the undertaking, provision and operation of services within the powers of the Municipality;
- C. The Municipality has requested services and the Regional District has agreed to provide services on a fee for service basis, as set out in Schedule 'A';

NOW THEREFORE in consideration of the covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the Municipality and the Regional District covenant and agree as follows:

ARTICLE 1 - TERM OF AGREEMENT

Term

- 1.1 The term of this Agreement shall be for five years (the "Term") commencing on February 1, 2025 (the "Commencement Date") and expiring on January 31, 2030, (the "Expiry Date").

Renewal/Early Expiration

- 1.2 Upon expiry of this Agreement, the parties may, by mutual agreement, renew this Agreement on the same or different terms.
- 1.3 Either party may terminate this agreement by providing written notice to the other party no less than sixty (60) days prior to the proposed termination. Such notice shall not result in any penalty or additional charges to the other party.

ARTICLE 2 - DEFINITIONS

- 2.1 'Services' mean the services set out in section 3.1 and Schedule 'A' to this Agreement, to be provided to the Municipality by the Regional District.
- 2.2 'Hourly Rate' means the base wage rate per hour plus the percentage increase in the cost of wages and benefits payable by the Regional District to its stated employees providing the Services under this Agreement.

ARTICLE 3 - SERVICES

- 3.1 Subject to the terms and conditions of this Agreement, the Regional District will make available, on a fee for service basis, the following Services:
- a) Financial
 - b) Corporate/Legislative
 - c) Land Use Planning
 - d) Parks and Trails
 - e) GIS/Mapping
 - f) Civil Works and Engineering
 - g) Building Inspection
 - h) Bylaw Enforcement
 - i) Information Technology
 - j) Labour Relations/Human Resources
 - k) Media Relations
 - l) Protective Services
- 3.2 Should the Regional District terminate this Agreement in accordance with section 1.3, the Regional District shall, within sixty (60) days of the termination, rebate that portion of any prepayment received for the provision of such Service or Services.
- 3.3 The Regional District agrees that all monies calculated and paid by the Municipality will be used solely for the provision of one or more of the Services listed in Schedule 'A'.
- 3.4 The Regional District will provide the Services in its sole and unfettered discretion and **only if** the Regional District has sufficient personnel with sufficient capacity to provide and/or manage such Services.
- 3.5 The Municipality shall be responsible for providing requests in writing to the Regional District and for providing management and direction to support the service delivery.

ARTICLE 4 - COST OF SERVICE AND PAYMENT

- 4.1 In consideration of the performance by the Regional District of the Services, the Municipality shall pay the Regional District the fees set out in Schedule 'A'.
- 4.2 The Regional District shall invoice the Municipality on a monthly basis according to the fees stated in Schedule 'A'. Invoices will be due and payable within 30 days of invoice date.

ARTICLE 5 - NOTICE

- 5.1 Any notice, document, statement, report, demand or payment desired or required to be given or made pursuant to this Agreement will be in writing and may be given or made if delivered personally to the Party to whom it is to be given or made, delivered by electronic facsimile transmission or mailed in Canada with postage prepaid and addressed if to:
- (a) the Regional District
990 Cedar Street
Campbell River, BC V9W 7Z8 (Attn: Corporate Officer)
 - (b) Village of Sayward
652-A H'Kusam Way
PO Box 29
Sayward, BC V0P 1R0 (Attn: Chief Administrative Officer)
- 5.2 Provided that a Party may change its address by giving the other Party prior notice of a change in address in accordance with this section and provided further that if there is a postal strike or other postal disruption, notice shall be personally delivered

ARTICLE 6- DESIGNATED REPRESENTATIVES

- 6.1 All requests for Services defined in Schedule 'A' will be requested by an authorized Municipal representative using the form in Schedule 'B' and authorized by a designated Regional District representative who will manage the work request process and account for the amount charged.
- 6.1 The designated representatives for each of the categories of Services of the Regional District are as follows:

Designated representative	Categories of services
Chief Financial Officer:	Financial
Senior Manager, Corporate Services:	Corporate/Legislative
Senior Manager, Community Services:	Land Use Planning Parks and Trails GIS/Mapping Building Inspection Bylaw Enforcement
Senior Manager, Engineering Services:	Civil Works and Engineering
Senior Manager, Human Resources	Labour Relations/Human Resources
Manager, Strategic Initiatives	Media Relations
Manager, Information Technology	Information Technology
Manager, Emergency Services	Emergency and Protective Services

If the Regional District designated representative is not available, service requests may be made to the designate of the above-mentioned positions.

6.2 The designated representatives for each of the categories of Services from the Municipality include the Chief Administrative Officer, any person serving in an acting capacity, or their designate. For clarity, the Village is responsible for confirming its designated representative(s) before commencement of work.

ARTICLE 7 - RELEASE AND INDEMNITY

- 7.1 Each Party shall, except for the sole negligence of the other Party, release, discharge, indemnify and save harmless each other and their elected and appointed officers and employees from and against any claims, causes of action, suits, demands, expenses, costs and legal fees whatsoever may arise out of:
- (a) the provision of the Services by the Regional District; or
 - (b) failure by the Municipality to enforce the provisions of its Bylaws or any one of them.

ARTICLE 8 - INSURANCE

- 8.1 The Parties shall each maintain sufficient liability coverage to meet their indemnification obligations under section 7.1, and more particularly shall maintain liability insurance coverage in an amount not less than Five Million Dollars (\$5,000,000.00) per single occurrence, with the Regional District to be added as an additional insured in the case of the Village.
- 8.2 Neither Party shall cancel or materially change its insurance coverage without first providing the other with thirty (30) days written notice thereof.

ARTICLE 9- CONTRACTOR STATUS

- 9.1 The Parties agree that the Regional District is an independent contractor engaged by the Municipality for the sole purpose of providing the Services. Neither the Regional District nor any of its personnel is engaged by the Municipality as an employee, servant or agent. The Regional District is solely responsible for payment of Workers Compensation premiums and compliance with all WCB Regulations, and shall bear sole responsibility for the safety of its officers and employees and any costs whatsoever arising out of employee injuries or claims records. The Regional District shall make all payroll payments or deductions required by law or contract of employment. Nothing in this Agreement shall be construed as creating an agency, partnership or joint venture between the Municipality and the Regional District.

ARTICLE 10 - INTERPRETATION

- 10.1 In this Agreement:
- (a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;
 - (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
 - (c) the term 'enactment' has the meaning given to it under the *Interpretation Act* (British Columbia) on the reference date of this Agreement;
 - (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
 - (e) the provisions of Section 25 of the *Interpretation Act* with respect to the calculation of time apply; and

- (f) time is the essence of the Agreement.

ARTICLE 11 - DISPUTE RESOLUTION

- 11.1 The Parties agree that during the term of this Agreement and in the performance of each of their responsibilities under this Agreement, each of them will:
- (a) make bona fide efforts to resolve any disputes arising between them by amicable negotiations; and
 - (b) provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate those negotiations.
- 11.2 The Parties further agree to use their best efforts to conduct any dispute resolution procedure under this Agreement as efficiently and cost effectively as possible.
- 11.3 The Parties agree to attempt to resolve all disputes arising out of or in connection with this Agreement, or in respect of any defined legal relationship associated with it or from it, by mediated negotiation with the assistance of a neutral person mutually agreed upon, and should the Parties be unable to agree upon such person within 30 days of either Party serving notice of its intention to proceed to a mediation, a neutral person appointed by the British Columbia International Commercial Arbitration Centre administered under its Mediation Rules.
- 11.4 If the dispute cannot be settled within thirty (30) days after the mediator has been appointed or such lesser or longer period otherwise agreed to in writing by the Parties, the dispute will be referred to and finally resolved by arbitration administered by the British Columbia International Commercial Arbitration Centre, under its Rules. In the absence of any written agreement otherwise, the place of arbitration will be Campbell River, BC.
- 11.5 Except where otherwise specified in this Agreement, any and all disputes between or among the Parties to this Agreement arising under, out of or in any way relating to this Agreement will be determined under this section.
- 11.6 Subject to any ruling or recommendation to the contrary by the Arbitrator or Mediator respectively, the Parties agree that the costs of such mediation or arbitration, other than their own costs of preparation, shall be shared equally between them.

ARTICLE 12 – GENERAL

- 12.1 This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.
- 12.2 This agreement shall be governed and construed in accordance with the laws of the Province of British Columbia and the Government of Canada.
- 12.3 If any article or section of this Agreement is declared or held invalid for any reason, the article or section may be severed from the Agreement without affecting the validity of the remainder of the Agreement.
- 12.4 Nothing within this Agreement affects the Regional District's or the Municipality's rights

and powers in the exercise of their statutory functions under statutes, bylaws, resolutions, orders or regulations, all of which may be fully exercised as if this Agreement had not been executed and delivered by the Regional District and the Municipality.

- 12.5 The parties must do and cause to be done all things and execute and cause to be executed all documents which may be necessary to give proper effect to the intention of this Agreement.
- 12.6 No amendment or waiver of any portion of this Agreement shall be valid unless rendered in writing and executed by the parties to this Agreement.
- 12.7 Waiver of any default by any party shall not be deemed to be a waiver of any subsequent default by that party.
- 12.8 The parties represent and warrant to each other that:
- a) all necessary corporate actions and proceedings have been taken by each of the parties to authorize its entry into and performance of the Agreement;
 - b) upon its execution and delivery on behalf of each of the parties, this Agreement constitutes a valid and binding obligation on each of the parties;
 - c) this Agreement will not breach any other agreement or obligation or cause either of the parties to be in default of any other agreement or obligation with or to each other; and
 - d) each of the parties has the corporate capacity and authority to enter into and perform this Agreement.
- 12.9 The whole agreement between the Parties is set forth in this document and no representations, warranties or conditions, express or implied, have been made other than those expressed.

The parties have agreed to the terms and conditions herein as of the day and year first above written.

STRATHCONA REGIONAL DISTRICT**VILLAGE OF SAYWARD**

Chair

Chief Administrative Officer

Corporate Officer

SCHEDULE 'A'

Service Provision	Service Description	Cost
Hourly, Daily or Contract Based:	• Financial • Corporate/Legislative • Land Use Planning • Parks and Trails • GIS/Mapping Services • Civil Works and Engineering/Environmental • Building Inspection • Bylaw Enforcement • Information Technology • Media Relations • Labour Relations/Human Resources • Emergency/Protective Services	All costs incurred by the Regional District on behalf of the Municipality in providing the Services are actual wages of Regional District personnel used plus 28% for benefits (does not include sick/vacation time), plus 15% on that amount for administrative costs.
Enhanced or Project Based Services:	• Official Community Plan Review/Amendments • Zoning Bylaw Review/Amendments • Other Bylaw Review/Amendments/Creations • Public Hearings/Meetings • Review of an RFP or RFQ, or the evaluation thereof • Other, which could include any of the above-mentioned Services	Project specific and scope sensitive cost estimate provided by the Regional District upon the Municipality's request based on the expertise and level of involvement needed from various Regional District staff members. Following cost estimate a cost to be agreed upon by the Parties before the Services commence and to be set out in Schedule 'B' under "Agreed Upon Cost of Enhanced Services".
Travel:		Costs associated with travel by Regional District personnel in providing the Services will be calculated using the Canada Revenue Agency reasonable allowance rates.



SCHEDULE 'B' REQUEST FOR SERVICE

NAME OF MUNICIPALITY	
VILLAGE OF SAYWARD	
NAME OF PERSON MAKING REQUEST	
Last name	First Name
Phone number	Email
Service Group ☐ Hourly ☐ Daily ☐ Contract Based ☐ Enhanced, or Project Based	Describe the Service Required
TERM	
Requested start date	Requested completion date
Details of request - scope of work (Could continue on a separate page)	
Agreed upon cost of providing enhanced Services \$ _____	
Signature	Date of request



STAFF REPORT

For: Mayor and Council
Prepared by: John Thomas, CAO
Subject: **Regional Grant Opportunity – UBCM Emergency Operation Centre**
Meeting date: February 4, 2025

BACKGROUND

To consider a regional grant application to the Community Emergency Preparedness Fund 2025 Emergency Operation Centre (EOC) program from the Union of BC Municipalities (UBCM). This application would be in partnership with the Strathcona Regional District and other municipalities and First Nations in order to improve disaster communications capacity in Sayward.

DISCUSSION

The Community Emergency Preparedness Fund (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies. The intent of this funding stream is to support eligible applicants to build local capacity through the purchase of equipment and supplies required to maintain or improve an EOC and to enhance EOC capacity through training and exercises. Eligible applicants can submit one application per intake, or as a partnering applicant in a regional application. It is proposed that the Strathcona Regional District will be the primary applicant in a regional application with the Village of Sayward as a partner applicant. The deadline submission for this grant is February 28, 2025. In order to be considered as a partner, the Village of Sayward is required to submit a Council Resolution that clearly states that the Strathcona Regional District is authorized to receive and manage the funds on behalf of the Village of Sayward.

The Strathcona Regional District would utilize this funding to:

- Contract with Disaster Communication Technicians to continue their work on creating redundant communication systems across the regional district; and
- Install a Barret 4050 high frequency (HF) commercial radio and antenna to provide the Village with the ability to communicate province-wide (on the roof of the Kelsey Centre).

The grant is 100% fully funded. SRD financial services would provide overall supervision of the grant management. SRD Emergency Services would provide overall supervision of the project.

Item	Cost
Barret 4050 High Frequency Commercial Radio & Antenna • Includes installation costs	\$20,000
Virtual Meeting Technology Enhancement • Television, Computers, IT Installation	\$12,500
Regional Disaster Communication Technicians (contractors) • Training costs	\$5,000
Standing Desks	\$2,500
Total	\$40,000

Section 2(3)(b) of BC Reg.380/95 (*Local Authority Emergency Management Regulation*) states that a local authority must prepare or cause to be prepared local emergency plans respecting preparation for, response to, and recovery from emergencies and disasters. The response to and recovery from emergencies and disasters is coordinated by the Emergency Operations Centre.

RECOMMENDATION

1. THAT the report from the A/Chief Administrative Officer be received.
2. THAT as part of the Village of Sayward's ongoing work in relation to emergency planning that an application for financial assistance under the Community Emergency Preparedness Fund 2025 Emergency Operation Centre grant be authorized for submission to the UBCM, in collaboration with the Strathcona Regional District; and

THAT the Village of Sayward agrees to the Strathcona Regional District submitting an application on their behalf, and that if funded, agrees to the Strathcona Regional District managing the grant and being the recipient of all funding.

Written by: Shaun Koopman – Manager of Emergency Services

Respectfully submitted,

Original Signed

John Thomas, A/CAO



DisasterNet BC is designed for Regional Districts, Indigenous communities, and smaller emergency programs across British Columbia, particularly those without amateur radio operators. It complements, rather than replaces, the vital role of amateur radio operators. Communities with active amateur radio operators can integrate their skills into DisasterNet BC to enhance its effectiveness and disaster response.

DisasterNet BC Acknowledgement

Indigenous communities are vital partners in emergency programs across BC, with years of collaboration and strong ties to local government emergency efforts. DisasterNet BC is a community that welcomes Indigenous communities, fostering a strong sense of mutual support and inclusion throughout the network. By actively engaging Indigenous communities, DisasterNet BC honours their unique needs and perspectives, ensuring equitable support and resources for effective disaster response for all communities.

Why is this important?

In the absence of tradition day-to-day communications communities require a resilient solution.

What is a solution?

DisasterNet BC provides BC-based community emergency management programs with an efficient, human-centered secure mechanism that is *independent* of third-party (Landline, Cellular, Satcom / Starlink) vendor involvement.

What is the cost?

Radio/Modem/Antenna/Laptop = \$22,000 (approximately).

Summary = We are talking about using commercial frequencies with a level of security on this Barrett 4050 radio for voice and data messages over radio waves. Tests have been occurring since September 25th, 2024.



VKS737 (Aussie), HF Link and SHARES (USA) are examples of this done elsewhere. We are now replicating it here.

- **Who is the intended audience for today?** Emergency Program Coordinators (or similar title) for Local Authority and First Nation Communities who desire to have a secure long distance radio communication network with other BC communities and EMCR (hopefully one day).
- **Who is facilitating these session?** A caring group of EPCs and public safety lifeline volunteers from Strathcona, Comox Valley and Cowichan Valley Regional Districts with zero commercial affiliation or conflicts of interest present.
- **What is the intended use of DisasterNet BC?** To connect EOC and PREOCs around BC to each other.
 - “Outposts / Hamlets” to be considered on presentation of a business case by their Regional District.
- **Why are these sessions being held in December 2024?** To allow communities the opportunity to consider utilizing the Feb 28/2025 UBCM EOC grant to purchase the equipment required for this system.
- **Expectations Management** – Testing is still occurring, however the group felt this information needs to be shared now due to the EOC grant opportunity.

Commercial Radio

- Provides the same capabilities that amateur radio has always provided, but brings with it the following operational advantages:
 - Enhanced security and privacy.
 - Does not require operators to possess their amateur radio certification.
 - Control over the network (frequency band) on the part of the users.

What is not the focus of conversation today?

- The technical nature of DisasterNet BC. You're welcome to email skoopman@srd.ca with those questions or a future technical information session can be held.
- In depth explanations is as to how and why day-to-day communications (landline, cellphone, internet, satellite) can fail (just trust that they can).
- Emergency Communications. The focus of today is Disaster Communications.

Emergency communication is focused on providing real-time, life-line support to emergency responder.

Disaster communications focus on providing sustained communication and coordination throughout the response and recovery phases of a prolonged event.

These terms should ***not*** be interchanged.

In a disaster, a toolkit of communication methods are essential. DisasterNet BC is not a 'silver bullet'.

What are we trying to achieve?

- A radio system as simple as possible. So that a Clerk in McKenzie with minimal radio experience but regular training can 'flip the switch' in the event of a disaster and use it as intended.
- A years' worth rigorous review of different equipment was conducted in order to develop the equipment recommendations for DisasterNet BC.

The network is exclusively available to established community-based emergency programs and EMCR across BC – excluding clubs, hobbyist groups, or individuals ***unless*** they are formally attached / embedded within the organizational framework of their local emergency program.

What does DisasterNet BC offer?

Three potential pathways for email-over-radio communications:

- Voice (peer to peer, in real time. Receiving station must be on the air and monitoring)
- Email-over-radio (peer to peer, in real time. Receiving station must be on the air and have an active peer to peer session running in Winlink)
- Email-over-radio (sending to an active RMS Radio Message Server, which stores the message in the cloud server for the recipient to retrieve at their discretion, either via working Internet at their location or via radio through an RMS)

DisasterNet BC Advantages

- The network can operate 24x7 in a disaster utilizing dedicated, secure and protected HF radio frequencies - ***so all comms are private!***
- The network is available to all BC community emergency programs that want to participate.
- Not reliant on the Internet, SATCOM, Starlink, or other vulnerable third-party infrastructure in a grid-down scenario.
- Amateur radio operators are not required, though their skills will enhance the network's success.
- Operational coverage connects users with EMCR and communities throughout BC.
- DisasterNet BC will support multiple communication modes.

Antenna

- Given the nature of the frequencies used by DisasterNet BC, **a large wire** antenna is required for every participating community. Each location will be unique in terms of which antenna is the best choice for deployment/installation.
- **Antenna:** options include the Barrett 91201 single-wire broadband dipole, the ICOM AH-710 folded dipole, or the B&W BWDS-90N broadband dipole. All should be installed in an Inverted Vee configuration for optimal short- to medium-range NVIS communication.
- The price point for the antennas is in the \$500 to \$2400 range. Pricing includes the required options plus: freight, duties, brokerage, applicable fees at time of purchase plus taxes.

Radio

- DisasterNet BC operates on radio frequencies licenced by ISED. To utilize these frequencies an HF commercial radio is required. There are two radios approved for use: the **Barrett 4050** and **Codan Envoy X2** which both meet requirements and are technically compatible.
- The **Barrett 4050** is the *preferred* product given its modern, user-friendly interface which makes it more accessible and intuitive for new users. It can run on 12V backup power ensuring functionality during extended power outages. RadioWorks Communications Inc. in Victoria, BC is the exclusive North American supplier of Barrett radio equipment for the DisasterNet BC project.
- The **Codan Envoy X2** is also compatible with DisasterNet BC, but all its radio functions are performed via user input to either the handset keypad or the side mounted PTT button rather than touch screen. ABO Technologie Inc. in Levis QC is the supplier of Codan equipment.

Data Modem

In a disaster with no Internet access, community emergency programs will need reliable communication with EMCR. DisasterNet BC enables 'email-via-radio' using **Winlink software**, allowing communities to share their needs and receive assistance. This feature requires a data modem to connect the radio to a computer, ensuring critical messages reach EMCR when other systems fail.

Data Modem: the SCS P4dragon DR-7400 and DR-7800 are high-performance HF modems for Winlink (radio email) with no product equivalent.

The price point for the data modem is \$1700 to \$2400 is in the range. Additional laptop is required.

Funding for the purchase of this type of would typically qualify for inclusion as part of the annual EOC grant application process

Commitment to Support

- To participate in DisasterNet BC an established community emergency program must purchase three pieces of equipment, secure a station radio licence *and* participate in the required operational training to effectively use the equipment.
- In the initial stages of network roll-out, the Strathcona Regional District (SRD) will provide virtual assistance related to equipment acquisition, training and operation. As DisasterNet BC grows, the logistics related to these elements may shift to others. If you would like to utilize members of DisasterNet BC to assist you with in-person training locally please budget for these travel/training costs in your EOC grant.

Licensing / Procurement

- Base Station Radio = \$15,000
- Rooftop Antenna = \$400 - \$2,200
 - Specific antenna dependent on the 'real estate' available at your location.
 - + additional local installation fees.
- License use is fixed to within a small perimeter of a specific location.
 - Submit an application in order to obtain via agreement with Cowichan Valley Regional District.
 - BOTH ISED Annual Licensing Fee and Disasternet BC User Fee at a nominal cost to access the frequencies.

I wish to receive more information such as a presentation with more details, quotes, language to include in the grant application etc. please email skoopman@srd.ca



STAFF REPORT

For: CAO/CFO, Mayor & Council
Prepared by: Michelle Davis, Recreation Manager
Subject: Grant Opportunity
Meeting date: February 4th, 2025

To Mayor and Council,

I'm submitting this report to be approved to move forward with this grant application process through Outdoor Recreation Council BC. Application Deadline is February 20, 2025.

This project will be to undergo a Disc Golf Course within the Village of Sayward. Approved Applicants will hear back early May 2025, and projects are to be completed by March 2026.

Funding is anywhere from \$2,000 - \$10,000. We are required to match 50% of contribution. This can be donation materials, donate accredited professional services and volunteer labour at \$20.00 per hr. I would like to request grant funds of \$4000. This means the village of Sayward would have to match \$4000 for a 9-hole golf course.

The Village would benefit in multiple ways by providing an outdoor disc golf course.
Why a Disc Golf Course?

- Increase visitors to the village - economic driver
- Inexpensive way to attract visitors with a minimal cost
- Utilizing existing parks and fields – increases the use of the park
- Promotes healthy exercise in a fun challenging way while promoting health and wellbeing within our community
- Increases entertainment to the Village
- Affordable and accessible, can be accessed from dusk till dawn.
- Play alone or with a group up to 4 players- all ages and skill levels at a minimal expense
- There is a small cost to rent or buy your own disc.
- The Kelsey Centre can provide rentals or sell discs to bring in revenue.

- Valley residents, campers, tourists, schools, and neighboring communities will have the opportunity to access the course.
- This is a low-cost safe activity, great for teens and low-income families,
- Which provides opportunities for connectivity amongst people
- Helps develop a sense of community and connectedness.
- Adds diversity to recreational opportunities
- Shows we want to improve and grow our recreation infrastructure

Campbell River's course is ranked 17th best disc golf course in BC. Their 18-hole course has 11 leagues. They host tournaments, and Nite glow events.

Courses on the island range from Victoria all the way to Campbell River including small islands like Cortez, Pender, Bowen, Horby, and Mayne.

Campbell River being the furthest north would make Sayward the only Disc Golf Course on the North end of the Island.

The Village can spark interest to our neighboring communities to come and enjoy a 9-hole or 18-hole course.

Space:

Space will be on village land, easily accessible, with some difficulty to the course. Having the course mapped out for beginner to intermediate will draw in more people from all over the island.

A championship level 18-hole course will average 1 to 2 acres per a hole. 9-hole course beginner friendly, can be utilized in 4-5 acres.

Wooded areas, rolling hills, ponds can be aesthetically pleasing to the course layout.

Beginner course average 200ft advanced 500ft in-between holes. The idea is to incorporate a variety of short and long holes to challenge players of different skill level.

Baskets needed to be average 200 – 400 feet apart (61 and 122 meters. Most holes fall within the range as recommended by Professional Disc Golf Association.

Starting with a 9-hole course it would be wise to plan and make sure in the future we can expand and have room to put in another 9-holes. Courses can be installed in unutilized wooded areas, or existing groomed parks that are available to the public.

Maintenance:

Disc golf courses require minimal to no maintenance.

Supporting Letter:

I have attached a letter of support from the Principal of Sayward School who supports having the disc golf course. It's a great outdoor activity for grades 3-6 to use as one for their outdoor programs.

Cost:

Attached three quotes from Canadian Companies on what the price of 9 or 18 course baskets.

9- holes can range from \$2500 - \$4500 and 18-holes \$7000 - \$9000.

These cages would be permanently placed, mid grade to high grade quality to sustain weather conditions.

Easy to replace one basket.

Labour:

- Concrete 2 bags per basket. \$ 5-\$10 per bag.
- Rent small cement mixer
- Kosk (wooden covered area) Optional at hole Number 1
- Installing baskets

Please take the time and discuss the potential of adding this outdoor activity to the community.

Michelle Davis
Recreation Manager



DiscStore.com

725 N Skyline Drive
Elkhorn, NE 68022

BILL TO:
Michelle Davis
TBD

SHIP TO (if different):
TBD

INVOICE

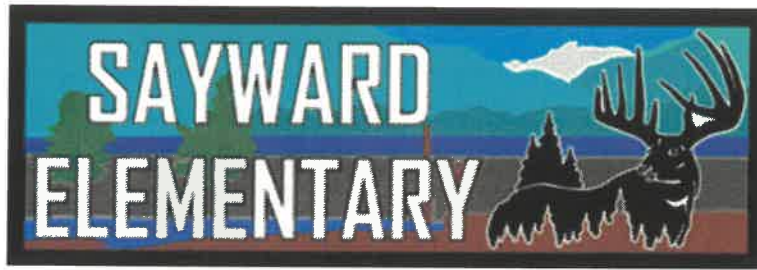
DATE: 1/28/2025
INVOICE # T223112
Customer ID

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
GTS-Champ-Nine	GrowTheSport Deluxe Disc Golf Course Package	1	3,725.00	3,725.00
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Other Comments or Special Instructions
FREE Shipping
Thank you for helping GrowTheSport.

SUBTOTAL \$ 3,725.00
TAX RATE
TAX \$ -
S & H
OTHER \$ -
TOTAL \$ 3,725.00

Thank You For Your Business!



690 Kelsey Way
SD72
Sayward, BC
VOP 1R0
250-282-3314

To Whom it May Concern;

My name is Christine Middleton and I am the principal at Sayward Elementary School. The manager of the Kelsey Center approached me about an idea they have for the community. The proposal is to install a Disc Golf Course near the Kelsey Center in the village of Sayward.

We are very excited by the possibility of have such a fun and healthy sport so close to our school. This course would not only be available for community members but also for the students of our school. We can already visualize the students using the course to build a variety of skills, experience and work on team sport skills, and it will help the students have a fun activity that gets them outside and engaged in a healthy activity.

We are open to helping this initiative come to fruition and look forward the possibilities that will come with it. The Sayward community and the Sayward school would all benefit from having a Disc Gold course nearby.

Please feel free to reach out to me should you need any further information.

Warm Regards,

A handwritten signature in black ink, appearing to read "CMM", followed by a long horizontal line that extends to the right.

Christine Middleton
Principal, Sayward Elementary
SD72
690 Kelsey Way,
Sayward, BC
VOP 1R0



DiscStore.com

725 N Skyline Drive
Elkhorn, NE 68022

BILL TO:
Michelle Davis
TBD

SHIP TO (if different):
TBD

INVOICE

DATE: 1/28/2025
INVOICE # T223112
Customer ID

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
GTS-Champ-Nine	GrowTheSport Deluxe Disc Golf Course Package	1	7,450.00	7,450.00
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Other Comments or Special Instructions
FREE Shipping
Thank you for helping GrowTheSport.

SUBTOTAL \$ 7,450.00
TAX RATE
TAX \$ -
S & H
OTHER \$ -
TOTAL \$ 7,450.00

Thank You For Your Business!



DiscStore.com

725 N Skyline Drive
Elkhorn, NE 68022

BILL TO:
Michelle Davis
TBD

SHIP TO (if different):
TBD

INVOICE

DATE: 1/28/2025
INVOICE # T223112
Customer ID

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
GTS-Champ-Nine	GrowTheSport Standard Disc Golf Course Packa	1	3,500.00	3,500.00
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Other Comments or Special Instructions
FREE Shipping
Thank you for helping GrowTheSport.

SUBTOTAL \$ 3,500.00
TAX RATE
TAX \$ -
S & H
OTHER \$ -
TOTAL \$ 3,500.00

Thank You For Your Business!



DiscStore.com

725 N Skyline Drive
Elkhorn, NE 68022

BILL TO:
Michelle Davis
TBD

SHIP TO (if different):
TBD

INVOICE

DATE: 1/28/2025
INVOICE # T223112
Customer ID

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
GTS-Champ-Eighteen	GrowTheSport Standard Disc Golf Course Packa	1	7,000.00	7,000.00
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				-

Other Comments or Special Instructions
FREE Shipping
Thank you for helping GrowTheSport.

SUBTOTAL \$ 7,000.00
TAX RATE
TAX \$ -
S & H
OTHER \$ -
TOTAL \$ 7,000.00

Thank You For Your Business!



STAFF REPORT

For: Mayor and Council
Prepared by: John Thomas, CAO
Subject: **Kelsey Centre Boiler Replacement Project**
Meeting date: February 4, 2025

BACKGROUND

The purpose of this report is to bring to Council's attention the status of the heating at the Kelsey Centre and to request authorization to proceed with replacing the boilers in the mechanical room.

DISCUSSION

On November 27, 2024, a pipe fitting burst in the Kelsey Centre boiler room, causing water damage to critical electrical components that control building systems. To maintain operations, the Village implemented temporary bypass measures while exploring repair options.

On December 11, 2024, further mechanical failures led to the failure of the last functioning boiler. Following this, the Village engaged two mechanical firms and an Engineer to assess the situation. The Engineer's report and a quote for boiler replacement are attached for Council's review.

The Kelsey Centre is currently operating without central heating, relying on localized space heaters. Large commercial heaters have been rented and installed in preparation for colder temperatures; however, a permanent solution is necessary. Given the increasing risks to program continuity, occupant health and safety, and overall building operations, this situation qualifies as an emergency requiring urgent action.

The Village has filed two insurance claims, one for each incident. The Village's insurance will cover 100% of the cost to replace damaged electrical components following the first incident totalling approximately \$39,450. The cost of replacing both boilers is estimated to be approximately \$123,000.00. The Village is currently waiting a final decision from the insurance claim #2. However, staff does expect that some aspect of the boiler replacement project may be covered by insurance.

While the insurance assessment continues, staff is recommending that Council proceed with authorizing the necessary funding to address the underlying building operations concern of

replacing the boilers. There are two possible sources of funding that can be used for this project: 1) Growing Communities fund which has a positive balance of \$112,000 or 2) Gas Tax which has a positive balance of \$229,140. Staff is recommending that the source of funding is split 50/50 between both funds.

Staff would like to proceed with quote received on an expedited basis so that work can be performed in February 2025.

RECOMMENDATION

WHEREAS the failure of both boilers at the Kelsey Centre has created an urgent need for replacement to maintain building operations and occupant safety;

AND WHEREAS the estimated cost of replacing both boilers is \$123,000, with potential partial insurance coverage pending;

AND WHEREAS funding is available through the Growing Communities Fund and Gas Tax Fund, with staff recommending an equal split between both sources;

THEREFORE, BE IT RESOLVED THAT Council approves the boiler replacement project for the Kelsey Centre in its 2025 budget, with funding split 50/50 between the Growing Communities Fund and Gas Tax Fund;

AND THAT the Chief Administrative Officer be authorized to direct award the contract to expedite completion of the project as soon as possible.

Respectfully submitted,

Original Signed

John Thomas, A/CAO



KELSEY RECREATION CENTRE BOILER PLANT REVIEW

MECHANICAL ASSESSMENT REPORT

2025-01-29

RPE File#25029-N

Prepared For:

Village of Sayward

John Thomas, MBA
Acting Chief Administrative Officer
Acting Corporate Officer
652 H'Kusam Way, Sayward, BC
Tel: 250.282.5512 Ext. 2
Email: cao@saywardvalley.ca

Prepared by:

Rocky Point Engineering

Mike Warrington, EIT
Senior Project Manager
301-17 Church Street, Nanaimo, BC
Tel: 250.585.0222
Email: mike.warrington@rpeng.ca

INTRODUCTION

Rocky Point Engineering Ltd. has been engaged by the Village of Sayward to review the condition, age and status of the Kelsey Recreation Centre boiler plant located at 652 H'Kusam Way in Sayward B.C. The purpose of the report is to provide a review of the site condition of the boiler system, provide recommendations for replacement scope and provide a rough budget cost for direct replacement. The review is scope is limited to the boilers and primary loop components.

EXISTING BOILER SYSTEM

The existing boilers at the building consist of one NTI Trinity TI200 199,000 Btu/h high efficiency propane condensing boiler and one 199,000 btu/h wall mounted boiler. The older boiler has not been operational for several years. The NTI Trinity TI200 boiler was manufactured in 2012 and has recently failed.

The NTI Trinity TI200 boiler does not come with a factory installed LWCO (Low Water Cut Off) or manual reset mechanical water temperature high limit. Based on our site review neither an external LWCO or external manual reset mechanical water temperature high limit were installed. In accordance with the NTI Trinity TI200 boiler installation manual an external LWCO would be required in this installation as there is at least one radiator (a heat exchanger in this case) installed below the boiler. The LWCO would also be required in this case to comply with current CSA B149.1 standards. Both the LWCO and water temperature high limit help to protect the boiler and are key safety measures.

Based on review of two contractors' investigation reports of these boilers and Rocky Point Engineering's own on site review it appears that the boiler was operating under a low pressure or low water circulation condition resulting in overheating of the heat exchanger and eventual failure of the boiler heat exchanger. This failure has resulted in significant water damage to the internal circuit boards of the boiler. It was also brought to our attention that before this incident the primary boiler pump control circuit board had failed, and manual jumpers were installed to allow the pump to run. It is possible that this manual jumper installation led to the low water pressure or low water circulation condition. However, if the previously mentioned safety measures, LWCO and manual reset mechanical water temperature high limit, were installed they would have significantly lowered the probability of boiler failure in this manor.

DIRECT REPLACEMENT OF BOILERS

If a direct replacement of the failed boilers is to be considered the bare minimum scope of work for safe operation of the boiler system should include two 199,000 btu/h boilers complete with primary pumps, LWCOs and manual reset mechanical water temperature high limit, boiler controls, boiler venting connections and all associated components for a successful replacement. Estimated budget cost for a contractor to complete this work (excluding GST) is \$65,000

RECOMMENDED SCOPE OF WORK

The current boiler plant is believed to be undersized for the connected load and it is recommended that the replacement boilers be increased in capacity to a sufficient level. It is expected that two 399,000 btu/h boilers would be sufficient to handle the current heating load under peak conditions. Detailed heating load calculations, including heat loss calculations, a review of domestic water loads, and pool and hot tub heat loads would need to be completed in order to confirm the necessary boiler plant heating capacity. This work would include new primary pumps and piping, gas piping modifications as needed, new venting and controls revisions.

It is also recommended that the connection between primary loop (boilers) and secondary loop (distribution through the building) be modified to industry standards. The existing primary-secondary connection is not installed in compliance with recommended methods. It is also recommended that the expansion tank, makeup water station and side-stream filter be replaced at the same time as the boiler system upgrade.

Additional safety measures should also be installed as part of this boiler plant upgrade including gas detection and a boiler emergency shutdown switch. Some of the installed pressure relief valve piping needs modification or extension of piping to comply with current codes and safety measures. A review of fire stopping of pipe penetrations through the boiler room wall should also be completed and fire stopping installations addressed as needed.

Additionally, it has been noted that there has been some corrosion issues on the circuit boards. It is recommended that this be reviewed in detail and measures taken to address this issue as needed.

Disclaimer of Liability

The material in this report reflects our professional opinion based on information made available to us, visual observations of accessible mechanical systems and equipment and building operators comments. No physical testing of HVAC systems or equipment was conducted, or evaluation of equipment capacities to ascertain the existing equipment is adequately sized to meet building HVAC requirements.

Any use a third party makes of this report, or reliance on decisions made based on it, is the responsibility of such third parties. Rocky Point Engineering Ltd. accepts no responsibility for damages suffered by any third party as a result of decisions made or actions based on this report.

Report Prepared by:

Rocky Point Engineering Ltd.



Mike Warrington, EIT
Senior Project Manager
e. mike.warrington@rpeng.ca
c. 250.616.3073

Report Reviewed by:

Rocky Point Engineering Ltd.



Aaron Mullaley,
P.L.Eng. (BC | AB), ASCT, PTech, LEED®AP
Principal
e. aaron.mullaley@rpeng.ca
c. 250.739.0692



Village of Sayward Boiler plant upgrade for the community center

Date: Jan31/25

Attn: John Thomas Acting Chief Administrative Officer 652 H Kusam Way Sayward BC PO box 29 V0P 1R0

Please see the following price to provide boiler plant upgrade for the community center

Includes:

- 2 Viessmann Vitodens 200 B2HA-399 400 000 btu gas boilers
- Wall mounted configuration
- Temp sensors OA, DHW,LLH
- LP conversion kits
- All new gas piping for new boilers
- All demolition to incorporate new boilers
- New coaxial boiler venting
- Distribution manifold with inclusions for a future add on boiler
- New circulating pumps and valves for new boilers
- Gas permit
- Start up and commissioning

Excludes: Electrical, structural, drywall patching or painting, any DDC controls, Seismic, or any other work or equipment not mention above.

All work to be completed during regular work hours (8:00 to 4:30)

Not responsible for any performance issues with owner supplied equipment.

Total Price \$122076.50 **plus GST**

GENERAL EXCLUSIONS: Hazardous Material Abatement, Structural steel, any structural steel or wood support framing for any opening or equipment support/ seismic attachment, carpentry, painting, concrete patching, concrete cutting & coring, roofing, electrical, line voltage controls, excavation, blasting, backfill & bedding materials for piping, bonding, painting of ductwork and piping, GST, architectural furring's, civil work, roof curbs (other than specified curbs), wood framing to level curbs, wood framing to get prefabricated curbs above finished roof level to meet code, sleepers for roof top

ductwork, framing of duct openings, pre-cast concrete products, all temporary services including temporary heat, mechanical engineering.

Quote valid for 30 days

Regards,
Todd Mayer
CanWest Mechanical Inc.
t: 250.871.2204 c: 250.334.7464
e: todd@canwestmechanical.com



STAFF REPORT

For: CAO/CFO, Mayor & Council
Prepared by: Michelle Davis, Recreation Manager
Subject: **Recreation Centre Report December 2024.**
Meeting date: February 4th, 2025.

This report summarizes the various activities of the Recreation Centre for December 2024.

Special Events:

- Village Kitchen December 9th
- Haircuts by Lacy's, by donation to Senior Programs. December 10th
- Teens Decorate Kelsey Centre Van for light up parade December 12th
- Kelsey Centre First Annual Hayrides & Hot Chocolate Event December 15th
- Kelsey Centre Annual Community Kids Xmas Party December 21st
- Kelsey Centre 2nd Annual Family Skate at Strathcona Gardens December 23rd

Donations/Grants

- Continue to seek out donations and grants.
- The Kelsey Centre has received \$6,150.00 in donations towards, special events, After school program and Teen programs.

Pool:

- Special Santa Swim December 20th
- Free Swim December 30th sponsored by Crossroads Restaurant & Pub

After School Program:

- ASP is now running 5 days a week.

Teen Program:

- Teen Night Friday's
- Truck Parade December 13th



December Stats:

- **Aerobics**

Total Patrons: 39
Townsite: 16
Valley: 23

- **Weight Room**

Total Patrons: 14
Townsite: 12
Valley: 2

- **After School Program**

Total Patrons: 108
Townsite: 41
Valley: 67

- **Teen Night**

Total Patrons: 11
Townsite: 3
Valley: 9

- **Carpet Bowling: (Free Program)**

Total Patrons: 19
Townsite: N/A
Valley: N/A

- **Seniors Social**

Total Patrons: 11
Townsite: 7
Valley: 4

- **Open Gym – Sports**

Total Patrons: 29
Townsite: 17
Valley: 12

- **Swim Lessons**

Total Patrons: 23
Townsite: 5
Valley: 18

- **Pool**

Total Patrons: 75



STAFF REPORT

To: Mayor & Council
From: Lisa Clark, CFO
Subject: Finance Department Update
Meeting date: February 4, 2025

BACKGROUND

Staff would like to update Council on work being done in the Finance department since the last report presented on November 19th, 2024. The Finance department has mostly caught up with the backlog from 2024, and is now turning attention to year-end, audit and the 2025-2029 Financial Plan.

DISCUSSION

The following is a list of items that have been completed by the Finance department over the last month:

- Bank reconciliations have now been completed for all of 2024
- Remaining electronic bank deposit postings are complete for 2024
- Property tax reconciliations for 2024 are complete and overdue balance notices have been sent out to residents
- Accounts receivable reconciliations are now complete for 2024, and overdue balance reminder statements have been sent
- GST returns for 2023 and 2024 are now complete and filed with CRA
- BC Assessment files for property tax system have now been updated and are current to reflect updated owner information and address updates
- Balance sheet reconciliations for deferred revenue, receivables, payables – in progress as part of year-end tasks
- 2024 payroll reconciliations – in progress as part of year-end tasks
- Grant funding and project reconciliations – in progress
- School & police tax, and Homeowner Grant reconciliation – in progress
- **Successfully recovered over \$10,000** in fines and penalties from the CRA, for 2024 late source deduction remittances
- Financial Plan 2025-2029 version 1 presented to Council on January 14th
- Audit Planning meeting with Chan Nowosad Boates on January 28, 2025 – field work will begin the week of February 24th, 2025

Focus is now turning to the many year-end tasks and entries that need to be completed before the annual audit, as well as preparing Version 2 of the 2025-2029 Financial Plan. Staff are also working on a capital asset and project spreadsheet which will be part of the package presented to Council at the next budget planning meeting scheduled for February 11th, 2025.

STAFF RECOMMENDATIONS

THAT the Finance Department Update Staff Report be received for information and discussion.

Respectfully submitted,

Original signed

Lisa Clark, CFO