



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
April 1, 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 **April 1, 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 **March 18, 2025**, be adopted [as presented **or** as amended].
- b) THAT the minutes from the Committee of the Whole meeting held on **March 19, 2025**, be adopted [as presented **or** as amended].

6. Petitions and Delegations - None

7. Correspondence

a) AVICC Request for Participation – Reforming the Local Government Act

Recommendation:

THAT Council receives this correspondence for information.

b) Village of Daajing Giids – Cannabis Taxation Sharing & Municipal Owned Cannabis Retail Store – Mayor Pineault

Recommendation:

THAT Council receives this correspondence for information.

c) MLA Anna Kindy – Bill 7 Economic Stabilization (Tariff Response) Act

Recommendation:

THAT Council receives this correspondence for information.

d) Inspiring Wonder Woman Award – Vancouver Island 2024

Recommendation:

THAT Council receives this correspondence for information. [AND/OR]

THAT Council adds this topic to the in-camera for additional discussion on potential candidates for nomination under section 90(1)(b) “personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the community on condition of anonymity.

e) AVICC’s Annual Report, Minutes, and Resolution Package

8. Council Reports - None

9. Reports of Committees

a) Resolutions from COTW – March 18, 2025

Note: Staff Report attached with resolutions.

10. Mayor’s Report

a) Mayor’s Report – March 2025

11. Unfinished Business

a) Draft – Capital Plan 2025-2029

Note: the deadline for a fully adopted 2025-2029 capital financial plan in a bylaw is **May 15, 2025.**

Recommendation:

THAT Council receives this report for information and discussion.

THAT Council confirm the completion of its review of the draft capital plan; AND

THAT Staff be directed to proceed with public engagement on the draft capital plan and the development of the associated bylaw.

b) Draft – Operating Financial Plan 2025-2029

Note: this is the fourth and final version of the operating financial plan. The deadline for a fully adopted 2025-2029 financial plan in a bylaw is **May 15, 2025**.

Recommendation:

THAT Council receives this report for information and discussion.

THAT 2025-2029 Financial Plan be approved; AND

THAT Staff be directed to proceed with public engagement and prepare required bylaws related to the 2025-2029 Financial Plan for the April 15, 2025, regular meeting of Council.

12. Staff Reports

a) Draft Fees and Charges

Recommendation:

THAT Council receives the Fees and Charges Review staff report for information and discussion.

THAT the proposed amendments to the appropriate schedules of the Village's Fees and Charges Bylaw be approved; and

THAT Council directs staff to prepare a Fees and Charges Amendment bylaw for the April 15, 2025, Regular Council Meeting.

b) MacMillan Drainage Project – Initial Design

Recommendation:

THAT Council receive the staff report for information and discussion.

THAT Council approve the engineering design solution for the purposes of advancing first nations consultation, public engagement and finalizing detailed drawings for public procurement.

c) Weather Station – Lightning Detection Equipment Agreement

Recommendation:

THAT Council receive the Lightning Detection Equipment Agreement staff report for information and discussion.

THAT Council approves the License of Occupation and Agreement between the Village of Sayward and the Environment and Climate Change Canada; and,

THAT the Mayor and Corporate Officer be authorized to execute the agreement.

d) Streetlight Management Research

Recommendation:

THAT Council receives the staff report for information and discussion.

13. Emergency Services/Public Works/Recreation Department Reports

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
March 18, 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 Sue 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

- a) Sarah Levin of 441 MacMillan Drive is seeking approval for a 12' x 7' mural on the wall between the washrooms in the Kelsey Centre Lobby. She displayed artist concept drawings, explaining the design and explained that all the paint will be donated, and local artists will work on the project.

Cllr Johnson inquired if this is the same project discussed previously but now shifted to the Kelsey Centre. Ms. Levin confirmed this is the same project shifted to the Kelsey Centre because there were complications with regards to protecting the outdoor murals and the cost of that work.

Cllr Burchett recommended this topic be added to the agenda of the next council meeting.

CAO Thomas advised that the plan will be refined and put in the package for council to review at a future council meeting.

3. Introduction of Late Items - None

4. Approval of Agenda

CAO Thomas advised prior to the meeting that the delegation from 6.c) Sayward Community Health Society Accommodation Project would not be presenting to Council at this meeting.

MOTION R25/61

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for **March 18, 2025**, be approved as presented.

CARRIED

5. Minutes of Previous Meetings

MOTION R25/62

MOVED AND SECONDED

THAT the minutes from the Committee of the Whole meeting held on **January 14, 2025**, be adopted as presented.

CARRIED

MOTION R25/63

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on **February 4, 2025**, be adopted as presented.

CARRIED

Direction to Staff to bring motion (R25/50), for which no vote occurred, back to council at the next meeting.

MOTION R25/64

MOVED AND SECONDED

THAT the minutes from the Committee of the Whole meeting held on **February 11, 2025**, be adopted as presented.

CARRIED

MOTION R25/65

MOVED AND SECONDED

THAT the minutes from the Re meeting held on **March 11, 2025**, be adopted as presented.

CARRIED

MOTION R25/66

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on **December 5, 2023**, be adopted as presented.

CARRIED

CAO Thomas advised he would follow up with the SRD on plans to complete the transition to the shared fire services agreement which would include a public information session hopefully with Area A Director Whalley in attendance.

MOTION R25/67
MOVED AND SECONDED

THAT the minutes from the Special Council meeting held on **February 13, 2025**, be adopted as presented.

CARRIED

6. Petitions and Delegations

a) Ozcar Daze Slo-Pitch Society – Kirk Bibbons and Dan Smart

MOTION R25/68
MOVED AND SECONDED

THAT Council accept the proposal of the Oscar Daze Slo-Pitch Society as written.

CARRIED

CAO Thomas explained that a Kelsey Centre washroom schedule will be developed.

Cllr Burchett suggested non-perishable food donations to the Sayward Food Bank be collected from tournament campers due to the low camping fees.

b) BCEHS Community Paramedics – Gregory Litschke, Agnes Pringle, and Nathaniel Pottage

7. Correspondence

a) City of Abbotsford – Mayor Ross Siemens

MOTION R25/69
MOVED AND SECONDED

THAT Council support the City of Abbotsford in their request.

Opposed Cllr Burchett

CARRIED

b) UBCM President re: Renewal of Membership – Trish Mandewo

MOTION R25/70
MOVED AND SECONDED

THAT the village pay the 2025 UBCM membership fees.

CARRIED

Councillor Johnson recused himself from the meeting at 7:42pm citing perception of conflict of interest.

c) Sayward Futures Society

MOTION R25/71
MOVED AND SECONDED

THAT Council receives this correspondence for information.

Opposed Cllr Burchett

CARRIED

MOTION R25/72

Moved AND SECONDED

THAT Council endorses and supports Sayward Futures Society as the designated organization responsible for providing Visitor Services in the community.

Opposed Cllr Burchett CARRIED

MOTION R25/73

Moved AND SECONDED

THAT this endorsement remains in effect until the Village decides otherwise.

Opposed Cllr Burchett, Cllr Poulsen DEFEATED

MOTION R25/74

Moved AND SECONDED

THAT Sayward Futures Society submit a request annually for endorsement when they receive their request from Destination BC.

Opposed Cllr Coates CARRIED

d) Sayward Futures Society

MOTION R25/75

Moved AND SECONDED

THAT Council receives this correspondence for information.

Opposed Cllr Burchett CARRIED

Councillor Johnson returned to the meeting at 8:04pm.

e) BC Salmon Farmers Association's Annual General Meeting

MOTION R25/76

Moved AND SECONDED

THAT Council receives this correspondence for information.

Opposed Cllr Burchett CARRIED

8. Council Reports

a) Cllr Coates – Vancouver Island Regional Library Board

MOTION R25/77

Moved AND SECONDED

THAT Council receives this council report for information.

CARRIED

9. Reports of Committees

a) Resolutions from COTW – February 11, 2025

MOTION R25/78

MOVED AND SECONDED

THAT Staff apply for the \$25,000 LGMA Responsible Conduct Resource Administration Fund.

CARRIED

MOTION R25/79

MOVED AND SECONDED

THAT the purchase of a new lawnmower be funded from the Growing Communities Fund.

CARRIED

MOTION R25/80

MOVED AND SECONDED

THAT the Local Government Climate Action Reserve funds be used for the Drainage Improvement Project.

CARRIED

MOTION R25/81

MOVED AND SECONDED

THAT \$265,000 of the Growing Communities Reserve fund be used for the Drainage Improvement Project.

CARRIED

MOTION R25/82

MOVED AND SECONDED

THAT Staff return grant funds received for the Kelsey Centre Air Conditioning Project or request permission to reallocate funds for an alternate project.

CARRIED

MOTION R25/83

MOVED AND SECONDED

THAT the Kelsey Centre Pool remain closed until the results from the Strathcona Regional District Kelsey Centre Committee are received for review and discussion by Council.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

MOTION R25/84

MOVED AND SECONDED

THAT staff or a third party look into grant funding for turning the water and sani-dump at the campground to “pay and play”.

Opposed Mayor Baker, Cllr Burchett, Cllr Coates, Cllr Johnson, Cllr Poulsen

DEFEATED

MOTION R25/85
Moved and Seconded

THAT staff investigate service request fees and create a new G/L line for public works revenue.

CARRIED

MOTION R25/86
Moved and Seconded

THAT \$5,000.00 be allocated for a contingency fund.

Opposed Mayor Baker, Cllr Coates, Cllr Johnson, Cllr Poulsen

DEFEATED

MOTION R25/87
Moved and Seconded

THAT \$20,000.00 be allocated for a contingency fund.

Opposed Cllr Burchett

CARRIED

b) Resolutions from COTW – March 11, 2025

MOTION R25/88
Moved and Seconded

THAT Council hold a Special Meeting of Council in March to discuss the priorities and the Kelsey Centre.

Opposed Cllr Burchett

CARRIED

MOTION R25/89
Moved and Seconded

THAT the Special Meeting of Council to discuss priorities and the Kelsey Centre be held on Wednesday March 19, 2025, at 7:00pm.

CARRIED

MOTION R25/90
Moved and Seconded

THAT staff invite the non-profit society that oversees the Sayward Health Clinic to do a presentation to Council regarding their budget and funding.

CARRIED

MOTION R25/91
Moved and Seconded

THAT the Parks budget for Diesel & Oil- Kubota Mower be increased from \$1,100 to \$2,500.

CARRIED

MOTION R25/92
MOVED AND SECONDED

THAT a new gazebo ramp be funded from the Growing Communities Fund.

Opposed Mayor Baker, Cllr Coates, Cllr Johnson **DEFEATED**

MOTION R25/93
MOVED AND SECONDED

THAT the Property Tax Rate for Class 1 – Residential increase by 6.61% for 2025.

Opposed Cllr Burchett **CARRIED**

MOTION R25/94
MOVED AND SECONDED

THAT the Capital Budget be brought back to the next meeting.

CARRIED

c) SRD's Kelsey Centre Review Committee Minutes

MOTION R25/95
MOVED AND SECONDED

THAT Council receive SRD's Kelsey Centre Review Committee Minutes.

CARRIED

10. Mayor's Report - None

11. Unfinished Business

a) Draft – Infrastructure Risk Assessment Criteria and Framework (AMP)

MOTION R25/96
MOVED AND SECONDED

THAT Council receives this report for information and discussion.

CARRIED

12. Staff Reports

a) Grant Opportunity – FireSmart Community and Funding Supports

MOTION R25/97
MOVED AND SECONDED

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

CARRIED

MOTION R25/98
MOVED AND SECONDED

THAT as part of the Village of Sayward's ongoing work in relation to wildfire risk reduction that an application for financial assistance under the Community Resiliency Investment 2025-2026 FireSmart Community and Funding Supports grant be authorized for submission to the Union of BC Municipalities; and,

THAT the Village of Sayward commits its willingness to provide overall grant management if the application is successful.

CARRIED

b) Water System Inspection Report – March 10, 2025

MOTION R25/99

MOVED AND SECONDED

THAT Council receives this inspection report for information.

CARRIED

MOTION R25/100

MOVED AND SECONDED

THAT the A/CAO take all necessary steps to achieve compliance.

Opposed Cllr Burchett

CARRIED

13. Emergency Services/Public Works/Recreation Department Reports

a) Recreation Department Statistics – January 2025

MOTION R25/101

MOVED AND SECONDED

THAT Council receives this report for information.

CARRIED

Direction to Staff to clarify if the 27 village users are different people or the same people on separate visits.

14. Bylaws - none

15. New Business - None

16. Public Question Period

- a) Sheri Braun of 713 Ruby Road advised that she is a Kelsey Centre employee and wanted to know why the \$70,000.00 for boiler replacement was put under recreation and not under infrastructure/buildings.

CAO Thomas clarified that the most important aspect is that Council earmarks funds for the boiler replacement. He also advised that the new boilers are fully installed, and that the programming of the system is scheduled for this Friday.

17. In Camera

MOTION R25/102

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)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

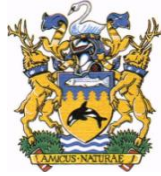
CARRIED

18. Adjournment

The meeting was adjourned at 10:39pm.

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
COMMITTEE OF THE WHOLE MEETING MINUTES
March 19, 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 Sue 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

- a) Don Bruce of 201 Sayward Heights asked what would it cost to tear this building (the Kelsey Centre) down. He also asked why you would do that.

3. Introduction of Late Items- None

4. Approval of Agenda

MOTION C25/34

MOVED AND SECONDED

THAT the agenda for the Committee of the Whole Meeting of Council for Wednesday March 19, 2025, be approved as presented.

CARRIED

5. Petitions and Delegation - None

6. Correspondence - None

7. Council Reports - None

8. Reports of Committees - None

9. Mayor's Report- None

10. Unfinished Business - None

11. Staff Reports

a) Kelsey Centre Financials

MOTION C25/35

MOVED AND SECONDED

THAT Council receives this report for information and discussion.

CARRIED

MOTION C25/36

MOVED AND SECONDED

THAT the Kelsey Centre Pool re-open as soon as repairs are complete.

Opposed Mayor Baker, Cllr Coates, Cllr Johnson

DEFEATED

b) SRD's Kelsey Centre Review Committee

MOTION C25/37

MOVED AND SECONDED

THAT the Village of Sayward Council be requested to clarify to the Kelsey Centre Review Committee specifically what they want from the SRD.

CARRIED

MOTION C25/38

MOVED AND SECONDED

THAT Staff develop a 50/50 funding model minus grants between the SRD and the Village of Sayward.

Opposed Mayor Baker, Cllr Coates, Cllr Johnson

DEFEATED

MOTION C25/39

MOVED AND SECONDED

THAT Staff develop a 50/50 funding model with the Village of Sayward and the Strathcona Regional District, minus any grants that either entity can put in, for the operations and capital costs of the Kelsey Centre pool and recreation centre.

Opposed Cllr Coates, Cllr Johnson

CARRIED

MOTION C25/40

MOVED AND SECONDED

THAT council receives this report for information

CARRIED

MOTION C25/41

MOVED AND SECONDED

THAT Staff provide the SRD's Kelsey Centre Review Committee with their required information.

CARRIED

12. New Business - None

13. Public Question Period

- a) Gerald Whalley, Area A Director of the Strathcona Regional District provided clarification regarding SRD procedures and said that this must be a single participant

service not a joint service agreement. Joint service agreements are only applicable when assets are jointly owned. He also advised that once the requested information is presented to the SRD's Kelsey Centre Review Committee, they will get a firm dollar value that the village is asking for. The committee would then make recommendations to the Strathcona Regional District Board. The Board would then make a motion to proceed, likely with an AAP (Alternate Approval Process) for SRD residents to support or not. Therefore, there is no room for negotiation. Mr. Whalley asked if the proposed 50/50 split of costs is for just the pool or the whole Kelsey Centre.

Mayor Baker replied that the 50/50 split would apply to the entire Kelsey Centre.

CAO Thomas added that the financial analysis of the information provided by the village will be done by the SRD's staff. An AAP is not a referendum or a plebiscite, it is an approval process that SRD constituents vote on with the baseline assumption that it is supported unless they indicate otherwise.

- b) David Malinski of 431 MacMillan Drive asked if School District 72 provides any funds towards the pool, and that this is a revenue source that should be examined.

CAO Thomas advised that all sources of revenue are reflected in the financial plan documents.

- c) Bob Bowbrick of 77 Kelsey Lane observed that the Kelsey Centre is where people go during an emergency, and this has been left out of the discussion. If we have an emergency plan, the Kelsey Centre must be open for this purpose. Mr. Bowbrick remembers the Sayward flood of 1975. He said we should learn from that experience and is hopeful this can be figured out.

CAO Thomas clarified that the Kelsey Centre is to remain open, and the pool is closed temporarily.

- d) Don Malcomson of 870 Sayward Road wondered if the cost sharing of the Kelsey Centre be a set dollar value rather than a percentage as Mr. Whalley suggested that a dollar amount might be a better idea.

CAO Thomas explained that a percentage is better because annual costs will change and if it is set at a dollar value any costs above that value would be carried solely by the village.

- e) Abby Cruize of 461 MacMillan Drive explained that she is a newcomer to Sayward village and one of the reasons she moved here was that the Kelsey Centre provided a facility that fulfills the needs of her two boys under 12 years old. She also asked how Council plans to raise the millions of dollars that are needed. She told Council to not give residents false hope that the pool will re-open.

Mayor Baker said that there is currently no plan on how to raise \$4 million by 2044, but that the plan is not to raise taxes by 123%.

Cllr Johnson said that this is a terribly complex issue with many tough decisions and many moving parts. He said this is not just a Kelsey Centre discussion, which runs a deficit, but that water and sewer are pressing issues also in the millions of dollars.

Cllr Burchett explained that certain revenue such as the gas tax and grants, not just tax dollars, all help pay for capital projects.

Cllr Poulsen said that the deficit each year is partially paid from reserves that are all but used up, as well as other grants. We are not looking at paying \$20 million dollars back in 2044. The reason for going to the SRD is to share the cost of the Kelsey Centre with the residents of the Sayward Valley.

CAO Thomas said the SRD did a feasibility study on recreation for all municipalities within the SRD. Most of the regional models for recreation Vancouver Island are done with a regional model with co-owners. The Village of Sayward is the sole owner of the Kelsey Centre. This building serves the region, so why can't we have a regional funding model where everyone contributes to it, rather than shutting it all down.

- f) Ellie Sampson of 710 Sayward Road said she has lived here for 5 years and waited 40 years to retire here. The primary reason Ms. Sampson lives here is because of the Kelsey Centre and the pool. It has proved an asset and her mobility has improved. Last year she won the challenge with the most pool lengths swam, ever, at 1545 lengths. As a retired person she does not encourage her friends to come here because it's not going to provide a good lifestyle. Perhaps look at Mental Health, Health and Wellness, Participation Canada to find money to keep the pool. Her question is why after 40+ years of it functioning, why is it not now?

Cllr Johnson said there is no argument about the absolute significance of the Kelsey Centre and pool. It is an emergency shelter and gathering place. We have been living on a credit card; we are in situation critical. We have major challenges right now and there are no easy decisions. We must find a model and there's not much time to do it.

- g) Irene Callaghan of 230 Kelsey Way agreed that the Kelsey Centre is needed but the sewer and water infrastructure must be done. She has asked to have her sewer cleaned out and it has backed up four times. To Ms. Callaghan, sewer and water is the most important thing in this community. She asked what is going to happen to this building during an earthquake. She said there is no point putting money into the Kelsey Centre if it is not earthquake safe. Port Hardy shut their pool down for 2 years until they had enough money to reopen it.
- h) Cassie Schmidt of 437 Community Road said she is an employee of the Kelsey Centre but that if she doesn't have a job at the pool, she will find another way to serve her community. She inquired that as a valley property owner, if we vote to contribute to the Kelsey Centre, is it possible that you could still vote to keep the pool closed.

Cllr Burchette responded, "not me".

Mayor Baker said that no, if the SRD and Area A contribute to the Kelsey Centre, they would not vote to keep the pool closed.

- i) David Malinski of 431 MacMillan Drive had questions regarding the Asset Management Report, confirming that priority class 1 is the highest level. His estimation is that those three items total \$876,500 of which there are two C.O.F. (consequences of failure). Mr. Malinski asked if these are the lift stations mentioned earlier. He said that entire section

is approx. \$4 million and including replacement of Rescue #33. Mr. Malinski said SVRS has committed to tens of thousands of dollars towards Rescue #33 replacement and it's in discussion with the SRD. He also said Fire Engine #3 is currently out of service due to maintenance issues and is 104% of its lifespan. Mr. Malinski asked what the numbers mean beside the municipal owned buildings. He asked what the current asset value is and if this is a replacement number for the buildings. Mr. Malinski is unclear on the village's bond status and suggested that a discussion be opened regarding bonds.

CFO Clark advised that the numbers reference project numbers taken from the Tangible Assets spreadsheet.

Cllr Johnson said that priority 3 items are not being addressed at this time and won't be considered until they become a priority 2 item.

CAO Thomas advised that the last column at the end of the spreadsheet identifies the estimated cost to replace the asset and that current value is subjective so would require an appraisal be done.

14. In Camera – None

15. Adjournment

MOTION C25/42

MOVED AND SECONDED

THAT the Committee of the Whole Meeting of Council for Wednesday March 19, 2025, be adjourned.

CARRIED

The meeting was adjourned at 9:06pm.

Mayor

Corporate Officer



March 20, 2025

AVICC Member Legislative Services
AVICC Member Councils, Boards, and CAOs

RE: FEEDBACK REQUESTED: Reforming the Local Government Act - A Roadmap

I am reaching out to formally request that this communication be included as a Board or Council Communication on your upcoming agenda.

Feedback is requested on the initiative to modernize the *Local Government Act (LGA)*. It has been identified that the input from member staff and elected officials is crucial, and we are asking that this opportunity be shared throughout your organization, and that time be allocated to allow for participation.

Don Lidstone K.C. has written a document, "[Regional District Legislation Roadmap](#)", as a framework to gather feedback from all five area associations on the challenges local governments are experiencing with the *LGA*. The *Roadmap* document has been transposed into a survey that is now available at the following link:

[Reforming the Local Government Act: A Roadmap – SURVEY LINK](#)

- The survey may be completed by individuals or as a group – we would like to hear from local government and First Nations elected officials and staff with comments about the legislation and recommendations, examples of how the current legislation impacts the work that you do, and potential solutions or additional recommendations.
- The *Roadmap* document has been divided into 9 survey pages in SurveyMonkey, consisting of an executive summary with recommendations, followed by examinations of Parts 5-12 of the *LGA*.
- Each of the 9 survey pages is followed by questions that you are invited to respond to as you wish. There is no requirement to answer all the questions – any degree of input is beneficial.
- Survey responses will be anonymously compiled to produce a report for UBCM and the Province that defines issues and specific preferences for modernizing the current legislation.
- There is an option in each section to input your contact information if you are willing to provide more information about your comments, or if you would like a response - this is not required.
- Your responses will be saved after each page, so that you can pause and return to the survey at your convenience – you must use the same device and web browser to access your saved survey.

- You may edit your responses, or add additional comments up until May 31, 2025 at 11:59pm – you must use the same device and web browser to access your previously submitted survey.

Any survey responses received by March 28 will be included in content provided to the area associations' annual conventions. The final deadline to submit responses to any of the survey pages is 11:59 pm on Saturday, May 31.

Thank you for considering our request. If you have any questions, please reach out to AVICC Executive Director, Theresa Dennison, at info@avicc.ca.

Sincerely,



Ben Geselbracht
AVICC President
Councillor, City of Nanaimo

cc: Theresa Dennison, Executive Director, AVICC; info@avicc.ca

March 20th, 2025

Mayor and Council
Municipalities of BC
via email

Dear Mayor and Council,

RE: Cannabis Taxation Sharing & Municipal-Owned Cannabis Retail Stores

The Village of Daajing Giids is sharing with you the attached letter from David Hume the Assistant Deputy Minister & Liquor and Cannabis Regulation Branch as we believe it is important to ensure that all municipal leaders are informed about this ongoing dialogue and are able to consider the implications and opportunities for your municipality.

The letter arose from the Village of Daajing Giids' 2023 Union of BC Municipalities (UBCM) advocacy efforts with regard to Cannabis Taxation Revenue sharing with municipalities. The Village requested a general update on this topic from the Minister of Finance based on a recommendation from the 2021 Local Government Financial Resiliency report "seeking targeted consumption tax that provides local government a share of provincial cannabis taxation revenue". With minimal update on taxation revenue sharing from the Province, the question of municipally-owned cannabis stores as a source of revenue for local governments was briefly discussed with then Minister of Public Safety & Solicitor General Mike Farnworth.

The attached letter outlines the province's position and provides clarity on issues related to municipal eligibility for cannabis retail store licenses. We encourage you to review the document and consider not only the revenue possibilities but also the opportunity to ensure responsible distribution and community oversight for your municipality.

Sincerely,



Her Worship,
Mayor Lisa Pineault

Village of Daajing Giids
PO Box 580, 903A Oceanview Drive V0T1S0
Email: mayor@daajinggiids.ca | Web: <https://daajinggiids.ca/>

VIA EMAIL

Ref: 674406

February 5, 2025

Her Worship Lisa Pineault
Village of Daajing Giids
903A Oceanview Drive
Daajing Giids, B.C. V0T 1S0
Email: Office@daajinggiids.ca

Dear Mayor Pineault:

I am writing to follow up with you on a letter sent from former Minister, Mike Farnworth, on February 5, 2024, regarding municipality-owned cannabis retail stores. As the General Manager (GM) of the Liquor and Cannabis Regulation Branch (LCRB), I oversee the province's liquor and cannabis regulations, including the administration of cannabis licences and authorizations. Through sound policy and regulation, the LCRB's mission is to enable vibrant liquor and cannabis industries, while ensuring public health and safety.

I would like to thank the delegation from the Village of Daajing Giids for your interest in the cannabis industry and for seeking clarification on whether a municipality is eligible to hold a Cannabis Retail Store (CRS) licence. I appreciate your patience while we reviewed this matter.

The *Cannabis Control and Licensing Act* authorizes the GM to issue a CRS licence to an individual, partnership, corporation or Indigenous nation. In B.C., the legal definition of a corporation includes a municipality or other incorporated bodies. Therefore, the GM is authorized to issue a CRS licence to a municipality if the municipality meets all licensing requirements.

If you are interested in applying for a CRS licence, you can submit an application through the LCRB's licensing portal: <https://justice.gov.bc.ca/lcrb/>.

More information on how to apply is on the LCRB's "Apply for a cannabis Retail Store licence" webpage: <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/cannabis-licences/apply-cannabis-licence/apply-for-a-cannabis-retail-store-licence>.

.../2

Her Worship Lisa Pineault
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If you have more questions about the application process, please reach out to Karina Isdahl, Licensing Manager at Karina.Isdahl@gov.bc.ca.

Sincerely,

A handwritten signature in black ink, appearing to be 'DH' followed by a long horizontal stroke.

David Hume
Assistant Deputy Minister and General Manager
Liquor and Cannabis Regulation Branch
Ministry of Public Safety and Solicitor General
www.gov.bc.ca/lcrb

pc: Janet Donald, Executive Director, LCRB (Janet.Donald@gov.bc.ca)
Pamala Renwick, Executive Director and Deputy General Manager of Licensing
(Pamala.Renwick@gov.bc.ca)

MLA Anna Kindy
908 Island Hwy.
Campbell River, BC
V9W 2C3

Dear Sayward Village Staff, Mayor and Council,

Bill 7 appears to be a response to interprovincial trade barriers and economic challenges that British Columbia may face due to the actions of other jurisdictions, specifically the threat of US Tariffs on key BC exports. However, it is a **sweeping power grab**.

It grants the provincial government unlimited power to amend any legislation or regulation at any level under Provincial jurisdiction. This would include municipalities and regulatory authorities in the province.

Not to mention Part 4 of the bill contains a breathtaking clause that would allow cabinet – without any debate or votes in the elected legislature – to amend nearly any law duly passed by the people’s representatives in Victoria. This is a clear attack on our Democracy and needs to be addressed immediately.

If you require further information, please contact my office at Anna.Kindy.MLA@leg.bc.ca.

Kind Regards,



MLA, Anna Kindy

First Session, Forty-third Parliament
3 Charles III, 2025
Legislative Assembly of British Columbia

BILL 7

**ECONOMIC STABILIZATION
(TARIFF RESPONSE) ACT**

Honourable Niki Sharma
Attorney General and Deputy Premier

Explanatory Note

Part 1 of this Bill provides for the removal of barriers to the sale and use of goods and the supply of services in British Columbia in relation to goods and services from another province or territory of Canada.

Part 2 of this Bill provides for directives in relation to the procurement of goods or services by the government and government procurement entities. It also provides protection from and indemnification for legal proceedings brought against government procurement entities and associated individuals for complying with the directives.

Part 3 of this Bill provides for tolls, fees and charges in respect of the use of a provincial undertaking.

Part 4 of this Bill provides authority for regulations to modify enactments, authorizations and material adopted by reference. It also requires reports to be tabled in the Legislative Assembly respecting the exercise of powers under this Part.

Part 5 of this Bill provides that the general offence provision of the *Offence Act* does not apply, provides for general powers respecting regulations and provides for the repeal of specified provisions of this Bill.

BILL 7 – 2025

**ECONOMIC STABILIZATION
(TARIFF RESPONSE) ACT**

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HIS MAJESTY, by and with the advice and consent of the Legislative Assembly of the Province of British Columbia, enacts as follows:

PART 1 – INTERPROVINCIAL TRADE BARRIERS

Definition for this Part

- 1** In this Part, “**regulatory measure**” includes a directive, requirement, guideline, program, policy, administrative practice and any other procedure.

Goods and services from another province

- 2** (1) Subject to any laws of British Columbia respecting who may sell, purchase or use a good, a good that may be produced, manufactured, grown or obtained in, used for a commercial purpose in, or distributed from another province of Canada may be sold or used in British Columbia.
- (2) Subsection (1) applies despite any enactment or regulatory measure that applies to the good, including, without limitation, any requirement in an enactment or regulatory measure that relates to the composition, performance, production, quality, marketing, labelling, testing, certification or inspection of the good.
- (3) Subject to any laws of British Columbia respecting who may be supplied a service, a service that may be supplied in another province of Canada may be supplied in British Columbia.
- (4) Subsection (3) applies despite any enactment or regulatory measure that applies to the supply of a service, including, without limitation, any requirement in an enactment or regulatory measure that relates to marketing or testing of the service.
- (5) This section or a regulation made under this Part prevails if there is a conflict or inconsistency between
 - (a) an enactment or regulatory measure, and
 - (b) this section or a regulation made under this Part.

Amending regulatory provisions

- 3** (1) In this section:
“**agreement**” means an agreement or arrangement relating to trade entered into under section 5 (a) (i) of the *Ministry of International Business and Immigration Act* on or after March 3, 2025;

“authorizing enactment” means an enactment under which a regulatory authority may make a regulatory provision;

“regulatory authority” means a person or other body, whether or not a governmental entity and including any other prescribed person or body, that has, by an enactment, been granted authority to enact a regulatory provision related to any of the following:

- (a) the establishment of standards or certification requirements relating to goods or services;
- (b) the assessment of goods or services against established standards or certification requirements;
- (c) the official recognition that a good or service meets established standards or certification requirements;

“regulatory provision” means a bylaw, rule, resolution, practice, policy, standard, procedure, measure or other record that

- (a) is made under an authorizing enactment, and
- (b) affects or may affect the trade in goods or supply of services into British Columbia.

- (2) A regulatory authority’s ability under an authorizing enactment to make a regulatory provision includes the power to
 - (a) amend the regulatory provision to make it comply with this Part, the regulations made under this Part or an agreement, and
 - (b) repeal the regulatory provision if it does not comply with this Part, the regulations made under this Part or an agreement.
- (3) The minister charged with the administration of the Act under which a regulatory provision is made
 - (a) may request the regulatory authority to amend the regulatory provision to make it comply with this Part, the regulations made under this Part or an agreement and, in doing so, may provide directions as to how the regulatory provision should read or what it should or should not contain, or
 - (b) may request the regulatory authority to repeal the regulatory provision.
- (4) If the regulatory authority does not comply with a request made under subsection (3) within 60 days after the date of the request, the requesting minister may, by order, do one or more of the following:
 - (a) make a regulatory provision that complies with this Part, the regulations made under this Part or an agreement;
 - (b) amend a regulatory provision to make it comply with this Part, the regulations made under this Part or an agreement;
 - (c) repeal a regulatory provision that does not comply with this Part, the regulations made under this Part or an agreement.

- (5) A regulatory provision made or amended under subsection (2) (a) or (4) (a) or (b) prevails if there is a conflict or inconsistency between
 - (a) the regulatory provision made or amended under subsection (2) (a) or (4) (a) or (b), and
 - (b) a bylaw, rule, resolution, practice, policy, standard, procedure, measure or other record made under the applicable authorizing enactment.
- (6) This section prevails if there is a conflict or inconsistency between
 - (a) this section, and
 - (b) any other enactment or any other record of, or applicable to, a regulatory authority.

Application of this Part

- 4 This Part does not apply to an extraprovincial occupation to which the *Labour Mobility Act* applies.

Power to make regulations

- 5 (1) The Lieutenant Governor in Council may make regulations as follows:
 - (a) exempting a good from the application of section 2 (1);
 - (b) exempting another province of Canada from the application of section 2 (1);
 - (c) providing that an enactment or regulatory measure applies to a good, or to goods from another province of Canada, despite section 2 (2);
 - (d) exempting a service from the application of section 2 (3);
 - (e) exempting another province of Canada from the application of section 2 (3);
 - (f) providing that an enactment or regulatory measure applies to a service, or to services from another province of Canada, despite section 2 (4);
 - (g) prescribing regulatory authorities for the purpose of the definition of “regulatory authority” in section 3.
- (2) In making a regulation under this section, the Lieutenant Governor in Council may do one or more of the following:
 - (a) establish terms and conditions;
 - (b) establish or define classes of goods, services or provinces of Canada;
 - (c) make different regulations in relation to different goods, services or provinces of Canada, or different classes of goods, services or provinces of Canada.

PART 2 – PROCUREMENT DIRECTIVES

Definitions for this Part

6 In this Part:

“**government procurement entity**” means

- (a) a government organization, as defined in the *Budget Transparency and Accountability Act*, other than a corporation or organization that is excluded from this definition by regulation under section 11 of this Act, and
- (b) a corporation or organization that is included in this definition by regulation under section 11;

“**procurement**”, in relation to the procurement of goods or services, includes sourcing, selecting, receiving and contracting for goods or services and other steps taken to acquire goods or services;

“**protected person**” means the following:

- (a) a government procurement entity;
- (b) a person who is a member, director, officer or employee of a government procurement entity.

Procurement directives

- 7**
- (1) The Lieutenant Governor in Council may issue directives in relation to the procurement of goods or services by the government or government procurement entities.
 - (2) This section applies despite sections 4 and 4.1 of the *Financial Administration Act*.
 - (3) If there is a conflict or inconsistency between an enactment and a directive issued under subsection (1), the directive prevails.
 - (4) A government procurement entity must comply with a directive of the Lieutenant Governor in Council issued to the government procurement entity.

Protection against legal proceedings

- 8**
- (1) Subject to subsection (2), no legal proceeding for damages lies or may be commenced or maintained against a protected person because of anything done or omitted in complying with, or intending to comply with, a directive issued under this Part.
 - (2) Subsection (1) does not apply to a protected person in relation to anything done or omitted in bad faith.

Indemnification for legal proceedings

- 9 (1) Subject to subsection (2), the government must indemnify a protected person for any costs or expenses incurred by the protected person in any legal proceedings taken against the protected person for anything done or omitted in complying with, or intending to comply with, a directive issued under this Part.
- (2) Subsection (1) does not apply to a protected person in relation to anything done or omitted in bad faith.

General powers respecting directives

- 10 (1) In issuing a directive under this Part, the Lieutenant Governor in Council may do one or more of the following:
- (a) delegate a matter to a person;
 - (b) confer a discretion on a person;
 - (c) establish terms and conditions;
 - (d) provide for exemptions;
 - (e) establish or define classes of government procurement entities, procurements, goods, services, circumstances, matters or other things;
 - (f) make different directives in relation to different ministries, government procurement entities, procurements, goods, services, circumstances, matters or other things, or different classes of government procurement entities, procurements, goods, services, circumstances, matters or other things.
- (2) A directive issued on or before June 30, 2025 under this Part may be made retroactive to February 1, 2025 or a later date and, if made retroactive, is deemed to have been issued on the specified date.

Power to make regulations

- 11 The Lieutenant Governor in Council may make regulations as follows:
- (a) excluding corporations or organizations or classes of corporations or organizations from the definition of “government procurement entity” in section 6;
 - (b) including corporations or organizations or classes of corporations or organizations in the definition of “government procurement entity” in section 6.

Consequential Amendment

Hydro and Power Authority Act

12 *Section 32 (7) of the Hydro and Power Authority Act, R.S.B.C. 1996, c. 212, is amended by adding the following paragraph:*

(e.2) Part 2 of the *Economic Stabilization (Tariff Response) Act*; .

PART 3 – TOLLS, FEES AND CHARGES

Definition for this Part

13 In this Part, “**provincial undertaking**” means the following:

- (a) a provincial public undertaking as defined in the *Transportation Act*;
- (b) a ferry to which the *Coastal Ferry Act* applies;
- (c) ferry terminal properties as defined in section 30 of the *Coastal Ferry Act*.

Tolls, fees and charges

- 14** (1) The Lieutenant Governor in Council may, by regulation, establish a system of tolls, fees or charges to be paid to the government in respect of the use of a provincial undertaking.
- (2) If a system of tolls, fees or charges has been established under this section in respect of the use of a provincial undertaking, the toll, fee or charge payable by a person who is liable under the system, and any interest payable in relation to the toll, fee or charge, is a debt due to the government.

Certificate proceedings

- 15** If a person fails to pay an amount in accordance with the system of tolls, fees or charges established under this Part,
- (a) the amount that must be paid may be recovered as a debt due to the government,
 - (b) the minister may file a certificate in a court of competent jurisdiction specifying the amount owed and the name of the person who owes it, and
 - (c) on filing, the certificate has the same force and effect, and all proceedings may be taken on it, as if it were a judgment of the court with which it is filed.

Rights, powers and advantages of minister

- 16** The minister charged with the administration of the *Transportation Act* may exercise the rights, powers and advantages under section 2 (1) (e) of that Act in relation to a system of tolls, fees or charges established under this Part.

Collection and disclosure of personal information

- 17** (1) The minister charged with the administration of the *Transportation Act* may, directly or indirectly, collect personal information for the purposes of this Part.
- (2) The minister charged with the administration of the *Transportation Act* may disclose personal information for the purposes of this Part.

Power to make regulations

- 18** (1) The Lieutenant Governor in Council may make regulations as follows:
- (a) respecting the system of tolls, fees or charges referred to in section 14;
 - (b) respecting the payment, collection and enforcement of tolls, fees and charges;
 - (c) respecting exemptions from the payment of tolls, fees or charges;
 - (d) prescribing interest rates and the manner of calculating interest payable for the purposes of this Part.
- (2) Without limiting subsection (3), in making a regulation establishing a system of tolls, fees or charges, the Lieutenant Governor in Council may do one or more of the following:
- (a) designate provincial undertakings or portions of a provincial undertaking for a toll, fee or charge;
 - (b) establish terms and conditions for the system;
 - (c) establish different amounts for tolls, fees or charges based on one or more of the following:
 - (i) dates, days or times of use of the provincial undertaking or portion of a provincial undertaking;
 - (ii) extent of use of the provincial undertaking or portion of a provincial undertaking;
 - (iii) class of user of the provincial undertaking or portion of a provincial undertaking;
 - (iv) ownership or registration of a vehicle;
 - (v) characteristics or class of a vehicle;
 - (d) establish rules respecting the administration of the system of tolls, fees or charges.

- (3) In making a regulation under this Part, the Lieutenant Governor in Council may do one or more of the following:
 - (a) establish or define classes of users, operators, owners, vehicles or provincial undertakings;
 - (b) make different regulations in relation to different users, operators, owners, vehicles or provincial undertakings, or different classes of users, operators, owners, vehicles or provincial undertakings.

PART 4 – LIEUTENANT GOVERNOR IN COUNCIL’S RESPONSE POWERS

Purposes for which powers may be exercised

- 19** The Lieutenant Governor in Council may make a regulation under this Part for one or more of the following purposes:
 - (a) addressing challenges, or anticipated challenges, to British Columbia arising from the actions of a foreign jurisdiction;
 - (b) supporting interprovincial cooperation in reducing trade barriers within Canada;
 - (c) supporting the economy of British Columbia and Canada.

Modifying enactments and authorizations

- 20** (1) Subject to subsection (2), the Lieutenant Governor in Council may, by regulation, do one or more of the following:
 - (a) make an exemption from one or more requirements under an enactment;
 - (b) modify a requirement set under an enactment;
 - (c) establish limits on the application of an enactment;
 - (d) establish powers or duties that apply in place of or in addition to an enactment;
 - (e) establish terms and conditions in relation to anything done under paragraph (a), (b), (c) or (d);
 - (f) authorize issuers of licences, permits or other authorizations issued under enactments to modify, add or remove limits or conditions, or the term, of the licences, permits or other authorizations.
- (2) A regulation may not be made under subsection (1) in relation to the following:
 - (a) a requirement to obtain a licence, permit or other authorization for, or the assessment or consideration of the environmental effects of, a project relating to a natural resource;
 - (b) provisions of an enactment respecting engagement with Indigenous peoples, as defined in the *Declaration on the Rights of Indigenous Peoples Act*.

Modifying material adopted by reference

- 21** (1) In this section, “**material adopted by reference**” means a code, standard or other instrument that is adopted or incorporated by reference by an enactment.
- (2) The Lieutenant Governor in Council may, by regulation, do one or more of the following:
- (a) make an exemption from one or more requirements under material adopted by reference;
 - (b) modify a requirement set under material adopted by reference;
 - (c) establish limits on the application of material adopted by reference;
 - (d) establish powers or duties that apply in place of or in addition to material adopted by reference;
 - (e) establish terms and conditions in relation to anything done under paragraph (a), (b), (c) or (d).

Retroactive application of response powers

- 22** (1) Subject to subsection (2), a regulation made on or before June 30, 2025 under this Part may be made retroactive to January 20, 2025 or a later date and, if made retroactive, is deemed to have come into force on the specified date.
- (2) The Lieutenant Governor in Council may not make a regulation under section 23 that is retroactive.

Enforcement of modified enactments, authorizations and material adopted by reference

- 23** The Lieutenant Governor in Council may, by regulation, specify that a failure to comply with a provision of a regulation made under this Part is to be treated as though it were a failure to comply with the enactment to which that provision relates.

Resolving conflicts between laws

- 24** This Part or a regulation made under this Part prevails if there is a conflict between
- (a) a provision of this Part or of a regulation made under this Part, and
 - (b) another Part of this Act, another enactment or any material adopted by reference as defined in section 21.

Report on exercise of power to make regulations

- 25** (1) If the Lieutenant Governor in Council makes a regulation under section 20 or 21, the minister charged with the administration of an enactment to which the regulation relates must, in accordance with subsection (2) of this section,
- (a) table a report in the Legislative Assembly if the Legislative Assembly is then sitting, or

- (b) file the report with the Clerk of the Legislative Assembly if the Legislative Assembly is not sitting.
- (2) The report must be tabled or filed
 - (a) on or before the third Monday in October in each year in respect of a regulation made before that report is tabled or filed and after
 - (i) the date any previous report was tabled or filed under this section, or
 - (ii) the date this section came into force if subparagraph (i) does not apply, and
 - (b) on or before the fourth Monday in February in each year in respect of a regulation made before that report is tabled or filed and after
 - (i) the date any previous report was tabled or filed under this section, or
 - (ii) the date this section came into force if subparagraph (i) does not apply.

Final report

- 26 (1) The Attorney General must prepare a report with respect to the exercise of powers under this Part and
 - (a) table the report in the Legislative Assembly if the Legislative Assembly is then sitting, or
 - (b) file the report with the Clerk of the Legislative Assembly if the Legislative Assembly is not sitting.
- (2) The report must be tabled or filed under subsection (1) within 90 days after the date of the repeal of sections 20 and 21.

PART 5 – GENERAL PROVISIONS

Application of *Offence Act*

- 27 Section 5 [*general offence*] of the *Offence Act* does not apply to this Act, the regulations or the directives.

General powers respecting regulations

- 28 (1) The Lieutenant Governor in Council may make regulations referred to in section 41 of the *Interpretation Act*.
- (2) The authority to make regulations under another provision of this Act does not limit subsection (1).
- (3) The Lieutenant Governor in Council may make regulations respecting the collection or disclosure of information, including personal information, for the purposes of this Act.

- (4) In making a regulation under this Act, the Lieutenant Governor in Council may do one or more of the following:
- (a) delegate a matter to a person;
 - (b) confer a discretion on a person;
 - (c) establish or define classes of persons, places, circumstances, matters or other things;
 - (d) make different regulations in relation to
 - (i) different persons, places, circumstances, matters or other things, or
 - (ii) different classes of persons, places, circumstances, matters or other things.
- (5) The authority to establish or define classes or make different regulations under another provision of this Act does not limit subsection (4) (c) or (d).

Repeal

- 29** (1) Subject to subsection (2), the following are repealed on May 28, 2027:
- (a) Part 1;
 - (b) sections 6, 7, 10 and 11;
 - (c) Part 3;
 - (d) sections 19 to 24.
- (2) The Lieutenant Governor in Council may, by regulation, repeal a provision of this Act referred to in subsection (1) (a) to (d) on a date earlier than May 28, 2027.
- (3) Unless earlier repealed, a regulation made under this Act is repealed on May 28, 2027.

Commencement

- 30** The provisions of this Act referred to in column 1 of the following table come into force as set out in column 2 of the table:

Item	Column 1 Provisions of Act	Column 2 Commencement
1	Anything not elsewhere covered by this table	The date of Royal Assent
2	Sections 1 to 5	By regulation of the Lieutenant Governor in Council

From: Inspiring Wonder Woman Awards – Vancouver Island 2024 <events@absmultimedia.ca>
Sent: Friday, February 21, 2025 3:51 PM
To: Jason Johnson <jason.johnson@saywardvalley.ca>
Subject: Seeking Your Support for Inspiring Wonder Woman Awards – Vancouver Island 2024

Dear Hon. Councillor Jason Johnson,

Greetings from Inspiring Wonder Woman Awards - Vancouver Island 2024.

My name is Manish Prajapati, and I am writing on behalf of the organizing committee for the ***Inspiring Wonder Woman Awards - Vancouver Island 2024***. This initiative is dedicated to celebrating and honouring the exceptional achievements of women across Vancouver Island who inspire change, demonstrate leadership, and contribute significantly to their communities.

The *Inspiring Wonder Woman Awards* is more than just an event; it is a movement to recognize the unsung heroes among us. It highlights the accomplishments of women in diverse fields such as education, healthcare, business, social services, and more, fostering a sense of pride and empowerment in our local communities. It is a unique opportunity to showcase and uplift the remarkable women shaping Vancouver Island's future. **A minimum of 40% of ticket sale income will be donated to nonprofit organizations dedicated to women's development and empowerment.**

We would be honoured if you could:

1. **Nominate an Inspiring Wonder Woman** from your community who has demonstrated outstanding impact. You can submit your nomination here: https://inspiringwonderwoman.org/reg_nomination.php
2. **Help us connect with potential sponsors** who align with our mission and would like to support this meaningful cause.

Your endorsement and involvement would be invaluable in ensuring that these incredible women receive the recognition they deserve. We look forward to your participation in making this event a success.

Please let us know if you would like to discuss this further or if we can provide additional details. We appreciate your time and support.

Warm regards,

Manish Prajapati

For, Inspiring Wonder Woman Awards

Vancouver Island Team

Phone: +1 778 967 3222

Email: events@absmultimedia.ca; absmultimedia.ca@gmail.com

Website: www.absmultimedia.ca ; www.inspiringwonderwoman.org



Association of
Vancouver Island and
Coastal Communities



MINUTES OF THE 75th ANNUAL GENERAL MEETING AND CONVENTION

Held in Victoria, BC
April 12-14, 2024

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2023-24 AVICC EXECUTIVE

PRESIDENT	Director Penny Cote Alberni-Clayoquot Regional District
FIRST VICE PRESIDENT	Councillor Ben Geselbracht City of Nanaimo
SECOND VICE PRESIDENT	Director Vanessa Craig Regional District of Nanaimo
ELECTORAL AREA REPRESENTATIVE	Director Donna McMahon Sunshine Coast Regional District
DIRECTORS-AT-LARGE	Councillor Sarah Fowler Village of Tahsis Director Travis Hall Central Coast Regional District Councillor Janet Dorward District of Port Hardy
PAST PRESIDENT	Director Ian Morrison Cowichan Valley Regional District

ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

MINUTES OF THE 75TH ANNUAL GENERAL MEETING OF AVICC VICTORIA, BC APRIL 12-14, 2024

PRE-CONVENTION PROGRAM

The Friday morning pre-convention program ran from 8:30 am to 12:30 am with four tours and a workshop:

- Tour: Metchosin Farm-to-Table Tour
- Tour: Saanich Forestry Centre Tour
- Workshop: housing Housing, HOUSING!

There were two forums from 12:00 pm to 1:30 pm:

- Chiefs, Mayors and Chairs Forum
- Electoral Area Directors Forum

CONVENTION OPENING SESSION – FRIDAY, APRIL 12th, 2024, 2:00 PM

The Convention opened with the AVICC Executive and honoured guests (Minister Anne Kang, City of Victoria Mayor Alto) led by the Lekwungen Dancers, Drummers and Singers. Christine Sam of the Lekwungen Dancers welcomed delegates to the traditional territories of the Songhees and Esquimalt First Nations.

President Penny Cote called the 75th Annual Meeting of the Association of Vancouver Island and Coastal Communities to order at 2:20 pm on Friday, April 12, 2024. President Cote thanked the Lekwungen Dancers and Drummers, and Christine Sam for joining us and welcoming us.

President Cote then introduced the 2023/24 AVICC Executive Committee members. Delegates rose for the singing of the national anthem. President Cote thanked the City of Victoria acting as the convention's host community, and the City of Langford, Districts of Highlands, Saanich, and Oak Bay and the Township of Esquimalt for contributing to the convention. She introduced Mayor Marianne Alto who addressed the delegates and welcomed them to Victoria.

President Cote noted the Indigenous Chiefs from the AVICC region in attendance, the MLAs and MPs who were registered for the Convention, UBCM President Trish Mandewo, UBCM and FCM Executive representatives from the AVICC region, the Student Delegates, and AVICC life members in attendance.

President Cote then drew delegates' attention to the final convention program they received at registration on-site as well as the Annual Report and Resolutions Package that had been emailed to delegates in advance of the convention.

Finally, President Cote recognized the importance of the convention sponsors, and advised of the trade show timing and location.

FIRST REPORT FROM THE NOMINATING COMMITTEE

President Cote invited Past President Ian Morrison, Chair of the Nominating Committee to present the first report from the Nominating Committee. Past President Morrison referred to the Nominating Committee Report included in the *Annual Report and Resolutions Package* that set out nominations received in advance of the February 7th, 2024 deadline as follows:

For President:	Councillor Ben Geselbracht, City of Nanaimo
For First Vice-President:	Director Vanessa Craig, Regional District of Nanaimo
For Second Vice-President:	Councillor Sarah Fowler, Village of Tahsis
For Director at Large:	There were no nominations submitted for Director at Large
For Electoral Area Representative:	Director Donna McMahon, Sunshine Coast Regional District

Delegates were directed to the Convention program for times of nominations and elections.

ADDRESS FROM PROVINCIAL REPRESENTATIVES

At 2:35, Past President Morrison introduced Minister of Municipal Affairs, Hon. Anne Kang, who addressed our delegates. She then introduced Parliamentary Secretary of Rural Development, Roly Russell, who addressed the AVICC delegates. Director Fowler thanked them, and announced that a donation will be made to the Aboriginal Coalition to End Homelessness in lieu of a speakers gift.

KEYNOTE ADDRESS

At 2:50pm Director Fowler introduced Diane Kalen-Sukra, acclaimed author, speaker, and culture transformation expert, sharing insights from over two decades of senior leadership, including national CBC television producer, public sector executive and her award-winning tenure as city manager. Diane's published works include *Save Your City* and *Civic Resilience*, as well as regular columns in *Municipal World* and *Public Sector Digest*. Her most popular book, [*Save Your City: How Toxic Culture Kills Community and What to Do About It*](#) calls for a revival of civic values and civic education as key to fostering the type of culture that can sustain us, our democracy and our planet. Diane Kalen-Sukra delivered a one-hour keynote address.

1st Vice President Geselbracht thanked Ms. Kalen-Sukra for her presentation and advised that a donation had been made in their name to the Mustard Seed.

The Convention adjourned for a refreshment break and reconvened for the nominating report.

SECOND REPORT FROM THE NOMINATING COMMITTEE

At 4:20pm Past President Morrison, Chair of the Nominating Committee called for nominations from the floor for the positions of Table Officers in addition to those already placed in nomination. Those nominated at the close of the nominations for Table Officers were:

For President:	Councillor Ben Geselbracht, City of Nanaimo
For First Vice-President:	Director Vanessa Craig, Regional District of Nanaimo
For Second Vice-President:	Councillor Sarah Fowler, Village of Tahsis

Past President Morrison declared the positions of President, First Vice President and Second Vice President elected by acclamation.

Since there was no election for Table Officer positions, Past President called for nominations from the floor for the three Director at Large positions.

Those nominated at the close of nominations for Director at Large were:

- Councillor Will Cole-Hamilton, City of Courtenay

- Councillor Steve Duck, Town of Sidney
- Director Travis Hall, Central Coast Regional District
- Councillor Tanille Johnston, City of Campbell River
- Councillor Evan Jolicoeur, City of Courtenay
- Director Levana Mastrangelo, Alberni-Clayoquot Regional District
- Director Jessica Stanley, Regional District of Nanaimo
- Councillor Cindy Solda, City of Port Alberni
- Councillor Kat Thomas, District of Tofino
- Councillor Alton Toth, District of Sechelt

Past President Morrison declared that the online voting for the three Director at Large positions would open at 5:30 pm and close at 10:30 am on Saturday with results being given at 11:45 am on Saturday.

ISLAND HEALTH UPDATE

Leah Hollins, Chair of the Island Health Board of Directors, gave an update to delegates on the work of Island Health.

CONNIE WATTS – ARTIST STATEMENT

Connie Watts, interdisciplinary artist, writer, curator, educator and designer of Nuu-chah-nulth, Gitksan and Kwakwaka'wakw ancestry shared her artist statement and background for the logo she designed for AVICC for our 75th AGM.

THE TRC CALLS TO ACTION: A ROADMAP TO RIGHT RELATIONSHIPS

Travis Hall introduced Clara Prager, of Women Transforming Cities, who shared information from a recent study they conducted on the TRC Calls to Action as it relates to local government. Panelists representing legal, local government, and First Nations perspectives will share insights including success stories, lessons learned, how the TRC Calls to Action relate to UNDRIP, how local governments can implement them, and how the Calls to Action can provide a framework for navigating the complexities of Indigenous-government relations.

The presenters were as follows:

- Clara Prager, Campaign Lead, Women Transforming Cities (MODERATOR)
- John Alan Jack, Sayaačath, Chair Alberni-Clayoquot RD, Chief Councillor, Huu-ay-aht First Nations
- Trina Isakson, Councilor, City of Powell River
- Reece Harding, Partner, Young Anderson

The session concluded with Q & A from the delegates.

END OF DAY WRAP-UP

President Cote wrapped up the business of the day noting the welcome reception would be held in the trade show area, and the timing for Saturday morning's program including the Annual Meeting followed by an address from the UBCM President and the first Resolutions Session. President Cote held a draw for door prizes donated by local organizations.

WELCOME RECEPTION

The Welcome Reception sponsored by CUPE BC took place in the trade show area and pre-function space.

SATURDAY, APRIL 13TH, 2024

INCLUSIVE REGIONAL GOVERNANCE: TOWARD SHARED DECISION-MAKING ON REGIONAL DISTRICT BOARDS

At 7:30 am, 2nd Vice President Craig introduced the session and the following panelists:

- John Alan Jack, Chair ACRD, Chief Councillor Huu-uy-aht First Nations
- Douglas Holmes, Chief Administrative Officer, Regional District of Nanaimo
- Carolyn Kamper, Assistant Deputy Minister (ADM) of the Negotiations and Regional Operations Division, Ministry of Indigenous Relations & Reconciliation
- Brent Mueller, Director, Ministry of Municipal Affairs

The panelists presented several successful examples of First Nations Governments participating in regional governance as part of regional district boards, but these are either pursuant to modern treaties or by special legislation outside of the *Local Government Act (the 'Act')*. *The Act*, other than one antiquated and unused section, narrows participation of First Nations Governments to those with treaty provisions allowing them to participate. This session described how this is a lost opportunity and what is being done to explore options to include First Nations Governments whose predecessors practiced sophisticated governance for thousands of years prior to and for a significant time after contact.

President Cote thanked the presenters and announced that a donation to the Aboriginal Coalition to End Homelessness will be made in lieu of speakers' gifts.

The Convention re-convened at 8:35 am with President Cote welcoming delegates back.

ADDRESS BY UBCM PRESIDENT

President Cote introduced UBCM President Trish Mandewo who addressed the delegates on the policy initiatives and work being carried out by the UBCM.

ANNUAL GENERAL MEETING

At 8:55 am, President Cote called the 2024 Annual General Meeting to order. She referred to the President's Report in the Annual Report (attached as Appendix A) and referenced the main activities of the AVICC Executive over the last term, including the association's organizational transition away from UBCM. She proceeded to the business of the AGM.

ADOPTION OF CONVENTION RULES AND PROCEDURES

On regular motion, duly moved and seconded, the Convention Rules and Procedures as printed in the *Annual Report and Resolutions Package* were adopted.

ADOPTION OF MINUTES

On regular motion, duly moved and seconded, the Minutes of the 74th Annual General Meeting of the Association of Vancouver Island and Coastal Communities held in Nanaimo April 14-16, 2023 as electronically posted and distributed, were adopted.

ANNUAL REPORT

On regular motion, duly moved and seconded, the *Annual Report* was adopted.

FINANCIAL REPORT

President Cote presented the Audited Financial Statements of the Association of Vancouver Island and Coastal Communities for the year ending December 31, 2023 (Appendix B).

She advised that once again the financial statements include a clean opinion from AVICC's auditors, KPMG.

On regular motion, duly moved and seconded, the statements were received.

2024 BUDGET

On regular motion, duly moved and seconded, the 2024 budget was received.

FIRST RESOLUTIONS SESSION

The first Resolutions session began at 9:05 am with 1st Vice President Geselbracht reviewing the convention rules and procedures for handling resolutions as printed in the *Annual Report and Resolutions Package*.

The consideration of resolutions commenced with Past President Morrison in the Chair with EA Representative McMahon, Director Hall and Director Dorward participating. Mr. Ian Izard, KC acted as Parliamentarian providing parliamentary procedural support.

PART 1 – REGIONAL RESOLUTIONS

The following are the resolutions received by the February 7, 2024 resolutions deadline, and are resolutions that are considered regional in nature. Should any of these regionally focused resolutions be endorsed, they will not be forwarded to UBCM for consideration at their Annual Convention. Rather these resolutions will remain with AVICC where they may be actioned.

Part 1 - Section “A” – This section contains **regionally focused** resolutions that offer the recommendation of No Recommendation or Not Endorse.

R1) Bamberton Quarry Expansion Project Adjacent To The Saanich Inlet District of North Saanich

Whereas the BC Provincial Minister of Environment and Climate Change Strategy decided in late June 2023 that there would be no complete environmental review of this project under the *Environmental Assessment Act*, but rather an “enhanced review” pursuant to the *Mines Act*;

And whereas that given the major industrial nature of the quarry expansion, including the proposal to store soil material; and the highly sensitive nature of the Saanich Inlet with its unique topographical and marine peculiarities, marine and fish life, (including the Goldstream salmon run), this decision will adversely affect the Inlet and its marine life;

And whereas that in Minister of the Environment and Climate Change Strategy of BC, Honourable George Heyman’s response to District of North Saanich Mayor and Council on September 11, 2023, he states in paragraph 3, “I acknowledge that the project as proposed may have potential effects on the environment...”:

Therefore be it resolved that AVICC requests that:

1. the BC Provincial Government should not proceed further with this extensive expansion of the Bamberton Quarry, and storage of soil material, unless and until the necessary, full environmental review and oversight is put into motion and accomplished pursuant to the *Environmental Assessment Act*;
2. this resolution be forwarded to the attention of the Federal Department of Fisheries and Oceans, and the Federal Department of Environment and Climate Change to review and address without delay this critical environment and urgent marine issue; and
3. the BC Provincial Government inform interested parties, such as First Nations, local governments, and the Saanich Inlet Protection Society of the progress/results of the enhanced permit review process for the project.

ON MOTION, was NOT ENDORSED

R2) Conservation of Mount Arrowsmith Biosphere Region

City of Parksville

Whereas the UNESCO-designated Mount Arrowsmith Biosphere Region (MABR) includes five watershed regions and the Coastal Douglas-fir moist maritime biogeoclimatic subzone, which is the smallest and most at-risk zone in BC and is of conservation concern;

And whereas habitat loss and fragmentation due to human development and unsustainable consumption and production patterns are among the major causes of diminishing biodiversity within the MABR:

Therefore be it resolved that AVICC urge the Province to conserve through purchase thirty percent of lands within the MABR to meet the thirty percent of BC's land by 2030 provincial conservation target;

And be it further resolved that AVICC urge the Province, in accordance with the Tripartite Framework Agreement on Nature Conservation signed between Canada, British Columbia and the First Nations Leadership Council (FNLC), to include land conservation policies within the MABR.

ON MOTION, was ENDORSED

Part 1 - Section "B" – This section contains **regionally focused** resolutions that support existing policy and are recommended Endorse.

There were no Regional Resolutions submitted by the deadline that support existing policy and are recommend Endorse.

PART 2 – RESOLUTIONS

The following are the resolutions received by the February 7, 2024 resolutions deadline. Should any of these resolutions be endorsed, they will be forwarded to UBCM for consideration at their Annual Convention.

Part 2 - Section "A" – This section contains resolutions that offer the recommendation of No Recommendation, Not Endorse, or No Action Required

R3) Respiratory Syncytial virus (RSV) Vaccine

District of Port Hardy

Whereas in 2024, the availability of Arexvy, a vaccine approved by Health Canada in August for adults aged 60 and over, marks a significant milestone in protecting older adults against the respiratory syncytial virus (RSV). Arexvy has demonstrated nearly 83 per cent efficacy in preventing lower respiratory tract disease caused by RSV and a 94 per cent efficacy in preventing severe RSV-associated illness, according to the FDA's analysis of data;

And whereas the authorization of Arexvy for use in Canada addresses the critical need for preventing RSV in older adults, who may face greater risks of severe outcomes, including hospitalization. The potential overwhelming of the hospital system, as experienced during the pandemic, underscores the importance of safeguarding the health of older adults by preventing RSV infections:

Therefore be it resolved that AVICC and UBCM request that the Province of British Columbia to treat the RSV vaccine as an essential preventative measure, similar to other critical vaccines, and work towards subsidizing its cost to eliminate the burden of a \$300 per full dose on individuals seeking protection against RSV.

ON MOTION, was ENDORSED

R4) Pre-Hospital Care - Demands on Local Governments

City of Port Alberni

Whereas the provision of pre-hospital care is a critical aspect of health care in British Columbia and Fire Departments, funded by local governments, have traditionally played a significant role in delivering pre-hospital care and that pre-hospital care falls under the jurisdiction of the provincial government;

And whereas the increasing workload related to pre-hospital care, particularly in the area of medical first response, has put significant pressure on local governments arising from the need to allocate additional resources for training, fuel, vehicle maintenance, consumables, and staffing:

Therefore be it resolved that AVICC and UBCM urgently appeal to the Province of British Columbia to take immediate steps to adequately staff and operate pre-hospital care services autonomously, assuming full responsibility for pre-hospital care, alleviating the burden on local governments and ensuring the provision of efficient and effective emergency medical services.

ON MOTION, was ENDORSED

R5) Grants to Named Health Facilities

Comox Valley RD

Whereas regional hospital districts are empowered to direct capital funding grants only to hospitals and hospitals facilities named by the Ministry of Health;

And whereas rural, remote and Indigenous communities often rely upon community health clinics for medical care in the absence of any nearby health-authority owned and operated facilities:

Therefore be it resolved that AVICC and UBCM request that the Province of BC review the *Hospital District Act* to provide enhanced authority to regional hospital districts to direct capital and operational grants to non-profit community health clinics and centres in rural, remote and Indigenous communities.

ON MOTION, was ENDORSED

**R6) Addressing the Impact of Provincial Policy on Local Governments,
Taxation Equity, and Interim Policing Cost Support**

City of Langford

Whereas the City of Langford acknowledges the vital role of health care, mental health care, and social services in building a resilient and safe community;

And whereas the Province's failure to meet its commitments in these areas has unfairly burdened local governments, straining local resources and compromising public safety, thus exacerbating social inequity through heightened property taxes:

Therefore be it resolved that AVICC and UBCM strongly urge increased provincial funding and support for health care, mental health care, and comprehensive housing initiatives to alleviate the strain on local government resources and enhance public safety;

And be it further resolved that the AVICC and UBCM call on the provincial government to demonstrate good faith by covering the heightened share of policing costs, recognizing the provincial responsibility in shifting these public safety costs to local governments due to inadequate provision of social services and health care.

ON MOTION, was ENDORSED

R7) Urging Legal Action for Constitutional Accountability: Addressing Provincial Failures in Healthcare, Criminal Rehabilitation, and Public Safety Responsibilities

City of Langford

Whereas the Province, as outlined in the *Constitution Act*, 1867, bears constitutional responsibilities for essential services, including healthcare, including mental healthcare, and the administration of justice, including the administration of criminal rehabilitation through prisons;

And whereas it is observed that the Province has failed to adequately fulfill these constitutional responsibilities, resulting in an ineffectual and inequitable downshift of the associated responsibilities and costs to municipalities, particularly impacting their ability to address social issues related to healthcare, mental health care, and public safety:

Therefore be it resolved that AVICC and UBCM direct its members to explore the viability of initiating a legal proceeding against the Province to address the failure of the Province to meet its constitutional responsibilities, specifically in the areas of healthcare, mental healthcare, and the administration of criminal rehabilitation through correctional facilities, leading to an undue burden on municipalities and compromising public safety.

ON MOTION, was NOT ENDORSED

R8) Provincial Housing Coordinator

City of Nanaimo

Whereas the number of people experiencing homelessness or housing instability across the Province has been increasing at an unprecedented rate;

And whereas the Province has invested considerable funds in supportive housing, the majority of which operate as low barrier facilities making it challenging for individuals in recovery to secure housing options that support an addiction-free lifestyle:

Therefore be it resolved that UBCM lobby the Province to establish a Provincial Housing Coordinator to work directly with those persons who are experiencing homelessness and who are not in need of supports, to find suitable housing.

ON MOTION, was ENDORSED

R9) Emergency Shelters and Compliance with BC Building Code and BC Fire Code

City of Nanaimo

Whereas many communities are experiencing a crisis-level influx of homeless individuals and the existence of emergency shelters is critical to addressing the safety of people experiencing homelessness;

And whereas due to the urgent nature of the need and the lack of suitable building stock in many communities, emergency shelters are frequently operating from buildings that do not meet the major occupancy classification requirements of the BC Building Code, nor the requirements of the BC Fire Code, placing local governments at risk of incurring liability if they do not enforce the codes and risking shutting down emergency shelters if they do enforce the codes:

Therefore be it resolved that UBCM request the Province work with the Building Safety Standards Branch to establish some reasonable variances to the BC Building Code and BC Fire Code to enable emergency shelters to remain open.

ON MOTION, was ENDORSED

R10) Housing Authority Feasibility Study Work

**Comox Valley RD
City of Courtenay**

Whereas non-market housing is in critical need throughout the province, and the provision of such housing is currently severely challenged by supply conditions, lack of adequate funding, and lack of capacity by local governments to support the provision and management of such housing;

And whereas some municipalities and regional districts in British Columbia have created entities, such as housing authorities, which successfully increase the supply of non-market housing by providing and managing such housing, the process of planning and then creating these entities involves significant staff time and other costs:

Therefore be it resolved that AVICC and UBCM petition the Province of BC to provide grant funding for municipalities and regional districts to plan and create entities that provide and manage non-market housing in their communities.

ON MOTION, was ENDORSED

R11) Development Cost Charges for Affordable Housing

Comox Valley RD

Whereas municipalities and regional districts are able to levy development cost charges (DCC) on new development to help pay for the capital costs of growth-related infrastructure;

And whereas local governments are challenged with both adequately funding infrastructure and providing waivers or exemptions to development cost charges for certain types of supportive and rental housing:

Therefore be it resolved that AVICC and UBCM call on the provincial government to further increase funding levels to BC Housing and mandate the inclusion of funding to pay for development costs charges as part of all capital grants for affordable housing projects.

ON MOTION, was ENDORSED

R12) BC Secondary Suite Incentive Program

North Coast RD

Whereas the BC government aims to create more housing in all of BC through the introduction of the pilot Secondary Suite Incentive Program (SSIP);

And whereas eligibility for the Secondary Suite Incentive Program does not include properties within many regional district electoral areas:

Therefore be it resolved that the AVICC and UBCM advocate to the BC government to expand the Secondary Suite Incentive Program to include all electoral areas thereby reducing inequities and barriers to participation.

ON MOTION, was ENDORSED

R13) Equitable Funding of Police Services

City of Port Alberni

Whereas the City of Port Alberni funds the greatest number of RCMP members and pays significantly higher police costs per capita and per household compared to other local governments in the Alberni Valley, placing a significant burden on its taxpayers under the current Police Services funding model for British Columbia that does not take into account the financial commitment or funding contribution of each jurisdiction;

And whereas systemic social issues outside of a local government's mandate, such as poverty, addiction, and mental health challenges, contribute to increased call volumes and demands on police services, creating high

police services costs that are further exacerbated by the need to respond to and manage the impacts of these systemic social issues:

Therefore be it resolved that AVICC and UBCM urgently appeal to the Province of British Columbia to develop an equitable Police Services funding program for all BC municipalities and regional districts that takes into account the financial capacity and population size of each jurisdiction, as well as the additional demands placed on police services due to systemic social issues outside of a local government's mandate.

ON MOTION, was ENDORSED

The first resolutions session concluded and was adjourned to the second resolutions session.

UPDATE FROM MUNICIPAL FINANCE AUTHORITY

Past President Morrison introduced Chair Barry Pages, North Coast Regional District and Municipal Finance Authority Board Trustee, who provided a brief update.

ISLAND CORRIDOR FOUNDATION UPDATE

Daniel Arbour, Co-Chair, Island Corridor Foundation and Director, Comox Valley Regional District provided an update on the Corridor visioning initiative supported by the Province of BC. The ICF, which is a partnership between 5 regional districts and 14 First Nations, owns the 290km rail corridor linking Victoria to Port Alberni and Courtenay.

COMMUNITY ENERGY ASSOCIATION UPDATE

After a refreshment break, Director Hall introduced Katherine Pearce, Climate Collaboration Coordinator, Community Energy Association who provided an update on CEA initiatives. President Cote thanked the presenter and announced a donation in lieu of speaker gift to the Mustard Seed.

SECOND RESOLUTIONS SESSION

The second Resolutions session began at 11:00 am with President Cote in the Chair with 1st Vice President Geselbracht, 2nd Vice President Craig and Director Fowler.

R14) Modernize the Police Cost Sharing Formulas

Town of View Royal

Whereas inflation, officer burnout, rising equipment costs, and rapidly increasing officer salaries have made the existing cost sharing formulas and RCMP policing costs unsustainable for local governments;

And whereas the Province's housing legislation, including Bill 44 and Bill 47, could potentially lead to increased policing costs, while Bill 46 will allow for police facilities to be funded through development cost charges, but will not help address the issue of police capacity:

Therefore be it resolved that UBCM ask the Province to work with local governments to develop a new RCMP funding framework that gradually increases the cost-share rate for local governments at the 5,000, 10,000, 20,000 and 40,000 population thresholds.

And be it further resolved that the above amendments be implemented immediately, prior to the 2026 federal census.

ON MOTION, was ENDORSED

R15) Fail to Appear Charges

City of Duncan

Whereas 100% of Fail to Appear charges at provincial courthouses are assigned to the policing statistics of the local government in which the courthouse is located, having a disproportionate impact on the policing costs assigned to small municipalities with courthouses that serve a much broader area outside their jurisdiction;

And whereas this inflates the Criminal Code case load for all local governments with courthouses within their jurisdiction and results in an unfair burden to the taxpayers of those local governments, especially considering that Fail to Appear cases have no effect on the workload of the local detachment:

Therefore be it resolved that UBCM urge the Province of British Columbia to direct that ~~Fail to Appear charges~~ **Criminal Code Section 145(2)- (5) and 732.1(2b) and 3(a)** be excluded from the policing statistics of local governments with courthouses.

ON MOTION, as amended, was ENDORSED

R16) Automated Licence Plate Recognition Funding

City of Langford

Whereas the City of Langford recognizes the importance of safety and compliance to the *Motor Vehicle Act* for all road users;

And whereas the discontinuation of vehicle licence plate validation decals in British Columbia has negatively impacted law enforcement officers in their ability to detect and enforce uninsured motor vehicle violations:

Therefore be it resolved that the AVICC and UBCM petition to the Province and ICBC to provide local governments and police agencies with the required funds to procure Automated Licence Plate Recognition (ALPR) hardware for all law enforcement vehicles in British Columbia.

ON MOTION, was ENDORSED

R17) Composting Toilet and Greywater Practice

Islands Trust

Whereas there have been barriers to uptake of alternatives to plumbed sewage disposal systems despite their allowance under the Sewerage System Regulation and the 2016 Manual of Composting Toilet and Greywater Practice;

And whereas these barriers to uptake may include overly conservative requirements (and their application) for onsite application criteria for residuals in the Manual of Composting Toilet and Greywater Practice:

Therefore be it resolved that UBCM call upon the Province of British Columbia's Ministry of Health to review the Manual of Composting Toilet and Greywater Practice to update the onsite application criteria for residuals based on current scientific knowledge; and provide funding for demonstration projects and for practitioners' professional development on composting toilets and greywater practices.

ON MOTION, was ENDORSED

R18) Ban on Rodent Glue Traps

**Town of View Royal
District of Saanich**

Whereas glue traps are an ineffective method for controlling rodents as they fail to address the root causes of an infestation, including access to food and shelter, and they cause fear, pain and distress for captured animals, including rodents and non-target animals like birds, bats, small mammals, amphibians, reptiles, and household pets;

And whereas most users are not capable of humanely killing trapped animals, leaving them to suffer for hours, and even days, before dying of suffocation, dehydration, starvation, exhaustion, or exposure:

Therefore be it resolved that AVICC and UBCM ask the Province of British Columbia to implement a province-wide ban on the sale, purchase, and use of glue traps.

ON MOTION, was ENDORSED

R19) Amendments to the *Land Title Act*

City of Courtenay

Whereas the BC Government is committed to reducing greenhouse gas emissions by 16% below 2007 levels by 2025, 40% by 2030, and 80% by 2050;

And whereas the *Land Title Act*, RSBC 1996, c 250, permits the registration of a building scheme that imposes restrictions consistent with a general scheme of development;

And whereas these building schemes have been used to prohibit or restrict the installation of roof top solar panels;

And whereas such prohibitions or restrictions are a barrier to the generation of renewable energy and the reduction of greenhouse gas emissions:

Therefore be it resolved that AVICC and UBCM urge the Ministry of Attorney General to consider amendments to the *Land Title Act* similar to its existing section 222 that would prohibit and render void any **portion of** building schemes that purport to prohibit or restrict the installation of roof top solar panels, or any other renewable energy systems.

ON MOTION, as amended, was ENDORSED

R20) Ports Prioritization

Sunshine Coast RD

Whereas public wharves and docks are critical transportation links for people, supplies, and emergency services in coastal communities, and there is a lack of coordinated provincial and federal priority setting and funding to support and maintain critical connectivity along BC's 25,000 kilometres of coastline;

And whereas the federal government divested government wharves, and the responsibility for maintenance and management of public ports has fallen entirely on local taxpayers and nonprofit groups, and the provincial government does not have a ministry responsible for dealing with for the complex issues involving public ports, especially in unincorporated areas:

Therefore be it resolved that the provincial and federal governments, review BC's marine network as a whole and identify ports that are vulnerable to long-term funding concerns as well as extreme weather events for more sustained public support to maintain critical connectivity along BC's 25,000 kilometres of coastline to meet the long term economic, social, and emergency needs of coastal residents;

ON MOTION, was ENDORSED

R21) Ports Maintenance

Sunshine Coast RD

Whereas public wharves and docks are critical transportation links for people, supplies, and emergency services in coastal communities, and there is a lack of coordinated provincial and federal priority setting and funding to support and maintain critical connectivity along BC's 25,000 kilometres of coastline;

And whereas the Ministry of Transportation and Infrastructure is responsible for maintaining the roads leading to public ports and continues to approve subdivision applications for water-only access residential developments;

And whereas evolving transportation technology and climate change requires a complete reconsideration of the design of small ports to meet future needs:

Therefore, be it resolved that the provincial government fund the creation of engineering best practices for building ports to meet future transportation needs and climate resilience and provide financial support for the primary access ports.

ON MOTION, was ENDORSED

R22) Derelict Vehicles in Remote Communities

North Coast RD

Whereas remote communities in BC are struggling with the accumulation of numerous derelict vehicles;

And whereas disposal facilities in remote communities have limited capacity and a lack of infrastructure to internally manage derelict vehicles or ship to end-markets:

Therefore be it resolved that the AVICC and UBCM advocate to the Province of BC for grant funding to be made available for remote communities to undertake cleanup of derelict vehicles.

ON MOTION, was ENDORSED

R23) Halt Reductions to the Annual Allowable Cut

City of Campbell River

Whereas forestry is, and continues to be, a critical industry across British Columbia, providing not only well-paying jobs to both urban and rural remote communities, including approximately 1200 direct jobs in Campbell River, but significant tax contributions to fund key municipal infrastructure and provincial services;

And whereas value added manufacturing will be unable to thrive unless primary forestry partners can have predictable, sustainable levels of harvesting land base:

Therefore be it resolved that that AVICC and UBCM Executive call on the Ministry of Forests to immediately halt any further reductions to the Annual Allowable Cut (AAC) and meet with industry to better understand the impacts of a reduced AAC to the entire forest industry.

ON MOTION, was NOT ENDORSED

R24) Provincial Employee Support

Village of Zeballos

Whereas the Province of British Columbia implements changes to legislation in anticipation of providing benefit to all British Columbians;

And whereas not all rural, remote communities are provided with capacity to fulfill new legislative requirements:

Therefore be it resolved that AVICC and UBCM request that the Province provide subject specific provincial employees on a regional level to support local governments with the increased legislative changes.

ON MOTION, was ENDORSED

The Second Resolution Session was then adjourned at approximately 12:00 pm.

THIRD REPORT FROM THE NOMINATING COMMITTEE

At 12:00pm, Past President Morrison declared the results of the Election for the three Director at Large positions. He declared that the three Directors at Large elected to the AVICC Executive for the 2024/25 term are:

- Director Travis Hall, Central Coast Regional District
- Councillor Will Cole-Hamilton, City of Courtenay
- Councillor Tanille Johnston, City of Campbell River

Past President called for nominations from the floor for the Electoral Area Representative position. The one candidate nominated at the close of nominations for Electoral Area Representative was:

- Director Donna McMahon, Sunshine Coast Regional District.

Past President Morrison declared the position of Electoral Area Representative elected by acclamation. He declared that the Electoral Area Representative to serve on the AVICC Executive for the 2024/25 term is Director Donna McMahon, Sunshine Coast Regional District.

Since no further elections were required, Nominating Committee Chair, Past President Morrison, declared that the 2024 AVICC Elections were complete.

He then invited Cael Read, Student Delegate and Youth Advisor with the Town of Gibson to address the delegates for 5 minutes. EA Representative McMahon thanked Mr. Read, and invited Gordon Horth from CREST Emergency Communications to address the delegates before the Delegates Lunch. The Convention adjourned for lunch.

CONCURRENT SESSIONS

Concurrent workshops were held between 1:30-2:30 pm and then 3:00-4:30 pm with a refreshment break served from 2:30-3:00 pm. The session descriptions and presenters are detailed in the program attached as Appendix C to these minutes.

#1 Building Wildfire Resiliency in Coastal Communities

#2 First Nations Property Taxation

#3 Open & Closed Meetings: Why Should You Care?

#4 The Future of Energy in BC

#5 Oceans, Oceans, Oceans!

#3 Vancouver Island Circular Economy: Turning Goals into Action

ANNUAL BANQUET

The Annual Banquet was held in the Crystal Ballroom at the Fairmont Empress

Shortly before 7:30 pm, delegates and guests took their seats. The AVICC Executive Committee members were piped into the banquet where delegates and guests were gathered. President Cote welcomed delegates and guests, and thanked the host community and the sponsors for the evening.

At about 8:50 am, President Cote presented Past President Ian Morrison with an AVICC Life Membership, and thanked him for his years of service to AVICC and to his community. She then invited Marina Andrew with the BC Lottery Corporation to say a few words, and to introduce the band.

SUNDAY, APRIL 14TH, 2024

The Convention reconvened at 8:30 am with President Cote noting that evaluation forms had been placed on the tables asking for delegates' feedback on the Convention and that the completed evaluation forms would be used for the Grand Prize Award draw just prior to adjournment.

MUNICIPAL INSURANCE ASSOCIATION OF BC

President Penny Cote spoke as a Board Member of the Municipal Insurance Association of BC.

FCM UPDATE

President Penny Cote invited Daniel Arbour, Director Comox Valley RD, and representative on the Federation of Canadian Municipalities (FCM) Board to provide an update on FCM.

E-COMM 911 ADDRESS

Director Travis Hall introduced Oliver Grüter-Andrew, President and CEO of E-Comm 911 to address the delegates.

STRIKING THE BALANCE: ENGAGEMENT AND RESPECT

Past President Morrison introduced Tracey Lorensen, of Paragon Solutions, who provided a one-hour facilitated session designed for elected officials (and those that support them), exploring strategies aimed at enhancing community engagement and fostering a culture of respect. Through a blend of interactive discussions, and expert led discussions this session will equip attendees with actionable tools to balance effective public communication, conflict resolution, and collaborative community efforts. It underscores the importance of establishing clear boundaries to secure respectful interactions and mitigate potential violent scenarios, crucial for both personal safety and the integrity of the democratic process. Director Fowler thanked Ms. Lorensen, and announced that a donation in lieu of a gift would be made to Mustard Seed.

LEADER OF THE BC GREEN PARTY ADDRESS TO DELEGATES

MLA Sonia Furstenau, Leader of the BC Green Party addressed the delegates.

EA Representative McMahon thanked Ms. Furstenau and invited delegates to enjoy the refreshment break in the lobby, and to return at 10:35 am for an address by Minister Fleming, and the final resolutions session.

MINISTER OF TRANSPORTATION, HON. ROB FLEMING ADDRESS TO DELEGATES

Minister of Transportation and MLA Victoria-Swan Lake, Hon. Rob Fleming addressed the delegates.

FINAL RESOLUTIONS AND LATE RESOLUTIONS SESSION

Resolutions resumed at 10:50 am with Past President Morrison in the Chair with 1st Vice President Geselbracht, 2nd Vice President Craig and President Cote.

R25) Wellbeing of Future Generations Act

District of Saanich

Whereas there currently is no provincial legislation to address the need for strategic foresight by requiring public bodies to plan and take action in pursuit of economic, social, environmental and cultural wellbeing in their areas and for interconnected objectives;

And whereas short-term thinking, fragmented decision-making, siloed approaches, and a lack of emphasis on the long-term consequences of these decisions have led to the persistence of social, environmental, and economic issues and inequities:

Therefore be it resolved that AVICC and UBCM lobby the provincial government to develop a "Wellbeing of Future Generations Act" that requires public bodies to think about the long-term impact of their decisions, to work better with people, communities and each other, and to prevent persistent problems such as poverty, health inequalities and climate change.

ON MOTION, was ENDORSED

R26) UBCM First Nation Membership

Village of Zeballos

Whereas First Nation representation within the Union of BC Municipalities membership are underrepresented;

And whereas the Province of BC has adopted the *Declaration on the Rights of Indigenous Peoples Act*:

Therefore be it resolved that UBCM provide an outreach program to British Columbia's First Nations on becoming full UBCM members.

ON MOTION, was ENDORSED

Part 2 - Section "B" – This section contains resolutions that support existing policy and are recommended Endorse or Endorse with Proposed Amendment. The resolutions in this section were considered as a block.

R27) First Responder Calls by Fire Rescue Departments

District of Tofino

Whereas BC fire rescue service departments, operating under career, composite, or volunteer models, are experiencing increased demands in emergency medical response calls in support of the BC Emergency Health Services (BCEHS) system;

And whereas the fire departments that provide these services, authorized under the Emergency Medical Assistant (EMA) first responder program, currently do not receive remuneration or funding for their critical support within the BCEHS system:

Therefore be it resolved that UBCM endorse and advocate to the Province for the establishment of a remuneration system for BC fire rescue service departments providing medical care in conjunction with the BCEHS system, with considerations for the cost of personnel, training, and replacement of consumed supplies.

ON MOTION, was ENDORSED

R28) Provincial Cost Recovery for Emergency Medical Services Provided by Fire Departments

RD of Nanaimo

Whereas BC fire rescue service departments, operating under career, composite, or volunteer models, are experiencing increased demands in emergency medical response calls while there is inadequate funding for the BC Emergency Health Services (BCEHS) system;

And whereas the fire departments that provide these services, authorized under the Emergency Medical Assistant (EMA) first responder program, currently do so on a community-by-community basis creating an inconsistent provincial approach to emergency medical assistance:

Therefore be it resolved that UBCM endorse and advocate to the Province for the establishment of a cohesive financial emergency medical assistant framework, with considerations for the cost of personnel, training, province-wide consistency, and the replacement of consumed supplies for fire rescue service departments, as part of advocacy for a modernized financial framework for local governments in BC.

ON MOTION, was ENDORSED

R29) Pre-Hospital Care – Cover Costs of Local Governments

City of Port Alberni

Whereas the provision of pre-hospital care is a critical aspect of health care in British Columbia and Fire Departments, funded by local governments, have traditionally played a significant role in delivering pre-hospital care and that pre-hospital care falls under the jurisdiction of the provincial government;

And whereas the increasing workload related to pre-hospital care, particularly in the area of medical first response, has put significant pressure on local governments arising from the need to allocate additional resources for training, fuel, vehicle maintenance, consumables, and staffing:

Therefore be it resolved that AVICC and UBCM urgently appeal to the Province of British Columbia to take immediate steps to provide adequate funding to local governments to cover the cost of Fire Department First Responder programs to help alleviate the financial strain on local governments and ensure the continued provision of essential pre-hospital care services.

ON MOTION, was ENDORSED

R30) Mental Health Liaison Officers

City of Nanaimo

Whereas RCMP members continue to respond to a significant number of calls for service for individuals dealing with mental health challenges and Mental Health Liaison Officers have proven to be an effective resource for assisting vulnerable citizens requiring support;

And whereas local governments are not provided funding to pay for healthcare and social services and there has been no increase in the Provincial funding model to support these officers responding to chronic/crisis mental health calls:

Therefore be it resolved that UBCM advocate for the Province to fund RCMP Mental Health Liaison Officers within local detachments.

ON MOTION, was ENDORSED

R31) Investment in Complex Care Beds

City of Nanaimo

Whereas in 2022, the BC Emergency Health Services reported a 75% total increase in annual overdose/poisoning events since the toxic drug crisis was declared a public health emergency in 2016 and the BC Provincial Overdose Cohort reports that brain injury is 15 times more likely among people who had experienced drug poisoning than those who had not;

And whereas the number of supports available for individuals requiring complex care due to health challenges related to substance use disorder has proven grossly inadequate for the ever-increasing demand in communities all across British Columbia:

Therefore be it resolved that UBCM lobby the Province to increase investment in complex care beds to address the growing demand from those who have suffered serious health impacts from substance use disorder.

ON MOTION, was ENDORSED

R32) Seniors' Support Assisted Living

District of Saanich

Whereas Statistics Canada reports confirm that both the number and percentage of seniors will grow significantly during the next two decades, both in numbers and overall proportion of the population;

And whereas most serious illnesses requiring either assisted living options and/or hospital care occur later in life and there is a significant shortage of supportive assisted living spaces for seniors, affecting both hospital availability/accessibility and housing options for vulnerable seniors:

Therefore be it resolved that AVICC and UBCM lobby the provincial government to increase the number of supportive assisted living units across British Columbia in a manner aligned with the demographic data to ensure that all seniors can be housed in dignity as they age and to reduce the pressures of the hospital system by so doing.

ON MOTION, was ENDORSED

R33) Implementing Accessibility BC Act Recommendations

City of Parksville

Whereas the *Accessible British Columbia Act* passed by the provincial government in 2021 requires local governments to develop accessibility plans to identify, remove and prevent barriers;

And whereas local governments have limited financial abilities and staff resources to implement accessibility recommendations on an ongoing basis:

Therefore be it resolved that AVICC and UBCM request the Province create an annual funding model (accessibility fund) designed to assist local governments to implement accessibility recommendations.

ON MOTION, was ENDORSED

R34) Funding for Seniors Housing in Rural Areas

Village of Gold River

Whereas seniors, in the increasing demographic of those over 65, in rural BC have limited range of options for housing;

And whereas rural BC local municipalities have limited financial resources to support seniors housing options that allow seniors to age in place in their home community due to financial, social, health and housing vulnerabilities experienced by this increasing demographic:

Therefore be it resolved that AVICC and UBCM request the provincial government to provide BC Housing with additional funding and support to facilitate new affordable seniors' housing in rural areas.

ON MOTION, was ENDORSED

R35) Extreme Weather Response Shelter System

**City of Courtenay
Comox Valley RD
Village of Cumberland
City of Powell River**

Whereas the Extreme Weather Response (EWR) shelter system was developed more than a decade ago to support community organizations in providing life-saving warm, safe places for unhoused community members to sleep in cold and wet weather, the EWR model does not provide any funding for facility rental costs, security, equipment or resource purchases, nor does it provide any funds for these community organizations to plan for, develop, and deliver EWR shelters in their communities;

And whereas since the EWR program was developed the number of community members experiencing homelessness has grown substantially, and the needs of those community members have, often due to

addiction and mental health challenges, become increasingly complex, community organizations in many communities have been unable to provide life-saving EWR shelters with the limited resources available:

Therefore be it resolved that AVICC and UBCM petition the Province of British Columbia to recognize that the EWR program is insufficient to address current social challenges and community capacity to meet those challenges; and that a provincially driven solution be determined in collaboration with community leaders to ensure that:

1. service delivery by existing provincial agencies that are tasked with providing social service supports, including shelter spaces and wrap-around services, is strengthened; and
2. funds are available to rent facilities, provide security and necessary equipment such that the community organizations that are tasked to deliver this program are appropriately resourced.

ON MOTION, was ENDORSED

R36) BC Speculation and Vacancy Tax

North Coast RD

Whereas the BC government implemented a BC Speculation and Vacancy Tax to turn vacant homes into housing for BC residents;

And whereas the BC government continues to expand the BC Speculation and Vacancy Tax program to include new communities:

Therefore be it resolved that the AVICC and UBCM advocate to the provincial government that all BC communities, including electoral areas, be given the option to opt-in to the BC Speculation and Vacancy Tax program.

ON MOTION, was ENDORSED

R37) Development Cost Charges for Fire Protection Facilities

District of Lantzville

Whereas the provincial government has passed Bill 46 *Housing Statutes (Development Financing) Amendment Act*, 2023 amending Section 559, subsection (2)(a) of the *Local Government Act* to include "fire protection facilities" in the collection of Development Cost Charges (DCCs), but does not specifically define "fire protection facilities";

And whereas many smaller local governments have a limited number of brick-and-mortar fire protection buildings, but a large number of other capital expenses related to fire protection, such as vehicles and equipment:

Therefore be it resolved that AVICC and UBCM advocate with the Ministry of Housing and the Ministry of Municipal Affairs that "fire protection facilities" be specifically defined in the relevant documentation and/or legislation to include the purchase and maintenance of all capital items related to fire protection including, but not limited to, fire trucks, duty vehicles, hoses, breathing apparatuses, communications equipment and all other capital expenditures that may be required to equip and maintain fire protection services.

ON MOTION, was ENDORSED

R38) Heavy Duty Vehicle Climate Emissions

District of Central Saanich

Whereas many local governments in BC have set Greenhouse Gas (GHG) emission reduction targets;

And whereas like other local governments, the District of Central Saanich has made progress in reducing emissions, yet has findings to indicate that heavy-duty truck emissions have increased, while there are few available local government legislative or financial powers to change this trajectory:

Therefore be it resolved that AVICC and UBCM call on the Province to use its financial and legislative powers to take further action to reduce the emissions from the heavy-duty trucks, which may include requiring a higher mixture of biodiesel, electrification, or further incentives to decarbonize heavy-duty vehicle fleets.

ON MOTION, was ENDORSED

R39) Provincial Core Funding for Evolving Public Libraries

**City of Nanaimo
District of Oak Bay
City of Powell River
qathet RD**

Whereas core funding for public libraries in British Columbia has remained unchanged since 2009, limiting their ability to expand and evolve their programming as demand for their services increases;

And whereas the operational requirements of public libraries increasingly require significant and diverse resources to provide front-line community services, including supporting patrons with mental health and addiction issues as well as barriers to housing, providing critical locations of refuge during extreme weather events, providing services to new Canadians, and supporting the process of reconciliation with Indigenous peoples:

Therefore be it resolved that AVICC call on the provincial government to recognize the evolving and challenging situation for public libraries as well as their unique role as community spaces, and increase annual core funding for libraries to \$30 million in keeping with the request made by the BC Public Library Partners and the recommendation of the province's Select Standing Committee on Finance and Government Services;

And be it further resolved that this increase in core funding be increased on a yearly basis in keeping with cost of living and inflationary pressures.

ON MOTION, was ENDORSED

R40) Sustainable and Equitable Funding of Library Services

City of Port Alberni

Whereas public libraries play a vital role in communities by providing access to resources, promoting literacy, supporting job seekers and small businesses, advancing reconciliation with Indigenous peoples, and promoting equity and inclusion;

And whereas public libraries in British Columbia are primarily funded by levies paid by local governments, and provincial funding for libraries has remained stagnant; while the costs to deliver library services and the demand for library services have increased exponentially over time:

Therefore be it resolved that AVICC and UBCM appeal to the Province of British Columbia to provide long-term sustainable funding for public libraries in BC;

And be it further resolved that the Province ensures that BC libraries receive regular increases to Provincial Government funding in subsequent years.

ON MOTION, was ENDORSED

R41) Increased Funding for Local Government Infrastructure

Town of Comox

Whereas local governments across BC are facing infrastructure funding shortfalls to maintain current infrastructure and as a result are implementing significant municipal tax increases;

And whereas continued population growth and housing demand is resulting in the need for local governments to expand their recreation, fire, police, parks, and administration services at a level greater than can be accomplished through the use of the newly introduced Amenity Cost Contribution authority:

Therefore be it resolved that AVICC and UBCM petition the Province of British Columbia to provide increased funding to support capital expansions of local government service infrastructure.

ON MOTION, was ENDORSED

R42) Rethinking Local Government Taxation for Equitable and Effective Crisis Response

City of Langford

Whereas local governments, often on the front lines, bear the brunt of addressing shared crises such as climate issues, housing affordability, inequality, public health, and infrastructure challenges;

And whereas the burden on local governments has intensified due to provincial shortcomings in fulfilling their responsibilities, leaving many local governments grappling with insufficient revenue sources, resulting in an over reliance on regressive property taxation:

Therefore be it resolved that AVICC and UBCM urge the Province to promptly fulfill its responsibilities in providing health care, including mental health care, as well as social services and the management of criminal rehabilitation through correctional facilities;

And be it further resolved that in the absence of immediate provincial action, the AVICC and UBCM advocate for a comprehensive and immediate review of local government taxation and revenue sources recognizing the pivotal role of local governments, which, despite these being provincial responsibilities, are left to deal with the repercussions without adequate support from the Province.

ON MOTION, was ENDORSED

R43) Addressing Shoreline Erosion Concerns in Coastal Communities

North Coast RD

Whereas coastal communities in BC are experiencing the detrimental effects of climate change, including rising sea levels, adverse weather events, and eroding shorelines:

Therefore be it resolved that the AVICC and UBCM urge the BC government to dedicate more resources toward mitigating the impacts of climate change and shoreline erosion in coastal communities.

ON MOTION, was ENDORSED

R44) Drought

Alberni-Clayoquot RD

Whereas climate change is causing increasingly unpredictable and extended summer droughts throughout Vancouver Island and the Coastal Region;

And whereas water is a shared resource required by all residents, industry sectors, agriculture and the environment to both sustain life and conduct business:

Therefore be it resolved that the AVICC and UBCM request the Ministry of Water, Land and Resource Stewardship conduct a current inventory of surface and groundwater availability, as well as projected future needs, in order to facilitate planning of freshwater storage requirements to supply all residential, commercial, industrial, agricultural, Indigenous, emergency and environmental needs to a minimum 50-year threshold.

ON MOTION, was ENDORSED

R45) Groundwater Protection in the Province of British Columbia

District of Metchosin

Whereas over one million British Columbians rely on groundwater for daily use and that groundwater presents significant challenges in terms of monitoring, defining (classifying/characterizing), and demonstrating water viability, including water-use budgets/allocations;

And whereas the impacts of climate change, population growth and industrial activity are intensifying, and all three factors can negatively impact groundwater sustainability and sources:

Therefore be it resolved that AVICC and UBCM request that the provincial government prioritize the following:

1. Renew the work to identify aquifers at risk in terms of productivity and vulnerability to contamination, climate change, population growth and other criteria;
2. Continue to build in the province's groundwater monitoring capacity, including installation of additional observation wells for high risk aquifers;
3. Develop a regular reporting process on the health and viability of high-risk aquifers; and
4. Develop a funding program for local governments to support local monitoring of groundwater resources.

ON MOTION, was ENDORSED

R46) Rainwater Management in Road Rights of Way

Comox Valley RD

Whereas residential development in portions of unincorporated areas designated as suitable for increased dwelling density through regional growth strategies and official community plans will enhance the supply of housing in British Columbia;

And whereas a key constraint in increasing dwelling density in these areas is locating adequately sized green infrastructure such as rain gardens and infiltration swales that protect stream systems and overall watershed health, and reduce risk to downstream property:

Therefore be it resolved that AVICC and UBCM request that the Province of BC investigate options to permit green infrastructure and low impact development rainwater management measures for private property and public roads within provincial public highway rights of way in alignment with policy direction set out in the March 2023 Intentions Paper for the Watershed Security Strategy.

ON MOTION, was ENDORSED

R47) Highway Active Transportation

District of Central Saanich

Whereas the Province has jurisdiction over provincial highways, many of which are critical active transportation corridors and provide connections to services, workplaces, ferries, parks and recreation areas, and neighbouring communities;

And whereas many provincial highways require new or upgraded active transportation infrastructure to enable local governments to realize comprehensive, interconnected, safe, active transportation networks for residents:

Therefore be it resolved that AVICC and UBCM call on the Province to assess all provincial highways with active transportation corridors in accordance with the British Columbia Active Transportation Design Guide, and in consultation with municipalities, regional districts, and Indigenous Nations, develop a provincially-funded plan or program to address gaps and shortfalls, and local active transportation priorities on provincial highways.

ON MOTION, was ENDORSED

R48) Active Transportation Within Provincial Highway Rights of Way

City of Langford

Whereas according to CleanBC's Roadmap to 2030, transportation is our largest single source of greenhouse gas emissions (GHG) which accounts for approximately 40% of our annual total, and to address this the Province has committed to doubling the proportion of trips using active transportation by 2030;

And whereas given the urgency of the climate crises, the fast-approaching 2030 deadline and the fact that safe active transportation infrastructure provides economically accessible transportation for more individuals of all ages and abilities, there is a pressing need for the Ministry of Transportation and Infrastructure to provide stronger leadership, accountability, and equitable investment in infrastructure for all modes of transportation:

Therefore be it resolved that AVICC and UBCM request the Ministry of Transportation and Infrastructure to take on the responsibility for the development, operation and maintenance of all active transportation infrastructure within provincial highway rights of way to align with active transportation planning of Indigenous and local governments, thus ensuring equitable commitment to active transportation infrastructure commensurate with infrastructure focused on motor vehicles.

ON MOTION, was ENDORSED

R49) Improved Road Design for Vulnerable Road Users

Sunshine Coast RD

Whereas the Ministry of Transportation and Infrastructure road design standards prioritize the efficient movement of motor vehicles over the safety of vulnerable road users, including pedestrians, transit users, and cyclists;

And whereas narrow road rights-of-way and topographic challenges in rural areas often make it impossible for active transportation infrastructure to be built to the Ministry of Transportation and Infrastructure's Active Transportation Design Guide of separated paths along road corridors;

And whereas the Ministry of Transportation and Infrastructure will not approve, fund, or maintain any road improvements that don't meet their Active Transportation Design Guide:

Therefore be it resolved that the Province instruct the Ministry of Transportation and Infrastructure to prioritize the safety of vulnerable road users in their road design standards;

And be it further resolved that the Ministry of Transportation and Infrastructure recognize the practical challenges of active transportation in rural areas and approve, fund and maintain minor road improvements that increase safety for vulnerable road users, such as paved shoulders and crosswalks.

ON MOTION, was ENDORSED

R50) Funding for Rural Road Maintenance

Sunshine Coast RD

Whereas secondary roads in unincorporated areas of BC are typically maintained on a break/fix basis despite deteriorating conditions and increasing traffic;

And whereas there is no publicly available plan for the upgrade and replacement of rural roads, culverts, and bridges:

Therefore be it resolved that the Province direct and fund the Ministry of Transportation and Infrastructure to establish a capital asset management plan for secondary road networks across the province.

ON MOTION, was ENDORSED

R51) Emergency Routes

Alberni-Clayoquot RD

Whereas on June 6, 2023, Highway 4 was closed at Cameron Lake Bluff, near Koen Road, due to a wildfire, and that a detour route from Port Alberni through Lake Cowichan via Bamfield, using forest-service and

privately owned industrial roads was established by the Ministry of Transportation and Infrastructure (MOTI) on Wednesday, July 7, 2023, and was actively maintained until August 31, 2023;

And whereas the highway closure that occurred between June 6, 2023, and August 31, 2023, resulted in significant negative impacts on our residents' health, safety, and well-being, and it had devastating economic impacts resulting in the loss of jobs and permanent closure of local businesses, and that similar communities having only one access road in and out of their community experienced similar negative impacts during emergency activations:

Therefore be it resolved that AVICC and UBCM request the Ministry of Transportation and Infrastructure and the Ministry of Emergency Management and Climate Readiness work with communities, that have only one access road in and out of their community, to ensure the permanent establishment and maintenance of alternative or emergency transportation routes for use in the event of an emergency;

And be it further resolved that AVICC and UBCM request the Ministry of Forests, Lands and Natural Resource Operations, coordinate with the Ministry of Transportation, the Ministry of Emergency Management and Climate Readiness, and appropriate local governments to conduct an inventory of active forestry roads that could be maintained for emergency evacuation purposes, and that the roads meeting the criteria for emergency evacuation purposes be maintained for these purposes by the Province in perpetuity.

ON MOTION, was ENDORSED

R52) Engagement with Local Governments with Respect to Road Network Planning

Sunshine Coast RD

Whereas the Ministry of Transportation and Infrastructure lacks the funding, staffing and mandate to plan overall road networks in unincorporated areas and to proactively deal with transportation and development planning issues in the "fringe" interface areas of municipalities and regional districts;

And whereas problems with runoff from roads and development are increasingly severe across the province, and are significantly impacted by the Ministry of Transportation and Infrastructure decisions around subdivision approvals and road infrastructure;

And whereas the Ministry of Transportation and Infrastructure does not proactively engage with local governments on future planning and maintenance of numbered routes that run through local governments and often through downtown cores:

Therefore be it resolved that the Province direct and fund the Ministry of Transportation and Infrastructure to engage with local governments on overall road network planning and subdivision planning in order to improve decision-making to reduce cumulative negative impacts on communities.

ON MOTION, was ENDORSED

R53) Free Transit for Students

Sunshine Coast RD

Whereas the BC Government's fare-free transit program for youth aged 12 and under grade 6 saves families money while offering youth low-carbon transportation that helps the province and municipalities reach carbon neutrality targets;

And whereas expanding eligibility to those in grade 12 and under would promote equitable access to transit despite economic disparity amongst youth and families in BC:

Therefore be it resolved that UBCM request the Province to expand the fare-free transit program for youth in grade 12 and under.

ON MOTION, was ENDORSED

R54) Legislative Changes Consultation Process

Village of Zeballos

Whereas the Province of British Columbia implements changes to legislation in anticipation of providing benefit to all British Columbians;

And whereas not all rural, remote communities are provided with capacity to fulfill new legislative requirements:

Therefore be it resolved that AVICC and UBCM request that the Province provide a more fulsome consultation process with local governments of all sizes prior to making sweeping legislative changes.

ON MOTION, was ENDORSED

R55) New Assessment Classification for Vacant Residential Lands

Village of Gold River

Whereas there is a housing crisis in British Columbia that affects all local governments in varying degrees;

And whereas there are limited tools to discourage speculation and encourage development of undeveloped property:

Therefore be it resolved that AVICC and UBCM request the Province of British Columbia to create a new assessment classification for undeveloped residential properties to allow local governments to establish a different tax rate for vacant residential land.

ON MOTION, was ENDORSED

R56) Enhancing Communications for Municipal Fire Departments Responding to Motor Vehicle Incidents

City of Port Alberni

Whereas fire departments play a crucial role in responding to motor vehicle incidents outside of fire protection boundaries on behalf of Emergency Management and Climate Readiness (EMCR) and that both EMCR and the local government have a shared responsibility for the health and safety of responders;

And whereas one of the significant challenges faced by local fire departments is the lack of adequate [or any] communications infrastructure in the areas they respond to, making it difficult for responders to coordinate their efforts, request additional resources, or seek assistance from other agencies and hampering the effectiveness and efficiency of response operations, potentially compromising the safety of both responders and the public:

Therefore be it resolved that AVICC and UBCM urgently request the Province of British Columbia to provide modern and reliable communications, such as ~~Starlink~~ **low-earth orbit satellite internet**, to responding agencies that are handling motor vehicle incidents on the Province's behalf to ensure seamless communication and enhance the safety and effectiveness of responders;

And be it further resolved that the Province of British Columbia collaborate with telecommunication providers to improve overall communications infrastructure in areas where motor vehicle incidents occur frequently including expanding coverage, improving network reliability, and exploring innovative solutions to address communication challenges in remote and underserved areas.

ON MOTION, as amended, was ENDORSED

R57) Increased Funding for Rural Colleges

City of Port Alberni

Whereas colleges in rural British Columbia play a crucial role in providing accessible and high-quality education and training opportunities for students across the province, including a closer to home education for those who otherwise cannot access training or education to provide necessary skills for employability;

And whereas rural colleges face increasing demands and challenges, including rising operating costs, growing student populations, and the need to adapt to changing industry needs;

And whereas adequate funding is essential to ensure that rural colleges can continue to provide quality education, support student success, and meet the evolving needs of students and industries, while being challenged by distance and numbers when trying to meet the same requirements as colleges in more heavily populated areas:

Therefore be it resolved that AVICC and UBCM appeal to the Province of British Columbia to increase funding for rural colleges in British Columbia to support their operations, programs, and services and develop a standard of college funding more closely reflecting the real costs of providing required training and education to the population of rural British Columbia.

ON MOTION, was ENDORSED

LATE RESOLUTIONS

The following are the resolutions received after the February 7, 2024 resolutions deadline, and before the April 10th deadline for Late Resolutions. Late resolutions are appropriate to be admitted for discussion only if the topic is such that it has arisen since or was not known prior to the February 7th resolutions deadline. There were two Late Resolutions that were admitted for debate.

LR1) Advocacy for Brain Injury Awareness

City of Victoria

Whereas Acquired Brain Injury (traumatic and non-traumatic) casts a profound impact on the cognition, personality, and overall well-being of British Columbians, there are over 1.5 million Canadians grappling with this condition. In British Columbia alone, more than 180,000 individuals are affected, with brain injuries often serving as a catalyst for mental health challenges, substance abuse, homelessness, incarceration, violence, and suicide and a staggering sixty people in British Columbia will acquire a brain injury today:

Therefore be it resolved that the AVICC endorses the content of, and supports, the federal private member's Bill C-277 – National Strategy on Brain Injuries Act; and

That AVICC forward consideration of this resolution to UBCM, urging them to endorse the content of, and support, the federal private member's Bill C-277 – National Strategy on Brain Injuries Act, and encourage other municipalities to endorse the same resolution.

ON MOTION, was ENDORSED

LR2) Addressing the Needs of Rural Seniors in British Columbia

City of Port Alberni

Whereas rural B.C. has a proportionately larger and faster growing seniors' population than urban B.C., yet has less infrastructure and resources to support its aging population;

And whereas a greater and more focused provincial response to ongoing concerns about inequities in services and supports for seniors in rural B.C. is required to address the inadequacies of current approaches to such issues:

Therefore be it resolved that AVICC & UBCM endorse the recommendations of the Office of the Seniors Advocate's report titled "Challenges Facing B.C.'s Rural Seniors" and dated February 2024, and calls on the Provincial Government to implement said recommendations beginning with establishing a ministry or minister

of state for rural B.C. in recognition of the geographic imbalance of regional representation in the Legislative Assembly;

And be it further resolved that the AVICC request the creation of a rural seniors caucus within the UBCM membership.

ON MOTION, was ENDORSED

OFF-THE-FLOOR RESOLUTIONS

Off-the-floor resolutions are submitted after the April 12th Late Resolution deadline. To bring a resolution off the floor, a delegate must put forward a motion on the convention floor. A 60% majority is required before the motion can be put forward for debate.

OF1) Addressing the Risk to Wild Salmon

Village of Tahsis

Whereas the AVICC, first nations and our regional sport fishing resorts depend on fishing tourism as a mainstay of our economy;

Whereas fish farms continue to occupy sites along main migration routes in nootka sound and other areas, which are recharged by natural salmon spawning in our rivers and supplemented by both federally-supported and volunteer-run fish hatcheries;

Whereas monitoring has shown that local fish farms are often non-compliant in regard to sea-lice infestations;

Whereas research has shown that wild and hatchery smolts are attracted to the feed in net pens, which leads to infestation by sea lice and high mortality;

Therefore be it resolved, that UBCM ask the Department of Fisheries and Oceans to do what is in the best interest of local salmon health and the economy of the region, that open-net fish farms either be decommissioned or moved towards closed containment methods that completely eliminate outbreaks of sea lice and other fish pathogens within the natural environment.

ON MOTION, was REFERRED TO THE AVICC EXECUTIVE

PART SR - SPECIAL RESOLUTIONS

SR 1 Association of Vancouver Island and Coastal Communities

AVICC Executive

There were no Special Resolutions as defined under the Societies Act submitted for the 2024 AGM & Convention

PART ER – EXECUTIVE RESOLUTIONS

ER 1 Association of Vancouver Island and Coastal Communities

AVICC Executive

There were no resolutions submitted by the AVICC Executive for the 2024 AGM & Convention

INSTALLATION OF THE NEW EXECUTIVE

Past President Morrison thanked the members for attending the AGM and Convention.

On regular motion, duly moved and seconded, that the electronic ballots be destroyed, was carried.

He announced the full 2024/2025 Executive:

President

Councillor Ben Geselbracht, City of Nanaimo

First Vice President

Director Vanessa Craig, Regional District of Nanaimo

Second Vice President

Councillor Sarah Fowler, Village of Tahsis

Electoral Area Representative
Directors at Large

Past President

Director Donna McMahon, Sunshine Coast Regional District
Director Travis Hall, Central Coast Regional District
Councillor Will Cole-Hamilton, City of Courtenay
Councillor Tanille Johnston, City of Campbell River
Director Penny Cote, Alberni-Clayoquot Regional District

PRESIDENT ELECT'S REMARKS

President Elect Geselbracht thanked the assembly for acclaiming him as President, saying she was very honoured and looked forward to working with the Executive Committee. He thanked outgoing Executive member Director Janet Dorward for their service, and thanked President Cote and Past President Morrison for their leadership and guidance.

He welcomed City of Victoria Acting Mayor, Councillor Dave Thompson on behalf of Mayor Alto, to thank him and the City of Victoria Council for hosting.

2025 HOST COMMUNITY

President-Elect Geselbracht announced the 2025 Convention would be held in Nanaimo from April 11-13, 2025 at the Vancouver Island Conference Centre, with the City of Nanaimo and Regional District of Nanaimo as our hosts. City of Nanaimo Mayor Leonard Krog, and Regional District of Nanaimo Chair Vanessa Craig were invited to announce 2025 Convention in Nanaimo who are looking forward to welcoming our delegates to their community.

CONVENTION CLOSING

President Cote then closed the 75th Annual General Meeting at 11:55 am.



Theresa Dennison
AVICC Secretary-Treasurer and Executive Coordinator

2024-25 AVICC EXECUTIVE

PRESIDENT	Councillor Ben Geselbracht City of Nanaimo
FIRST VICE PRESIDENT	Director Vanessa Craig Regional District of Nanaimo
SECOND VICE PRESIDENT	Councillor Sarah Fowler Village of Tahsis
ELECTORAL AREA REPRESENTATIVE	Director Donna McMahon Sunshine Coast Regional District
DIRECTORS-AT-LARGE	Director Travis Hall Central Coast Regional District
	Councillor Tanille Johnston City of Campbell River
	Councillor Will Cole-Hamilton City of Courtenay
PAST PRESIDENT	Director Penny Cote Alberni-Clayoquot Regional District



PRESIDENT'S REPORT

Association of Vancouver Island and Coastal Communities

2023-2024

Welcome to the 2024 AVICC AGM & Convention in Victoria on the traditional lands of the Songhees and Esquimalt First Nations. The City of Victoria are our hosts, and the City of Langford and the Districts of Saanich and Highlands have contributed as co-hosts for the event. As President of AVICC I would like to thank these organizations for all their support in welcoming our members to their community.

Your AVICC Executive respectfully invites you all to join us in celebrating our coming together this weekend to celebrate 75 years of unified advocacy on behalf of local governments in our region. We would like to express our deep appreciation for our members and are truly grateful for the vast amount of time and energy spent to the benefit of our communities. We are proud that AVICC members are working towards the goal of building and developing inclusion, supporting the implementation of the TRC Calls to Action, and fostering First Nations' teachings and knowledge. AVICC has come a long way since 1950, and we acknowledge that there is a long way to go, working together towards true reconciliation. To represent the association's work over the past 75 years, and the work we will continue to do in the future, we have commissioned award-winning Indigenous Artist, Connie Watts, to design a special logo for this year's convention.

I encourage all Mayors, Chairs, Councilors, Regional District Directors, and First Nations Leaders to use this convention as an opportunity to meet and network with your colleagues. It is helpful to realize that you are not alone, and that if you have an issue to deal with, or a success to celebrate, that there is someone else that you can reach out to who understands and empathizes with your situation.

Elected to the AVICC Executive in 2016 and having had the honorable privilege of being your elected President for the past two years, I reflect on the many valuable friendships and knowledge gained. Attending our members' convention over the past 19 years of local government service has benefited and broadened my personal skillsets to work for my community and yours.

I give many thanks to your 2023-24 Executive who are a skilled, passionate, and hard-working group of individuals with whom I have had the honor to serve with on your AVICC Executive:

- 1st Vice President: Ben Geselbracht, City of Nanaimo
- 2nd Vice President: Vanessa Craig, Regional District of Nanaimo
- Director at Large: Sarah Fowler, Village of Tahsis
- Director at Large: Janet Dorward, District of Port Hardy
- Director at Large: Travis Hall, Central Coast Regional District
- Electoral Area Representative: Donna McMahon, Sunshine Coast Regional District
- Past President: Ian Morrison, Cowichan Valley Regional District

I want to make special mention of my colleague, Ian Morrison. Ian has been a steady and insightful member of the Executive for several terms and has been a most valuable mentor and friend to me as President. Ian will be made a Life Member this year, and I am truly grateful for him and his many contributions to AVICC, to local government, and to his community.

It is expected that the members of AVICC will benefit from the productivity of the 2023/24 Executive for many years to come through advocacy plans and networking opportunities. In 2022, AVICC members confirmed that AVICC should continue with its current core advocacy initiatives such as holding an annual convention, providing resolution assistance, letter writing on policy issues on behalf of members, and meeting with ministers and ministry staff on behalf of the membership. In addition, that we continue to provide and expand our role in acting as a 'facilitator' for initiatives that would benefit from more dialogue and education as informed by the membership's requests. It was also determined that AVICC would not take on the roles of lead/organizer for committee work and initiatives, of developing policy papers or managing programs. The AVICC Executive are all very approachable if you would like to hear more about what we do and how we support the organization please pull us aside we would gladly to talk to you. We will be providing an update on AVICC Advocacy later this weekend, and we have sent a survey to all members, asking them to let us know the issues in our communities that should be prioritized by the Association for advocacy work.

Your Executive did seriously consider the possibility of a hybrid convention for 2024. When all factors were considered, we decided on the in-person format we have today due to the additional costs and logistical requirements of holding a hybrid convention, as well as the potential impact a hybrid convention would have on the networking opportunities at the convention. In response to the Executive's desire to ensure that as many members as possible benefit from some of the educational sessions at the Convention, we will be video-recording six of these sessions so that all members can access them after Convention close.

In June of 2022 the decision was made that UBCM would no longer provide staffing or operational support for AVICC effective August 1, 2023. Theresa Dennison joined the AVICC team as our full time Executive Coordinator and Secretary-Treasurer in October 2022, as a UBCM employee contracted exclusively to AVICC. Her experience in the local Vancouver Island hospitality industry, combined with her experience as a local government administrator makes her a great fit to be our one and only AVICC employee. Immediately following last year's convention, she began work on transitioning AVICC to be a fully independent organization. The AVICC Executive met three times last spring and summer to support the transition, and on August 1, 2023 the transition was successfully completed, and AVICC hired Ms. Dennison to remain on as a full-time employee of AVICC. We would like to thank UBCM for their support throughout the transition.

Through the transition we identified the many administrative services and financial oversight formerly provided by UBCM. To ensure the Association maintained the same level of service and transparency for our members, we contracted retired UBCM Chief Financial Officer, Kathleen Spalek to advise us through the transition and to ensure business continuity. Ms. Spalek has been an incredible resource for the Association, and we are grateful for her support (including volunteering at our registration desk at this year's convention). It was also identified through the transition that the President of the Association would be required to take a more active role in the day-to-day operations. AVICC's President is now responsible for providing oversight and direction to the organization's Executive Coordinator, including, but not limited to, communication approvals, financial approvals, and general operational direction. The AVICC Executive recognized this work by approving a \$500 monthly stipend for the AVICC President. The Executive also amended AVICC's policy on Executive Expenses so that the per diem for virtual meetings is now the same as for in-person meetings in acknowledgement of the work involved

for the Executive. The AVICC Executive hosts one in-person Executive meeting per year outside of convention, with the rest taking place virtually – until 2020, the AVICC Executive only met in-person. This is yet another demonstration of how far we have come in the last 75 years!

The Union of BC Municipalities (UBCM) are strong partners of AVICC as they advocate with senior levels of government on your behalf. As President of the AVICC I have the privilege this year of being your representative on the UBCM Executive serving on the Environment Committee, and the Indigenous Relations Committee. The 2023/2024 UBCM elected Executive also include AVICC Executive member Councillor Sarah Fowler, who is the Small Communities Representative and AVICC member Councillor Sean Wood was also elected to the UBCM Executive as Director at Large, giving our membership a strong voice at UBCM. We will look forward to hearing from UBCM President Trish Mandewo with an update from UBCM.

AVICC also has a voice at the Federation of Canadian Municipalities table with AVICC members Director Daniel Arbour and Councillor Will Cole-Hamilton, who are FCM Board Members. We would like to thank them for advocating on behalf of our region at the federal level. Director Arbour will provide an update on FCM at this year's convention. Director Arbour also represents AVICC on the DFO's Aquaculture Management Advisory Committee (AMAC) for Shellfish and represented AVICC on a panel at the Salish Sea Symposium in January 2024 hosted by Transport Canada's Oceans Protection Plan.

Another of my AVICC appointments is to the Municipal Insurance Association of BC (MIABC) as the AVICC representative. I look forward to reporting out to the membership on MIABC 2023/2024 activity.

For the 2024/25 AVICC Election, we will repeat elections being held electronically, and candidate speeches being available online. Candidates nominated by the deadline, or from the floor will have the opportunity to work with AVICC staff to have their speech posted online while on-site at the convention. The Executive Election will also be available to all members, and not only the AVICC delegates at the convention this year.

In your package, you will find the annual audited financial statements, the 2024 budget and member dues, a report from the Nominating Committee for the 2024/25 Term, and the resolutions for consideration at this year's convention.

Your Executive has reviewed the revenues and expenses of AVICC during these uncertain and changeable times. AVICC continues to be a low cost and high value area association, with member dues and convention registrations remaining among the lowest when compared to the other area associations. Convention costs for this year's convention have increased significantly as compared to last year, and operational costs for the Association have increased as a result of the transition. The AVICC Executive moderately increased the convention registration costs to cover some of these increased expenses. When considering a member dues increase for this year, it was determined that we would maintain the same increase as in past years of 5% as we acknowledge that our members' expenses have also increased significantly. The Executive approved a deficit budget for 2024, rather than a greater increase to members, as upon consideration, the Association has sufficient surplus funds from previous years to cover this relatively modest deficit, and is in a strong financial position to move forward.

We are looking forward to a productive, educational, and thought-provoking convention, including the resolutions debate, political speakers, keynote, elections, and perhaps most importantly, networking with colleagues.

It has been my great honour to serve you and AVICC as President for 2023-24, as my final term as President. I trust you will greatly benefit from the convention lineup for the weekend ahead. I

am most looking forward to speaking with you in the meeting rooms and hallways of the conference centre.

I acknowledge the traditional territories of the Indigenous Peoples of the Coast Salish, Nuuchahnulth and Kwakwaka'wakw Peoples where our local governments are located. I am deeply grateful for the opportunity to work, live and play on these beautiful lands, and believe we are all one.

Respectfully yours,

A handwritten signature in black ink, appearing to read "P. Cote". The signature is fluid and cursive, with a large initial "P" and a stylized "Cote".

Penny Cote, AVICC President

Director, Area D – Sproat Lake, Alberni-Clayoquot Regional District

Financial Statements of

**ASSOCIATION OF VANCOUVER
ISLAND AND COASTAL COMMUNITIES**

And Independent Auditor's Report thereon

Year ended December 31, 2023



KPMG LLP

St. Andrew's Square II
800-730 View Street
Victoria, BC V8W 3Y7
Canada
Telephone (250) 480 3500
Fax (250) 480 3539

INDEPENDENT AUDITOR'S REPORT

To the Members of Association of Vancouver Island and Coastal Communities

Opinion

We have audited the financial statements of Association of Vancouver Island and Coastal Communities (the Entity), which comprise:

- the statement of financial position as at December 31, 2023
- the statement of operations and changes in net assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies (hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2023 and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the **"Auditor's Responsibilities for the Audit of the Financial Statements"** section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.



In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with Governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.
The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.



Association of Vancouver Island and Coastal Communities

Page 3

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

As required by the Societies Act (British Columbia), we report that, in our opinion, the accounting policies applied in preparing and presenting financial statements in accordance with Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding period.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, stylized font and is underlined with a single horizontal stroke.

Chartered Professional Accountants

Victoria, Canada

March 15, 2024

ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Statement of Financial Position

December 31, 2023, with comparative information for 2022

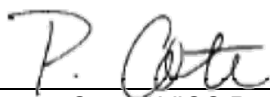
	2023	2022
Assets		
Current assets:		
Cash and cash equivalents (note 2)	\$ 383,540	\$ 431,306
Prepaid expenses	6,245	5,828
Accounts receivable	700	1,210
	<u>\$ 390,485</u>	<u>\$ 438,344</u>

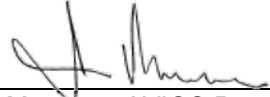
Liabilities and Net Assets

Current liabilities:		
Accounts payable and accrued liabilities	\$ 23,993	\$ 69,703
Deferred contributions (note 3)	37,567	57,039
	<u>61,560</u>	<u>126,742</u>
Net assets:		
Unrestricted	328,925	311,602
	<u>\$ 390,485</u>	<u>\$ 438,344</u>

See accompanying notes to financial statements.

On behalf of the Board:


Penny Cote, AVICC President


Ian Morrison, AVICC Past-President

ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Statement of Operations and Changes in Net Assets

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Revenue:		
Association dues	\$ 111,663	\$ 104,857
Annual meeting - registration	117,721	103,337
Annual meeting - sponsorships	70,500	83,580
Annual meeting - exhibits	7,200	12,600
Interest	22,076	8,940
Other (note 3)	7,097	-
	336,257	313,314
Expenses:		
Annual meeting	138,422	146,935
Union of BC Municipalities contract fees	66,186	83,416
Salaries and benefits	53,094	166
Executive meetings	20,376	24,160
Postage, office and miscellaneous	13,737	4,211
Professional fees	11,200	10,000
Consulting fees	11,059	-
Communication and staff travel	4,112	1,601
Insurance	748	-
	318,934	270,489
Excess of revenue over expenses	17,323	42,825
Net assets, beginning of year	311,602	268,777
Net assets, end of year	\$ 328,925	\$ 311,602

See accompanying notes to financial statements.

ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Statement of Cash Flows

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Cash provided by (used in):		
Operations:		
Excess of revenue over expenses	\$ 17,323	\$ 42,825
Changes in non-cash operating working capital:		
Increase in prepaid expenses	(417)	(3,828)
Decrease (increase) in accounts receivable	510	(1,141)
Increase (decrease) in accounts payable and accrued liabilities	(45,710)	33,464
Decrease in deferred revenue	-	(1,680)
Decrease in deferred contributions	(19,472)	-
Increase (decrease) in cash and cash equivalents	(47,766)	69,640
Cash and cash equivalents, beginning of year	431,306	361,666
Cash and cash equivalents, end of year	\$ 383,540	\$ 431,306

See accompanying notes to financial statements.

ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Notes to Financial Statements

Year ended December 31, 2023

Nature of operations:

Association of Vancouver Island and Coastal Communities (the "Association") is registered under the Societies Act (British Columbia) and is exempt from the requirement to pay income taxes. Its purpose is to promote autonomy within local government and to advance the principles of local government. The Association represents the various municipalities and regional districts of Vancouver Island, Powell River and the Sunshine and Central Coasts.

1. Significant accounting policies:

These financial statements are prepared in accordance with Canadian Accounting Standards for Not-For-Profit Organizations ("ASNPO") in Part III of the CPA Canada Handbook. The Association's significant accounting policies are as follows:

(a) Basis of presentation:

These financial statements present the financial position, results of operations and changes in net assets of the Association and, as such, do not include all the assets, liabilities, revenue and expenses of the members of the Association.

There is no provision in the accounts for income taxes as the activities of the Association are conducted on a not-for-profit basis.

(b) Cash and cash equivalents:

Cash and cash equivalents are defined as cash and highly liquid investments consisting of term deposits with original maturities at the date of purchase of three months or less.

(c) Revenue recognition:

The Association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount received can be reasonably estimated and collection is reasonably assured.

Annual meeting sponsorships, registration and exhibit revenues are recognized as revenue when the conference takes place.

Association dues are recognized as revenue in the year they are earned and collection is reasonably assured.

ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Notes to Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(d) Contributed materials and services:

Due to the difficulty in determining fair value, contributed materials and services are not recognized in the financial statements.

(e) Financial instruments:

Financial instruments are recorded at fair value on initial recognition and are subsequently recorded at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Association has not elected to carry any such financial instruments at fair value.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment.

(f) Capital assets:

In accordance with the ASNPO Handbook section 4433, *Tangible Capital Assets held by Not-for-profit Organizations*, and section 4434, *Intangible Assets held by Not-for-profit Organizations*, the Association has met the criteria to be considered a small organization and as such has not capitalized any expenditures. Capital assets and intangible assets owned by the Association but which have not been capitalized under this accounting policy include computer hardware and website costs. During the year, there were no acquisitions of capital assets (2022 - no acquisitions of capital assets or intangible assets).

(g) Use of estimates:

The preparation of financial statements in conformity with ASNPO requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Notes to Financial Statements (continued)

Year ended December 31, 2023

2. Cash and cash equivalents:

	2023	2022
Cash	\$ 158,904	\$ 217,482
MFA Money Market Funds	224,636	213,824
	<u>\$ 383,540</u>	<u>\$ 431,306</u>

3. Deferred contributions:

Deferred contributions include \$37,567 (2022 - \$44,665) of provincial grants restricted for the facilitation of the activities of the Treaty Advisory Committee. During the year, \$7,097 (2022 - nil) was spent on initiatives to increase relations and reconciliation between the Association members and our local First Nations. The remaining balance will be used for the purposes of continuing and offsetting costs of future reconciliation initiatives.

Also included in deferred contributions in 2022 was \$12,374 in contributions restricted for the activities of the Special Committee on Solid Waste Management. During the current year, the Executive Committee approved the transfer of the funds to the Regional District of Nanaimo to be held in reserve for use by the new Vancouver Island and Coastal Community Committee on Solid Waste and Circular Economy.

4. Municipal pension plan:

AVICC and its employee contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2022, the plan has about 240,000 active members and approximately 124,000 retired members. Active members include approximately 43,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Notes to Financial Statements (continued)

Year ended December 31, 2023

4. Municipal pension plan (continued):

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

AVICC paid \$3,735 (2022 - \$nil) for employer contributions while employees contributed \$3,454 (2022 - \$nil) to the plan in fiscal 2023.

The next valuation will be as at December 31, 2024, with results available in 2025.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

5. Financial risks and concentration of risk:

The Association's financial instruments consist of cash and cash equivalents, accounts receivable, accounts payable and accrued liabilities. The Association believes that it is not exposed to significant interest rate or cash flow risk arising from its financial instruments.

Liquidity risk is the risk that the Association will be unable to fulfil its obligations on a timely basis or at a reasonable cost. The Association manages its liquidity risk by monitoring its operating requirements. It prepares budget and cash forecasts to ensure it has sufficient funds to fulfil its obligations.

There has been no change to the risk exposures from 2022.

6. Employee and director remuneration:

The BC Societies Act has a requirement for the disclosure in the financial statements of the remuneration of directors, employees and contractors. For the period ending December 31, 2023, nine directors received remuneration totaling \$17,925, with amounts ranging from \$525 to \$6,900 per director (2022 - eleven directors received remuneration totaling \$15,375, with amounts ranging from \$525 to \$3,000 per director).

Association of Vancouver Island & Coastal Communities 75th Annual General Meeting & Convention

April 12-14, 2024 – Victoria Conference Centre, 720 Douglas Street, Victoria



PROGRAM Friday, April 12th, 2024

PRE-CONVENTION PROGRAM

8:00 am	Registration Desk Opens (Upstairs Lobby)
8:30 am – 11:30 am	Tour: Saanich Forestry Centre Tour (meet at Registration Desk)
8:30 am – 12:30 am	Tour: Metchosin Farm-to-Table Tour (meet at Registration Desk)
9:00 am – 11:30 am	Workshop: housing, Housing, HOUSING! (Carson Hall C)
11:30 am – 1:30 pm	Chiefs, Mayors and Chairs Forum and Lunch (Sidney Room)
11:30 am – 1:30 pm	Electoral Area Forum and Lunch (Colwood Room)
1:00 pm	Trade Show Opens (Upstairs Lobby and Carson Hall A)

AGM & CONVENTION MAIN PROGRAM – Carson Hall B & C

2:00 pm	Lekwungen Dancers Convention Welcome & Opening Remarks: President Penny Cote Indigenous Territorial Welcome Welcome from Host: Mayor Marianne Alto
2:20 pm	Nominating Committee Report: Past President Ian Morrison
2:25 pm	Provincial Address: Hon. Anne Kang, Minister of Municipal Affairs, and Parliamentary Secretary for Rural Development, Roly Russell
2:40 pm	Keynote Address: Diane Kalen-Sukra <i>Civic Leaders Unite: Addressing Culture Risk, Fostering Social Cohesion</i>
3:40 pm – 4:05 pm	Refreshment Break (Carson Hall A)
4:05 pm	Nominations from the Floor for Table Officers or Directors at Large
4:10 pm	Island Health Update: Leah Hollins, Chair, Island Health Board of Directors
4:15 pm	Connie Watts, Artist Statement
4:20 pm	Plenary Session: <i>The TRC Calls to Action: A Roadmap to Right Relationships</i>
5:30 pm	Final Comments and Wrap-Up, Door Prize Draw, Adjourn
5:30 pm – 7:30 pm	Welcome Reception (Upstairs Lobby and Carson Hall A)
5:30 pm	Voting for Table Officers or Directors at Large begins (voting is on-line)

PROGRAM

Saturday, April 13th, 2024

The Trade Show is Open from 7:15 – 3:00 pm today

- 7:00 am Breakfast Service Starts ([Upstairs Lobby](#))
- 7:30 am – 8:25 am Working Breakfast: *Inclusive Regional Governance:
Toward Shared Decision-Making on Regional District Boards* ([Carson Hall, B & C](#))
- 8:30 am Convention Day 2 – Opening Remarks
Address: UBCM President Trish Mandewo, Councillor, City of Coquitlam
- 8:45 am Annual Meeting and President's Address
- Convention Rules and Procedures
 - Minutes of 2023 Annual General Meeting
 - Annual Report
 - 2023 Audited Financial Statements
- 8:55 am Consideration of Resolutions, Session 1
- 9:50 am Municipal Finance Authority Update
- 9:55 am Island Corridor Foundation Update
- 10:05 am – 10:35 am Refreshment Break ([Carson Hall A](#))
- 10:30 am Voting for Table Officers or Directors at Large closes ([voting is on-line](#))
- 10:35 am Community Energy Association Update
- 10:50 am Consideration of Resolutions, Session 2
- 11:45 am Nominating Committee Report
Nominations from the Floor for Directors at Large or Electoral Area Representative
- 11:50 am Youth Representative Address
- 11:55 am CREST Emergency Communications Address
- 12:00 pm – 1:25 pm Delegates Lunch – Celebrating AVICC for 75 years!

CONCURRENT WORKSHOPS

- 1:30 pm – 2:30 pm #1 *Building Wildfire Resiliency in Coastal Communities* ([Carson Hall C](#))
- 1:30 pm – 2:30 pm #2 *First Nations Property Taxation* ([Sidney Room](#))
- 1:30 pm – 2:30 pm #3 *Open & Closed Meetings: Why Should You Care?* ([Colwood Room](#))
- 2:30 pm – 3:00 pm Refreshment Break ([Carson Hall A](#))
- 3:00 pm Voting for Directors at Large **OR** EA Representative opens ([voting is online if required](#))
- 3:00 pm Trade Show closes
- 3:00 pm – 4:30 pm #4 *The Future of Energy in BC* ([Sidney Room](#))
- 3:00 pm – 4:30 pm #5 *Oceans, Oceans, Oceans!* ([Colwood Room](#))
- 3:00 pm – 4:30 pm #6 *Vancouver Island Circular Economy: Turning Goals into Action* ([Carson Hall C](#))

BANQUET

- 6:30 pm – 11:00 pm Reception and Banquet ([Fairmont Empress, Palm Court and Crystal Ballroom](#))
- 7:30 pm Dinner Service and Remarks
- 9:00 pm Timebenders Experience Band

FINAL PROGRAM

PROGRAM

Sunday, April 14th, 2024

7:30 am – 8:30 am	Networking Breakfast (Carson Hall B & C, Upper Lobby)
7:30 am	Voting for Directors at Large OR EA Representative closes (voting is online if required)
8:30 am	Convention Day 3 – Opening Remarks Nominating Committee Report (if required) Nominations from the Floor for Electoral Area Representative (if required)
8:35 am	Municipal Insurance Association of BC Update – President Penny Cote
8:40 am	Federation of Canadian Municipalities Update – Director Daniel Arbour
8:45 am	Voting for Electoral Area Representative opens (voting is online if required)
8:50 am	E-Comm 911 Address
8:55 am	Plenary Session: <i>Striking the Balance: Engagement and Respect</i>
9:55 am	Green Party Leader, MLA Sonia Furstenau
10:05 am – 10:30 am	Refreshment Break (Upper Lobby)
10:30 am	Minister of Transportation & Infrastructure, Hon. Rob Fleming, MLA, Victoria-Swan Lake
10:35 am	AVICC Advocacy Update
10:50 am	Consideration of Resolutions and Late Resolutions, Third Session
11:00 am	Voting for Electoral Area Representative closes (voting is online if required)
11:45 am	Nominating Committee Report (as required) Installation of New AVICC Executive Remarks by President-Elect 2025 Convention Announcement Grand Prize Draw – BC Ferries Prize Package – Must Be Present to Win
12:00 pm	Adjourn & Safe Travels

THANK YOU TO OUR HOSTS

Special thanks are extended to the City of Victoria for hosting AVICC's 75th AGM & Convention, and to the City of Langford the Districts of Saanich, Highlands and Oak Bay and the Township of Esquimalt for their contributions. Our hosts helped with many aspects of the planning to make the 2024 Convention a success.

Thank you for making the Convention a great experience!



75th ANNIVERSARY COMMEMORATIVE LOGO

In honour of our 75th year, AVICC has commissioned a commemorative logo, designed by Connie Watts, artist of Nuuchah-nulth, Gitksan and Kwakwaka'wakw ancestry. The logo represents how far AVICC has come since 1950, towards inclusive governance, to the benefit of all community members. We are truly grateful for the time and energy spent by AVICC members to better our communities and look forward to a long future of unified advocacy on behalf of local governments as we work together towards true reconciliation.

ARTIST STATEMENT

In the first meeting with the President of the Association of Vancouver Island and Coastal Communities, Penny Cote shared the organizations' goals of building and developing inclusion, implementation of the TRC, and fostering First Nations' teachings and knowledge. As we spoke, inspiration filled my mind with images of the eagle and salmon; when these two creatures prosper it is a reflection of a balanced and healthy environment.

As I worked with the flow of the design, the eagle and salmon imagery complemented AVICC's logo of the mountains and water. My mind opened to my mom's lessons on how everyone has their gifts, and sharing of your gifts makes our communities stronger and wiser. This open way of seeing human beings, and the celebration of perspectives and inclusion brought the rainbow symbol into the design to honour the strength and ingenuity of the 2SLGBTQ+ community.



As I developed the artistic logo design for the AVICC's 75th anniversary, I reminisced of the many stories I heard as I grew up. The stories of the eagle's great knowledge and strength and the lessons he had to learn of humility and respect. Our people remembering when the salmon, during spawning season, filling our rivers so much that you could walk across. All of these were the foundation of this design that represents a renewed hope of working towards true reconciliation.

CONNIE WATTS BIOGRAPHY

Connie Watts is an interdisciplinary artist, writer, curator, educator and designer of Nuuchah-nulth, Gitksan and Kwakwaka'wakw ancestry. Born and raised in Campbell River, Connie has a Bachelor of Interior Design from the University of Manitoba, and a MFA from Emily Carr University (ECU). She continues to run her successful creative company, Chims Studios and for the last four years, has been the Associate Director, Aboriginal Programs, at ECU.

Her award-winning work is often rooted in forms and knowledge drawn from First Nations cultures, while her sculptural objects incorporate modern fabrication and design techniques. She has shown nationally and internationally. Connie's Interior Design and Management projects include the interior of the Songhees Wellness Centre and managing the Vancouver 2010 winter Olympics' Aboriginal Art Program. Connie has been affiliated with YVR Arts Foundation Board, Emily Carr Board of Governors, the British Columbia Arts Council, the First Peoples Cultural Council, the Vancouver Foundation and the Contemporary Art Gallery, among other institutions.

TRADE SHOW

HOURS

Friday 1:00 pm – 7:30 pm

Saturday 7:00 am – 3:00 pm

EXHIBITORS

BC Assessment

BC General Employees Union

BC Hydro

BC Lottery Corporation

BC Transit

CREST Emergency Communications

CUPE 8911 – Emergency Communications Professionals of BC

CUPE Vancouver Island

Disability Alliance BC

Firesmart BC/ BC Wildfire Service

FortisBC Energy

ICBC

Island Health & Health Networks

Managed Forest Council

Mosaic Forest Management

Private Forest Landowners Association

Rogers Communications

Stewardship Centre for BC

TELUS

Transport Canada – Oceans Protection Plan

Trans Mountain – **TRADESHOW SPONSOR**

Vancouver Island Economic Alliance

Victoria Residential Builders Association

Western Canada Marine Response Corporation

Western Forest Products

FINAL PROGRAM

SPONSORS

We wish to thank our sponsors for their contributions toward the 2024 AVICC Convention:

Banquet Entertainment

BC Lottery Corporation

Municipal Finance Authority

Keynote Speaker

Banquet Dinner

Young Anderson

Saturday Delegates Lunch

CREST Emergency Communications

Banquet Reception

Fortis BC

Chiefs, Mayors & Chairs Forum

Lidstone & Company Law Corporation

Sunday Morning Breakfast

ICBC

Program

BC Assessment

Friday Afternoon Refreshment Break

Private Forest Landowners Association

Saturday Morning Refreshment Break

Telus

Grand Prize

BC Ferry Services

Speaker Gifts

CUPE 8911 – Emergency Communications
Professionals of BC

Friday Welcome Reception

CUPE BC

Friday Opening Session

Island Health

Saturday Morning Breakfast

Municipal Insurance Association of BC

Sunday Morning Plenary Session

E-Comm 911

Saturday Afternoon Sessions

BC Hydro

Trade Show

Trans Mountain

Friday Morning Session

BC Council of Forest Industries (COFI)

Registration Services

Western Forest Products

Communications

Rogers Communications

Saturday Afternoon Refreshment Break

BC General Employees Union

Sunday Morning Refreshment Break

CUPE VI

Transportation

BC Transit

FINAL PROGRAM

SPEAKER GIFT DONATION

Historically, AVICC has provided gifts to our speakers to thank them for their participation in our convention. In 2022 and 2023, the AVICC Executive determined that rather than purchase gifts, that we donate to a local charitable organization that benefits the residents in our region.

This practice is being continued for 2024, and a donation will be made to The Mustard Seed Street Church, and to the Aboriginal Coalition to End Homelessness in lieu of Speakers Gifts. Please visit their websites to learn more about how these organizations benefit our communities.



The Mustard Seed Street Church has been essential in fighting hunger and restoring faith to people living in greater Victoria since 1975. Our operations include the region's largest and most accessible [Food Bank](#), the [Food Security Distribution Centre](#) that distributes over 2.4 million pounds of rescued and donated food, beverages and hygiene products via our food bank and 70+ local social support organizations. We also offer [Back-to-School](#) and [Christmas supports](#) for families, [Hospitality programs](#), services at [Hope Farm Healing Centre](#) near Duncan, and [Church services](#). Scan their QR code to make a personal donation to support the work they do.



The [Aboriginal Coalition to End Homelessness Society](#) (ACEHS) is a non-profit and registered charitable organization whose sole focus is to support Indigenous peoples experiencing homelessness. The work of the ACEHS is centered on the voices of Aboriginal peoples who have shared their immediate needs, lived experiences, and perspectives on solutions. Through building partnerships locally and island-wide, the ACEHS works to identify and address systemic and structural barriers, share information, resources, and lessons learned, while also providing cultural supports, connections, and housing stability. The role of the ACEHS is critical because there is not another Indigenous led organization on Vancouver Island that has ending Indigenous homelessness as its sole focus. The ACEHS has a vision to lead long-term systemic change to better meet the needs of our people living away from home and experiencing homelessness.

Our way is to care for all our people, from the youngest to the oldest. We are all one. Some of our people living away from home are suffering, isolated, and homeless. We stand together to end homelessness.

Visit <https://acehsociety.com/donate/> to donate.

KEYNOTE SPEAKER

KEYNOTE SPEAKER: DIANE KALEN-SUKRA

Civic Leaders Unite: Addressing Culture Risk, Fostering Social Cohesion **Friday, 2:40 pm**

Toxic culture is eroding our sense of belonging, community and well-being. Our capacity to collaborate and innovate together is also being undermined by the rising incivility and divisiveness. This poses a risk to our local governments and communities. We need each other to address the complex challenges facing our communities. To thrive, our local democracies depend on our ability to revive the art of living and working well together.

What unique role do civic leaders play in renewing civic culture? How can we do our part to foster social cohesion and rebuild the social fabric, ensuring our communities have the resilience to thrive in these turbulent times?



Diane Kalen-Sukra takes us on an inspiring journey, applying ancient wisdom and modern research to today's civic culture challenges. She empowers civic leaders to unite in rising above the toxic fog to foster the type of culture that supports good governance, sustainable community building and human well-being.

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Diane is an acclaimed author, speaker, and culture transformation expert, sharing insights from over two decades of senior leadership, including national CBC television producer, public sector executive and her award-winning tenure as city manager. Diane's published works include *Save Your City* and *Civic Resilience*, as well as regular columns in *Municipal World* and *Public Sector Digest*. Her most popular book, [*Save Your City: How Toxic Culture Kills Community and What to Do About It*](#) calls for a revival of civic values and civic education as key to fostering the type of culture that can sustain us, our democracy and our planet.

She is the founder of Kalen Academy, which offers online training for civic leaders. Her newsletter [*Civic Wisdom*](#), shares timeless principles and modern insights for current and aspiring leaders. Diane is an educator and certified culture transformation consultant, certified Emotional Intelligence EQ-i 2.0 practitioner and certified compassionate integrity facilitator. She has municipal law and administration training from the University of Victoria and is a Certified Municipal Clerk with the International Association of Municipal Clerks. Diane is a political science graduate of University of Toronto's Trinity College and earned a master's degree in political science from York University.

Diane was born with the gift of encouragement and desire for everyone to thrive and meet their potential. Her core belief is that as social beings, we flourish in healthy sustainable communities where good governance, servant leadership and compassionate culture support the well-being of all.

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Diane Kalen-Sukra will be available after her address to meet you and sign book copies. A limited number of copies of *Save Your City* are available. If you have your own book copy and would like it signed, please bring it with you. Watch the [book trailer](#) (1 min).

Delegates are invited to learn more about Diane's civility tour of local governments in her recent article [*Enough is enough: Say no to abuse of elected officials and staff*](#).

Join Diane Kalen-Sukra on [LinkedIn](#), [X](#), [Instagram](#) or her website: [DianeKalenSukra.com](#)

FRIDAY PRE-CONVENTION WORKSHOP

Housing, Housing, HOUSING!

Friday, 9:00am

Cost: \$30

The housing crisis in BC is urgent and demands substantive actions. Local governments across the Province are taking concrete steps to address the crisis and are collaborating for meaningful, focused partnerships with other levels of government, and public and private sector organizations to increase the housing supply in BC. This session, moderated by City of Duncan Mayor Michelle Staples and City of Courtenay Mayor Bob Wells, will cover a variety of housing related topics, highlighting the challenges and successes when addressing this crisis for all BC residents. The conversation will include insights for all local governments, from small, remote, rural and recreational communities to large urban centres, and everything in between.

The Ministry of Housing will provide an overview of the objectives and execution of the [Short-Term Rental Accommodations Act](#), with a particular focus on key considerations and implications for local governments. Lisa Helps will present an update on BC Builds from BC Housing. We will hear from Strathcona Regional District Director, Mark Vonesh, representing Area B – Cortes Island, who this year is to be the first community in BC to use the MRDT tax entirely for housing and who serves on the Strathcona RD who are in the midst of forming their own Housing Service. The Victoria Residential Builders Association (VRBA) will present the perspective of a panel of builders who will discuss the challenges and solutions for building new housing including the “missing middle” (townhomes, and small multi-family). Mayors Staples and Wells will then highlight successes to our housing and homelessness challenges as a result of deep levels of collaboration.

Join us for a solutions-based and multi-perspective discussion on how all local governments can take collaborative action to improve the housing supply in our region to the benefit of all BC residents!

MODERATORS:

Michelle Staples, Mayor, City of Duncan

Bob Wells, Mayor, City of Courtenay

PRESENTERS:

Hannah Rabinovitch, Director, Housing Policy Branch, Ministry of Housing, Province of BC

Lisa Helps, Executive Lead Project Origination and Process Innovation | BC Builds, BC Housing

Mark Vonesch, Director, Strathcona Regional District, Area B – Cortes Island

Casey Edge, Executive Director, Victoria Residential Builders Association

Mike Dalton, President, CITTA Construction Ltd & President, Victoria Residential Builders Association

Dusty Delain, Owner, Amity Construction & Past President, Victoria Residential Builders Association

Michelle Staples, Mayor, City of Duncan

Bob Wells, Mayor, City of Courtenay

Erin Kapela, Cowichan Tribes

FRIDAY PLENARY SESSION

The TRC Calls to Action: A Roadmap to Right Relationships

Friday, 4:20 pm

Relationships between Indigenous communities and local governments have never been more important. The Truth and Reconciliation Commission (TRC) Calls to Action, developed in 2015 by residential school survivors, provide a roadmap to creating right relationships between Indigenous and non-Indigenous communities – local governments have a critical role in implementing them.

Women Transforming Cities recently published a report "[The TRC Calls to Action in BC Municipalities: Progress, Barriers, and Opportunities to Accelerate Implementation](#)." In this session, one of the report authors will share key findings from this research. Panelists representing legal, local government, and First Nations perspectives will share insights including success stories, lessons learned, how the TRC Calls to Action relate to UNDRIP, how local governments can implement them, and how the Calls to Action can provide a framework for navigating the complexities of Indigenous-government relations.

INTRODUCTION

Gundaynuxv Travis Hall, AVICC Director at Large, Director, Central Coast Regional District

MODERATOR & PRESENTER

Clara Prager, Campaign Lead for WTC, is from a small town in Syilx Okanagan territory but now calls Musqueam, Squamish, and Tsleil-Waututh territories home. She has been interested in how local governments work from a young age. Clara brings a decade of experience in policy analysis, research, communications, community engagement, and grassroots organizing to her role at WTC. Her interdisciplinary BA from UBC focused on Canadian policy, history, and Indigenous studies. She is grateful for the many Indigenous peers who contributed to her learning by sharing knowledge with her throughout her degree and her work with government and Indigenous non-profits.

PANELISTS

John Alan Jack, Sayaačath, has served as Chair of the Alberni-Clayoquot Regional District (ACRD) since 2016 and is the elected Chief Councillor for the Huu-ay-aht First Nations (HFN). His community is a party to the Maa-nulth Final Agreement (Treaty) which grants the HFN a seat on the ACRD Board. Chair Jack was first elected to the HFN in 2009 and was re-elected in 2011 shortly after the effective date of the Treaty.

Trina Isakson, Councillor, City of Powell River, grew up in Secwépemc territory (Salmon Arm, BC), moved to łaʔamin (Tla'amin) territory in 2018. Previously, she helped facilitate public engagement related to a possible name change for Powell River. Her professional work is as a facilitator with community groups on strategic planning, implementing changes, or dealing with conflict. Trina has taught a variety of university courses and she holds an MBA in community economic development.

Reece Harding, partner at Young, Anderson, has practiced local government law for over 30 years. His practice includes judicial review, administrative, Aboriginal, assessment and taxation law, natural hazard risk avoidance, governance, and codes of conduct. He has appeared on behalf of local governments at all levels of court. Reece was appointed by the City of Surrey in 2020 as BC's first local government ethics commissioner pursuing his ongoing interest in governance, conflict resolution and ethical conduct.

[Women Transforming Cities](#) is dedicated to advancing equity within local communities. For over ten years they have worked alongside people and movements who have historically been excluded to create communities where everyone can belong, participate, and thrive. WTC provides accessible civic literacy training, promotes equitable community engagement, conducts research into barriers to participation, and collaborates with local governments to advance inclusive policies.

SATURDAY PLENARY SESSION

Inclusive Regional Governance: Toward Shared Decision-Making on Regional District Boards **Saturday, 7:30am**

There are several successful examples of First Nations Governments participating in regional governance as part of regional district boards, but these are either pursuant to modern treaties or by special legislation outside of the *Local Government Act* (the 'Act'). The Act, other than one antiquated and unused section, narrows participation of First Nations Governments to those with treaty provisions allowing them to participate. This session will describe how this is a lost opportunity and what is being done to explore options to include First Nations Governments whose predecessors practiced sophisticated governance for thousands of years prior to and for a significant time after contact.

In March 2023, as part of the Province's Action Plan under the *Declaration of the Rights of Indigenous Peoples Act*, the Ministry of Municipal Affairs awarded 5 regional districts a grant to engage with First Nations to explore how to enable First Nations to join regional boards as voting members, outside the treaty process. The intent is that these discussions will identify key themes, interests and questions that will assist in the development of legislation to meet the varied needs of First Nations and regional governments. This panel discussion will explore the background of the inclusive regional governance initiative in B.C., discuss progress made so far, and envision opportunities for better governance models in the future.

PRESENTERS:

John Alan Jack has served as Chair of the Alberni-Clayoquot Regional District (ACRD) since 2016 and is the elected Chief Councillor for the Huu-ay-aht First Nations (HFN). His community is a party to the Maa-nulth Final Agreement (Treaty) which grants the HFN a seat on the ACRD Board. Chair Jack was first elected to the HFN in 2009 and was re-elected in 2011 shortly after the effective date of the Treaty.

Douglas Holmes joined the Regional District of Nanaimo as CAO in 2021. He started in local government in 1995 and has served both 'RDs' and Municipalities. He has participated on several panels and working groups, including in relation to amendments in legislation and inclusive governance. Mr. Holmes is a CPA and has a business degree from SFU. He currently serves as Vice President on the Board of the Local Government Management Association of BC.

Carolyn Kamper was appointed Assistant Deputy Minister (ADM) of the Negotiations and Regional Operations Division in July 2023. Prior to this position, she held two different ADM roles in the Ministry of Children and Family Development: ADM, Strategic Integration, Policy and Legislation Division (2020 to 2023) and ADM of the Strategic Priorities division (2017 to 2020). Carolyn has worked in both the private and public sectors. During her 20-plus year career with the BC Public Service, Carolyn provided leadership on several large transformational initiatives across the social, health and resource sectors.

Brent Mueller, Director, Ministry of Municipal Affairs, was born, and has been fortunate to have lived, worked, and played on various traditional territories, in British Columbia. This year marks over 30-years working for the Province in areas including regional planning, intergovernmental relations, rural community development, dispute resolution, climate change and for the last several years Local Government-First Nation relations. He has a BA from SFU and an MA from UVIC both in political science. His interests include soccer, gardening, and spending quality time with his wonderful daughter Mackenzie, a recent UVIC Grad and a marine biologist with the federal Department of Fisheries and Oceans, and his dog Koda.

SUNDAY PLENARY SESSION

Striking the Balance: Engagement and Respect

Sunday, 8:55 am

This session is designed for elected officials (and those that support them), exploring strategies aimed at enhancing community engagement and fostering a culture of respect. Through a blend of interactive discussions, and expert led discussions this session will equip attendees with actionable tools to balance effective public communication, conflict resolution, and collaborative community efforts. It underscores the importance of establishing clear boundaries to secure respectful interactions and mitigate potential violent scenarios, crucial for both personal safety and the integrity of the democratic process.

PRESENTER:

Tracey Lorenson, award-winning speaker, is known for her humour and candour in helping her clients manage difficult situations. Her warm, energetic style combines her leadership experience, practical advice and real-life examples that resonate with audiences of all levels. With a keen interest in problem solving, Tracey has developed a series of proven techniques that help organizations identify their issues and take action to improve their dynamics and decision making.

Tracey has worked with local governments in a variety of capacities for more than 25 years. After 6 years of practicing workplace law in the public sector, Tracey served as Executive Vice President of E-Comm, provider of 911 fire, police and ambulance services for local governments in southern BC. In her current role as the Principal in the management consulting firm Paragon Strategic Services Ltd, and CivicExcellence Tracey improves her clients' ability to perform by working with both elected and staff on areas that include conflict resolution, strategic planning, and leadership training.

In the past three years alone Tracey has facilitated more than 25 strategic plans for local governments throughout Canada and worked with individuals from more than 150 communities.

A sought-after facilitator and lecturer, Tracey has spoken extensively on a variety of topics including leadership, strategic planning, human resources, governance, and developing regional strategies. In addition, she has lectured at UBC's Faculty of Law, Royal Roads University, Capilano University, the Justice Institute of BC, the Local Government Leadership Academy and is a member of the faculty for BC's Local Government Management Association's MATI programs.

Tracey has partnered with the Canadian Association of Municipal Administrators (CAMA) and BC's Local Government Management Association (LGMA) to develop and deliver an ongoing series of more than 25 different web trainings for local government professionals nationwide. Most recently Tracey has partnered with other industry experts to launch CivicExcellence an online collaboration and E-learning community for local government elected and staff across Canada

PLENARY UPDATE SESSIONS

Island Corridor Foundation Update

Saturday, 9:55 am

Daniel Arbour will provide an update on the Corridor visioning initiative supported by the Province of BC. The ICF, which is a partnership between 5 regional districts and 14 First Nations, owns the 290km rail corridor linking Victoria to Port Alberni and Courtenay.

PRESENTER

Daniel Arbour, Co-Chair, Island Corridor Foundation, Director, Comox Valley RD, Area A

Community Energy Association Update

Saturday, 10:35 am

Local governments are facing increasing impacts and costs associated with climate change, and collaborative approaches are more important than ever. The Community Energy Association (CEA) is a non-profit that accelerates bold action by local governments and Indigenous communities related to climate and energy. CEA is the secretariat to the Vancouver Island and Coastal Communities Climate Leadership (VICC-CL) Steering Committee, which aims to connect local elected officials and staff from diverse communities in the VICC region and empower them to accelerate their work on climate change and meet their goals by sharing best practices, collaborating on problem solving and advocating to other orders of government. Together, CEA and VICC-CL are launching an inaugural virtual VICC Climate Summit in May 2024 that will bring together local government staff and elected officials from across the region to share, learn, and collaborate on regional climate solutions.

PRESENTER

Katherine Pearce, Climate Collaboration Coordinator, Community Energy Association

Federation of Canadian Municipalities Update

Sunday, 8:40 am

The Federation of Canadian Municipalities (FCM) is the national voice of local governments in Ottawa. This update will touch on new FCM programs secured in the past year and include a brief update on the future of federally-supported local government infrastructure programs.

PRESENTER

Daniel Arbour, FCM Director at Large, Director, Comox Valley RD, Area A

AVICC Advocacy Update

Sunday, 10:35 am

The primary function of AVICC is to advocate on behalf of, and for our members. After holding a strategic planning session in 2021, your Executive presented the results at the 2022 Convention, and membership endorsed an AVICC Advocacy Policy. This direction and the resolutions each year inform AVICC's advocacy priorities. Hear from members of the AVICC Executive with an update on the actions taken by AVICC towards advocacy, and the advocacy plans for the future.

PRESENTERS

Penny Cote, Director, Alberni-Clayoquot RD, AVICC President

Ben Geselbracht, Councillor, City of Nanaimo, AVICC 1st Vice President

SATURDAY CONCURRENT WORKSHOPS

Open and Closed Meetings – Why Should You Care?

Saturday, 1:30 pm – Colwood Room

The most important and powerful duties and functions of a local government must be performed and exercised by its council or board, and an act or proceeding of the council or board is not valid unless it is authorized or adopted by a resolution or bylaw at a meeting. For these reasons, understanding what constitutes a meeting, whether a meeting must be open or closed, what may transpire at a meeting, and where and when the meeting can be held, are extremely important.

This session will explore these rules, which apply to municipalities, regional districts and the Islands Trust, as well as committees, commissions, boards of variance, parcel tax roll review panels, and other bodies set out in local government legislation.

PRESENTER

Joseph Scafe, Partner, Young Anderson Barristers & Solicitors

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First Nation Property Taxation & Assessment

Saturday, 1:30 pm – Sidney Room

For the last forty-five years, First Nations in Canada have been developing property tax jurisdiction on their lands, and has witnessed remarkable growth in the past three decades.

This growth has been coupled by increased commercial and residential development, especially in urban areas where there is often a shortage of developable land. Development and tax jurisdiction provides a significant economic and fiscal benefit for First Nation communities and adjacent jurisdictions. The growth in First Nation property taxation is largely attributable to the work of First Nations leadership that are leading the way in expanding jurisdiction, the First Nations Tax Commission (FNTC), which has provided leadership and regulatory support, and the involvement of key regional assessment service providers such as BC Assessment.

This joint presentation between BC Assessment and the FNTC is designed to provide information on real estate development occurring on First Nation Land and the regulatory frameworks that support First Nation taxation. Special focus will be provided on the BC experience which has over 100 taxing First Nations.

PRESENTERS

Bill Dawson, Manager, First Nations Customers, BC Assessment

Trenton Paul, Director of First Nation Engagement and Law Review, First Nations Tax Commission

SATURDAY CONCURRENT WORKSHOPS

Building Wildfire Resiliency in Coastal Communities

Saturday, 1:30 pm – Carson Hall B/C

British Columbia is experiencing a serious and sustained increase in extreme wildfire behaviour and fire events particularly in the wildland-urban interface. More human activity and development is taking place in or near forests, creating greater consequences for the socioeconomic health and safety of citizens and visitors. At the same time, the impacts of climate change are increasing, fire size and severity are increasing, and fire seasons are becoming longer.

Prevention is more than stopping new, human-caused fires. FireSmart is based on the premise of shared responsibility and on promoting the integration and collaboration of wildfire prevention and mitigation efforts. All partners and stakeholders have a role to play.

This session will provide an overview of the resources and information available to governments, First Nations, businesses, and individuals to help prepare communities for the potential of wildland-urban interface fire.

MODERATOR

Sarah Fowler, Councillor, Village of Tahsis, AVICC Director at Large

PRESENTERS

Alan Berry, Senior Wildfire Officer Prevention, BC Wildfire Service – Coastal Fire Centre

Jessica Hawksworth, Wildfire Prevention Officer, BC Wildfire Service – Coastal Fire Centre

Jonathan Reimer, Manager, Emergency Programs, Protective Services, Capital Regional District

Willow Bloomquist, Fire Prevention Officer, Dashwood Volunteer Fire Department

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The Future of Energy in BC

Saturday, 3:00 – 4:30 pm – Sidney Room

As BC municipalities grapple with the challenges of rapid population growth, critical economic development, and ambitious climate targets, the need for reliable decarbonized energy has never been greater. Join this session where executives from BC's largest energy utilities will discuss their shared commitments to delivering low-carbon affordable energy to achieve the province's CleanBC Roadmap to 2030.

MODERATOR

Bruce Williams, President, Victoria Chamber of Commerce

PRESENTERS

Diana Stephenson, Senior Vice-President of Customer & Corporate Affairs, BC Hydro

Doug Slater, Vice-President External Relations & Regulatory Affairs, Fortis BC

SATURDAY CONCURRENT WORKSHOPS

Oceans, Oceans, Oceans!

Saturday, 3:00 – 4:30 pm – Colwood Room

With so many British Columbians living in coastal communities, there is a lot at stake in protecting our oceans and coasts. We rely on our oceans for food, jobs, clean air and much more. Our stewardship of this important natural resource is part of our social fabric and is woven into the vast history of maritime and Indigenous traditions. This session will highlight some of the organizations working tirelessly to provide us with resources and solutions to help keep our oceans sustainable into the future.

Transport Canada's Oceans Protection Plan (OPP) is a national, whole-of-government plan to protect our oceans and coastlines. The session will first provide an overview of the Renewed Oceans Protection Plan including the Salish Sea Strategy. It will then explore in more detail actions to address wrecked, abandoned, or hazardous vessels on the coast, including the *Wrecked, Abandoned or Hazardous Vessels Act*.

The Pacific Salmon Foundation (PSF) / University of British Columbia's Strait of Georgia Data Centre collates and visualizes nearshore and marine data. For coastal municipalities, this means greater access to important information for decision making. This clinic will spotlight the Marine Reference Guide (MRG), an interactive data visualization tool, as well as data from the Resilient Coasts for Salmon project that will show the extent of coastal modification across the east coast of Vancouver Island. Join us to explore the MRG's many layers of ecological, anthropogenic, and oceanographic data, and how these data can inform our interactions with the sea.

The BC Seafood Alliance will share information about the Northern Shelf Bioregion Network Action Plan (NSB NAP) that was endorsed by the Minister of Fisheries in February 2023. The NSB stretches from Campbell River to the Alaska Border. The current NSB Plan will have severe social and economic impacts on coastal communities that may be irreversible. This session aims to highlight the issue and the solutions the sector is proposing to ensure vibrant and sustainable coastal economies for generations to come.

MODERATOR

Vanessa Craig, Chair, RD Nanaimo, AVICC 2nd Vice President

PRESENTERS

Lauren Lavigne, Manager, Ocean Protection Plan Engagement Hub, Transport Canada

Ryan Greville, Manager, Navigable Waters Protection Program, Transport Canada

Kyla Sheehan, Project Manager, Resilient Coasts for Salmon, Pacific Salmon Foundation

Ben Skinner, GIS Specialist, Marine Science Program, Pacific Salmon Foundation

Grant Dovey, Vice President, BC Seafood Alliance

Mike Atkins, Treasurer, BC Seafood Alliance

SATURDAY CONCURRENT WORKSHOPS

Vancouver Island Circular Economy: Turning Goals into Action

Saturday, 3:00 – 4:30 pm – Carson Hall B/C

The [Circular Economy Accelerator Program](#) concluded its pilot program in the summer of 2023 spurring the transition to a sustainable, resilient economy and positioning Vancouver Island and Sunshine Coast as leaders in the circular economy. The program – the first of its kind in Canada – was designed to support businesses who seek to adopt circular economy principles, reduce waste and emissions, and develop innovative practices while increasing revenue and reducing operational costs.

The program was delivered by the Vancouver Island Coast Economic Developers Association (VICEDA) in partnership with the Synergy Foundation with support from Island Coastal Economic Trust and VICEDA regional partners, including the City of Campbell River, City of Nanaimo, Cowichan Valley Regional District, Gabriola Island Chamber of Commerce, Municipality of North Cowichan, City of Port Alberni, and Sunshine Coast Regional Economic Development Organization.

A panel discussion will provide highlights from pilot, share the perspective of local government economic development officers, the private sector and non-profit partners, as well as highlighting the cumulative reductions in waste and emissions. The Synergy Foundation and VICEDA are currently exploring opportunities for Phase 2 of the Circular Economy Accelerator Program.

MODERATOR

Jill Doucette, Executive Director, Synergy Foundation

PRESENTERS & PANELISTS

Georgia Lavender, Director, Program Operations, Synergy Foundation

Amrit Manhas, Economic Development Officer, City of Nanaimo

Tom Kinnear, Manager, Duncan Paving Co.

PROGRAM SPONSOR





ANNUAL REPORT AND RESOLUTIONS PACKAGE

TO BE CONSIDERED AT THE 76th ANNUAL MEETING

APRIL 11 – 13, 2025

Vancouver Island Conference Centre, 101 Gordon St., Nanaimo BC

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Report on the 2025 Late Resolutionsto be distributed on-site at Convention

[2024 AGM Minutes \(Draft\)](#) emailed to members separately from this package

Association of Vancouver Island & Coastal Communities 76th Annual General Meeting & Convention

April 11-13, 2025 – Vancouver Island Conference Centre,
101 Gordon Street, Nanaimo B.C.



PROGRAM Friday, April 11th, 2025

PRE-CONVENTION PROGRAM

8:00 am	Registration Desk Opens (Newcastle Island Lobby)
8:30 am – 11:30 am	Tour: <i>Revitalization and Reconciliation</i> (meet at Registration Desk)
9:00 am – 11:30 am	Tour: <i>Regional Landfill</i> (meet at Registration Desk)
9:00 am – 11:30 am	Workshop: <i>Community Healthcare Solutions</i> (Shaw Auditorium)
11:30 am – 1:30 pm	Chiefs, Mayors and Chairs Forum and Lunch (Nanaimo River Room)
11:30 am – 1:30 pm	Electoral Area Forum and Lunch (Departure Bay Room)
1:00 pm	Trade Show Opens (Mt. Benson Ballroom A/B)

AGM & CONVENTION MAIN PROGRAM – [Mt. Benson Ballroom C/D](#)

2:00 pm	Convention Welcome & Opening Remarks: AVICC President Ben Geselbracht Blessing – Honoured Elder Geraldine Manson O' Canada Welcome from Hosts: Nanaimo Mayor Leonard Krog and RDN Chair Vanessa Craig Provincial Welcome and Address: Minister of State for Local Governments and Rural Communities, Hon. Brittney Anderson
2:25 pm	Nominating Committee Report: Past President Penny Cote Municipal Finance Authority BC Update
2:30 pm	Keynote Address: Keith Baldrey & Vaughn Palmer: <i>B.C. Political Pulse</i>
3:30 pm – 3:55 pm	Refreshment Break (Newcastle Island Lobby & Mt. Benson Ballroom A/B)
3:55 pm	Island Health Update: Leah Hollins, Chair, Island Health Board of Directors
4:00 pm	Nominations from the Floor for Table Officers and Candidate Speeches
4:10 pm	Provincial Address: Minister of Health, Hon. Josie Osborne
4:25 pm	E-Comm 911 Update
4:30 pm	Plenary Session: <i>Regional District Legislation: A Roadmap</i>
5:30 pm	Final Comments and Wrap-Up, Door Prize Draw, Adjourn
5:30 pm – 7:30 pm	Welcome Reception (Newcastle Island Lobby & Mt. Benson Ballroom A/B)
5:30 pm	Voting for Table Officers begins (voting is on-line if required)

PROGRAM

Saturday, April 12th, 2025

The Trade Show is Open from 7:15 am – 3:00 pm today

7:15 am	Breakfast Service Starts (Upstairs Lobby)
7:30 am – 8:30 am	Working Breakfast: <i>Towards Prosperity for All: Redefining Regional and Community Economic Development</i> (Mt. Benson Ballroom C/D)
8:30 am	Convention Day 2 – Opening Remarks (Mt. Benson Ballroom C/D) Annual General Meeting and President's Address ○ Convention Rules and Procedures ○ Minutes of 2024 Annual General Meeting ○ Annual Report ○ 2024 Audited Financial Statements
8:40 am	Municipal Insurance Association Update
8:45 am	Federation of Canadian Municipalities Update: Will Cole-Hamilton
8:55 am	Consideration of Resolutions, Session 1
9:45 am	UBCM President Address: Trish Mandewo
10:05 am – 10:30 am	Refreshment Break (Newcastle Island Lobby & Mt. Benson Ballroom A/B)
10:30 am	Voting for Table Officers closes (voting is on-line if required)
10:30 am	ICET Update: <i>Transforming Coastal Economic Development — A Path to Co-Governance and Sustainable Investment</i>
11:00 am	Consideration of Resolutions, Session 2
11:50 am	Nominating Committee Report Nominations from the Floor for Directors at Large and Candidate Speeches
12:00 pm	BCLC – Fun & Games!
12:10 pm	CREST Emergency Communications Address
12:15 pm – 1:25 pm	Delegates Lunch
1:00 pm – 4:30 pm	Private Governance Conversations with Eli Mina

CONCURRENT WORKSHOPS

1:30 pm – 2:30 pm	#1 <i>Urban Matters: The Conversation We've Been Waiting For: Solutions Through Collective Learning</i> (Nanaimo River Room)
1:30 pm – 2:30 pm	#2 <i>Local Governments & the TRC Calls to Action: A Legal Overview</i> (Dodd Narrows Room)
1:30 pm – 2:30 pm	#3 <i>Taking Stock of the Trade War: Local Government Impacts</i> (Shaw Auditorium)
2:30 pm – 3:00 pm	Refreshment Break (Newcastle Island Lobby & Mt. Benson Ballroom A/B)
3:00 pm	Voting for Directors at Large opens (voting is online)
3:00 pm	Trade Show closes
3:00 pm – 4:30 pm	#4 <i>21 Things® You Need to Know About Indigenous Self Government</i> (Dodd Narrows Room)
3:00 pm – 4:30 pm	#5 <i>Community Housing Solutions</i> (Nanaimo River Room)
3:00 pm – 4:30 pm	#6 <i>Amplify Climate Solutions through Regional Collaboration</i> (Shaw Auditorium)

BANQUET

6:30 pm – 11:30 pm	Reception and Banquet (Newcastle Island Lobby & Mt. Benson Ballroom)
7:30 pm	Dinner Service and Remarks
9:00 pm	Big Easy Funk Ensemble Band

PROGRAM

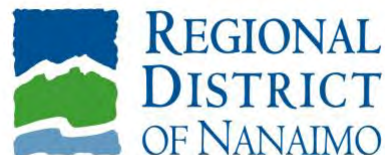
Sunday, April 14th, 2024

7:30 am – 8:30 am	Networking Breakfast (Mt. Benson Ballroom & Newcastle Island Lobby)
7:30 am	Voting for Directors at Large closes (voting is online)
8:30 am	Convention Day 3 – Opening Remarks Nominating Committee Report Nominations from the Floor for Electoral Area Representative and Candidate Speeches
8:40 am	Provincial Address (TBC)
9:00 am	Voting for Electoral Area Representative opens (voting is online if required)
9:00 am	Plenary Session: <i>Meeting Rules and Responsible Governance</i>
10:30 am	Student Delegate Address
10:35 am – 11:00 am	Refreshment Break (Newcastle Island Lobby)
11:00 am	Consideration of Resolutions and Late Resolutions, Third Session
11:00 am	Voting for Electoral Area Representative closes (voting is online if required)
11:50 am	Nominating Committee Report (as required) Installation of New AVICC Executive Remarks by President-Elect 2026 Convention Announcement Grand Prize Draw- BC Ferries Prize Package– Must Be Present to Win
12:00 pm	Adjourn & Safe Travels

THANK YOU TO OUR HOSTS

Special thanks are extended to the City of Nanaimo and the Regional District of Nanaimo for hosting AVICC's 76th AGM & Convention. Our hosts helped with many aspects of the planning to make the 2025 Convention a success.

Thank you for making the Convention a great experience!



TRADE SHOW



TRADE SHOW HOURS

Friday 1:00 pm – 7:30 pm
Saturday 8:00 am – 3:00 pm

EXHIBITORS

- ◇ BC Assessment
- ◇ BC Council of Forest Industries
- ◇ BC Ferries
- ◇ BC Hydro
- ◇ BC Lottery Corporation
- ◇ BC Nurses Union
- ◇ BC Salmon Farmers
- ◇ BC Transit
- ◇ BCAA / E-Volve Bike Share
- ◇ CREST Emergency Communications
- ◇ CUPE BC
- ◇ CUPE Vancouver Island District Council
- ◇ Emergency Communications Professionals of BC - CUPE Local 8911
- ◇ Fair Care Alliance
- ◇ FortisBC Energy
- ◇ Insurance Corporation BC
- ◇ Indigenous Corporate Training
- ◇ Interchange Recycling
- ◇ Island Health & Health Networks
- ◇ Leadership V.I.
- ◇ VI Regional and Greater Victoria Public Libraries
- ◇ Managed Forest Council
- ◇ McElhanney
- ◇ Mosaic Forest Management
- ◇ Oceans Protection Plan – Transport Canada
- ◇ Private Forest Landowners Association
- ◇ South Island Prosperity Partnership
- ◇ Trans Mountain – TRADESHOW SPONSOR
- ◇ Urban Systems & Urban Matters
- ◇ Vancouver Island Economic Alliance
- ◇ Western Canada Marine Response Corporation
- ◇ Western Forest Products

SPONSORS

We wish to thank our sponsors for their contributions toward the 2025 AVICC Convention:

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South Island Prosperity Partnership

Friday Welcome Reception
CUPE BC

GOLD SPONSORS

Keynote Speaker
Municipal Finance Authority of BC

Delegates Lunch
CREST Emergency Communications

Saturday Morning Breakfast
Municipal Insurance Association of BC

Banquet Dinner
Young Anderson

Friday Opening Session
Island Health

Friday Plenary Session
E-Comm 911

SILVER SPONSORS

Banquet Reception: Fortis BC

Chiefs, Mayors & Chairs Forum:
Lidstone & Company

Sunday Morning Breakfast: ICBC

Trade Show: Trans Mountain

Friday Morning Session:
BC Council of Forest Industries (COFI)

BRONZE SPONSORS

Program: BC Assessment

Communications: Urban Systems/ Urban Matters

Registration Services: Western Forest Products

Transportation: BC Transit

EA Directors Forum: Fair Care Alliance

In-Session Coffee Refresh Sponsor: McElhanney

Speaker Gifts: Emergency Communications Professionals of BC

Friday Afternoon Refreshment Break: Private Forest Landowners Association

Saturday Morning Refreshment Break: Interchange Recycling

Saturday Afternoon Sessions: BC Hydro

Saturday Afternoon Refreshment Break: BCAA / E-Volve Bike Share

Sunday Morning Refreshment Break: CUPE VIDC

Grand Prize: BC Ferry Services

SPEAKER GIFT DONATION



Historically, AVICC has provided gifts to our speakers to thank them for their participation in our convention. Since 2022, the AVICC Executive determined that rather than purchase gifts, that we donate to a local charitable organization that benefits the residents in our region.

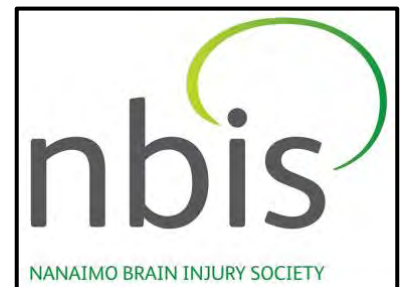
This practice is being continued for 2025, and a donation will be made to The Loaves and Fishes Food Bank, and to the Nanaimo Brain Injury Society in lieu of Speakers Gifts. Please visit their websites to learn more about how these organizations benefit our communities.



Loaves & Fishes Food Bank works to solve the crisis of food insecurity by using the problem of food waste to benefit people in need across Vancouver Island, serving individuals from Nanaimo to Port Hardy and providing food to over 100 other charities, food banks, schools and Indigenous communities across Vancouver Island. In 2022 over \$6.9 million worth of food was provided for people in need, reaching over 30 communities across Vancouver Island.

Visit <https://nanaimoloavesandfishes.org/donate> to learn more or to make a donation.

The Nanaimo Brain Injury Society (NBIS) is a registered non-profit society and registered charitable organization. We are a progressive society providing support, education and connection for people living with brain injury since 1988 through education, advocacy, and community support. Energetic and dedicated, our society members, volunteers, board of directors and staff give the society a firm foundation on which we build positive relationships with clients, family members and our wider community.



Visit <https://nbis.ca/donate/> to learn more or to make a donation.

KEYNOTE SPEAKERS

KEYNOTE SPEAKERS: KEITH BALDREY & VAUGHN PALMER

B.C. Political Pulse

Friday, 2:30 pm

You'll hear the most current insights from two of BC's leading political commentators who will debate, entertain, and discuss the key issues impacting the BC region within the current political landscape – locally, provincially, and nationally. Veteran journalists Vaughn Palmer and Keith Baldrey are the "go to" guys when it comes to understanding the British Columbia political landscape, past and present. Vaughn and Keith take their popular CKNW radio segment Cutting Edge of the Ledge to the platform, appearing live on the AVICC stage to comment, debate, take questions and entertain our delegates as they explore the "BC Political Pulse".



Vaughn Palmer's hard-hitting columns have seen him cover the feats and follies of B.C.'s premiers for almost 40 years. An award-winning journalist, Palmer is the Vancouver Sun's provincial political columnist, based in Victoria. Palmer is a regular commentator on radio station CKNW in Vancouver.

Palmer is the recipient of the Bruce Hutchison Lifetime Achievement Award from the Jack Webster foundation, a co-winner of the Jack Webster award for reporting, and a recipient of the Hyman Solomon award for excellence in public policy journalism from the Canadian Public Policy Forum. Since 1984, Palmer has examined an extensive range of issues, personalities and scandals that have come to define B.C.'s political scene.



Keith Baldrey is highly regarded as one of BC's best known political commentators. He currently serves as the chief political correspondent and legislative bureau chief for Global BC where he provides insightful coverage and analysis on the latest developments in BC's political landscape. In 2021, Baldrey was named Broadcast Performer of the Year by the BC Association of Broadcasters for his coverage of the COVID-19 pandemic.

He has a long history of understanding and commenting on BC politics – Baldrey joined The Vancouver Sun in 1984, becoming its bureau chief in 1989. In 1995, he joined Global BC where over the course of his career, has covered 10 premiers, 10 provincial elections, and 12 federal elections. He has covered nine premiers and the 2017 election was the ninth B.C. election campaign he has covered. He makes public speaking appearances on B.C. politics, has written numerous magazine articles, and co-authored a book on former premier Bill Vander Zalm and his Social Credit government.

FRIDAY PRE-CONVENTION WORKSHOP

Community Healthcare Solutions

Friday, 9:00 am

B.C. residents are facing serious healthcare challenges, and local governments are struggling to ensure that their residents have access to the services they need to thrive and survive. In this session, delegates will have an opportunity to hear from health-care leaders on actions already underway and to have a conversation about the healthcare challenges their communities are facing and what is needed to address them. As our pre-convention workshop at the Convention, we will be offering a different kind of session on healthcare. The focus will be on providing information about some of the problems impacting communities in our region.

Regulated and unregulated substances are having devastating effects on thousands of people's lives in our communities. The 2024 Island Health Chief Medical Health Officer report offers policy timelines and health data on alcohol, tobacco, cannabis and unregulated substances that can contribute to the collective understanding and support conversations and changes in communities that lead to better health.

Informed by engagement with over 60 local governments across B.C. through the provincial project, Local Leadership United (LLU), representatives from the Community Action Initiative will provide examples of ways to support local governments with challenges related to substance use and community overdose response efforts. It will equip elected officials with practical tools, examples from other communities and resources to support community health and address community concerns about complicated challenges.

Communities across B.C. are facing serious health-care challenges, including temporary emergency room closures and long wait times for surgeries and other health-care needs. In response, the Province has taken action with staffing and financial initiatives, however, much more remains to be done. This conversation will engage AVICC members in discussion about the healthcare issues in their communities and what we can do to be part of the solution.

The Fair Care Alliance was formed in 2024 to address the inequitable healthcare facing Central and North Island residents. In the last provincial political election healthcare specifically in Central and North Island became a key issue of each party's campaign. In this session you will learn about how Fair Care is working with Island Health, Medical Staff Associations, communities, and government to ensure our healthcare infrastructure meets the needs of the rapidly growing and aging Island population.

MODERATORS:

Will Cole-Hamilton, AVICC Director at Large; Councillor, City of Courtenay; and Chair, Comox Valley RD

Penny Cote, AVICC Past President; EA Director, Area D, Alberni-Clayoquot CRD

PRESENTERS:

Dr. Réka Gustafson, VP of Population Health & Chief Medical Health Officer, Island Health

Andrea Derban, Clinical Nurse Specialist - Harm Reduction, CAI

Cindy Lise, Regional Facilitator Cowichan Communities Health Network

Cailey Foster, Peer Coordinator, Cowichan Community Action Table (CAT)

Caitlin Jarvis, Regional Council Member, South Islands Region, BC Nurses Union

Donna Hais, President, Chair, Fair Care Alliance

Dr. David Forrest, President, Nanaimo Medical Staff Association

FRIDAY PLENARY SESSION



Regional District Legislation: A Roadmap

Friday, 4:30 pm

Since 2021, an initiative to modernize the *Local Government Act* has been advanced by an ad-hoc working group made up of elected officials and CAOs from Vancouver Island and the lower mainland. This working group has supported education and engagement sessions at AVICC and UBCM. More recently, the other Area Association Presidents, Board members and staff have joined the conversation. As part of the process to broaden local government participation provincially, AVICC jointly hosted a virtual engagement session on February 28th, 2025, attended by over 250 participants.

The session had a broad objective of educating membership on the aspects of the *Local Government Act* that need updating, along with receiving feedback about issues relevant to specific regions within BC. The content of the session included a section-by-section review of the *LGA* using a [Roadmap Document](#) prepared by Don Lidstone, K.C., that outlined problems with the current legislation and possible solutions. The document also serves as a framework to receive feedback through an [online survey](#) on the challenges local governments from all five area associations are facing, and the feedback will be used to produce a report for UBCM and the Province that clearly defines the issues faced and the need for the modernization of the current legislation.

This session is a review of what we have heard so far, including initial results of the engagement, and a conversation about potential next steps towards advancing this initiative.

PANELISTS

Don Lidstone, K.C. is licenced in BC, Alberta, and Yukon. He practices generally in the area of local government law. His municipal law focus is in the areas of governance, finance and taxation, land use and development, environmental law, aboriginal law and bylaw/legislative drafting. Invited to speak regularly at conferences, symposia and universities, Don has chaired the Sustainable Region Initiative (Governance and Finance), Liquid Waste Expert Review Panel, Fire Services Review Panel, Whistler Waste Blue Ribbon Panel, and the Municipal Law Section of the British Columbia Branch of the Canadian Bar Association. He has published numerous papers and manuals and consulted on the development of the Community Charter and other municipal statutes in a number of provinces. Don was designated King's Counsel in 2008.

Additional Panelists To Be Confirmed

SATURDAY PLENARY SESSION

Towards Prosperity for All: Redefining Regional and Community Economic Development Saturday, 7:30am

As the limitations of traditional economic practices become increasingly evident, a new approach is essential to ensure lasting prosperity and resilience. This presentation explores data informed, collaborative strategies that go beyond GDP to create meaningful, sustainable impact. By focusing on partnerships, equity, and ecological health, it highlights innovative frameworks reshaping regional and community growth. Offering forward thinking solutions, it envisions a thriving future where shared resilience and sustainable progress benefit people, communities, and the natural environments we depend on.

PRESENTERS:

Julie Sperber, CEO of the Vancouver Island Economic Alliance is a seasoned leader in business and economic development, recognized for her innovative thinking and ability to foster growth through partnerships. With extensive experience across hospitality, manufacturing, and non-profit sectors, Julie has worked internationally and held key management roles. She has successfully built and operated three businesses, each achieving continued success. In 2015, Julie transitioned to non-profit economic development, combining her entrepreneurial expertise with her passion for creating positive community impact.

Brodie Guy, CEO of the Islands Economic Trust, the regional development organization working for Vancouver Island and coastal communities that strategically invests in inclusive economic development and innovation. Brodie serves on several boards focused on sustainable development, Indigenous leadership, and environmental stewardship including as chair of the \$200 million Blueberry River Restoration Society, B.C.'s \$100 million Watershed Security Fund, and more. Previously, Brodie was the CEO of one of the world's largest Indigenous-led conservation finance and sustainable development funds, Coast Funds, for a decade.

Aaron Stone, CEO of South Island Prosperity Partnership (SIPP) Greater Victoria's economic development alliance. With over 25 years in business development, technology, and public service, Aaron is a champion of holistic community prosperity. As the former Chairperson of ICET, Aaron led initiatives to foster regional economic development and collaboration between First Nations, local governments, and industry. In local government, Aaron served three terms as Mayor of the Town of Ladysmith and as Chair of the Cowichan Valley Regional District, where he focused on sustainable economic growth and community well-being.

Carol Anne Hilton is a visionary trailblazer of Nuu-chah-nulth descent from the Hesquiaht Nation. Hilton is an award-winning, internationally acclaimed Indigenous business leader, author, corporate director, and advocate for economic reconciliation. Hilton founded the Indigenomics movement and is CEO of the Indigenomics Institute, the Global Center of Indigenomics, and the Global Indigenous Technology House. Hilton led the establishment of the \$100 Billion Indigenous National Economy Initiative and most recently the Indigenomics AI Indigenous Economic Intelligence Engine. Hilton champions Indigenous Peoples as innovators and partners in economic growth, advocating sustainability, cultural alignment, and economic sovereignty.

Francine Carlin, Chair of the Rural Islands Economic Partnership (RIEP), the recognized vehicle for supporting regenerative rural island economies, and for facilitating connections with island settler and Indigenous communities across the Province towards effective economic action. Soon after moving to Salt Spring Island in 2008, Francine's interest in business continuity led her to join the Salt Spring Community Economic Sustainability Commission (CESC), where she co-led the groundbreaking Rural Business Accelerator program and co-founded the Southern Gulf Islands Tourism Partnership, and in 2020 she co-founded RIEP.

SUNDAY PLENARY SESSION

Meeting Rules and Responsible Governance

Sunday, 9:00 am

Eli Mina specializes in chairing contentious meetings, using rules of order in a pragmatic and sensible manner, and informed decision making. Eli helps his clients transform their meetings from potential chaos, confusion and acrimony into orderly and well-focused deliberative assemblies. Mr. Mina will present a session to AVICC delegates on good, effective governance through today's changing culture of misconduct.

*Mr. Mina will also host **30-minute private sessions (by appointment)** on Saturday Afternoon for our members to ask for advice on specific issues in their own councils or boards while the concurrent sessions are taking place. Please reach out to info@avicc.ca to schedule an appointment. There are limited appointments available to be scheduled in the order that they are requested.*

PRESENTER:

Eli Mina, M.Sc., P.R.P., author, meeting mentor and registered Parliamentarian has been in business for more than three decades. Eli has offered his clients sage advice and problem-solving services, and he leads high impact training sessions. Eli is calm, soft-spoken, yet a highly effective meeting chair. He is an engaging and compelling workshop leader and public speaker, and a seasoned expert on Rules of Order (PRP, CPP-T).

Eli helps his clients transform their meetings from potential chaos, confusion and acrimony into orderly and well focused deliberative assemblies, where three key goals are met:

- A level playing field, where all attendees share their expertise and learn from the wisdom of others
- A sensible allocation of time
- Judicious and informed decisions, seeking to optimize organizational benefits and reduce risks

IN ELI'S OWN WORDS:

"It's been said: If the only tool you have is a hammer, every problem will look like a nail. In my world this phrase can mean: If the only tools you have are rules of order, every problem can look like something that requires a motion, an amendment, a point of order, or an appeal from the Chair's ruling.

"Although I am an expert on Robert's Rules of Order Newly Revised (RONR), I openly acknowledge that RONR's more than 700 pages of rules can be frustrating, confusing and intimidating. There are also instances when rules are used excessively or manipulatively, which can cause an erosion of trust, flawed decisions, heightened risks, and even the demise of a great organization. With this in mind, I always seek to apply rules in a manner that advances **common sense**: meaningful engagement of participants, effective time management, and informed decision making. Indeed, even RONR (12th edition, section 47) speaks about common sense: '**... any presiding officer will do well to bear in mind that no rules can take the place of tact and common sense on the part of the chair...**'

"With the above phrase in mind, I apply just the required amount of rules of order in meetings, and I seek to employ common sense in the face of complex and contentious issues. Before I suggest a procedural approach, I ask questions that can identify the problems at hand and their root causes. My clients have found this approach to be pragmatic, enlightening and liberating."

PLENARY UPDATE SESSIONS

Federation of Canadian Municipalities Update

Saturday, 8:45 am

The Federation of Canadian Municipalities (FCM) is the national voice of local governments in Ottawa. This update will touch on new FCM programs secured in the past year and include a brief update on the actions being taken at FCM.

PRESENTER

Will Cole-Hamilton,

FCM Board Member, AVICC Director at Large; Councillor, City of Courtenay; and Chair, CVRD

.....

UBCM President Address

Saturday, 9:45 am

UBCM President Trish Mandewo will address the AVICC delegates, emphasizing the importance of collaboration and unity among local governments. The speech will highlight key initiatives aimed at enhancing community resilience and sustainable development. The President will also address the challenges faced by local governments and encourage delegates to continue advocating for their communities' needs.

PRESENTER

Trish Mandewo, UBCM President; Councillor, City of Coquitlam

.....

Transforming Coastal Economic Development — A Path to Co-Governance and Sustainable Investment

Saturday, 10:30 am

First Nations and local government leaders are coming together with a shared vision to transform Island Coastal Economic Trust (ICET) into a permanently financed and co-governed regional development organization — the first of its kind in Canada. This collaborative co-governance model will foster a dynamic, impactful approach to regional development, establishing a strong grassroots foundation for long-term economic prosperity across Vancouver Island and the surrounding coast.

At this pivotal moment for coastal communities and the region's economy, leaders attending the session will learn from Indigenous-led engagements on the future of the Trust.

PRESENTERS

Sayaac̓ath John Jack, Chief Councillor, Huu-ay-aht First Nations; Chair, Alberni-Clayoquot RD; Vice Chair, Island Coastal Economic Trust

Michelle Staples, Mayor, City of Duncan; Chair, Island Coastal Economic Trust

Ashley Wright, K'ómoks First Nation, Strategic Indigenous Governance Advisor

Jessie Hemphill, CEO of Sanala Planning

MODERATOR

Brodie Guy, CEO, Islands Economic Trust

SATURDAY CONCURRENT WORKSHOPS



Local Governments and the TRC Calls to Action: A Legal Overview

Saturday, 1:30 pm

In recognition of the 10-year anniversary of the publication of the Truth and Reconciliation Commission of Canada's report of its findings and its "94 Calls to Action" (June 2015), this presentation serves to provide an overview of the legal history surrounding indigenous peoples' rights, the Calls to Action as they relate to local governments, and the various approaches by local governments in exercising their public duties since the Calls to Action were introduced. To support an understanding of local governments' roles in advancing reconciliation, this presentation will reflect on key legal developments in the last 10 years that affect local governments, their responsibilities, and their approaches. This presentation will also focus on identifying areas in which local governments can continue to support progress and advancements in reconciliation through various means within their jurisdiction.

PRESENTERS

Chris Gallardo-Ganaban, Associate, Young Anderson Barristers & Solicitors

Nick Falzon, Associate, Young Anderson Barristers & Solicitors

Taking Stock of the Trade War: Local Government Impacts

Saturday, 1:30 pm

As the US imposes tariffs on Canadian goods and the Government of Canada responds in kind, there will be economic fallout for BC communities. This session will explore the potential financial impacts on local governments based on modelling that UBCM has commissioned from Oxford Economics. The study explores risks to municipal revenues and costs from broader economic factors such as recession, investment uncertainty, currency devaluation, and inflation. This session will provide an opportunity for discussion on the findings of the study and their implications for further action locally, provincially, and federally.

PRESENTERS

Trish Mandewo, UBCM President; Councillor, City of Coquitlam

Gary MacIsaac, Executive Director, UBCM

SATURDAY CONCURRENT WORKSHOPS

The Conversation We've Been Waiting For: Talking about shared challenges in a solutions-focused way Saturday, 1:30 pm

We all wish we had more time to hear from each other, learn from our collective experiences, and talk about solutions to shared challenges. This session is that chance. With a diverse perspective on how local, provincial, and First Nations governments across Western BC are tackling complex issues, our facilitators will guide participants through a series of dynamic, collaborative discussions, drawing on the unique experiences and insights of everyone in the room.

Using a World Café style, the workshop will encourage open dialogue, problem-solving, and the exchange of solutions and ideas among participants to address complex challenges our communities are facing. The facilitators will give an overview of **Systems Thinking** strategies to help frame the conversations, ultimately deepening participants' understanding of critical issues and helping to identify actionable strategies.

By the end of the workshop, participants will walk away with:

- **New insights** into effective community-driven solutions
- **Stronger connections** with peers from different sectors and regions
- **Actionable ideas** for collaboration and impact in their own communities

Join us for a dynamic session focused on strengthening our collective ability to address the complex challenges using systems thinking.

PRESENTERS

Isha Matous-Gibbs, Social Health and Wellbeing Planner, Urban Matters CCC

Jen Casorso, Social System Strategist, Urban Matters, CCC

Sarah Ochitwa, Community and Social Planner, Urban Matters, CCC

Anne Burrill, Facilitator and Community Development Consultant, Urban Matters, CCC

21 Things® You Need to Know About Indigenous Self-Government Saturday, 3:00 – 4:30 pm

What do you need to know about Indigenous Self-Government? How can local governments support their Indigenous neighbors and work towards reconciliation? Join author and Master Trainer Bob Joseph, who will be discussing Indigenous self-government, what local governments should know to effectively support reconciliation, and his upcoming book, **21 Things® You Need to Know About Indigenous Self-Government**, releasing late this summer.

Bob Joseph, co-founder and president of Indigenous Corporate Training Inc. (ICT), has provided training on Indigenous relations since 1994. ICT has a diverse range of clients, including all levels of government, Fortune 500 companies, resource development companies, and small and medium-sized businesses. Bob is also the author of the national bestseller **21 Things® You May Not Know About the Indian Act**.

PRESENTER

K'axwsumala'galis Bob Joseph, Co-Founder and President of Indigenous Corporate Training Inc.

SATURDAY CONCURRENT WORKSHOPS

Community Housing Solutions

Saturday, 3:00 – 4:30 pm

Local governments in B.C. are grappling with severe housing shortages, driven by rapid population growth and escalating housing needs. Additionally, local governments are leveraging new legislative tools and funding from the Province to streamline development approvals and support the construction of diverse housing types and creative solutions in communities. Pressure from the BC Provincial Government to develop new housing has placed demands on local governments to ensure that homes are being built in their communities.

The incorporation and ownership of municipal housing corporations has become an increasingly popular tool through which local governments can participate in the planning, construction and operation of market and below market housing. Young Anderson will provide overview of how local governments can use municipal corporations to plan, build and manage housing supply and discuss the benefits of using a municipal corporation to participate in housing development through industry partnerships, bringing in private industry expertise and as a means to shield local governments from the liability risks that often arise in construction and housing management.

A presentation from Wiser Projects will explore the fundamentals of successful collaborations in housing & community development. Attendees will gain an understanding of key strategies and opportunities using real-world examples. We will learn how to effectively partner and work with non-profit, public and private organizations to deliver projects to support increased housing supply in all communities.

As calls for affordable housing expand to calls for attainable housing options in rural areas, Tiny Homes on Wheels (THOWs) are being explored as more than a boutique niche. Many local governments are interested in learning how to safely regulate tiny homes on wheels as legal dwellings in their communities. In September 2024, Islands Trust Council funded an initiative to convene technical working groups of planners, building experts, industry, and waste/water servicing professionals to develop options for a regulatory framework to regulate and enable THOWs through appropriate certification, zoning, tenure and servicing in the Islands Trust area. The Regional District of Nanaimo and Islands Trust present their initial findings, barriers, potential models and recommendations.

MODERATOR

Sarah Fowler, AVICC 2nd Vice President; Councillor, Village of Tahsis

PRESENTERS

David Giroday, Associate, Young Anderson Barristers & Solicitors

Kaeley Wiseman MCP, RPP, MCIP, PMP, Founding Principal, Wiser Projects

Tobi Elliott, Vice Chair, Islands Trust, Gabriola Island Trustee

Vanessa Craig, Chair, RD Nanaimo; Director Electoral Area B

Lisa Grant, GM of Development and Emergency Services, RD Nanaimo

Lexie Boekenkruger, Manager of Building Inspection Services, RD Nanaimo

Additional Panelist(s) To Be Confirmed

SATURDAY CONCURRENT WORKSHOPS

Amplify Climate Solutions through Regional Collaboration

Saturday, 3:00 – 4:30 pm

Vancouver Island and coastal communities are facing many interconnected climate challenges, including damage to foreshore, watershed vulnerabilities, wildfire risk, flooding, drought, and health impacts. These compounding issues strain local government resources and affect local economies. Elected leaders are seeking out innovative, collaborative solutions especially where jurisdictional responsibilities are overlapping. The Vancouver Island & Coastal Communities Climate Leadership Steering Committee (VICC-CL) is tackling exactly these challenges through sharing of resources and regional connections.

This interactive workshop will highlight how regional collaboration can drive effective climate solutions by bringing the appropriate players to the table. Building on insights from the Vancouver Island & Coastal Communities Climate Summit 2024, panelists will share success stories, lessons learned, and present opportunities for the future in areas such as watershed sustainability planning, regional greenhouse gas emission reduction opportunities for buildings, and fleets, and partnerships for climate-adapted infrastructure and addressing climate-related health impacts.

Participants will explore actionable strategies for fostering collaboration across sectors and jurisdictions, amplifying impact, and integrating climate solutions into their priorities. Whether just beginning climate action planning or seeking to accelerate more advanced initiatives, this session offers tools, inspiration, and solutions to make collaboration your strongest asset. Join us to move beyond silos, embrace collective action, and create resilient communities.

PANELISTS

Dr Paivi Abernethy, Senior Scientist, Climate Change & Planetary Health, Island Health

Coree Tull, Director of Government Relations and Engagement for BC Water Legacy; Chair of the BC Watershed Security Coalition

Michelle Staples, Mayor, City of Duncan; Municipal Director, Cowichan Valley RD

Will Cole-Hamilton, VICC-CL Co-Chair; Chair Comox Valley RD; Courtenay City Councillor

Justine Gabias, VICC-CL Co-chair, Director – Electoral Area B, Sunshine Coast RD

Jessica Stanley, VICC-CL Co-Chair; Director - Electoral Area A, RD Nanaimo

MODERATOR

CarolAnn Leishman, Climate Leaders Program Manager, Community Energy Association; former two-term City Councillor, City of Powell River

PROGRAM SPONSOR



BC ASSESSMENT



PRESIDENT'S REPORT

Association of Vancouver Island & Coastal Communities

2024-2025

Welcome to the 2025 AVICC AGM & Convention in Nanaimo, where we are gathering on the traditional territories of the Snuneymuxw First Nation.

Big thanks to the City of Nanaimo and the Regional District of Nanaimo for hosting us and making this event a success. As AVICC President, I want to thank our hosts for their warm welcome.

Your AVICC Executive invites you to join us in celebrating 76 years of unified advocacy for local governments in our region. We deeply appreciate our members and all the time and energy you put into benefiting our communities.

I encourage everyone, to use this convention to meet and network with your colleagues. Our strength as a region comes from our sharing of experience, understanding one another's challenges and acting together on common goals.

It has been a privilege to serve you as AVICC president this past year and I want to thank the 2024-25 Executive, a skilled, passionate, and hard-working group of individuals:

- 1st Vice President: Vanessa Craig, Regional District of Nanaimo
- 2nd Vice President: Sarah Fowler, Village of Tahsis
- Director at Large: Travis Hall, Central Coast Regional District
- Director at Large: Will Cole-Hamilton, City of Courtenay
- Director at Large: Tanille Johnston, City of Campbell River (currently on leave)
- Electoral Area Representative: Donna McMahon, Sunshine Coast Regional District
- Past President: Penny Cote, Alberni-Clayoquot Regional District

A special thank you to Penny Cote, who has been a steady and insightful member of the Executive since 2016. She's served her community of Sproat Lake since 2005, and I'm truly grateful for her contributions to AVICC, local government, and her community.

We recognize the importance of our relationships with First Nations in our work as local government officials. AVICC members are committed to building inclusion and supporting the implementation of the TRC Calls to Action. In June 2024, at our first Executive Meeting, we recognized that all First Nations in our region could apply to be AVICC members, regardless of their treaty status. We're excited to welcome Toquaht Nation as a new member. We've also invited all First Nations Chiefs to join us at this year's convention. We look forward to building relationships. There are several educational sessions planned that support our members' reconciliation efforts, including a presentation about the Indigenous-led engagements on a co-

governance vision for the Island Coastal Economic Trust, and a session with Bob Joseph as he prepares to publish his next book, *21 Things® You Need to Know About Indigenous Self Government*.

We also welcome Bowen Island Municipality as a new AVICC member. Although they're part of the Metro Vancouver Regional District, they're the only incorporated municipality in the Islands Trust and share many commonalities with our Vancouver Island and coastal community members. We look forward to welcoming them to this year's convention!

In June 2022, it was decided that UBCM would no longer provide staffing or operational support for AVICC effective August 1, 2023. Theresa Dennison joined the AVICC team as our full-time staff person in October 2022 and facilitated the transition away from UBCM in the summer of 2023. 2024 marked our first full fiscal year with a full-time employee, and we're grateful for her hard work and dedication. With her support, we have strengthened the organization and advanced several advocacy initiatives throughout the year.

Through the 2024 AVICC advocacy survey, membership identified that Watershed Security was one of the top regional priorities. Members of the AVICC executive teamed up with several municipalities and regional districts to meet with the Minister of Water Land and Resource Stewardship on this issue. In the discussion, the importance of watershed security and land conservation in our region was highlighted along with the unique conservation challenges faced because of large privately managed forest lands from the historical E&N Land grant. This year we have seen in our communities some provincial funding for land purchases that been made available through the BC Parks foundation and Ministry of Land and Resource Stewardship. This is positive. To follow up on watershed security at this year's convention the Community Energy Association has organized a session on this topic. This session includes info from the Vancouver Island & Coastal Communities Climate Leadership Steering Committee (VICC-CL) and the BC Municipal Climate Leadership Council (BCMCLC).

In November, we hosted AVICC's first virtual education and discussion session, facilitated by Tracey Lorensen as a follow-up to her plenary session from last year's convention. The session, *"Finishing Strong: Confidence and Courage in Turbulent Waters,"* focused on strategies for effective governance and leadership in challenging times. Over 50 members registered, and the video recording was shared with all members afterward. We hope to host another virtual session next term and encourage members to let us know what to prioritize.

This term, AVICC supported the initiative to reform/modernize the *Local Government Act*. An ad-hoc working group of elected officials and CAOs from Vancouver Island and the lower mainland have been advancing this initiative through engagement sessions at AVICC and UBCM. To increase the depth of understanding of the need for legislative reform and broaden local government participation provincially, the AVICC Executive co-hosted a Joint Area Association Virtual Engagement Session (JAAVES) with contributions from all five area associations. The event was facilitated by Don Lidstone, K.C., on February 28, 2025, and over 250 people attended. Mr. Lidstone has written a document, "[Regional District Legislation Roadmap](#)," as an informational resource and framework to gather feedback from all five area associations on the challenges local governments face with the LGA. The *Roadmap* document has been turned into a [survey](#) that is now available. Mr. Lidstone will share what we heard at the JAAVES and from the survey at this year's convention. The information gathered will be used to inform recommendations for UBCM and Municipal Affairs to take further action.

The Union of BC Municipalities (UBCM) are strong partners of AVICC, advocating with senior levels of government on your behalf. We look forward to hearing from UBCM President Trish Mandewo at this year's convention with an update from UBCM. As AVICC President, I have the

privilege of representing you on the UBCM Executive. The 2024/2025 UBCM elected Executive does not include any additional AVICC members. The AVICC Executive has identified inequitable representation at the UBCM table and has sent a letter requesting a governance review. For the 2025/26 UBCM Elections, we encourage AVICC members to take a more strategic approach – last year, nine AVICC members ran for positions on the UBCM Executive, none were successful in large part to vote splitting.

AVICC also has a voice at the Federation of Canadian Municipalities table with AVICC members Director Daniel Arbour and Councillor Will Cole-Hamilton, who are FCM Board Members. We thank them for advocating on behalf of our region at the federal level. Councillor Cole-Hamilton will provide an update on FCM at this year's convention.

To ensure as many members as possible benefit from the educational sessions at the Convention, we will be video-recording six sessions so all members can access them afterward. For the 2025/26 AVICC Election, we will repeat elections being held electronically. There will be a return to in-person Candidate speeches this year where an election for a position is being held. Candidate speeches will also be available online. Candidates nominated by the deadline or from the floor will have the opportunity to work with AVICC staff to have their speech posted online while on-site at the convention. The Executive Election will be available to all members, not just AVICC delegates at the convention.

We are living and governing in uncertain times. We had a provincial election last fall and are in the midst of a federal election. The federal election is happening within the context of an increasingly unpredictable relationship with our closest ally and trading partner, the United States. Large changes in U.S. economic and security policy have the potential to have significant consequences on our local communities. We wish all the best to AVICC members running in the upcoming federal election. More than ever, it's important for us to unite and focus on solutions that support sustainable economic prosperity and cultural safety despite what's happening to the south of us. We will present several sessions on economic development at this year's convention, and UBCM will host a session on actions we can take to combat tariff wars in our communities and throughout the province. The food and beverage for this convention will be sourced locally wherever possible through the Vancouver Island Economic Alliance's Island Good program, and other items will be sourced from BC or Canadian businesses.

Many AVICC and other local government members were successful in obtaining seats at the provincial legislature, and we are grateful for their commitment to serving their communities in this new capacity. In addition, many long-time MLAs resigned or were unsuccessful in their provincial campaigns. The Minister of State for Local Government and Rural Communities, Hon. Brittny Anderson, the Minister of Health, Hon. Josie Osborne, and the Interim leader of the BC Greens, MLA Jeremy Valeriote, have confirmed they will attend and address AVICC delegates at our convention. The leader of the opposition and the BC Conservatives, John Rustad, has also been invited to speak. Our Keynotes Vaughn Palmer and Keith Baldrey will share their perspectives on the current "BC Political Pulse" to help us make sense of it all.

In your package, you will find the annual audited financial statements, the 2025 budget and member dues, a report from the Nominating Committee for the 2025/26 Term, and the resolutions for consideration at this year's convention.

Your Executive has reviewed AVICC's revenues and expenses with an eye to maintain best value and maintaining affordability. AVICC remains a low-cost, high-value area association, with member dues and convention registrations among the lowest compared to other area associations. Convention and operational costs have increased recently, reflective of the inflation experienced nation-wide. We've used past years' surplus to cover some of these costs. This year,

the AVICC Executive decided not to increase convention registration costs. For 2025, we also decided to increase dues by 3% to keep up with inflation, but with no increase for communities with smaller populations, acknowledging that our members' expenses have also risen significantly. Since convention costs are lower in Nanaimo than in Victoria, we've budgeted for a surplus in 2025 to plan ahead for potential expense increases in 2026.

We're looking forward to a productive, educational, and thought-provoking convention, including the resolutions debate, political speakers, keynote, elections, and, most importantly, networking with colleagues.

It's been a great honour to serve you and AVICC as President for 2024-25, my first term as President. I trust you'll benefit greatly from the convention lineup this weekend. I'm most looking forward to chatting with you in the meeting rooms and hallways of the conference center.

Sincerely,

A handwritten signature in black ink, reading "Ben Geselbracht". The signature is fluid and cursive, with the first name "Ben" and last name "Geselbracht" clearly legible.

Ben Geselbracht, AVICC President
Councillor, City of Nanaimo
Director, Regional District of Nanaimo

2025 AVICC CONVENTION RULES & PROCEDURES FOR HANDLING RESOLUTIONS

GENERAL RULES

1. Sessions will begin and end promptly at the scheduled hours.
2. Delegates must use the floor microphones when speaking.
3. All elected officials of local governments and First Nation members of AVICC attending the Annual Meeting of the Association are entitled to participate in debates and to vote on any matter before the Meeting. [Bylaw 4.17] Other attendees are not entitled to the privilege of the floor (to address the convention) unless authorized by the Meeting by majority vote. [Bylaw 4.10] Electoral Area Director Alternates are not eligible to vote or speak as they are not elected officials. Guest speakers may be permitted at the discretion of the Executive.
4. At all business sessions of the Meeting twenty voting members (elected officials) constitutes a quorum. [Bylaw s. 4.2]

VOTING RULES

5. Only elected officials of AVICC member local governments and member First Nations are entitled to vote. [Bylaw 4.17]. Electoral Area Director Alternates are not entitled to vote.
6. Voting on ordinary resolutions normally will be by a show of hands holding the voting card. The Chair's decision as to whether a motion is won or lost is final unless, immediately upon the decision of the Chair being declared, ten or more voting delegates present, by standing, demand a standing vote. If that occurs, the Chair will again put the question to the Meeting to be decided by a count of those standing in favour of and against the motion. The Chair may also decide to hold a standing vote if the show of hands does not, in their discretion, give a clear indication of the vote. Where voting is by standing vote, the scrutineers appointed by the Chair will count the standing votes in favour of and against the motion.
7. In the event that the result of the standing vote is questioned by twenty-five or more voting delegates, or at any time at the discretion of the Chair, the Chair shall order that the matter be referred to the AVICC Executive.
8. In all cases, where the votes of delegates present, including the vote of the Chair, are equal for and against a question, the question is defeated.
9. Voting by proxy is not permitted. [Bylaw 4.22]
10. When voting by show of hands, all delegates must hold up their voting card. [Bylaw 4.18]

RULES OF PROCEDURE

11. Robert's Rules of Order govern the proceedings of the Association, its Executive, and Committees, so far as they may be applicable without coming into conflict with the Constitution or rules adopted by the Association. [Bylaw 14.1]
12. The Presiding Officer enforces order and strict observance of the Constitution and Rules and Procedures. Subject to an appeal to the meeting sustained by a majority vote of delegates present, the Presiding Officer has the right to decide all questions of order. The Officer's rulings in this regard are final.
13. A voting delegate wishing to move or second a resolution must hold up their voting card to be seen by the Chair.
14. A voting delegate wishing to speak to a resolution must line up behind the appropriate microphone (the pro or con microphone depending on whether they wish to speak in favour of (pro) or against (con)) the resolution. All delegates speaking to a resolution are permitted two minutes, except the sponsor of the resolution, who is permitted three minutes when introducing the resolution. A delegate must wait until he or she is recognized by the Chair before speaking. Once recognized, a Delegate must announce their name and local government office, or, in the case that a non-member/guest is granted permission to speak, their name and other qualifications, each time they rise to speak. Electoral Area Director Alternates are not permitted to speak unless authorized by the Meeting by majority vote.
15. The sponsor of the resolution should be available at "pro" microphone 1 (at the front of the room) immediately upon the resolution title being read so they can introduce the resolution.
16. No delegate may speak more than once on any one question unless and until all other delegates desiring to speak have been heard.
17. Any motion affecting a resolution must be moved and seconded from the Meeting floor including: an amendment, except amendments proposed by the Resolutions Committee; a motion to withdraw a resolution from consideration of the meeting; or a motion to refer the resolution to the AVICC Executive except where made by the Chair.
18. Should debate continue on a resolution for an undue length of time, then at the absolute discretion of the Chair the resolution may be cleared from the floor by the Chair by calling the question, or by deciding to refer the resolution to the Executive Committee for further consideration and subsequent report. There will be no debate on a motion to refer a resolution to the Executive Committee. If a member wishes to continue debate, any voting member may move without seconder a motion questioning the Chair's decision to refer the resolution to the Executive Committee. If a motion is made it must immediately be put to a vote without debate, and requires a simple majority to pass. If members do not support the referral, debate on the resolution will continue until the question on the resolution is called.

HANDLING OF RESOLUTIONS: STEP-BY-STEP RULES

PRECEDENCE OF RESOLUTIONS

19. Resolutions will be considered in numerical order.

20. Resolutions will be grouped into five parts:

Part 1 – Special Resolutions and Extraordinary Resolutions

Resolutions in Part 1 include any Special Resolutions or Executive Resolutions brought forward by the AVICC Executive. Part 1 will be presented in two sections:

SR – Special Resolutions

Special Resolutions address priority issues of the membership and are typically sponsored by the AVICC Executive.

ER – Extraordinary Resolutions

Extraordinary resolutions are resolutions sponsored by the AVICC Executive and are seeking membership approval to amend AVICC Bylaws.

Part 2 – AVICC Regional Resolutions

Resolutions in Part 2 include any resolution submitted by the deadline where the issue addressed is specific to the AVICC Region and the enactment clause affects only local governments in the AVICC region and/or directs only the AVICC area association (and not UBCM) to consider taking action. Endorsed AVICC Region-specific Resolutions will not be forwarded to UBCM for consideration by the UBCM membership but will instead remain with AVICC where they may be actioned.

Section “A” – Resolutions that support existing policy and are recommended Endorse or Endorse with Proposed Amendment and will be considered all together as the “Endorse Block”; and

Section “B” – Resolutions that offer the recommendation of No Recommendation, Not Endorse, or No Action Required. Each resolution will be considered individually.

Part 3 – Resolutions

Resolutions in Part 3 include any resolution submitted by the deadline that addresses an issue broadly relevant to local governments across British Columbia and the enactment clause directs UBCM to consider taking action. Endorsed Resolutions from Part 3 will be forwarded to UBCM for consideration by UBCM membership where, if endorsed, they may be actioned.

Section “A” – Resolutions that support existing policy and are recommended Endorse or Endorse with Proposed Amendment and will be considered all together as the “Endorse Block”; and

Section “B” – Resolutions that offer the recommendation of No Recommendation, Not Endorse, or No Action Required. Each resolution will be considered individually.

Part 4 – Late Resolutions

Late Resolutions include any resolution submitted after the resolutions deadline, but before the deadline for late resolutions. Late Resolutions will be recommended for debate by the Executive only if the topic has arisen since, or was not known prior to, the regular deadline date for submission of resolutions. The Executive’s Report on Late Resolutions will be distributed onsite at convention and will be considered, time permitting, at the Sunday Resolutions Session.

The Late Resolutions Report will provide recommendations on whether or not to admit the resolution for debate as follows:

- Recommend not admit for debate: resolutions that are not emergency in nature or on issues known at the time of the regular deadline will not be recommended to be admitted for debate.
- Recommend admit for debate: emergency resolutions and resolutions on issues not known at the time of the resolutions deadline will be recommended to be placed before the Convention for debate.

Part 5 – Off-the-floor Resolutions

Off-the-floor Resolutions include any resolutions that were not submitted before the Late Resolutions deadline. Off-the-floor resolutions are deemed to be appropriate for discussion if the topic is such that it has arisen since or was not known prior to the earlier dates for submission of resolutions. Off-the-floor resolutions shall be considered during the Sunday Resolutions Session, time-permitting, after all other resolutions have been considered and if the sponsor distributes materials prior to the Sunday resolutions session as required.

Part 1 resolutions will always be considered first. After Part 2, Section “A” resolutions have been entered for discussion as a block with the approval of the Convention, any resolutions removed from the block will be considered. Following that, Part 2, Section “B” resolutions will be considered. After Part 3, Section “A” resolutions have been entered for discussion as a block with the approval of the Convention, any resolutions removed from the block will be considered. Following that, Part 3, Section “B” resolutions will be considered. Part 4 and then Part 5 resolutions will be considered, time permitting, on Sunday morning.

PROCEDURES FOR RESOLUTIONS CONTAINED IN PART 2, SECTION “A” & PART 3, SECTION “A”

21. The Chair will introduce a motion to adopt the recommendations for Section “A” resolutions and move the endorsement of the resolutions as a block, including any amendments proposed by the Resolutions Committee.
 - i. A voting delegate who wishes to have a resolution included in the Section “A” Endorse Block entered for individual discussion must, after being recognized by the Chair, put forward a motion to remove the resolution from the block and have the resolution entered for discussion.
 - ii. Note that members may only move to remove a resolution from the Endorse Block if they wish to speak in opposition to, or propose an amendment to, the resolution. Amendments must be submitted to the Chair and Secretary in writing prior to consideration.
 - iii. If the motion meets one of the criteria outlined in (ii) and is duly seconded, the Chair will call the vote on whether the voting members support the removal of the resolution from the Endorse Block, without debate. A simple majority vote will support the resolution being brought forward for discussion.
 - iv. If the motion passes, the Chair will remove the resolution from the Endorse Block and it will be considered immediately following the Section “A” resolutions.
 - v. Once all motions to remove resolutions from the Section “A” (Endorse Block) have been addressed, the Chair will ask the voting members for the endorsement of the Endorse Block as amended, which will require a simple majority vote to pass.
 - vi. After Section “A” has been considered, those resolutions removed for individual consideration will be entered for consideration and the procedures for handling resolutions will apply (Steps 22 to 28).

PROCEDURES FOR RESOLUTIONS THAT ARE CONSIDERED INDIVIDUALLY

All resolutions in Part 1; those considered for individual debate from Parts 2 and 3 Section "A"; those contained in Parts 2 and 3 Section "B"; and resolutions in Parts 4 and 5.

22. The Chair will read the title of the resolution and cause the "enactment" clause(s) of each Resolution to be read.
23. Once read the resolution will properly be before the Meeting and will not require a Mover or a Secunder.
24. A spokesperson for the Resolutions Committee will read the Resolutions Committee's recommendation.
25. The Chair will call on a delegate from the sponsoring local government to introduce the resolution, who will be permitted three minutes to do so.
27. The Chair will then call for discussion from the floor. Delegates who wish to speak to a resolution should line up at the "pro" microphone if in favour of the resolution, and the "con" microphone if opposed to the resolution.
28. If there are no speakers opposed to the resolution the Chair may choose to immediately call the question.
 - i. Discussion shall proceed in accordance with the "Rules of Procedure" (steps 11 to 18)
 - ii. Delegates have a maximum speaking period of two minutes.
 - iii. Voting on the resolution will proceed in accordance with the "Voting Rules" (steps 5 to 10).
 - iv. Voting is on the enactment clause of the resolution **NOT** on the recommendation of the Resolutions Committee.

PROCEDURES FOR LATE RESOLUTIONS

29. Resolutions submitted following the expiry of the regular deadline will be considered "Late Resolutions". Late Resolutions must comply with all other submission requirements for formatting and backgrounder and be provided to the AVICC Secretary by noon Wednesday of the week preceding the Annual Meeting. After that deadline, any resolutions may be introduced as Off-the-Floor Resolutions, if time permits during the convention.
30. Late Resolutions may be debated after the resolutions printed in the resolutions book have been considered, but not before the time printed in the Convention Program for consideration of Late Resolutions.
33. The Chair will ask whether the voting members support the recommendations in the Late Resolutions Report. If the Resolutions Committee has recommended against a late resolution being admitted for debate, the sponsor may come forward to the microphone, identify which late resolution they wish to have admitted, and make a motion to have it considered for debate. The motion requires a seconder and a 60% majority vote to pass. If the resolution is accepted for debate, the resolution will then require a simple majority to pass.
33. The Chair will determine if the voting members present support the Resolutions Committee recommendations (except for those that have been removed for individual debate) by putting forward a motion that the Report of the Resolutions Committee and its associated recommendations (potentially as amended) be adopted. If seconded, the question will require a simple majority to pass.

35. Late Resolutions admitted for debate will be considered in the order presented in the Late Resolutions Report and will follow the process outlined for handling resolutions (Steps 22 to 28). The resolution will require a simple majority to pass.

PROCEDURES FOR OFF-THE-FLOOR RESOLUTIONS

36. Off-the-Floor Resolutions will only be considered for debate if there is time in the convention schedule Sunday morning following the debate on Late Resolutions.
37. Off-the-Floor Resolutions must be submitted in writing to the Chair of the Resolutions Session, and printed copies must be made available to all delegates no later than 9 am on Sunday morning.
38. A voting member may put forward a motion to accept an Off-the-Floor Resolution that has met the above requirements, for debate. If seconded, the motion will require a 60% majority vote to pass. Off-the-floor resolutions accepted for debate will follow the process outlined for handling resolutions (Steps 22 to 28). The resolution will require a simple majority to pass.

RESOLUTIONS NOT ADMITTED

39. The sponsors of resolutions that are not admitted for debate at the AVICC Convention due to time considerations, or of Late or Off-the-floor Resolutions where the resolution was not admitted for debate may submit those resolutions directly to UBCM by their June 15 deadline.

DIRECT SUBMISSIONS TO UBCM

40. Should any member local government or First Nation who is also a member of UBCM wish to submit a resolution directly to UBCM, the new deadline for submissions is June 15 (no longer June 30). Any resolution submitted after June 15 will be considered a Late Resolution by UBCM.

2025 AVICC RESOLUTIONS

PART 1 – SPECIAL & EXTRAORDINARY RESOLUTIONS

SR – Special Resolutions

Special Resolutions address priority issues of the membership and are typically sponsored by the AVICC Executive.

ER – Extraordinary Resolutions

Extraordinary resolutions are resolutions sponsored by the AVICC Executive and are seeking membership approval to amend AVICC Bylaws.

There are no Special or Extraordinary Resolutions to consider for 2025.

PART 2 – REGIONAL RESOLUTIONS

The following are the resolutions received by the February 6, 2025 resolutions deadline, where the issue addressed is specific to the AVICC Region and/or the enactment clause directs only the AVICC area association (and not UBCM) to consider taking action. Endorsed AVICC Region-specific Resolutions will not be forwarded to UBCM for consideration by the UBCM membership but will instead remain with AVICC where they may be actioned.

Part 2 - Section “A” – This section would contain **AVICC Region-specific** resolutions that support existing policy and are recommended Endorse or Endorse with Proposed Amendment.

There are no Regional Resolutions with a recommendation of Endorse or Endorse with Proposed Amendment.

Part 2 - Section “B” – This section contains **AVICC Region-specific** resolutions that offer the recommendation of No Recommendation or Not Endorse.

LAND USE

R1	Addressing Local Community Concerns with Private Managed Forest Lands	Cowichan Valley RD
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TRANSPORTATION

R2	Island Rail Corridor	Alberni Clayoquot RD
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COMMUNITY ECONOMIC DEVELOPMENT

R3	Power Supply Investment North Island	District of Port Hardy
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PART 3 – RESOLUTIONS

The following are the resolutions received by the February 6, 2025 resolutions deadline. Should any of these resolutions be endorsed, they will be forwarded to UBCM for consideration at their Annual Convention.

Part 3 - Section “A” – This section contains resolutions that support existing policy and are recommended Endorse or Endorse with Proposed Amendment (to be considered as a block).

HEALTH AND SOCIAL DEVELOPMENT

R4	Mental Health and Addictions Resources	City of Parksville
R5	Volunteer Fire Department Funding Model	Sunshine Coast RD

COMMUNITY SAFETY

R6	Fire Inspections and Investigations	Comox Valley RD
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ENVIRONMENT

R7	Non-migratory Resident Canada Geese	District of Metchosin
R8	Financial Incentives for Residential Rainwater Catchment Systems	District of Tofino
R9	Conserving BC Landfill Capacity	RD Nanaimo
R10	Sustainable Funding for Landfill Gas Regulation Compliance	Comox Valley RD
R11	Legislating the BC Coastal Marine Strategy	City of Langford & District of Saanich
R12	Provincial Circular Economy Strategy	RD Nanaimo
R13	Sustainable Funding for Small Water Systems	Comox Valley RD

INDIGENOUS RELATIONS AND RECONCILIATION

R14	Funding Indigenous Governments' Engagement in Local Government Planning Activities	Cowichan Valley RD
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FINANCE

R15	Sustainable Growing Communities Fund	City of Parksville & RD Nanaimo
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TAXATION

R16	BC Port Tax Cap	North Coast RD
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TRANSPORTATION

R17	EV Charging Strategy for Remote Communities	qathet RD
R18	Support and Resourcing for Active Transportation Projects	Cowichan Valley RD
R19	BC Ferry Advisory Committees	North Coast RD
R20	Emergency Road Network Planning	Sunshine Coast RD

LEGISLATIVE

R21	Provincially Funded WorkSafe BC	Village of Daajing Giids
R22	Provincial Consultation on Legislative Changes	City of Parksville

COMMUNITY ECONOMIC DEVELOPMENT

R23	Forestry Industry and Fibre Decline	City of Port Alberni
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Part 3 - Section “B” – This section contains resolutions that offer the recommendation of No Recommendation or Not Endorse

HEALTH AND SOCIAL DEVELOPMENT

R24	Mental Health Support for Elected Officials	Islands Trust
R25	Free Pelvic Floor Physiotherapy as part of Postpartum Care in British Columbia	City of Langford
R26	Child Care Licensing Regulations	District of Oak Bay

HOUSING

R27	Tiny Homes and RVs	RD Nanaimo
R28	Mandatory Good Neighbour Agreement	District of Sechelt

COMMUNITY SAFETY

R29	Province-Wide Ban on Fireworks	District of Metchosin
R30	Fire Resilient Forest Practices	RD Nanaimo
R31	Sharing Fentanyl Precursors Information with Law Enforcement	Town of Qualicum Beach
R32	Provincial Disaster Debris Plan	RD Nanaimo
R33	Major Planned Events Advocacy	Comox Valley RD

ENVIRONMENT

R34	Hybrid Wolfdogs	RD Nanaimo
R35	Provincial Support for Addressing Feral Rabbits	District of Saanich
R36	Provincial Waste Hauler Licensing	RD Nanaimo
R37	Solid Waste Management Approvals	RD Nanaimo

FINANCE

R38	Infrastructure and Capital Projects Requiring Elector Approval	City of Nanaimo
R39	Improvement Districts Policy Revision	qathet RD

LAND USE

R40	Private Managed Forest Lands	Nanaimo RD
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TRANSPORTATION

R41	Transit Fees for Seniors	District of Oak Bay
R42	Traffic Controls at Inactive Railroad Crossings	Town of Qualicum Beach

LEGISLATIVE

R43	Payment In Lieu of Works and Services for Land Development	City of Nanaimo
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COMMUNITY ECONOMIC DEVELOPMENT

R44	Forestry Industry - Sustainable Fibre	City of Port Alberni
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SELECTED ISSUES

R45	BC Human Rights Tribunal	District of Sooke
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PART 1 – SPECIAL & EXTRAORDINARY RESOLUTIONS

SR – Special Resolutions

Special Resolutions address priority issues of the membership and are typically sponsored by the AVICC Executive.

ER – Extraordinary Resolutions

Extraordinary resolutions are resolutions sponsored by the AVICC Executive and are seeking membership approval to amend AVICC Bylaws.

There are no Special or Extraordinary Resolutions to consider for 2025.

PART 2 – REGIONAL RESOLUTIONS

The following are the resolutions received by the February 6, 2025 resolutions deadline, where the issue addressed is specific to the AVICC Region and/or the enactment clause directs only the AVICC area association (and not UBCM) to consider taking action. Endorsed AVICC Region-specific Resolutions will not be forwarded to UBCM for consideration by the UBCM membership but will instead remain with AVICC where they may be actioned.

Part 2 - Section “A” – This section would contain **AVICC Region-specific** resolutions that support existing policy and are recommended Endorse or Endorse with Proposed Amendment.

There are no Regional Resolutions with a recommendation of Endorse or Endorse with Proposed Amendment.

Part 2 - Section “B” – This section contains **AVICC Region-specific** resolutions that offer the recommendation of No Recommendation or Not Endorse.

LAND USE

Cowichan Valley RD

R1) Addressing Local Community Concerns with Private Managed Forest Lands

Whereas population growth within the Cowichan Valley Regional District, like much of Vancouver Island, is concentrated in the fertile lower portions of our watersheds and is reliant upon surface and groundwater originating in the undeveloped upper watersheds;

And whereas while the entire Cowichan Valley Regional District lies on unceded First Nations territory, the majority of the land in the upper watersheds on eastern Vancouver Island is privately managed forest lands over which local governments have little or no authority regarding forest management activities which impact the hydrologic cycles and the availability of water to meet community and ecological needs:

Therefore be it resolved that AVICC request that the Province of BC and the Ministry of Forests complete the currently stalled Private Managed Forest Land Program Review and reform the *Private Managed Forest Lands Act* to ensure that forest management on private lands prioritizes the protection of ecological values while providing economic benefits to communities and allowing for local government input to resource harvesting activities within the watersheds that support their communities.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

*The Resolutions Committee advises that the AVICC membership has not previously considered a resolution calling on the Province to complete the Private Managed Forest Land Program Review and reform the Private Managed Forest Lands Act to prioritize the protection of ecological values, and local government input on resource harvesting activities within community watersheds. However, the Committee notes that AVICC and UBCM members have consistently endorsed resolutions asking the Province to regulate private land logging in the same manner as crown land, and to ensure that local governments are consulted in advance of harvesting to prevent damage to watersheds and other infrastructure –bolded items are those originating from AVICC members (2023-NR40 , 2021-EB29, 2020-EB48, 2020-EB65, 2019-B38, 2019-B46, 2019-B48, **2019-B49**, **2018-B41**, 2018-B42, **2011-B50**, **2010-B26**, **2008-B34**, **2006-B102**, **2005-B27**).*

*In addition, the AVICC and UBCM members have endorsed a number of resolutions asking that the Province enact legislation requiring private managed forest lands to be regulated and managed to the same standards as crown managed forest lands; referencing challenges with water quality and safety of drinking water in community watersheds – bolded items are those originating from AVICC members (2023-NR67, 2021-EB29, 2020-EB48, 2019-B48, **2019-B49**, **2018-B41**, **2011-B50**, **2008-B34**).*

TRANSPORTATION

R2) Island Rail Corridor

Alberni-Clayoquot RD

Whereas wildfires and other emergencies have, and may again, present an ongoing threat to communities on Vancouver Island, including the closure of Highway 4;

And whereas the Island Corridor includes a West to East section of rail that connects the City of Port Alberni to the City of Parksville and Eastern communities of Vancouver Island, providing an alternative transportation route for both the movement of people and goods in the event of a highway closure and offer a greater ability to attack wildfires in that part of the region;

And whereas a minimal investment to the West to East Rail connection would be required to facilitate the use of Hi-Rail busses, trucks, and firefighting equipment at low speeds on this section of the rail line:

Therefore be it resolved that AVICC request that the province of British Columbia prioritize funding the minimum required upgrades to the West to East section of the Island Rail Corridor to allow for its use in the event of a wildfire or highway closure.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the AVICC membership has not previously considered a resolution calling on the Province to prioritize funding the minimum required upgrades to the West to East section of the Island Rail Corridor to allow for its use in the event of a wildfire or highway closure. UBCM indicates that, because the Island Rail Corridor is an issue specific to the AVICC region, that this item should remain with AVICC.

The Committee notes that the the AVICC membership has consistently endorsed resolutions addressing Island Corridor rail service, but are often referred back from UBCM to AVICC for action 2022-RR37 submitted directly to UBCM and endorsed; 2019-R8 (UBCM 2019-C55)2017-R7 (UBCM 2017-C9), 2016-R3 (UBCM 2016-C24),and UBCM: 2009-C14, 2009-C34, 2008-LR4).

COMMUNITY ECONOMIC DEVELOPMENT

R3) Power Supply Investment North Island

District of Port Hardy

Whereas reliable and sustainable power supply is critical to supporting economic diversification, enhancing infrastructure, and ensuring the growth of rural communities in the North Island (North of Campbell River);

And whereas increased power capacity will support economic investment in industries transitioning to sustainable practices, such as aquaculture, mining exploration, and other economic investment, while encouraging the development of green energy projects in the region:

Therefore be it resolved that AVICC requests that the provincial government commit to upgrading the power supply infrastructure on the North Island, including those communities North of Campbell River, ensuring sustainable and reliable energy delivery that supports economic growth, green energy projects, and the region's transition to a diverse and resilient economy.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the AVICC membership has not previously considered a resolution calling on the Province commit to upgrading the power supply infrastructure on the North Island, north of Campbell River.

However, the Committee notes that the membership has supported resolutions calling on the Province and BC Hydro to implement remote community electrification, and upgrade existing power supply infrastructure in rural and remote communities, including (below are UBCM resolutions from other area associations – no resolutions have been considered by AVICC in the past):

- 2023-NR43 which asked the Province, BC Utilities Commission and BC Hydro to coordinate regarding the need for communities to understand BC Hydro's readiness to meet electrification requirements and to support electrification in retrofits in order for communities to meet climate action goals;*
- 2016-B38 which asked BC Hydro to reinstate and adequately fund the BC Hydro Remote Community Electrification program to sustain the economic and social well-being of remote and rural communities throughout BC; and*
- several resolutions asking the Province and BC Hydro to support extensions of electrical power infrastructure to specific areas of the province that are currently underserved or not presently serviced (2012-B36, 2008-B45, 2004-B25).*

PART 3 – RESOLUTIONS

The following are the resolutions received by the February 6, 2025 resolutions deadline. Should any of these resolutions be endorsed, they will be forwarded to UBCM for consideration at their Annual Convention.

Part 3 - Section “A” – This section contains resolutions that support existing policy and are recommended Endorse or Endorse with Proposed Amendment. (considered as a block)

HEALTH AND SOCIAL DEVELOPMENT

R4) Mental Health and Addictions Resources for Youth

City of Parksville

Whereas increasing mental health and addiction issues amongst youth (18 - 28 years), combined with a lack of mental health and addictions resources and services, is a growing problem in local governments across British Columbia;

Therefore be it resolved that AVICC and UBCM call on the provincial government to provide improved resourcing and facilities for youth mental health and addictions services throughout the province;

And be it further resolved that the province report out on deliverables and results of expenditures on mental health and addictions supports for youth with an analysis of the effectiveness of implemented programs.

Resolutions Committee recommendation: **Endorse**

Resolutions Committee comments:

The Committee advises that the UBCM membership has not previously considered resolutions focused only on youth, and with the specific requests that the Province provide improved resourcing and facilities for youth mental health and addictions services throughout the province; and to report out on deliverables and results of expenditures on mental health and addictions supports for youth.

However, the Resolutions Committee notes that the UBCM membership has endorsed numerous resolutions calling on the provincial government to provide improved resourcing and facilities for child and youth mental health and substance use collaboration beyond 2017 (2017-B70) as well as mental health and addictions services throughout the province (2024-EB1, 2024-EB2, 2024-EB3, 2024-EB5, 2024-EB6, 2024-EB7, 2024-NR3, 2024-NR6, 2023-SR3, 2023-EB1, 2022-EB9, 2021-EB54, 2021-EB55, 2021-EB56, 2021-EB57, 2020-EB79, 2020-SR8, 2019-B60, 2019-B61, 2019-B171, 2019-B172, 2018-B52, 2017-B71, 2016-B43, 2015-A2, 2014-B34, 2013-B52, 2010-B42, 2008-A1, 2007-B89, 2007-B153, 2006-B50, 2006-B51, 2005-B3).

R5) Volunteer Fire Department Funding Model

Sunshine Coast RD

Whereas volunteer fire departments in rural and remote areas are burdened with longer and more frequent call outs to attend downed powerlines, motor vehicle incidents and other emergency calls until BC Hydro or BC Ambulance arrives on scene;

Therefore be it resolved that UBCM urge the Province to review the funding model for volunteer fire departments to include reasonable and proportional funding from BC Hydro, BC Ambulance, and ICBC to reduce the burden on local tax payers.

Resolutions Committee recommendation: **Endorse**

Resolutions Committee comments:

The Resolutions Committee notes that the UBCM membership has endorsed several resolutions seeking fair compensation for local government provision of first responder services (2024-EB9, 2023-EB4, 2023-EB5, 2023-EB6, 2023-EB24, 2022-EB40, 2022-EB41, 2022-NR2, 2020-EB9, 2019-SR3, 2019-B9, 2019-B11, 2018-B5, 2018-B141, 2015-B17, 2014-A2, 2014-B15, 2013-B8, 2012-A6, 2011-B4, 2011-B5, 2010-B6, 2009-B14, 2009-B28, 2009-B69, 2009-B88, 2007-B10).

In particular, resolution 2023-EB24 sought reimbursement from ICBC to compensate fire departments for first responder attendance at traffic incidents.

However, the Committee advises that the request for compensation from BC Hydro has not been previously considered by the membership.

COMMUNITY SAFETY

R6) Fire Inspections and Investigations

Comox Valley RD

Whereas the *Fire Safety Act* came into effect on August 1, 2024 and now requires local governments to appoint fire investigators / inspectors across their jurisdictions but in particular for those areas that may not have fire protection or are challenging to access (due to remoteness);

And whereas local governments, particularly in rural and remote areas, face significant logistical and resource challenges and do not have staff or funding in place to do inspections/investigations:

Therefore be it resolved that UBCM request the provincial government, as stated in the recently released *Fire Safety Act*, have the Local Fire Service Advisors perform fire inspections and investigations for regional districts and have it be continued in perpetuity.

*Resolutions Committee recommendation: **Endorse***

Resolutions Committee comments:

The Resolutions Committee notes that the UBCM membership endorsed resolution 2018-SR3 which sought “one standard of fire safety” throughout BC, including for regional districts, and reiterated to the Province that UBCM does not support regional districts as the vehicle for implementing the Province’s direction regarding one standard of fire safety.

The Committee also notes that the membership has endorsed similar resolutions, but these resolutions applied to all local governments, rather than just to regional districts:

- 2019-A1 which asked the Province to expedite the enactment of legislation requiring provincial safety regulations to be enforced by the Office of the Fire Commissioner (OFC) or the BC Safety Authority rather than pursuing options to download the responsibility for inspections and enforcement of provincial regulations on local governments; and*
- 2015-A3 which asked the Province to provide the resources necessary to inspect and enforce provincial safety regulations, including the Fire Services Act and its regulations, through either the Office of the Fire Commissioner or the BC Safety Authority rather than pursuing options to download the responsibility for inspections and enforcement of provincial regulations on local governments.*

UBCM and the OFC have established the Single Standard of Fire Safety Working Group (SSFSWG), to address local government concerns and to work through implementation of the Fire Safety Act in regional districts. Primary concerns identified by regional districts include a lack of expertise, capacity and funding to undertake new responsibilities. Through the SSFSWG, the OFC and UBCM reached an outcome that will allow the OFC to perform fire inspections and investigations on behalf of regional districts, when asked by the regional district.

Recognizing that this approach is not what was proposed in the Act, and is only possible by using transition provisions, UBCM and the local government members of the SSFSWG have requested that the Act be amended once it has been brought into force to ensure that the OFC's role in supporting fire inspections and investigations becomes formalized in the Act as a permanent solution.

ENVIRONMENT

R7) Non-migratory Resident Canada Geese

District of Metchosin

Whereas the current population of non-migratory, resident Canada geese (*Branta canadensis moffitti*) are not native to this area and are increasing in numbers each year to an estimated 9,000 to 11,000 according to recent bird counts;

And whereas non-migratory, resident Canada geese are an ongoing destructive element to agriculture through the disruption of growing fields, the consumption of crops, and the risks posed by avian influenza and E. coli contamination, presenting risks to food security and the broader environment:

Therefore be it resolved that AVICC and UBCM work with provincial agencies such as the Ministry of Environment in concert with Canada Wildlife Services to undertake effective action to protect agriculture and the environment including establishing a goose cull program to deal with non-migratory resident Canada geese populations.

*Resolutions Committee recommendation: **Endorse***

Resolutions Committee comments:

The Resolutions Committee notes that the UBCM membership has supported a number of resolutions seeking support and coordination from other orders of government to manage the population of Canada geese (2017-B30, 2016-B59, 2013-B107, 2013-B107, 2011-B42).

R8) Financial Incentives for Residential Rainwater Catchment Systems

District of Tofino

Whereas water security, drought, and climate change are critical issues affecting communities across the Province of British Columbia, with many communities facing challenges related to aging water infrastructure and increasing demand;

And whereas incentivizing the implementation of residential rainwater catchment systems can alleviate pressure on water supply challenges in drought affected communities:

Therefore be it resolved that the AVICC and UBCM call upon the Province of British Columbia to offer rebates or financial incentives for residential rainwater catchment systems to help increase water supply and promote efficient water use practices.

*Resolutions Committee recommendation: **Endorse***

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling upon the Province to offer rebates or financial incentives for residential rainwater catchment systems to help increase water supply and promote efficient water use practices.

However, the Committee notes that the membership has supported resolutions calling for provincial funding and development of policy and procedures for agricultural rainwater harvesting systems (2016-B106) and provincial development of rainwater treatment objectives and standards for small

water systems (2016-B111). The Committee also notes that the membership has supported numerous resolutions calling on the Province to offer rebates or financial incentives for other initiatives that provide environmental benefits including rebates for vehicles 2020-EB29; building retrofit incentives for energy efficiency 2018-B31, and rebates for more energy efficient appliances and products 2008-B70 and 2008-B91).

R9) Conserving BC Landfill Capacity

Nanaimo RD

Whereas the available capacity of landfills in British Columbia is rapidly diminishing, posing a significant challenge to effective waste management and environmental sustainability;

And whereas landfill airspace is a critical component in recovery from disaster and emergency events:

Therefore be it resolved that UBCM request that the Province develop a long-term waste management strategy that supports a circular economy, prioritizing waste reduction, material reuse, and recycling, while maintaining resilience in the event of emergencies or disasters.

Resolutions Committee recommendation: **Endorse**

Resolutions Committee comments:

The Resolutions Committee notes that the UBCM membership has supported resolutions that address many of the items noted in the enactment clause, including waste management strategies, a circular economy, prioritizing waste reduction, material reuse, and recycling.

The Committee notes that the membership has supported a number of resolutions addressing solid waste management and landfills, including:

- 2024-EB53 which asked the Province to establish an annual funding model to assist local governments in adequately preparing for and responding to new provincial environmental standards for solid waste management;*
- 2021-NR33 which asked the Province to provide the necessary resources to local governments for landfill compliance related projects;*
- 2021-NR34 which asked the Province to help ensure local government meet Operational Certificates for landfill compliance without the threat of imprisonment or substantial monetary fines;*
- 2016-B27 which asked for provincial funding to assist local governments in their waste management initiatives that address the new standards around Landfill Operational Certificates; and*
- numerous resolutions addressing demolition waste in landfills (2022-EB51, 2021-NR35, 2018-B26, 2017-B25, 2017-B45, 2017-B97, 2016-B143, 2012-B81).*

The Committee also notes that the membership has supported resolutions supporting the circular economy (2021-EB38, 2017-B63) and the right to repair products (2021-NR37).

The Committee additionally notes that the membership has supported resolutions seeking to reduce food waste (2023-NR48, 2022-EB56).

The Committee further notes that the UBCM membership has endorsed several resolutions seeking to include the ICI sectors in the Packaging and Paper Products Extended Producer Responsibility programs (2023-EB41, 2021-EB33, 2020-EB54, 2020-EB57, 2019-B146, 2018-B68, 2012-B125).

Finally, the Committee notes that the membership has endorsed resolutions supporting the introduction of industry product stewardship programs that would shift the responsibility for waste management from local governments to producers and consumers of products such as electronic

waste, batteries, tires, used oil, plastics, mattresses, furniture and packaging (2022-EB54, 2020-EB53, 2020-EB55, 2020-EB56, 2014-B97, 2009-B35, 2008-B84, 2006-B28, 2006-B29, 2006-B107, 2005-B24).

R10) Sustainable Funding for Landfill Gas Regulation Compliance

Comox Valley RD

Whereas the new provincial landfill gas regulations present disproportionate financial challenges for smaller local governments, exacerbating existing disparities in service delivery capacity;

And whereas compliance costs, including infrastructure upgrades, specialized training, ongoing monitoring, and maintenance, represent a significant financial strain for communities with limited revenue streams:

Therefore be it resolved that UBCM call upon the Province of British Columbia to develop a sustainable funding model that recognizes the diverse financial capacities of local governments and provides targeted financial assistance to ensure equitable implementation of the landfill gas regulations across British Columbia.

Resolutions Committee recommendation: **Endorse**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the Province to develop a sustainable funding model that recognizes the diverse financial capacities of local governments and provides targeted financial assistance to ensure equitable implementation of the landfill gas regulations across British Columbia.

The Committee notes that the membership has supported resolutions seeking to reduce food waste (2023-NR48, 2022-EB56), both of which address the greenhouse gas emissions from decomposing food waste in landfills, in a whereas clause. As well, resolution 2009-B113 sought grant funding support for landfill gas reduction projects and greater regulatory flexibility in how local governments reduce emissions from landfills.

R11) Legislating the BC Coastal Marine Strategy

**City of Langford
District of Saanich**

Whereas in July 2024, following extensive consultation with First Nations and stakeholders, the Province of British Columbia released its first ever Coastal Marine Strategy, providing a 20-year vision of a “diverse, productive and resilient coastal marine environment that is valued in its own right and that supports the prosperity, health and well-being of coastal communities now and into the future”;

And whereas the Coastal Marine Strategy details nine important goals (diverse marine life; abundant wild Pacific Salmon; a clean coast; climate-ready communities; a sustainable coastal economy; vibrant coastal communities; trusting, respectful relationships; a robust tool kit; and integrated and balanced management), but does not have the force of law, and codifying the Strategy into law would support its success and longevity rather than leaving it dependent on the priorities of the government of the day:

Therefore be it resolved that AVICC and UBCM call on the Province of British Columbia to enshrine the BC Coastal Marine Strategy into law.

Resolutions Committee recommendation: **Endorse**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the Province to enshrine the BC Coastal Marine Strategy into law.

However, the Committee notes that the UBCM Executive endorsed referred resolution 2020-NR45 which sought a Coastal Protection Strategy and law to leverage and coordinate the work of provincial ministries, First Nations, local communities, and stakeholder groups to preserve coastal and ocean health, halt coastal habitat loss, accelerate the completion of a network of marine protected areas to benefit fisheries, biodiversity and the economy, set marine environmental quality objectives from upland activities, and help communities adopt ecosystem-based approaches to manage risks from flooding due to extreme weather events, sea level rise, climate change, and ocean acidification.

R12) Provincial Circular Economy Strategy

Nanaimo RD

Whereas the Province of British Columbia has recognized that the traditional linear economic model of “take, make, waste” leads to waste, environmental harm, the over-consumption of resources, and diminishing landfill capacity, and has committed to working toward a circular economy through its Clean BC Plan;

And whereas despite some initial efforts, including a strategy pre-engagement exercise, work through the Province’s extended producer responsibility programs, and the CleanBC Plastics Action Fund, a comprehensive strategy to address the systemic change necessary to transition BC’s economy to a circular model has not yet been adequately pursued and developed:

Therefore be it resolved that UBCM request that the Province take meaningful action to develop a comprehensive Circular Economy Strategy which includes public education and economic development considerations, such as expanding the province’s remanufacturing and re-processing capacity for recyclable materials.

Resolutions Committee recommendation: **Endorse**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the Province to take meaningful action to develop a comprehensive Circular Economy Strategy which includes public education and economic development considerations, such as expanding the province’s remanufacturing and re-processing capacity for recyclable materials.

However, the Committee notes that the membership has supported resolutions supporting the development of a circular economy strategy (2021-EB38, 2017-B63) and the right to repair products (2021-NR37).

The Committee also notes that the membership has supported resolutions seeking to reduce food waste (2023-NR48, 2022-EB56). In particular, resolution 2022-EB56 seeks to amend the CleanBC Roadmap to 2030 by including food waste reduction and recovery as, or into, one of the pathways.

The Committee further notes that the UBCM membership has endorsed several resolutions seeking to include the ICI sectors in the Packaging and Paper Products Extended Producer Responsibility programs (2023-EB41, 2021-EB33, 2020-EB54, 2020-EB57, 2019-B146, 2018-B68, 2012-B125).

Finally, the Committee notes that the membership has endorsed resolutions supporting the introduction of industry product stewardship programs that would shift the responsibility for waste management from local governments to producers and consumers of products such as electronic waste, batteries, tires, used oil, plastics, mattresses, furniture and packaging (2022-EB54, 2020-

EB53, 2020-EB55, 2020-EB56, 2014-B97, 2009-B35, 2008-B84, 2006-B28, 2006-B29, 2006-B107, 2005-B24).

R13) Sustainable Funding for Small Water Systems

Comox Valley RD

Whereas the small water systems in rural British Columbia, which are administered by local governments, provide essential services to rural residents and communities, yet they face unsustainable financial burdens due to the high costs of water treatment systems, ongoing maintenance, and replacing aging infrastructure, which can amount to millions of dollars;

And whereas it is not possible for rural residents and communities to finance these systems through local taxation alone, threatening the viability of these water systems and the communities they serve, while also posing a significant risk to local food security:

Therefore be it resolved that UBCM request the provincial and federal governments to establish long-term sustainable funding programs specifically for small water systems to address high cost and regulatory compliance requirements and to safeguard local food security, and for a collaborative approach to funding and support, including cost-sharing models, grant programs and capacity-building initiatives, to enable small rural water systems to remain viable and resilient amidst growing environmental and economic pressures.

Resolutions Committee recommendation: **Endorse**

Resolutions Committee comments:

The Resolutions Committee notes that the UBCM membership has endorsed three recent resolutions that sought sustainable funding for small water systems (2024-NR72, 2023-EB47, 2022-EB81).

The Committee also notes that the membership has endorsed resolutions asking the Province to establish standards and funding around drinking water, including:

- Province to provide funding opportunities that reflect the true cost of the upgrades to aging drinking water infrastructure particularly in the rural areas of the province of British Columbia (2011-B107);*
- Province to standardize water quality and treatment regulations across BC and develop a funding strategy for their implementation (2009-B51);*
- Province to establish province-wide standards on potable water to be applied universally and implemented consistently in order to protect public health and public confidence in local and regional potable water systems (2007-B123); and*
- Province to ensure that funding is available to develop the infrastructure required to meet the Province's drinking water standards (2006-B90).*

The Committee further notes that the membership has endorsed resolutions calling for federal funding for the renewal and replacement of aging local government infrastructure, including that related to drinking water and wastewater (2011-B143, 2010-B82, 2010-77, 2010-B71).

INDIGENOUS RELATIONS AND RECONCILIATION

Cowichan Valley RD

R14) Funding Indigenous Governments' Engagement in Local Government Planning Activities

Whereas the Province of BC is implementing the *Declaration on the Rights of Indigenous Peoples Act* (DRIPA) and is required to take a distinctions-based approach in all of its relations with Indigenous peoples to ensure that unique rights, interests, and circumstances of Indigenous peoples are acknowledged, affirmed and implemented;

And whereas local governments are committed to reconciliation and seek meaningful engagement with Indigenous governments in community and regional planning activities, such as climate mitigation and adaptation plans, emergency management plans, regional growth and servicing strategies, and official community plans, that may uphold the unique rights, interests, and circumstances of Indigenous peoples:

Therefore be it resolved that AVICC and UBCM request the Province of BC provide dedicated funding streams to support Indigenous governments' participation in local government community and regional planning activities to support reconciliation and implementation of DRIPA.

Resolutions Committee recommendation: **Endorse**

Resolutions Committee comments:

The Resolutions Committee notes that the UBCM membership has endorsed several resolutions requesting funding or supports for local governments for reconciliation, relationship building and engagement with First Nations (2024-EB58, 2023-EB72, 2021-EB77, 2018-B23).

The Committee also notes that the UBCM membership has endorsed several resolutions in support of the United Nations Declaration on the Rights of Indigenous Peoples; Declaration on the Rights of Indigenous Peoples Act; Missing and Murdered Indigenous Women, Girls and Two-Spirit, Transgender, and Gender-diverse Peoples (MMIWG2S); and the Truth and Reconciliation Commission (2022-EB86, 2022-EB85, 2022-NR70, 2022-EB60, 2015-B106, 2019-A4, 2019-LR4, 2018-B150, 2018-B149).

FINANCE

R15) Sustainable Growing Communities Fund

City of Parksville
Nanaimo RD

Whereas local governments in British Columbia face increasing demands for essential services and infrastructure due to significant population growth, with the province's population reaching an estimated 5,646,467 as of April 1, 2024, marking an annual growth rate of 3.3% - the highest since 1971;

And whereas the primary revenue source for local governments, property taxes, is regressive and places a disproportionate burden on lower-income households, while the costs of infrastructure projects continue to rise at a rate that outpaces consumer inflation, making it increasingly difficult for local governments to meet community needs:

Therefore be it resolved that AVICC and UBCM urge the Province of British Columbia to establish a sustainable, recurring "Growing Communities Fund" to generate \$1 billion annually through progressive taxation, distributed to local governments using the same formula as the 2022 fund, thereby providing equitable and sustainable financial support for local governments across the province.

Resolutions Committee recommendation: **Endorse**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the Province to establish a sustainable, recurring "Growing Communities Fund" to generate \$1 billion annually through progressive taxation, distributed to local governments using the same formula as the 2022 fund, thereby providing equitable and sustainable financial support for local governments across the province.

However, the Committee notes that the membership has consistently endorsed resolutions calling for increased long-term, predictable allocation-based funding from the provincial and federal governments that would support growth and complete communities, and that recognizes the limited financial capacity of local governments under the current financial framework (2024-SR2, 2023-EB11, 2023-EB49, 2022-EB34, 2020-SR5, 2020-EB35, 2012-A1, 2012-B13, 2011-B34).

In 2021 the UBCM membership endorsed the Ensuring Local Government Financial Resiliency report that included a working partnership between the Province and UBCM to strengthen the local government finance system. UBCM signed an MOU with the Minister of Finance and Minister of Municipal Affairs in 2022 that led to the formation of the Local Government Financial Review Working Group. This group has representatives from UBCM and both ministries with a work plan that includes reviewing the funding of growth-related infrastructure. The Working Group agreed to a shared problem statement recognizing the difficulties local governments report regarding infrastructure capital costs.

TAXATION

R16) BC Port Tax Cap

North Coast RD

Whereas a number of communities in BC host federal port facilities within their jurisdiction;

And whereas many of these communities struggle with raising taxation revenue to support infrastructure deficits and service provision;

And whereas the BC government has restricted municipal taxation on ports under the *Ports Property Tax Act*;

Therefore be it resolved that the AVICC and UBCM advocate to the BC government to remove or increase the port tax cap thereby ensuring that port industries pay a fair share of taxes in the local communities in which they operate.

Resolutions Committee recommendation: **Endorse**

Resolutions Committee comments:

The Resolutions Committee notes that the UBCM membership endorsed resolution 2014-B10 which asked the Province to eliminate port property tax rate caps by repealing the applicable provisions of the Ports Property Tax Act in the fall of 2014.

The Committee also notes that the membership has consistently endorsed resolutions emphasizing the importance of local government autonomy to apportion appropriate levels of taxation municipally (2023-NR69, 2021-EB19, 2019-B124, 2018-A3, 2017-B14, 2017-B91, 2016-B13, 2009-SR1, 2009-B78, 2006-A5).

TRANSPORTATION

R17) Electric Vehicle Charging Strategy for Remote Communities

qathet RD

Whereas BC Hydro has prioritized the development of electric vehicle (EV) charging infrastructure in urban areas and along high-volume traffic corridors;

And whereas rural areas face significant gaps in access to public EV charging infrastructure, which limits EV adoption and creates barriers to equitable access for residents and travelers in these regions:

Therefore be it resolved that AVICC and UBCM request that BC Hydro develop a separate strategy to provide access to public EV charging stations in rural areas, ensuring that all regions have access to reliable and accessible EV charging infrastructure.

Resolutions Committee recommendation: **Endorse**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on BC Hydro to develop a separate strategy to provide access to public EV charging stations in rural areas, ensuring that all regions have access to reliable and accessible EV charging infrastructure.

However, the Committee notes that the membership endorsed resolution 2023-NR80.1, which asked the Province to outline their plan for supporting capacity building, improved infrastructure and other upgrades in northern British Columbia to meet zero emission vehicle sales targets. In response to the 2023 resolution, the provincial government highlighted its commitment to complete EV charging infrastructure on every major highway and road in BC in 2024. Further, the Province referenced work with other levels of government, utilities, and industry to install 10,000 public charging stations across the province by 2030. The existing provincial programs do not support installation of EV charging infrastructure in remote communities (including small coastal islands) not located along major highways.

UBCM members have consistently endorsed resolutions that support the use of electric vehicles by expanding charging infrastructure (2022-EB74, 2020-EB28, 2019-B144, 2017-B116, 2017-B132).

R18) Support and Resourcing for Active Transportation Projects

Cowichan Valley RD

Whereas the Province of BC has developed the British Columbia Active Transportation Design Guide as an initiative of CleanBC to provide consistent, appropriate planning and engineering guidance on the design of active transportation infrastructure, for jurisdictions of all sizes across BC, including urban and rural communities;

And whereas the Province of BC is committed to working collaboratively in partnership with local governments to plan for active transportation as part of the BC Active Transportation Strategy, Move.Commute.Connect, that works towards creating community-specific active transportation networks that are safe, accessible and convenient for a wide range of uses for all ages and abilities;

And whereas the Province of BC, under the Clean BC initiative, recognizes that the Provincial road system is a crucial connection for active transportation users – especially in more rural areas:

Therefore be it resolved that AVICC and UBCM request that the Ministry of Transportation and Transit commit the necessary staff resources to work with local governments to support the planning, design, and expedient approval and development of active transportation infrastructure along rural Provincial roadways, consistent with the Active Transportation Design Guide, to improve the safety and mobility of active transportation users in rural areas in efforts to achieve the provincial target of doubling the proportion of trips taken using active transportation by 2030.

Resolutions Committee recommendation: **Endorse**

Resolutions Committee comments:

The Resolutions Committee notes that the UBCM membership endorsed resolution 2024-EB74, which asked the Ministry of Transportation and Infrastructure to prioritize the safety of vulnerable road users (including pedestrians, transit users and cyclists) in their road design standards; and to recognize the practical challenges of active transportation in rural areas and approve, fund and maintain minor road improvements that increase safety for vulnerable road users, such as paved shoulders and crosswalks.

The Committee also notes that the UBCM membership has consistently endorsed resolutions calling on the provincial government to prioritize safety measures for vulnerable road users, including relevant amendments to the Motor Vehicle Act (2021-EB16, 2018-B12, 2018-B102).

The Committee further notes that more generally, the membership has consistently endorsed resolutions that support the increased use of active transportation:

- development of active transportation infrastructure (2024-EB75, 2024-NR81, 2024-NR82, 2020-EB24, 2020-NR24, 2019-B16, 2018-B15, 2013-B99); and*
- improvements to cycling infrastructure (2016-B9, 2016-B57, 2012-B63, 2010-B17, 2009-B83, 2008-B108, 2007-B14, 2007-B99, 2006-B110, 2006-B140).*

R19) BC Ferry Advisory Committees

North Coast RD

Whereas Ferry Advisory Committees provide route-specific input and advocacy and exist as part of BC Ferries' strategic goal to be customer and community centred;

And whereas BC Ferries has dissolved the Ferry Advisory Committees;

And whereas the BC Government's Coastal Ferry Services Contract, last amended on March 31, 2024, states that it is committed to "ongoing engagement in support of provincial reconciliation efforts;"

Therefore be it resolved that the AVICC and UBCM advocate to the BC government to amend the Coastal Ferry Services Contract and include a provision for BC Ferries to develop an engagement framework that meaningfully considers input from local governments and Indigenous communities that rely on the BC Ferry System.

Resolutions Committee recommendation: **Endorse**

Resolutions Committee comments:

The Resolutions Committee notes that UBCM membership has consistently endorsed resolutions seeking effective mechanisms for communities to provide feedback on coastal ferry service; and for the provincial government and BC Ferries to consider and act on this feedback, including: 2022-EB72, 2022-EB73, 2019-B18, 2019-B119, 2016-B12, 2013-B12, 2012-B6, 2011-A3, 2010-B20, 2009-B156, 2008-B112, 2008-B151, 2007-B18).

R20) Emergency Road Network Planning

Sunshine Coast RD

Whereas rural communities cannot meet the challenges of climate change without a climate change and emergency management strategy for critical transportation networks;

And whereas the Ministry of Transportation and Transit is not required to participate in local government planning processes;

And whereas planning for growth in our communities is not feasible in the absence of any road network planning by the Ministry of Transportation and Transit:

Therefore be it resolved that UBCM request that the Province instruct the Ministry of Transportation and Transit to collaborate with local governments on emergency access road plans for rural and unincorporated areas, upon request.

Resolutions Committee recommendation: **Endorse**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the Ministry of Transportation and Transit to collaborate with local governments on emergency access road plans for rural and unincorporated areas, upon request.

However, the Committee notes that the membership has endorsed resolutions calling for provincial maintenance of resource roads so that they can be used for emergency purposes:

- define standards of maintenance and construction that supports the economic continuity and connectedness of residents across the province where these resource roads are being used as alternate commuter routes or would be used in the event of an emergency (2024-EB79);*
- where there is only one access road to a community, establish and maintain an alternative or emergency transportation route, and conduct an inventory of active forestry roads that could be maintained for emergency evacuation purposes (2024-EB80);*
- establish defined standards for construction, maintenance, and enforcement for resource roads that serve as the primary or secondary access roads for communities, funded similarly to the public highway system (2020-EB19);*

- *explore by policy the ways and means and criteria to distinguish resource road classes defined as high community or public use resource roads, along with flexible, result-oriented definitions for their maintenance (2020-EB20);*
- *work with communities and stakeholders to identify key resource roads no longer required for industrial use, and designate these roads as recreational roads that require provincial oversight and funding for ongoing maintenance in support of, in part, emergency uses (2017-B58); and*
- *additional funding and improved maintenance of resource roads (2015-B74, 2010-B19, 2008-B17).*

The Committee is aware that the Community Emergency Preparedness Fund (CEPF), a program intended to enhance the resiliency of local governments, First Nations, and communities in responding to emergencies, includes a funding stream to support the development of evacuation route plans. The Province allocated \$110 million in 2021/22 in new funding to the CEPF.

LEGISLATIVE

Village of Daajing Giids

R21) Provincially Funded WorkSafe BC Coverage – Elected Officials

Whereas WorkSafe BC Occupational Health and Safety Regulation does not cover elected officials, as currently elected officials e.g., provincial municipal and regional district government, school or library boards, etc. are not considered workers or employers under the *Workers Compensation Act* and, therefore, the Act does not apply to them in this capacity;

And whereas in the course of serving their constituents, elected officials are increasingly being subjected to escalating incivility such as harassment, intimidation and altercations;

And whereas the Province, the Ministry of Labour, and WorkSafeBC take the safety of all workers in British Columbia seriously and recognize the importance of the health and safety of all British Columbians who are active in both the private and public sectors of the economy:

Therefore be it resolved that the Province and the Ministry of Labour amend the *Workers Compensation Act* to include, and provincially fund, WorkSafe BC coverage for, all elected officials doing this necessary work on behalf of British Columbians.

Resolutions Committee recommendation: **Endorse**

Resolutions Committee comments:

The Resolutions Committee notes that upon consideration, the UBCM Executive endorsed referred resolution 2024-NR90, which asked in part for the Province to amend the Workers Compensation Act to include local elected officials in the definition of “worker”. Members endorsed two previous resolutions making the same request (2021-EB2, 2014-B98). This amendment would apply existing Worksafe BC policies, procedures, and safeguards against bullying, harassment, and other inappropriate treatment at the hands of another local elected official.

In response to the 2021 resolution, the provincial government pointed out that, even without the requested changes to WorkSafe BC, local governments have the option of purchasing insurance coverage for their elected officials from private sector insurance carriers. The Province further suggested that local governments should work with WorkSafe BC “to explore whether there are options under existing legislation.”

R22) Provincial Consultation on Legislative Changes

City of Parksville

Whereas the Province has enacted a significant volume of legislative and regulatory amendments affecting the authority of local governments, and these changes span across multiple, diverse topics and require specialized knowledge to implement locally;

And whereas many British Columbia local governments are small organizations with a lean staff and fixed capacity, and local governments have not received permanent core funding to increase capacity for ongoing demands of new legislation, and multiple changes province-wide limits the availability of qualified consultants to create temporary capacity:

Therefore be it resolved that AVICC and UBCM urge the Province to:

- conduct meaningful technical level consultation with local governments about the feasibility and practicality of implementation, prior to amending legislation that affects the capacity and authority of local governments;
- to consider reasonable timelines for local governments to adapt to legislative changes;
- to consider the timing of multiple significant changes to core legislation across multiple topics;
- to coordinate the release of regulations and policy with statute amendments to assist local government staff in meeting timelines; and
- provide sustained core funding to local governments to accompany permanent changes that create additional workload for local government staff.

Resolutions Committee recommendation: **Endorse**

Resolutions Committee comments:

The Resolutions Committee notes that UBCM membership has consistently supported resolutions calling on the Province to consult and engage with local governments on policy, programs, and initiatives that have the potential to impact local governments:

- *2024-EB87 asked the provincial government to review its consultation processes with or involving local governments, especially as they relate to legislative or regulatory changes that impact local governments;*
- *2022-EB75 asked the Province to consult with local governments that will be impacted by provincial policy; and*
- *2019-SR1 called on the provincial government to ensure that the principles of mutual respect, consultation, and cooperation as outlined in s. 2 of the Community Charter be adhered to and implemented as it moves forward with future initiatives.*

In response to the 2022 resolution, the provincial government acknowledged that “[c]onsultation is enshrined as a legislative principle as part of the Province recognizing local governments as an order of government.” It noted that “Municipal Affairs staff are available to offer other ministries advice and support on specific projects as needed.”

Members also consistently endorse resolutions seeking more and improved consultation and communication between the Province and local governments in the context of specific legislative or policy processes (2024-EB76, 2023-EB8, 2023-EB62, 2022-EB75, 2021-SR2, 2021-EB5, 2021-EB43, 2021-EB72).

COMMUNITY ECONOMIC DEVELOPMENT

R23) Forestry Industry and Fibre Decline

City of Port Alberni

Whereas hundreds of jobs have been lost in the forest industry in BC in 2024, and hundreds more are at risk due to the increasing cost and difficulty of accessing fibre and multiple other reasons;

And whereas this forest industry crisis has the potential for declines in population as well as declines in industrial property tax revenues in dozens of communities throughout British Columbia:

Therefore be it resolved that AVICC and UBCM call on the provincial government to accelerate efforts to make more fibre available to mills at risk and work with industry as well as other stakeholders to find ways to reduce the cost of fibre delivered to the mills.

Resolutions Committee recommendation: **Endorse**

Resolutions Committee comments:

The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions calling on the provincial government to combat the decline in the supply of fibre available to mills (2024-EB97, 2024-NR94, 2021-EB51, 2020-EB66, 2016-B45, 2015-LR2, 2006-B43).

Part 3 - Section “B” – This section contains resolutions that offer the recommendation of No Recommendation or Not Endorse

HEALTH AND SOCIAL DEVELOPMENT

R24) Mental Health Support for Elected Officials

Islands Trust

Whereas the stresses faced by local elected officials are increasing due to a degradation in the tone of civil discourse;

And whereas additional mental health supports for local elected officials would be beneficial beyond what is provided by Medical Services Plan and extended health plans:

Therefore be it resolved that UBCM call upon the Province of British Columbia to implement initiatives that offer mental health supports tailored to the needs of local elected leaders in British Columbia.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the Province to implement initiatives that offer mental health supports tailored to the needs of local elected leaders in British Columbia.

The Committee would note that UBCM, through its Group Benefits Plan, offers elected officials:

- *extended health care;*
- *dental;*
- *employee and family assistance plan (e.g. mental health supports);*
- *optional life insurance; and*
- *optional accidental death and dismemberment.*

For those local governments that have their staff benefits through the UBCM Group Benefits Plan, there is the option to provide your elected officials with the same level of benefits/plan design that you provide to your non-union staff for Extended Health and Dental.

Benefit programs are offered by an insurance provider, so it is up to that insurance provider which benefits to offer and cover, and this has been negotiated with UBCM. Therefore it is not a decision of UBCM or the provincial government, it is reliant on an insurance provider who is willing to offer those

benefits. In the case of UBCM's benefit plan, our insurance provided Pacific Blue Cross, has made the benefits program available to elected officials based on the enrollment criteria.

City of Langford

R25) Free Pelvic Floor Physiotherapy as part of Postpartum Care in British Columbia

Whereas people who are postpartum may experience pelvic floor dysfunction, including incontinence, pain, and prolapse, as a direct result of pregnancy and childbirth, which significantly impacts quality of life, mental health, long-term physical well-being and creates inequitable financial burdens;

And whereas the Canadian Physiotherapy Association recognizes pelvic floor physiotherapy as an evidence-based, non-invasive treatment option that improves postpartum recovery; however, the lack of both equitable access to pelvic floor physiotherapy and education about the benefits contributes to healthcare costs associated with untreated pelvic floor dysfunction, including corrective surgeries, chronic conditions and the expense of personal hygiene products:

Therefore be it resolved that AVICC and UBCM ask the provincial government to work with healthcare professionals, including physiotherapists, obstetricians, midwives and nurse practitioners to ensure postpartum care involves informing patients about and provides patients equitable access to pelvic floor assessments and physiotherapy services, regardless of income or insurance status;

And be it further resolved that the provincial government implement a program to provide free pelvic floor physiotherapy treatments as part of the standard postpartum care under the BC Medical Services Plan (MSP).

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the Province to work with healthcare professionals to ensure postpartum care involves informing patients about and provides patients equitable access to pelvic floor assessments and physiotherapy services, regardless of income or insurance status. Nor has the membership considered the request that the Province implement a program to provide free pelvic floor physiotherapy treatments as part of the standard postpartum care under the BC Medical Services Plan (MSP).

The Committee acknowledges that this issue is outside the scope of local government jurisdiction, and as such, it cannot provide comments as to the merit, impact or consequences of this resolution's request.

R26) Childcare Licensing Requirements

District of Oak Bay

Whereas staffing shortages have led to the unavailability of licensed daycare and after-school care spots;

And whereas childcare service provides the opportunity for youth employment and valuable skills development;

And whereas youth already provide care for school-age children as leaders in summer camps, working as lifeguards, and other areas of demonstrated responsibility;

And whereas childcare facilities are often located in or near high schools:

Therefore be it resolved that UBCM and AVICC ask the provincial government to modify Section 29 of the Child Care Licensing Regulation to allow certified care staff to include those below the age of 19, particularly for after-school-care of school age children.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

This resolution was submitted to UBCM in 2024 as a late resolution, but did not meet the criteria to be admitted for debate as an emergency resolution. In keeping with UBCM policy, and with the approval of the sponsor, the resolution was forwarded to the Area Association for consideration as part of the 2025 resolutions cycle.

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking the Province to modify Section 29 of the Child Care Licensing Regulation to allow certified care staff to include those below the age of 19, particularly for after-school-care of school age children.

However, the Committee notes that the membership has supported resolutions seeking additional pay for, and acknowledgment of the value of, the child care workforce (2022-EB22, 2021-EB67).

More generally, the membership has endorsed several resolutions requesting that the Province create a universal, affordable child care system in BC (2023-NR1, 2023-NR2, 2022-EB22, 2022-EB23, 2021-EB67, 2021-EB68, 2017-B50, 2016-B49, 2016-B50, 2016-B51, 2014-B39, 2012-B50, 2007-B54, 2007-LR8, 2005-B156, 2020-NR68).

HOUSING

R27) Tiny Homes and Recreational Vehicles

Nanaimo RD

Whereas the use of Recreational Vehicles (RV's) and Tiny homes as an alternative form of affordable housing has become a matter of national importance in the midst of a housing affordability crisis; and despite previously submitted UBCM resolutions addressing tiny homes a satisfactory outcome with respect to this issue has not been achieved;

And whereas in March 2017, members from the modular construction council of the Canadian Home Builders' Association (CHBA) drafted and submitted fourteen code change requests (CCRs) to the National Building Code to address the reality that some components and design features within tiny homes do not comply with all municipal, provincial, and federal codes or industry standards;

And whereas the BC Housing Research Centre prepared a research paper titled "Tiny Homes – An Alternative to Conventional Housing" that offers solutions for construction standards specific to tiny homes on wheels so they may be used as permitted dwelling units for full-time living;

Therefore be it resolved that UBCM encourage the Province to advocate for and provide incentives to industry groups to revisit industry standards such as CSA (Canadian Standards Association), and create a new category specific to moveable tiny homes certified for permanent occupancy that separates tiny homes from motorized vehicles, towable RVs and temporary small trailers; and to create a new category specific to RV's certified for permanent occupancy;

And be it further resolved that UBCM encourage the Province that as a matter of national importance to advocate for changes to the National Building Code to recognize and define tiny homes as an allowable dwelling unit and provide specific building requirements; and to follow up any such changes with updates to Part 9 of the BC Building Code.

Resolutions Committee recommendation: No Recommendation

Resolutions Committee comments:

This resolution was submitted to UBCM in 2024 as a late resolution, but did not meet the criteria to be admitted for debate as an emergency resolution. In keeping with UBCM policy, and with the approval of the sponsor, the resolution was forwarded to the Area Association for consideration as part of the 2025 resolutions cycle.

The Resolutions Committee advises that the UBCM membership has not previously considered the first request made by this resolution asking the Province to advocate for and provide incentives to industry groups to revisit industry standards such as CSA (Canadian Standards Association), and create a new category specific to moveable tiny homes certified for permanent occupancy that separates tiny homes from motorized vehicles, towable RVs and temporary small trailers; and to create a new category specific to RV's certified for permanent occupancy;

However, the membership has considered, and supported a resolution similar to the second request, seeking changes to the National Building Code to recognize and define tiny homes as an allowable dwelling unit and provide specific building requirements, and to follow up any such changes with updates to Part 9 of the BC Building Code (2022-NR21).

R28) Mandatory Good Neighbour Agreement

District of Sechelt

Whereas local governments across British Columbia are experiencing challenges related to supportive housing and shelter facilities, including concerns about community safety, property maintenance, and local accountability;

And whereas some supportive housing and shelter operators do not consistently engage with local governments or community stakeholders to address concerns, leading to negative impacts on surrounding neighborhoods:

Therefore be it resolved that AVICC and UBCM urge the Province of British Columbia and BC Housing to require that all supportive housing and shelter operators enter into a Good Neighbour Agreement (GNA) with the local governments in which these facilities operate, to ensure clear expectations regarding community impact mitigation, security measures, and ongoing engagement with local government and residents.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution urging the Province and BC Housing to require that all supportive housing and shelter operators enter into a Good Neighbour Agreement (GNA) with the local governments in which these facilities operate, to ensure clear expectations regarding community impact mitigation, security measures, and ongoing engagement with local government and residents.

However, the Committee notes that the membership endorsed resolution 2019-B185 which asked that BC Housing seek local government's approval before land is purchased for supportive housing initiatives.

More generally, the membership has endorsed several resolutions emphasizing the importance of communication and consultation with local government (2019-SR1, 2019-B3, 2014-B37, 2013-B34, 2012-B119, 2009-B54, 2009-B141).

Further, the Committee notes that the membership has consistently endorsed resolutions calling for action on the part of the provincial and federal governments to fund, provide and facilitate affordable and adequate housing in communities, with adequate support services, to address homelessness (2024-EB23, 2024-EB24, 2024-EB25, 2024-NR26, 2023-NR26, 2023-EB18, 2022-NR64, 2021-LR5, 2020-SR10, 2020-NR70, 2019-B68, 2019-B183, 2015-B46, 2013-B54, 2012-B94, 2009-C28, 2008-A3, 2007-B24, 2006-B81).

COMMUNITY SAFETY

R29) Province-Wide Ban on Fireworks

District of Metchosis

Whereas the use of consumer fireworks poses risks to public safety, property, and the environment causing significant distress to people suffering with Post Traumatic Stress Disorder, individuals with sensory sensitivities, domestic animals, livestock and wildlife;

And whereas many municipalities have already implemented local bans on fireworks, creating a patchwork of regulations across the Province:

Therefore be it resolved that UBCM ask the provincial government to implement a comprehensive, province-wide ban on the sale and use of consumer fireworks, with exceptions for certified professionals conducting authorized displays.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership considered, but did not endorse, resolution 2005-B75 which sought a province-wide ban on the general sale and use of fireworks, but acknowledges that this is a dated reference, and that this specific resolution has not previously been considered at AVICC.

The Committee notes that, rather than seeking a province-wide ban, the membership has endorsed resolutions proposing changes to how fireworks are regulated, including:

- 2024-EB42 which asked the Province to regulate the use and sale of fireworks in British Columbia, including through public education, enforcement, and transportation rules;*
- 2010-B3 which asked the Province to regulate the use of fireworks in British Columbia by a permit system that also addresses public education, enforcement, international and local government cross-border transportation, and cost recovery where loss can be directly attributed to the use and abuse of fireworks; and*
- 2005-B74 which asked the Province to regulate the use of fireworks in British Columbia, through a framework that addresses public education, enforcement, international and municipal cross border transportation, and cost recovery where loss can be directly attributed to the use or abuse of fireworks.*

R30) Fire Resilient Forest Practices

Nanaimo RD

Whereas wildfires and interface fires have caused hundreds of millions of dollars of damage to communities in British Columbia, and according to a June 2023 British Columbia Forest Practices Board report, this can be partially attributed to the way forests are managed;

And whereas research shows that monoculture coniferous tree farms are more susceptible to disease, drought, and wildfire while biodiverse forests retain moisture and are more resilient to drought, disease, and wildfire, and that many deciduous trees are fire-resistant:

Therefore be it resolved that UBCM call upon the Government of British Columbia to amend the *Forest Practices Code of British Columbia Act* and the *Private Managed Forest Land Act* to ensure that forests in a 3-km radius surrounding communities and community infrastructure, including community drinking water reservoirs, are fire-resistant, resilient, biodiverse forests, and to ban the practice of using herbicides to kill deciduous trees and undergrowth within these fire resistant biodiversity zones.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

This resolution was submitted to UBCM in 2024 as a late resolution, but did not meet the criteria to be admitted for debate as an emergency resolution. In keeping with UBCM policy, and with the approval of the sponsor, the resolution was forwarded to the Area Association for consideration as part of the 2025 resolutions cycle.

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the Province to amend the Forest Practices Code of British Columbia Act and the

Private Managed Forest Land Act to ensure that forests in a 3-km radius surrounding communities and community infrastructure, including community drinking water reservoirs, are fire-resistant, resilient, biodiverse forests; and, to ban the practice of using herbicides to kill deciduous trees and undergrowth within fire resistant biodiversity zones.

However, the Committee notes that the membership has endorsed numerous resolutions calling on the provincial government to provide sustainable funding and/or support for the purpose of wildfire mitigation, preparedness, response and/or recovery (2024-NR25, 2024-NR33, 2024-NR34, 2024-NR36, 2023-NR33, 2023-EB28, 2022-NR26, 2022-NR27, 2022-EB36, 2022-EB37, 2022-EB88, 2020-EB12, 2019-B13, 2019-B26, 2019-B27, 2019-B76, 2019-B77, 2019-B91, 2019-B92, 2019-B93, 2019-B95, 2019-B10, 2018-B22, 2018-B43, 2018-B96, 2018-B97, 2018-B99, 2018-B100, 2018-B107, 2017-B4, 2017-B84, 2017-LR1, 2017-LR2, 2017-LR4, 2016-B6, 2015-B5).

Town of Qualicum Beach

R31) Sharing Fentanyl Precursors Information with Law Enforcement

Whereas the opioid crisis claimed the lives of more than 2,500 citizens in British Columbia in 2023;

And whereas not all information regarding the distribution of fentanyl precursors is currently being shared by relevant provincial and federal agencies with law enforcement:

Therefore be it resolved that AVICC and UBCM lobby the Province to work with the relevant authorities to ensure pertinent information relating to the distribution of precursors for fentanyl is shared by relevant provincial and federal agencies with law enforcement in a timely manner.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the Province to work with the relevant authorities to ensure pertinent information relating to the distribution of fentanyl precursor chemicals is shared by relevant provincial and federal agencies with law enforcement in a timely manner.

R32) Major Planned Events Advocacy

Comox Valley RD

Whereas local governments, particularly in rural and remote areas, face significant logistical and resource challenges when major planned events occur within or near their jurisdiction, even when these events are outside of local government jurisdictional control and/or enforcement areas;

And whereas such events often require substantial public safety planning and emergency response efforts, yet local governments typically lack the authority to require or enforce event organizers to submit comprehensive emergency response plans, leaving local governments to bear the burden of increased public safety demands and resource strain as a result of these events without the ability to mitigate or control the associated costs:

Therefore be it resolved that UBCM request the provincial government to establish province-wide regulations to address gaps in *Local Government Act* bylaws and event permitting powers, ensuring local governments can recover costs for public safety and emergency services related to major planned events beyond their control, and that adequate support, coordination, and reimbursement be provided for resources used in the management and planning of these events.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking the Province to establish province-wide regulations to ensure that local governments can recover costs for public safety and emergency services related to major planned events beyond their control; and, that adequate support, coordination, and reimbursement be provided for local government resources used in the management and planning of these events.

The Committee advises that policing in communities under 5,000 in population and unincorporated areas is the responsibility of the provincial government. The Province currently recovers a portion of its cost of policing these areas from residents, through the Police Tax.

A long-standing UBCM request is for the Province to develop a long-term funding and capacity building framework to address local government emergency management responsibilities and associated costs. The Committee notes that the membership has endorsed numerous resolutions seeking ongoing funding related to emergency management (2024-EB6, 2022-EB34, 2022-EB35, 2022-NR23, 2020-SR1, 2020-EB38, 2019-B11, 2018-B107, 2017-B86, 2017-B86, 2016-B56, 2015-B7, 2015-B77, 2015-B78) and disaster recovery (2019-B104, 2019-B97, 2018-B100, 2015-B5).

R33) Provincial Disaster Debris Plan

Nanaimo RD

Whereas climate change has significantly increased the likelihood of a community experiencing an emergency or disaster event resulting in a sudden increase of debris that requires safe and effective disposal;

And whereas debris from emergency or disaster events will be composed of a variety of divertible materials that if not planned for appropriately, will be sent to landfills, taking up already limited landfill airspace:

Therefore be it resolved that UBCM request that the Province establish a province-wide disaster debris management plan that provides logistical, financial, and operational support for local governments in developing their own disaster and debris management plans and implementing those plans as needed.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the Province to establish a province-wide disaster debris management plan that provides logistical, financial, and operational support for local governments in developing their own disaster and debris management plans and implementing those plans as needed.

However, the Committee notes that the membership endorsed resolution 2024-NR36, which asked the Province to develop and implement an expedited process and develop clear policy guidelines for wildfire debris clean-up in riparian areas.

Following the 2021 atmospheric river event, the Province developed its Debris Waste Management Guidance, which seeks to "provide guidance to local governments, Indigenous communities, and any member of the public who has flood debris to dispose of, or who wishes to provide assistance in debris clean up." However, this plan focuses specifically on flood debris, and does not provide the supports requested by the sponsor.

ENVIRONMENT

R34) Hybrid Wolfdogs

Nanaimo RD

Whereas exotic animals and their hybrids are not domesticated and suffer physically and psychologically when bred, kept, displayed and sold in captivity, and may pose public health and safety risks to other animals and people;

And whereas the keeping of most wild animals as pets in B.C. is illegal under the *Wildlife Act*, and hybrid animals, including the breeding of *Canis familiaris* (domestic dog) and *Canis lupus* (wolf) hybrid wolfdogs are not protected by this legislation or the provincial Controlled Alien Species Regulation:

Therefore be it resolved that UBCM ask the Province of British Columbia to immediately amend either the Controlled Alien Species Regulation or the *Wildlife Act* to prohibit the breeding and keeping of all mixed *Canis familiaris* (domestic dog) and *Canis lupus* (wolf) hybrid wolfdogs, including F1-3 generations.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

This resolution was submitted to UBCM in 2024 as a late resolution, but did not meet the criteria to be admitted for debate as an emergency resolution. In keeping with UBCM policy, and with the approval of the sponsor, the resolution was forwarded to the Area Association for consideration as part of the 2025 resolutions cycle.

*The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the Province to amend either the Controlled Alien Species Regulation or the Wildlife Act to prohibit the breeding and keeping of all mixed *Canis familiaris* (domestic dog) and *Canis lupus* (wolf) hybrid wolfdogs, including F1-3 generations.*

*However, the Committee notes that the membership endorsed resolution 2023-NR50 (also from Nanaimo RD) which asked the Province to, in part, amend the Controlled Alien Species Regulation to prohibit all Felids, including Servals, other than the domestic cat (*Felis catus*), and all Canids other than the domestic dog (*Canis familiaris*), including all hybrids of F1-3 generation.*

Where 2023-NR50 endorsed a request to amend the Controlled Alien Species Regulation to broadly prohibit “all hybrids of F1-3 generation”, this resolution more specifically requests the prohibition of “breeding and keeping of... hybrid wolfdogs, including F1-3 generations.”

R35) Provincial Support for Addressing Feral Rabbits

District of Saanich

Whereas numerous local governments are struggling with the abandonment and rapid proliferation of feral European rabbits in parks and public spaces, and these invasive animals have a negative impact on ecosystems, native wildlife, urban infrastructure and greenspaces, and public health and safety;

And whereas the current approach to addressing this issue is uncoordinated and poorly funded, placing all of the responsibility on the shoulders of local governments and small underfunded not-for-profits, leading to an inconsistent and infective response:

Therefore be it resolved that AVICC and UBCM urge the Province of British Columbia to develop a coordinated province-wide strategy to address the root causes of feral rabbit abandonment across British Columbia.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the Province to develop a coordinated province-wide strategy to address the root causes of feral rabbit abandonment across British Columbia.

However, the Committee notes that the membership endorsed resolution 2012-B123 that sought provincial legislation to regulate the sale of unsterilized rabbits.

Alternatively, in 2010, the membership considered, but did not endorse resolution B134, which asked the Province to enact legislation banning the sale of rabbits in pet stores.

The Committee notes that Province enacted changes to BC's Wildlife Act in 2022 to ease permitting requirements that had previously limited the capacity of local governments or other groups to trap, transport, relocate or euthanize feral non-native rabbits.

R36) Provincial Waste Hauler Licensing

Nanaimo RD

Whereas unreported waste flowing into and/or out of a Regional District undermines that region's ability to understand waste generation and waste material flows, causing incorrect assessments of waste reduction efforts as part of Solid Waste Management Plans;

And whereas regional districts lack the authority to require reporting of waste sent to landfills in or out of their region:

Therefore be it resolved that UBCM request that the Province establish a province-wide waste hauler licensing system, which includes a mandatory waste reporting system and an economic framework to encourage the management of waste within the region where it was generated.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking the Province establish a province-wide waste hauler licensing system, which includes a mandatory waste reporting system and an economic framework to encourage the management of waste within the region where it was generated.

R37) Solid Waste Management Approvals

Nanaimo RD

Whereas regional districts experience lengthy delays in receiving approvals of Solid Waste Management Plans, and those same plans require subsequent program approvals;

And whereas once the plans are approved, regional districts must demonstrate the effectiveness of their solid waste management plans within 10 years, but additional provincial approval requirements often shorten this period, limiting time to assess the plan's impact before renewal:

Therefore be it resolved that UBCM request that once the Minister of Environment and Parks approves a Solid Waste Management Plan, no further approvals be required for a regional district to pursue policy actions outlined in the Solid Waste Management Plan.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolutions calling on the Ministry of Environment and Parks, that once it has approved a Solid Waste Management Plan, it will not require further approvals for regional districts to pursue policy actions outlines in the Solid Waste Management Plan.

FINANCE

R38) Infrastructure and Capital Projects Requiring Elector Approval

City of Nanaimo

Whereas the current infrastructure and capital project funding model in Canada is outdated and unsustainable, as outlined in the Federation of Canadian Municipalities' report Making Canada's Growth a Success: The case for a Municipal Growth Framework, leaving local governments with limited options to pay for growth-related infrastructure which is critical for local governments to meet their housing needs;

And whereas British Columbia is the only province in Canada requiring elector approval to allow local governments to borrow money for necessary infrastructure-related projects:

Therefore be it resolved that AVICC and UBCM call on the provincial government to amend the *Community Charter* to expand the criteria for the type of infrastructure and capital projects that utilize borrowing without the requirement of electoral approval, to better assist local governments in securing adequate funding for projects that are necessary for the delivery of municipal services.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the provincial government to amend the Community Charter to expand the criteria for the type of infrastructure and capital projects that utilize borrowing without the requirement of electoral approval, to better assist local governments in securing adequate funding for projects that are necessary for the delivery of local government services.

The Committee also advises that the membership did not endorse resolution 2023-NR56 seeking the removal of electoral approval requirements for borrowing through the Municipal Finance Authority based on borrowers' maximum liability service limit.

However, the Committee notes that the membership did endorse two resolutions seeking an exemption from the public approval process for water works projects:

- *2013-B25 which requested that any borrowing made necessary by an order issued by a ministry official or health authority for drinking water be exempt from a public approval process; and*
- *2012-B53 which sought to amend the Community Charter to provide for the exemption of obtaining elector approval for necessary water works projects if the projects have been previously approved by the Inspector of Municipalities through a Master Water Management Plan.*

The Committee also notes that the membership endorsed resolution 2007-B77 which sought to amend the Community Charter to permit the purchase of replacement emergency fire fighting equipment that is mandated under the United Laboratories of Canada and the National Fire Protection Standards without the process of seeking the assent of the voters either through a vote or the alternative approval process.

The Committee further notes that the membership has endorsed resolutions requesting exemption from referendum and counter-petition requirements when local governments undertake borrowing for works pursuant to ministerial orders or related to public health and safety requirements, property agreements, or sufficiency thresholds (2002 Community Charter Policy Paper, 2002-C46, 1999-A2, 1992-B18). The Committee acknowledges that these are dated references.

R39) Improvement Districts Policy Revision

qathet RD

Whereas the Province of British Columbia abdicated their obligation to Improvement Districts through their ill-planned and failing Improvement District Governance: Policy Statement 2006 policy filled with idyllic and unrealistic objectives driven by discriminatory and segregated protocols;

And whereas the acceptance of defeat by Improvement Districts has failed as pride and independence has won over which has led to most, if not all, Improvement Districts being in desperation and beyond the point of no return when they seek conversion, making assets and capital improvement conversions cost prohibitive:

Therefore be it resolved that the Province of British Columbia modernize their policy regarding the ongoing viability of Improvement Districts, ramp up their staffing complement to handle the required Improvement District oversight, look to more practical and cost-efficient methods for conversions, incentivize and reward financially stable and going concern Improvement Districts by enabling them to access borrowing from the Municipal Finance Authority of British Columbia and restore the ability for financially stable and going concern Improvement Districts to apply for sustainable sewer and water infrastructure grant opportunities.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the Province to modernize their policy regarding the ongoing viability of Improvement Districts, ramp up their staffing complement to handle the required Improvement District oversight, look to more practical and cost-efficient methods for conversions, incentivize and reward financially stable and going concern Improvement Districts by enabling them to access borrowing from the Municipal Finance Authority of British Columbia and restore the ability for financially stable and going concern Improvement Districts to apply for sustainable sewer and water infrastructure grant opportunities.

However, the Committee notes that the membership has endorsed some resolutions seeking grant funding for improvement districts, including:

- 2022-NR49 which asked the Province for a one-time, new fund to bring all rural water systems operated by improvement districts into compliance with health regulations;*
- 2020-EB39 which asked the Province to establish a process for Improvement Districts to have access to Provincial and Federal Infrastructure Grant funds, and still maintain their autonomy;*
- 2019-B130 which asked the provincial government to change the Improvement District Governance Policy to allow citizens residing in improvement districts equal access to provincial and federal infrastructure grant monies; and*
- 2017-B74 which asked the provincial government to provide access to grant funding for water improvement districts similar to the access provided to regional districts.*

The Committee notes that the Province has an Improvement District Policy Statement (2006) that restricts access to Ministry grants with an objective of dissolving and transferring Improvement Districts to local governments. The majority of past and current capital funding programs have supported dissolution of Improvement Districts through capital funding to bring the water system into compliance with local and provincial standards.

LAND USE

R40) Private Managed Forest Lands

Nanaimo RD

Whereas the Private Managed Forest Land (PMFL) Program is crucial for sustainable forest management in British Columbia;

And whereas local governments, First Nations, and PMFL landowners have provided comprehensive recommendations in 2019 to enhance the PMFL Program, including better protection of environmental, community, and Indigenous values, and the need for improved regulatory frameworks, enforcement, communication, and transparency:

Therefore be it resolved that UBCM request that the Ministry of Forests implement the recommendations provided by local governments and First Nations during the 2019 Private Managed Forest Land Program review.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the Province to implement the recommendations provided by local governments and First Nations during the 2019 Private Managed Forest Lands Program review.

However, the Committee notes that the membership has endorsed a number of resolutions asking that the Province enact legislation requiring private managed forest lands to be regulated and managed to the same standards as crown managed forest lands; referencing the current challenges with water quality and safety of drinking water in community watersheds (2023-NR67, 2021-EB29, 2020-EB48, 2019-B48, 2019-B49, 2018-B41, 2011-B50, 2008-B34). Note that AVICC Resolution 2025-R1 also deals with Private Managed Forest Land.

The Committee acknowledges that the provincial government seems to have left the PMFL Program review process hanging, with little closure for Indigenous and local governments, and no clear policy direction on the program moving forward.

The Committee is not acquainted with the full range of specific recommendations provided by local and Indigenous governments during the 2019 Private Managed Forest Lands Program review. It is not clear whether the recommendations are aligned with each other, or there is the possibility that some might be at odds with other recommendations.

TRANSPORTATION

R41) Transit Fees for Seniors

District of Oak Bay

Whereas transportation costs can serve as significant barrier to mobility for many British Columbian seniors, and this barrier can contribute to social isolation and adversely affect mental and physical well-being;

And whereas removing barriers to seniors using transit encourages a shift towards more sustainable transportation, helping lower emissions and reducing congestion, while simultaneously increasing affordability, access to essential services, social inclusion, health, and well-being:

Therefore be it resolved that UBCM lobby the provincial government to make all public transit free for seniors (aged 65 years or older).

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

This resolution was submitted to UBCM in 2024 as a late resolution, but did not meet the criteria to be admitted for debate as an emergency resolution. In keeping with UBCM policy, and with the approval of the sponsor, the resolution was forwarded to the Area Association for consideration as part of the 2025 resolutions cycle.

The Resolutions Committee advises that the UBCM Executive considered, but did not endorse, referred resolution 2024-NR85, which asked the Province to make all public transit free for seniors (aged 65 years or older).

The Committee also advises that the UBCM membership considered, but did not endorse, two resolutions which asked the Province to work with local governments on fare-free public transit services where supported by communities (2022-NEB2, 2021-NR17); nor did UBCM members endorse resolution 2020-NEB4 which sought, in part, free public transit across BC for youth under 19 years of age.

The Committee further notes that the UBCM Executive considered, but did not endorse, referred resolution 2020-NR26 which sought fare-free public transit services.

To date, the Committee notes that the only age specific resolution that has been endorsed by the membership is 2022-NR58 which sought fare-free transit for youth aged 13 and under (grade 7). At present, youth aged 12 and under can ride transit in BC fare-free.

R42) Traffic Controls at Inactive Railroad Crossings

Town of Qualicum Beach

Whereas there are many railways that are inactive (where the average daily railway movement is zero), except for railway maintenance traffic, across British Columbia, and there are no active trains on the Southern Railway of BC railway North of Nanaimo;

And whereas the federal *Canada Transportation Act*, the *Railway Safety Act*, and the Grade Crossings Regulation require vehicular traffic to stop at railway crossings, except in limited circumstances, even when the railway is inactive:

Therefore be it resolved that AVICC and UBCM lobby Transport Canada for the amendment of the legislation, including the Grade Crossings Regulation to permit the reconfiguration of railway crossing traffic controls to have railway maintenance traffic come to a stop on the rail at roadway intersections of inactive railway crossings and to remove stop signs for vehicular traffic at these locations.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

*The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the federal government to amend the *Canada Transportation Act*, the *Railway**

Safety Act, and the Grade Crossings Regulation, to make Canada-wide changes to the signage and rules that apply to vehicles on roads that cross railway tracks. The sponsor proposes that for railway crossings perceived to be “inactive”, vehicles on roads should not be required to stop at the railway tracks; instead, railway maintenance vehicles should be required to stop at the road. This proposal represents a reversal of the traffic rules and procedures used for railway crossings nationwide.

The Committee understands that there is no mechanism to designate a grade crossing as “inactive” under the Canada Transportation Act, Railway Safety Act, and Grade Crossings Regulation. Rather, the Grade Crossings Regulation provides that its regulatory requirements do not apply to public grade crossings with fewer than three average daily railway movements.

LEGISLATIVE

R43) Payment In Lieu of Works and Services for Land Development

City of Nanaimo

Whereas Section 506 and Section 506.03 of the *Local Government Act* enable a local government to regulate and require the provision of works and services in respect to the development of land;

And whereas there is no mechanism currently in the *Local Government Act* to allow for local governments to accept payment of money in lieu of the provision of works and services, unlike in other circumstances in the *Local Government Act*:

Therefore be it resolved that AVICC and UBCM advocate for the provincial government to amend the *Local Government Act* to allow for the payment of money in lieu of works and services in respect to the development of land being established through subdivisions and building permits, enabling local governments to pool funding for more impactful projects which could benefit a broader area and better assist in achieving community goals for safety, connectivity or transportation management.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the Province to amend the Local Government Act to allow for the payment of money in lieu of works and services in respect to the development of land being established through subdivisions and building permits, enabling local governments to pool funding for more impactful projects which could benefit a broader area and better assist in achieving community goals for safety, connectivity or transportation management.

However, the Committee notes that the membership endorsed a resolution that made a related request around the development of land. Resolution 2024-NR32 asked the Province to amend the Local Government Act to allow municipalities to obtain highway dedications, and the registration of Covenants and Statutory Rights-of-way for works and services, and public access through Building Permit issuance without the approval of subdivision or rezoning. As well, resolution 2023-NR15 asked the Province to expand the tools for local governments to request road dedications, statutory-rights-of-way and infrastructure servicing upgrades through the development permit and/or building permit process; and to provide a legislative framework for amenity contributions, tenant relocation requirements, and other requirements to be applied at the development permit or building permit phase rather than being tied to rezonings.

COMMUNITY ECONOMIC DEVELOPMENT

R44) Forestry Industry and Sustainable Fibre

City of Port Alberni

Whereas hundreds of jobs have been lost in the forest industry in BC in 2024 and hundreds more are at risk due to the increasing cost of accessing fibre and multiple other reasons;

And whereas the forest industry crisis has the potential for population declines as well as declines in industrial property tax revenues many communities throughout British Columbia:

Therefore be it resolved that AVICC and UBCM call on the provincial government to partner financially in localized efforts to ascertain the fibre type and volume available on a sustainable basis, to secure investment in appropriate technologies to maximize the value of that fibre, and to retrain forest industry workers to utilize that approach.

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee notes that the UBCM membership endorsed resolutions 2023-LR1 and 2015-B37, both of which called on the provincial government to conduct a comprehensive inventory of available timber supply. The UBCM membership also endorsed resolutions 2008-B46 and 2006-46 which incorporate the suggestion of Provincial support for retraining of forestry workers.

In response to the 2023 resolution, the Province highlighted the work of the Forest Analysis and Inventory Branch (FAIB) of the Ministry of Forests to update and project the provincial forest inventory, particularly the “annual inventory of approximately 3 million hectares of new forest”; efforts to update the provincial forest inventory with new photo-interpreted information; use of Lidar to model and enhance inventory attributes across timber supply areas; and extensive network of field sample plots.

The Committee acknowledges that the provincial response to the 2023-LR1 resolution did not touch on the idea of provincial funding for local inventory efforts.

SELECTED ISSUES

R45) BC Human Rights Tribunal

District of Sooke

Whereas the BC Human Rights Tribunal plays a critical role in upholding and addressing human rights by delivering the “just and timely resolution of discrimination complaints under the British Columbia Human Rights Code” (Tribunal Annual Report, 2023/24, pg. 3);

And whereas a large backlog of complaints and a growing volume of new submissions has led to extensive adjudication delays that exacerbate the harm experienced by complainants, leaving British Columbians without timely support or closure;

And whereas additional provincial funding committed in 2023 has improved timelines but is nonetheless proving insufficient in effectively processing existing and new case files:

Therefore be it resolved that AVICC and the UBCM ask that the Province of British Columbia act immediately on Recommendation #12a of the BC Office of the Human Rights Commissioner’s From Hate to Hope report, namely that “The Attorney General should take steps to enable the BC Human Rights Tribunal to be more responsive to hate, including by: a. Ensuring adequate funding to the Tribunal to effectively process complaints.”

Resolutions Committee recommendation: **No Recommendation**

Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the Province to implement recommendation #12a of the report “From Hate to Hope”, by ensuring “adequate funding to the [BC Human Rights] Tribunal to effectively process complaints.”

NOMINATIONS AND ELECTIONS

An 8 person Executive Board is elected and appointed at the Annual General Meeting & Convention to provide the ongoing administration and policy determination for the Association.

THERE ARE SEVEN ELECTED POSITIONS:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

THERE IS ONE APPOINTED POSITION:

- Immediate Past President

NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The Executive has identified a process whereby a notice of the AVICC Executive positions open for nomination and the process and the procedures for nomination was circulated to all members.

The notice states that the nominee must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC member local government. A nomination and consent form was distributed by email and posted on the AVICC website. The form is to be used for all nominations in advance of the AGM & Convention.

Background information that sets out the main responsibilities and commitments of an AVICC Executive member was included with the notice and nomination and consent form.

NOMINATIONS FROM THE FLOOR

A candidate may also be nominated from the floor at the AGM & Convention for a position on the Executive Committee. This requires a motion moved and seconded by two elected officials of an AVICC member local government. The nominee must be present and accept the nomination.

The **NOMINATING COMMITTEE** is responsible for overseeing the nomination and election process, and is composed of two people.

This year's Committee is composed of:

- Chair, Past President Penny Cote, (Director, Alberni-Clayoquot Regional District)
- AVICC Secretary-Treasurer, Theresa Dennison

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including a photo and biography is prepared under the direction of the Nominating Committee, and is distributed to the members in the Annual Report and Resolutions Package.

NOMINATING COMMITTEE REPORT

The Nominating Committee is responsible for reporting to the full Annual Meeting. The Nominating Committee does not make recommendations.

The Nominating Committee will report on Friday, April 11th, at approximately 2:25 pm on nominations received by the deadline for positions of President, First Vice-President, Second Vice-President, three Directors at Large and Electoral Area Representative. Following the report, nominations from the floor will be requested as follows.

ELECTIONS PROCESS:

The Nominations and Elections Process will then proceed in three steps:

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STEP 1 - ELECTION OF TABLE OFFICERS

(President, 1st Vice President, and 2nd Vice President)

FRIDAY, APRIL 11, 4:00 pm

- Nominating Chair announces nominations for Table Officer positions (President, First Vice-President, Second Vice-President);
 - Nominations from the floor for Table Officer positions may be received;
 - If there are nominations from the floor for any Table Officer Position(s), in-person candidate speeches will take place for each position, and the Nominating Chair will declare that an election will be held for that position.
 - If all Table Officer positions are acclaimed, the Nominating Chair will present the results;
 - If an election for Table Officers is declared, on-line voting for Table Officers will open April 11 at 5:30 pm and close April 12 at 10:30 am;
 - The results will be announced by the Nominating Chair on April 12 at 11:50 am.
-

STEP 2 - ELECTION OF DIRECTORS AT LARGE

(3 positions)

SATURDAY, APRIL 12, 11:50 am

- Nominating Chair announces nominations for the three Director at Large positions;
 - Nominations from the floor for Director at Large positions may be received;
 - In-person candidate speeches will take place for those positions;
 - The Nominating Chair will declare that an election will be held.
 - On-line voting for Director at Large positions will open April 12 at 3:00 pm and close April 13 at 7:30 am;
 - The results will be announced by the Nominating Chair on April 13 at 8:30 am.
-

STEP 3 - ELECTION OF ELECTORAL AREA REPRESENTATIVE

(1 position)

SUNDAY, APRIL 13, 8:30 am

- Nominating Chair announces nomination for Electoral Area (EA) Representative
- Nominations from the floor for EA Representative may be received;
- If there are nominations from the floor, the Nominating Chair will declare that an election will be held for EA Representative, and in-person candidate speeches will take place;
- If the EA Representative position is acclaimed, the Nominating Chair will declare the result.
- If an election for EA Representative is declared, on-line voting will open April 13 at 9:00 am and close April 13 at 11:00 am – only EA Directors are eligible to vote.
- The results will be announced by the Nominating Chair on April 13 at 11:50 am.

NOMINATING COMMITTEE REPORT

2025-26 AVICC EXECUTIVE

As a result of the Call for Nominations, the Nominating Committee has received and will be placing the following names forward for consideration during the 2024 AGM and Convention:

President *(one to be elected/ acclaimed)*

- Councillor Ben Geselbracht, City of Nanaimo (incumbent)

First Vice-President *(one to be elected/ acclaimed)*

- Director Vanessa Craig, Regional District of Nanaimo (incumbent)

Second Vice-President *(one to be elected/ acclaimed)*

- Councillor Sarah Fowler, Village of Tahsis (incumbent)

Director at Large *(three to be elected)*

- Director Travis Hall, Central Coast Regional District (incumbent)
- Councillor Will Cole-Hamilton, City of Courtenay (incumbent)
- Councillor Alison MacKenzie, Town of View Royal
- Director Ian Morrison, Cowichan Valley Regional District

Electoral Area Representative *(one to be elected/ acclaimed)*

- Director Donna McMahon, Sunshine Coast Regional District (incumbent)

For further information on the nomination and election process contact:

Past President Penny Cote
Chair, AVICC Nominating Committee
c/o the Association of Vancouver Island & Coastal Communities
P.O. Box 28058
Victoria, BC V9B 6K8
Phone: (236) 237-1202
Email: info@avicc.ca

BEN GESELBRACHT

Councillor, City of Nanaimo
Director, Regional District of Nanaimo

Nomination for President (incumbent)



I am running for a second term as AVICC President to continue strengthening AVICC's ability to support regional collaboration and advocate for the needs of our communities.

As a second term Nanaimo City Councillor, I'm honored to live in the traditional territory of the Snuneymuxw First Nation. I am dedicated to building strong communities with resilient local economies that are environmentally sustainable and meet the needs of all residents. My dedication to local government issues and collaborative spirit is demonstrated through my participation in various roles:

- AVICC President 2024-2025; AVICC 1st /2nd Vice President 2021-2024
- UBCM Director AVICC rep 2024-2025; UBCM Director at Large on the 2019-2020 UBCM Executive;
- Chair of the Vancouver Island and Coastal Community Committee on Solid Waste and Circular Economy

This past year marked our Association's first full year as an autonomous organization, separate from UBCM. We have established robust practices to ensure the long-term sustainability of our organization and improve our ability to serve our members effectively. Additionally, we have been taking a leadership role in collaborating with the other BC area associations to strengthen the effort to advocate for the modernization of the *Local Government Act* and make it a priority for UBCM and Municipal Affairs. With your continued support as President, I am keen to continue with this work and further AVICC's capacity for regional collaboration and advocacy.

Thank you.

VANESSA CRAIG

Electoral Area Director, Gabriola, Mudge, & DeCourcy Islands (Area B)
Chair, Regional District of Nanaimo

Nomination for 1st Vice President (incumbent)



I am in my second term as an Electoral Area Director on the Regional District of Nanaimo (RDN) Board, where I am privileged to represent Gabriola, Mudge, and DeCourcy Islands, which are within the traditional territory of the Snuneymuxw First Nation. I am also in my third year serving as the Chair of the RDN. I have served on the AVICC Executive since December 2018; I was the Electoral Area representative for three years, 2nd Vice President for two and have been 1st Vice President for one year. I am also currently the AVICC representative on the Southern Resident Killer Whale Indigenous and Multi-Stakeholder Advisory Group. This year I am seeking your support to serve again as the 1st Vice President.

I am a long-term resident of coastal communities, having lived and worked in different areas along the coast. For 25 years my husband Steve and I have called Gabriola Island home, and we are raising our two daughters here. I hold a PhD in biology, am a Registered Professional Biologist, and continue to work (very) occasionally as a small mammal and bat biologist with a focus on species at risk recovery and environmental assessment. In 2021 I completed 12 years of volunteer service on the Council of the College of Applied Biology, the regulator of professional biologists in the province, most recently serving as Past President after 4 years as President.

Of particular interest to me as an EA Director are the issues of emergency preparedness, housing accessibility, meaningful engagement with First Nations communities, potable water, positive working relationships with other elected officials including the Islands Trust, and the ecological health of our coastal communities. AVICC offers important opportunities for us to connect to discuss our common concerns, and I've benefited from speaking with the many knowledgeable people in the coastal communities.

This year is full of possibilities as we build on our successful last year with strong advocacy, including a member session from Tracey Lorensen and our recent legislative reform workshop. I would appreciate your support to continue serving on the AVICC Executive as your 1st Vice President, so that I can continue bringing my collaborative, engaged approach to these essential conversations.

SARAH FOWLER

Councillor, Village of Tahsis

Nomination for 2nd Vice President (incumbent)



Sarah Fowler lives in Tahsis and was elected to council there in 2018. You can contact her directly via email sfowler@villageoftahsis.com if you have any questions regarding her ability to meet the needs of the position.

Local accomplishments included reduced (almost 20 000 kg of CO₂ since 2023 by neighbourhood cooperation and freight sharing) greenhouse gas emissions for food security work. Prior to the good food box program and serving as deputy mayor, she was a lifeguard at the Recreation Centre.

Community safety is still a top priority and is happy to report that our retrofitting of an existing building for our village's new volunteer fire hall is expected to be completed this spring. Other accomplishments include filing the roll of small community representative from 2020-2024 on the UBCM Executive and chairing the Community Economic Development Committee. It was in 2022 that she joined the Association of Vancouver Island and Coastal Communities Executive Board as Director at Large.

With your vote of confidence, she hopes to continue her leadership and creativity by delivering on AVICC members needs as 2nd Vice President for the 2025-26 term.

TRAVIS HALL

**Electoral Area Director, Bella Bella
Director, Central Coast Regional District**

Nomination for Director at Large (Incumbent)



I was born and raised in Heiltsuk territory, in the village of Waglisla (known as Bella Bella) and maintain an active cultural role in my community. My Heiltsuk name, Gundaynuxv, was given to me in a potlatch; the name was passed down from my grandfather. The name carries many responsibilities, including advisor to a high-ranking Chief, Yimas Qai'ait and cultural leader. I remain active in these duties now.

I am passionate about Heiltsuk culture, language, harvesting and processing traditional foods. Spending time with our cultural leaders and advising on cultural traditions and practices remains a high priority of mine.

I began my education in earth sciences and anthropology but soon moved to finance. I spent a great deal of my working life in financial management and I currently am working on completing a Certified Management Accountant designation.

I hold several positions within the Heiltsuk community in addition to my responsibilities with the CCRD, including Interim Manager for Heiltsuk Fisheries Management Ltd., and Licence Coordinator for the Heiltsuk Nation. Previously, I worked as the Marine Use Planning Coordinator, I have held a seat on Heiltsuk Tribal Council and the Heiltsuk Health Board and I have worked on our Marine portfolio, and I was honoured to serve on the UBCM Executive.

I also harvest traditional food from my territory. This means I spend much of my free time on the water. Having such a strong connection to the ocean as a Nation means we will do everything we can to protect it. This led me to be involved with the clean up of the Nathan E. Steward as a first responder. My position in the clean up was with on water ops. I still feel more needs to be done in that clean up.

I strongly believe that developing and maintaining relationships between the Nations and local governments is key to building strong communities; this is my motivation for joining the CCRD and continues to drive my interest on the Board and AVICC Executive.

WILL COLE-HAMILTON

Councillor, City of Courtenay
Chair, Comox Valley Regional District



Nomination for Director at Large (Incumbent)

Will Cole-Hamilton is a natural collaborator and advocate with a background in law, who brings a valuable skill set to the AVICC board. “Whether it’s meeting complex challenges, advocating for the needs of local governments, or creating new opportunities, I believe that we are stronger, smarter, and more inclusive when we work together.”

Will and his family live in Courtenay, on the unceded territories of the K’ómoks First Nation. First elected in 2018, Will is in his second term as a Councillor for the City of Courtenay.

Since being elected Will has consistently sought out opportunities to work with other local elected officials to advocate for change on shared goals. These policy-driven leadership roles have included:

- Chair, Comox Valley Regional District
- Director, FCM
- Chair of BC Caucus, FCM
- Director, UBCM
- Director, AVICC
- Co-Chair, [Comox Strathcona Waste Management](#), a 23-member board spanning two regional districts
- Director, Island Corridor Foundation
- Trustee, Vancouver Island Regional Library Board
- Chair, Courtenay Drug Strategy Committee (As past Chair, Will successfully led its expansion from a small municipal committee to a region-wide body with broader scope, expanded membership, and regional funding)
- Co-Chair, Vancouver Island and Coastal Communities Climate Leadership Steering Committee

Outside of his local government roles, Will works as a legal researcher at a family law firm in downtown Courtenay. He has a long history of contributing to his community: soccer coach; “chess club guy” at Puntledge Elementary School; Director of the Downtown Business Improvement Association; and Director of the Comox Valley International Film Festival.

IAN MORRISON

Electoral Area Director, Cowichan Lake South/Skutz Falls (Area F)
Chair, Regional District of Nanaimo



Nomination for Director at Large

I was elected in 2008 to serve the people of Cowichan Lake South/Skutz Falls (Area F) in the Cowichan Valley Regional District on Vancouver Island. I've been a tireless advocate on electoral area and Local Government issues since day one. My combination of experience and dedication will serve elected officials from all parts of the Province well. I served two years as President of The Association of Vancouver Island and Coastal Communities-(AVICC) and during this tenure, on the UBCM Executive. I am honoured to be an AVICC Life Member.

While attending our AGMs and other events over the years, I have met and spoken with so many of you, which has given me broader insight into issues we all have in common. I want to hear about specific matters that occupy your lives as elected officials in this region, while continuing to work on the recurring themes we've all discussed over the years. This includes a modernized *Local Government Act* (LGA), MoTI/highways maintenance, unfair and outdated municipal boundary expansions, affordable housing, and provincial downloading. As your AVICC Director at Large, I will work together with all of you to move the Province on these priorities and other specific local issues we all face.

I am married to Brenda and proud parent of Rhianon. I moved to Victoria in 1982 and then to Mill Bay, before making Honeymoon Bay my home, some twenty years ago. My career, prior to Local Government, was in financial services where he advanced to become a Branch Manager and was involved in volunteering and serving the community.

ALISON MacKENZIE

Councillor, Town of View Royal



Nomination for Director at Large

Alison MacKenzie is a first term Councillor for the Town of View Royal. A township of 12,000+ residents, many communities in the CRD have interaction with the Town which shares borders with Songhees First Nation, Esquimalt First Nation, Town of Esquimalt, Saanich, Colwood, Langford and the Highlands. For this reason, Alison brings a fulsome perspective of both Victoria and the West Shore to AVICC.

Alison has worked in people policies for the Federal Government in Ottawa, the UK Government in England, and has worked for the BC Provincial Government since 2020. Her experience at every level of government has provided her a fulsome understanding of how things work, and roles and responsibilities.

She completed a Master's in Comparative Social Policy at the University of Oxford where she focused on labour market policies, and a Bachelor's of Commerce from the Telfer School of Management.

In her elected position, Alison is the Chair of the Environment, Parks and Recreation Committee and sits on the CRD's Intermunicipal Climate Action Task Force, is the PAC liaison, and a Board Director for the West Shore Parks and Recreation Society.

Outside of her Council appointments, Alison enjoys volunteering including working the check-in at West Shore Chamber of Commerce events, door-knocking on behalf of Provincial and Federal candidates, sitting on the Board of Directors for the Royal Oak Burial Park since 2020, and serving on her Strata Council since 2021 where she is currently the Vice President. Previous volunteer activities in the CRD include tutoring with the Victoria Literacy Connection, and being on the Board of Directors for the BC Association for Living Mindfully, and the Mental Health Recovery Partners.

DONNA McMAHON

Electoral Area Director, Elphinstone (Area E)
Director, Sunshine Coast Regional District

Nomination for Electoral Area Representative (Incumbent)



I'm running for the EA Representative position because, once again, I feel my work isn't done. AVICC is in the middle of a significant advocacy initiative around the reform of the *Local Government Act*, and I want to be right in the middle of it. Updating the legislation that enables/disables us is not only a critical step for regional districts, but it's essential that electoral area directors' voices be heard in the process. We're the ones on the front lines trying to represent residents of unincorporated areas while constantly scuppered by legislation that's older than a BC ferry. 2025 marks 60 years since regional districts were created; time to quit patching this leaky vessel and launch a new one.

I've lived on the Sunshine Coast since 1996 and had many community involvements, including the Gibsons Public Library, Transportation Choices, Community Futures, the Self Employed Women's Network, the Coast Car Co-op, the Sunshine Coast Trails Society, and Streamkeepers.

I was elected to the Sunshine Coast Regional District in 2018, and acclaimed in 2022, as Director for Elphinstone (Area E), in the territory of the Sk̓wx̓wú7mesh (Squamish) Nation. I maintain a constituency website (EverythingElphinstone.ca), publish a monthly newsletter, and support the advocacy efforts of numerous community/neighbourhood associations and grassroots groups in my area. My full bio is on my website.

Issues at the top of my mind these days are too numerous to list, but include the province's approach to housing that ignores the realities of electoral areas, the dire condition of rural roads, and lack of timely enforcement for pretty much any provincial violation from tree poaching to illegal dumping.

Financial Statements of

**ASSOCIATION OF VANCOUVER
ISLAND AND COASTAL COMMUNITIES**

And Independent Auditor's Report thereon

Year ended December 31, 2024



KPMG LLP

St. Andrew's Square II
800-730 View Street
Victoria, BC V8W 3Y7
Canada
Telephone (250) 480 3500
Fax (250) 480 3539

INDEPENDENT AUDITOR'S REPORT

To the Members of Association of Vancouver Island and Coastal Communities

Opinion

We have audited the financial statements of Association of Vancouver Island and Coastal Communities (the Entity), which comprise:

- the statement of financial position as at December 31, 2024
- the statement of operations and changes in net assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2024 and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the **"Auditor's Responsibilities for the Audit of the Financial Statements"** section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.



In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with Governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.
The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.



Association of Vancouver Island and Coastal Communities

Page 3

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

As required by the Societies Act (British Columbia), we report that, in our opinion, the accounting policies applied in preparing and presenting financial statements in accordance with Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding period.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, stylized font and is underlined with a single horizontal stroke.

Chartered Professional Accountants

Victoria, Canada

March 25, 2025

ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Statement of Financial Position

December 31, 2024, with comparative information for 2023

	2024	2023
Assets		
Current assets:		
Cash and cash equivalents (note 2)	\$ 317,546	\$ 383,540
Prepaid expenses	15,592	6,245
Accounts receivable	-	700
	333,138	390,485
Investments (note 3)	50,000	-
	\$ 383,138	\$ 390,485

Liabilities and Net Assets

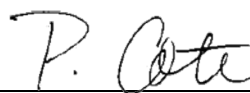
Current liabilities:		
Accounts payable and accrued liabilities (note 4)	\$ 23,530	\$ 23,993
Deferred revenue	4,500	-
Deferred contributions (note 5)	30,468	37,567
	58,498	61,560
Net assets:		
Unrestricted	324,640	328,925
	\$ 383,138	\$ 390,485

See accompanying notes to financial statements.

On behalf of the Elected Executive:



Ben Geselbracht, President



Penny Cote, Past-President

ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Statement of Operations and Changes in Net Assets

Year ended December 31, 2024, with comparative information for 2023

	2024	2023
Revenue:		
Association dues	\$ 121,036	\$ 111,663
Annual meeting - registration	150,045	117,721
Annual meeting - sponsorships	92,500	70,500
Annual meeting - exhibits	18,000	7,200
Interest	18,823	22,076
Other (note 5)	7,799	7,097
	408,203	336,257
Expenses:		
Annual meeting	223,863	138,422
Union of BC Municipalities contract fees	-	66,186
Salaries and benefits	122,188	53,094
Executive meetings	21,828	20,376
Postage, office and miscellaneous	9,664	13,737
Professional fees	12,505	11,200
Consulting fees	15,434	11,059
Communication and staff travel	3,992	4,112
Insurance	3,014	748
	412,488	318,934
Excess (deficiency) of revenue over expenses	(4,285)	17,323
Net assets, beginning of year	328,925	311,602
Net assets, end of year	\$ 324,640	\$ 328,925

See accompanying notes to financial statements.

ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Statement of Cash Flows

Year ended December 31, 2024, with comparative information for 2023

	2024	2023
Cash provided by (used in):		
Operations:		
Excess (deficiency) of revenue over expenses	\$ (4,285)	\$ 17,323
Changes in non-cash operating working capital:		
Increase in prepaid expenses	(9,347)	(417)
Decrease in accounts receivable	700	510
Decrease in accounts payable and accrued liabilities	(463)	(45,710)
Decrease in deferred revenue	4,500	(12,374)
Decrease in deferred contributions	(7,099)	(7,098)
	(15,994)	(47,766)
Financing:		
Investment in guaranteed investment certificate	(50,000)	-
Decrease in cash and cash equivalents	(65,994)	(47,766)
Cash and cash equivalents, beginning of year	383,540	431,306
Cash and cash equivalents, end of year	\$ 317,546	\$ 383,540

See accompanying notes to financial statements.

ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Notes to Financial Statements

Year ended December 31, 2024

Nature of operations:

Association of Vancouver Island and Coastal Communities (the "Association") is registered under the Societies Act (British Columbia) and is exempt from the requirement to pay income taxes. Its purpose is to promote autonomy within local government and to advance the principles of local government. The Association represents the various municipalities and regional districts of Vancouver Island, Powell River and the Sunshine and Central Coasts.

1. Significant accounting policies:

These financial statements are prepared in accordance with Canadian Accounting Standards for Not-For-Profit Organizations ("ASNPO") in Part III of the CPA Canada Handbook. The Association's significant accounting policies are as follows:

(a) Basis of presentation:

These financial statements present the financial position, results of operations and changes in net assets of the Association and, as such, do not include all the assets, liabilities, revenue and expenses of the members of the Association.

There is no provision in the accounts for income taxes as the activities of the Association are conducted on a not-for-profit basis.

(b) Cash and cash equivalents:

Cash and cash equivalents are defined as cash and highly liquid investments consisting of term deposits with original maturities at the date of purchase of three months or less.

(c) Revenue recognition:

The Association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount received can be reasonably estimated and collection is reasonably assured.

Annual meeting sponsorships, registration and exhibit revenues are recognized as revenue when the conference takes place.

Association dues are recognized as revenue in the year they are earned and collection is reasonably assured.

ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Notes to Financial Statements (continued)

Year ended December 31, 2024

1. Significant accounting policies (continued):

(d) Contributed materials and services:

Due to the difficulty in determining fair value, contributed materials and services are not recognized in the financial statements.

(e) Financial instruments:

Financial instruments are recorded at fair value on initial recognition and are subsequently recorded at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Association has not elected to carry any such financial instruments at fair value.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment.

(f) Capital assets:

In accordance with the ASNPO Handbook section 4433, *Tangible Capital Assets held by Not-for-profit Organizations*, and section 4434, *Intangible Assets held by Not-for-profit Organizations*, the Association has met the criteria to be considered a small organization and as such has not capitalized any expenditures. Capital assets and intangible assets owned by the Association but which have not been capitalized under this accounting policy include computer hardware and website costs. During the year, there were no acquisitions of capital assets (2023 - no acquisitions of capital assets or intangible assets).

(g) Use of estimates:

The preparation of financial statements in conformity with ASNPO requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Notes to Financial Statements (continued)

Year ended December 31, 2024

2. Cash and cash equivalents:

	2024	2023
Cash	\$ 66,162	\$ 158,904
MFA Money Market Fund	76,048	224,636
MFA Government Focused Ultra-short Bond Fund	75,336	-
MFA high interest savings account	100,000	-
	\$ 317,546	\$ 383,540

3. Investments:

Investments consist of a two year guaranteed investment certificate, bearing interest at 3.6% per annum, maturing on October 29, 2026.

4. Accounts payable and accrued liabilities:

Included in accounts payable and accrued liabilities are government remittances payable of \$4,596 (2023 - \$4,181) related to payroll taxes.

5. Deferred contributions:

Deferred contributions include \$30,468 (2023 - \$37,567) of provincial grants restricted for the facilitation of the activities of the Treaty Advisory Committee. During the year, \$7,099 (2023 - \$7,097) was spent on initiatives to increase relations and reconciliation between the Association members and our local First Nations. The remaining balance will be used for the purposes of continuing and offsetting costs of future reconciliation initiatives.

ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Notes to Financial Statements (continued)

Year ended December 31, 2024

6. Municipal pension plan:

The Association and its employee contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2023, the plan has about 256,000 active members and approximately 129,000 retired members. Active members include approximately 45,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The Association paid \$9,323 (2023 - \$3,735) for employer contributions while employees contributed \$8,622 (2023 - \$3,454) to the plan in fiscal 2024.

The next valuation will be as at December 31, 2024.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Notes to Financial Statements (continued)

Year ended December 31, 2024

7. Financial risks and concentration of risk:

The Association's financial instruments consist of cash and cash equivalents, investments, accounts receivable, accounts payable and accrued liabilities. The Association believes that it is not exposed to significant interest rate or cash flow risk arising from its financial instruments.

Liquidity risk is the risk that the Association will be unable to fulfil its obligations on a timely basis or at a reasonable cost. The Association manages its liquidity risk by monitoring its operating requirements. It prepares budget and cash forecasts to ensure it has sufficient funds to fulfil its obligations.

There has been no change to the risk exposures from 2023.

8. Employee and director remuneration:

The BC Societies Act has a requirement for the disclosure in the financial statements of the remuneration of directors, employees and contractors. For the period ended December 31, 2024, nine directors received remuneration totaling \$18,750, with amounts ranging from \$675 to \$5,725 per director (2023 - nine directors received remuneration totaling \$17,925, with amounts ranging from \$525 to \$6,900 per director). For the period ended December 31, 2024, one employee received remuneration of \$100,358 (2023 - no employees received remuneration greater than \$75,000).

AVICC 2025 DUES REPORT

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Member	Pop 2024	Pop 2025	Ind. Pop % Δ	Dues 2024	Dues 2025	Overall change	Ind. \$\$ % Δ
1. Alberni-Clayoquot	8,678	9,105	4.92%	\$1,267.76	\$1,364.65	\$96.89	7.64%
2. Alert Bay	463	499	7.78%	\$400.00	\$400.00	\$0.00	0.00%
3. Bowen Island		4,677	?		\$747.27	\$747.27	?
4. Campbell River	38,658	38,028	(1.63%)	\$4,658.69	\$4,734.43	\$75.74	1.63%
5. Capital	24,737	25,599	3.48%	\$3,211.36	\$3,407.78	\$196.42	6.12%
6. Central Coast	1,593	1,815	13.94%	\$400.00	\$400.00	\$0.00	0.00%
7. Central Saanich	19,326	18,150	(6.09%)	\$2,601.38	\$2,542.87	(\$58.51)	(2.25%)
8. Colwood	21,874	22,151	1.27%	\$2,888.62	\$3,007.43	\$118.81	4.11%
9. Comox	15,902	15,962	0.38%	\$2,215.39	\$2,288.82	\$73.43	3.31%
10. Comox Valley	26,011	26,007	(0.02%)	\$3,354.98	\$3,455.15	\$100.17	2.99%
11. Courtenay	31,242	32,049	2.58%	\$3,927.17	\$4,126.97	\$199.80	5.09%
12. Cowichan Valley	37,922	36,863	(2.79%)	\$4,586.09	\$4,616.07	\$29.98	0.65%
13. Cumberland	4,901	4,962	1.24%	\$760.25	\$792.80	\$32.55	4.28%
14. Daajing Giids	1,033	992	(3.97%)	\$400.00	\$400.00	\$0.00	0.00%
15. Duncan	5,513	5,669	2.83%	\$844.25	\$891.08	\$46.83	5.55%
16. Esquimalt	19,738	19,302	(2.21%)	\$2,647.82	\$2,676.63	\$28.81	1.09%
17. Gibsons	5,098	5,093	(0.10%)	\$788.72	\$811.70	\$22.98	2.91%
18. Gold River	1,296	1,318	1.70%	\$400.00	\$400.00	\$0.00	0.00%
19. Highlands	2,698	2,618	(2.97%)	\$418.52	\$418.29	(\$0.23)	(0.05%)
20. Islands Trust	1,593	1,815	13.94%	\$400.00	\$400.00	\$0.00	0.00%
21. Ladysmith	9,690	9,903	2.20%	\$1,403.18	\$1,474.63	\$71.45	5.09%
22. Lake Cowichan	3,748	3,717	(0.83%)	\$581.40	\$593.88	\$12.48	2.15%
23. Langford	52,953	58,320	10.14%	\$6,068.77	\$6,796.10	\$727.33	11.98%
24. Lantzville	4,099	4,210	2.71%	\$635.85	\$672.65	\$36.80	5.79%
25. Metchosin	5,271	5,331	1.14%	\$811.87	\$844.50	\$32.63	4.02%
26. Mount Waddington	2,372	2,042	(13.91%)	\$400.00	\$400.00	\$0.00	0.00%
27. Nanaimo City	108,438	110,707	2.09%	\$11,541.86	\$12,118.62	\$576.76	5.00%
28. Nanaimo RD	45,371	45,810	0.97%	\$5,320.87	\$5,525.09	\$204.22	3.84%
29. North Coast	1,676	1,162	(30.67%)	\$400.00	\$400.00	\$0.00	0.00%
30. North Cowichan	34,546	34,495	(0.15%)	\$4,253.08	\$4,375.48	\$122.40	2.88%
31. North Saanich	13,198	13,340	1.08%	\$1,872.58	\$1,948.33	\$75.75	4.05%
32. Oak Bay	19,703	18,813	(4.52%)	\$2,643.88	\$2,619.85	(\$24.03)	(0.91%)
33. Parksville	14,710	14,995	1.94%	\$2,074.91	\$2,176.43	\$101.52	4.89%
34. Port Alberni	20,264	19,685	(2.86%)	\$2,707.12	\$2,721.10	\$13.98	0.52%
35. Port Alice	700	810	15.71%	\$400.00	\$400.00	\$0.00	0.00%
36. Port Hardy	4,552	4,148	(8.88%)	\$706.12	\$662.75	(\$43.37)	(6.14%)
37. Port McNeill	2,591	2,384	(7.99%)	\$401.92	\$400.00	(\$1.92)	(0.48%)
38. Powell River	14,607	14,937	2.26%	\$2,061.12	\$2,168.44	\$107.32	5.21%
39. qathet	6,920	6,855	(0.94%)	\$1,032.53	\$1,054.54	\$22.01	2.13%

Member	Pop 2024	Pop 2025	Ind. Pop % Δ	Dues 2024	Dues 2025	Overall change	Ind. \$\$ % Δ
40. Qualicum Beach	9,663	9,363	(3.10%)	\$1,399.57	\$1,400.21	\$0.64	0.05%
41. Saanich	129,786	125,436	(3.35%)	\$13,647.65	\$13,615.09	(\$32.56)	(0.24%)
42. Sayward	305	363	19.02%	\$400.00	\$400.00	\$0.00	0.00%
43. Sechelt	11,707	11,492	(1.84%)	\$1,673.07	\$1,693.63	\$20.56	1.23%
44. shíshálh Nation	767	817	6.52%	\$400.00	\$400.00	\$0.00	0.00%
45. Sidney	12,951	13,288	2.60%	\$1,839.53	\$1,941.17	\$101.64	5.53%
46. Sooke	16,866	17,128	1.55%	\$2,324.06	\$2,424.20	\$100.14	4.31%
47. Strathcona	10,364	9,524	(8.10%)	\$1,493.37	\$1,422.40	(\$70.97)	(4.75%)
48. Sunshine Coast	15,723	16,827	7.02%	\$2,195.21	\$2,389.25	\$194.04	8.84%
49. Tahsis	277	378	36.46%	\$400.00	\$400.00	\$0.00	0.00%
50. Tofino	2,653	2,767	4.30%	\$411.54	\$442.10	\$30.56	7.43%
51. Toquaht Nation		157	?		\$400.00	\$400.00	?
52. Ucluelet	2,309	2,413	4.50%	\$400.00	\$400.00	\$0.00	0.00%
53. Victoria	99,792	102,856	3.07%	\$10,689.01	\$11,320.96	\$631.95	5.91%
54. View Royal	13,219	12,619	(4.54%)	\$1,875.39	\$1,848.96	(\$26.43)	(1.41%)
55. Zeballos	121	135	11.57%	\$400.00	\$400.00	\$0.00	0.00%
	960,188	969,901	1.0116%	\$121,036.46	\$126,132.30	\$5,095.84	4.2102%
	Average Pop % Δ		1.4992%	Average \$\$ % Δ			2.2634%

2025 AVICC BUDGET	2025 BUDGET	2024 ACTUALS	2024 BUDGET	2023 ACTUALS	2022 ACTUALS	2021 ACTUALS
GENERAL BUDGET						
Revenues						
Dues ¹	\$ 124,668	\$ 121,036	\$ 117,246	\$ 111,663	\$ 104,857	\$ 97,597
Interest ²	\$ 12,000	\$ 18,823	\$ 18,000	\$ 22,076	\$ 8,940	\$ 947
Advocacy/ Grants ¹⁶	\$ 4,250	\$ 700				
<i>Sub-Total General Revenues</i>	\$ 140,918	\$ 140,559	\$ 135,246	\$ 133,739	\$ 113,797	\$ 98,544
Expenses						
Payroll and Benefits ⁴	\$ 127,359	\$ 121,312	\$ 124,051	\$ 119,280	\$ 83,582	\$ 90,124
Executive Meetings ⁵	\$ 23,000	\$ 21,882	\$ 24,000	\$ 20,376	\$ 23,413	\$ 14,297
Other Meetings ⁶	\$ 5,500	\$ 3,100	\$ 5,500	\$ 5,662	\$ -	\$ -
External Rep Participation ¹⁶		\$ 548				
Staff Travel ⁷	\$ 3,500	\$ 2,909	\$ 5,897	\$ 4,834	\$ 1,601	\$ 1,223
Communication ⁸	\$ 2,500	\$ 2,415				
Consulting Fees (Accounting) ¹⁵	\$ 5,200	\$ 5,198	\$ 3,000	\$ 4,600		
IT Support (Technical and Software)	\$ 4,000	\$ 3,449	\$ 1,825	\$ 3,395		
Postage, office and miscellaneous ⁹	\$ 5,250	\$ 981	\$ 500	\$ 866		\$ 395
Audit ¹⁰	\$ 12,840	\$ 12,505	\$ 11,770	\$ 11,200	\$ 10,000	\$ 6,955
Advocacy ¹¹	\$ 17,000	\$ 4,419	\$ 2,500	\$ -		\$ 6,667
INSURANCE	\$ 3,400	\$ 3,014	\$ 3,100	\$ 748		
Other ¹²	\$ 1,258	\$ 804				\$ -
Staff PD (previously included in 'other') ¹⁷	\$ 2,500	\$ 875	\$ 3,126	\$ 2,454	\$ 3,785	
<i>Sub-Total General Expenditures</i>	\$ 213,307	\$ 183,409	\$ 185,269	\$ 173,415	\$ 122,381	\$ 119,661
Revenues Less Expenses - General	\$ (72,389)	\$ (42,850)	\$ (50,023)	\$ (39,676)	\$ (8,584)	\$ (21,117)
AGM & CONVENTION BUDGET (APPROVED)						
AGM & Convention Revenue ³	\$ 269,300	\$ 267,644	\$ 261,850	\$ 195,421	\$ 199,517	\$ 74,959
AGM & Convention Expenses ¹³	\$ 189,411	\$ 229,132	\$ 227,328	\$ 138,422	\$ 146,935	\$ 11,700
Revenues Less Expenses - Convention	\$ 79,889	\$ 38,512	\$ 34,522	\$ 56,999	\$ 52,582	\$ 63,259
TOTAL PROFIT/ (LOSS)	\$ 7,500	\$ (4,338)	\$ (15,501)	\$ 17,323	\$ 43,998	\$ 42,142

REVENUES

- Dues** - The dues are based on the prior year's population on a sliding scale- **3% increase for 2025 (5% for 2024)**
Source for population figures is BC Stats, a division of the Ministry of Citizens' Services as received from UBCM
- Interest** - MFA Investments/ Bank Interest
- AGM & Convention** - Includes both sponsorship and registration income

EXPENSES

- Payroll and Benefits**- includes all payroll and benefits. Previous to August 1, 2023, -UBCM contract (for 82% contracted staff, and office rental)
- Executive Meetings** - Included **INSURANCE 2022 and PRIOR** - 2025 budget- 7 meetings, food, travel & President stipend & extra meetings
- Other Meetings** - expenses for meetings and events- reg fee for staff to attend UBCM & A/V costs for UBCM Luncheon
- Staff Travel** - covers staff travel not related to convention- 2025:includes staff travel to UBCM Convention, other AA convention, EA Forum
- Communications** - expenses for AVICC Website and cellphone - included staff travel until 2025
- Postage, Office, Miscellaneous** -PO Box, stamps, and Office supplies (unrelated to convention) ie. printer toner etc. - NEW LAPTOP 2025
- Audit** - annual expense- estimate only for 2025
- Advocacy** - consultant or meeting costs for advocacy initiatives- LEGISLATIVE REFORM AND VIRTUAL SESSION
- Other** - covers miscellaneous expenses not budgetted in other lines- includes misc. fees - STAFF PD included here previous to 2025
- AGM & Convention** - covers all the costs of the AGM & Convention except AVICC regular staffing
- Consulting Fees**- financial/ bookkeeping - 2024 increased to add Investment Policy work and clean-up - project work contingency added for 2025
- Advocacy/Grants & External Rep Participation**- 2024: Transport Canada Grant for SS Symposium, 2025 LEG REFORM AA CONTRIBUTIONS
- Staff Professional Development** - staff contract includes \$2500/year - included as 'other' until 2025

AVICC MEMBERS

CITIES

Campbell River
Colwood
Courtenay
Duncan
Langford
Nanaimo
Parksville
Port Alberni
Powell River
Victoria

DISTRICTS

Bowen Island
Central Saanich
Esquimalt
Highlands
Lantzville
Metchosin
North Cowichan
North Saanich
Oak Bay
Port Hardy
Saanich
Sechelt
Sooke
Tofino
Ucluelet

TOWNS

Comox Gibsons
Lake Cowichan
Ladysmith
Port McNeil
Qualicum
Beach Sidney
View Royal

VILLAGES

Alert Bay
Cumberland
Daajing Giids
Gold River
Port Alice
Sayward
Tahsis
Zeballos

FIRST NATIONS

shíshálh Nation
Toquaht Nation

REGIONAL DISTRICTS

Alberni-Clayoquot
Capital
Central Coast
Comox Valley Cowichan
Valley Mount
Waddington Nanaimo
North Coast
qathet
Strathcona
Sunshine Coast Islands
Trust

AVICC LIFE MEMBERS

1949-1950	Lorne Jordan	Port Alberni
1951-1952	Earl Westwood	Nanaimo
1953	Bert Beasley	North Cowichan
1954	Bill Henderson	Cumberland
1955-1956	C.A.P. Murson	North Cowichan
1957	Alf Wurtele	Esquimalt
1958	Jack Dobson	Duncan
1959	Bill Moore	Courtenay
1960	George Chatterton	Saanich
1962	John Cook	Nanaimo
1963	Don Morton	North Cowichan
1964	Reeve Lee	Central Saanich
1965	Fred Bishop	Port Alberni
1966	Doug Watts	Oak Bay
1967	Les Hammer	Port Alberni
1968	Rob Baird	Victoria
1969	Kay Grouhel	Ladysmith
1970	S.A.D. Pike	Powell River
1971-1972	Archie Galbraith	Central Saanich
1973-1974	G.H.A. MacKay	Nanaimo
1974-1975	William (Bronco) Moncrief	Cumberland
1975-1976	Ed Lum	Victoria
1976-1977	George McKnight	Port Alberni
1977-1978	K. Paskin	Duncan
1978-1979	Ken Hill	Esquimalt
1979-1980	George Piercy	Comox
1980-1981	Mel Couvelier	Saanich
1981-1982	Anne Fiddick	Gold River
1982-1983	Dick Winkleman	Nanaimo
1983-1984	Norma Sealey	Sidney
1984-1985	Robert Ostler	Campbell River
1985-1986	Gillian Trumper	Port Alberni
1986-1987	William (Bill) Kinley	Port McNeill
1987-1988	Tom McCrae	Tahsis
1989-1990	Frank Ney	Nanaimo
	George Borza	Nanaimo RD
	George Cochrane	Courtenay
	Walter Behn	Port Alberni
	Eric Simmons	Victoria
1990-1991	Bill Cox	Ladysmith

1992-1993	Ron Webber	Courtenay
1993-1994	Al Huddleston	Port Hardy
1994-1995	Martin Segger	Victoria
1995-1996	Maxine Williams Jim	Alert Bay
1996-1997	Gurney	Sunshine Coast RD
1998-1999	James Lornie	Campbell River
1999-2000	John Crook	Langford
2000-2001	Frank Leonard Pearl	Saanich
2001-2003	Myhres	Zeballos
2003-2005	Mary Ashley	Campbell River
2005-2007	W. J. (Jack) Peake	Lake Cowichan
2007-2008	Bea Holland	Victoria
2008	Gerry Furney	40 Years Service
2008-2009	Rod Sherrell	Mt. Waddington RD
2009	Eydie Fraser	AVICC Executive Coordinator
2009-2011	Barry Janyk	Gibsons
2011	Christopher Causton	Oak Bay
2014	Larry Cross	Sidney
2017	Joe Stanhope	Nanaimo RD
2018	Barbara Price	Comox
2019	Mary Marcotte	Cowichan Valley RD
2020	Edwin Grieve	Comox Valley RD
2022	Carl Jensen	Central Saanich
2024	Ian Morrison	Cowichan Valley RD

2024-25 AVICC EXECUTIVE

PRESIDENT	Councillor Ben Geselbracht City of Nanaimo
FIRST VICE PRESIDENT	Director Vanessa Craig Regional District of Nanaimo
SECOND VICE PRESIDENT	Councillor Sarah Fowler Village of Tahsis
ELECTORAL AREA REPRESENTATIVE	Director Donna McMahon Sunshine Coast Regional District
DIRECTORS-AT-LARGE	Director Travis Hall Central Coast Regional District
	Councillor Will Cole-Hamilton City of Courtenay
	Councillor Tanille Johnston City of Campbell River
PAST PRESIDENT	Director Penny Cote Alberni-Clayoquot Regional District



STAFF REPORT

For: Mayor and Council
Prepared by: John Thomas, A/CAO
Subject: **Actionable Resolutions from COTW – March 19, 2025**
Meeting date: March 18, 2025

BACKGROUND

When Council convenes a meeting as a Committee of the Whole, all resolutions adopted during that session is in the form of recommendations to Council. Council must then decide at a session of Council if the recommendation would be endorsed/adopted as direction of Council.

DISCUSSION

The following actionable resolutions were approved by the Committee of the Whole on February 11, 2025:

1. THAT Council receives this report for information and discussion.
2. THAT the Village of Sayward Council be requested to clarify to the Kelsey Centre Review Committee specifically what they want from the SRD.
3. THAT Staff develop a 50/50 funding model with the Village of Sayward and the Strathcona Regional District, minus any grants that either entity can put in, for the operations and capital costs of the Kelsey Centre pool and recreation centre.
4. THAT Staff provide the SRD's Kelsey Centre Review Committee with their required information.

RECOMMENDATION

1. N/A

Respectfully submitted,

Original Signed

John Thomas, CAO

STAFF REPORT

DATE: March 17, 2025

FILE: 0550-04 Board Reports

TO: Chair and Directors
Regional Board

FROM: Dave Leitch
Chief Administrative Officer

RE: REQUEST FOR FINANCIAL ASSISTANCE- SAYWARD FUTURES SOCIETY

PURPOSE/PROBLEM

To consider a recommendation from the Electoral Areas Services Committee regarding financial assistance applicable to Electoral Area A.

EXECUTIVE SUMMARY

The attached report concerning a request for financial assistance was considered at the Electoral Areas Services Committee meeting held March 11, 2025 at which time the Committee passed the following resolution:

Mawhinney/Rice: EASC 50/25

THAT the Committee recommend that a grant in aid for the Sayward Futures Society in the amount of \$1,500 to assist with costs of the 2025 Canada Day celebrations be paid from the Electoral Area A grant in aid budget.

The actions outlined below are offered in support of the Committee's recommendation.

RECOMMENDATIONS:

1. THAT the report from the Chief Administrative Officer be received.
2. THAT the Board approve a grant for the Sayward Futures Society in the amount of \$1,500 to assist with costs of the 2025 Canada Day celebrations to be paid from the Electoral Area A grant in aid budget.

Respectfully:



Dave Leitch
Chief Administrative Officer

Prepared by: E. Watson, Manager, Corporate Operations

Attachments: 20250305 report to the Electoral Areas Services Committee

STAFF REPORT

DATE: March 3, 2025

FILE: 0550-04

TO: Chair and Directors,
Regional Board

FROM: Dave Leitch
Chief Administrative Officer

RE: KELSEY CENTRE – INFORMATION REQUEST

PURPOSE/PROBLEM

To consider a recommendation from the Kelsey Centre Review Committee that the Regional District request additional information from the Village of Sayward regarding costs and user data in respect of the Kelsey Centre recreational facility.

EXECUTIVE SUMMARY

At its February 19, 2025 inaugural meeting the Kelsey Centre Review Committee considered the attached report and passed the following resolutions:

Whalley/Mawhinney: KCRC 6/25

THAT the Village of Sayward Council be requested to provide to the Kelsey Centre Review Committee an update as to the current status of the operability of the facility including boiler repairs, hot tub leaks, and any other known problems; and furthermore:

- An accounting of secured and appropriated grants for the Kelsey Centre including an itemized list of what these grants will be spent on.
- An accounting of Village reserve funds appropriated for the Kelsey Centre including an itemized list of what these appropriated reserves will be spent on.
- A copy of their 2025 to 2029 financial plan.

Whalley/Mawhinney: KCRC 7/25

THAT the Village of Sayward Council be requested to provide to the Kelsey Centre Review Committee an up-to-date asset management report for the Kelsey Centre which details needed maintenance and upgrades with cost estimates. And furthermore:

- The approved schedule for those maintenance and repair items to be undertaken,
- Any reports regarding long-term planning for the pool area including its anticipated lifespan,
- The most recent inspection results for earthquake resilience and code compliance, with special regard to potential liability issues.

Whalley/Mawhinney: KCRC 8/25

THAT the Village of Sayward Council be requested to provide to the Kelsey Centre Review Committee usage statistics for Village and Area A residents separately and by age category.

The following actions are offered in support of the Committee's recommendations.

RECOMMENDATIONS

1. THAT the report from the Chief Administrative Officer be received.
2. THAT the Village of Sayward be requested to provide additional information regarding the Kelsey Centre including current and proposed operating and capital costs, grants and other revenue sources, inspection results and user data in accordance with resolutions KCRC 6/25, KCRC 7/25 and KCRC 8/25 of the Kelsey Centre Review Committee.

Respectfully:



A handwritten signature in blue ink, appearing to read 'Dave Leitch', is written over a horizontal line. The signature is stylized and fluid.

Dave Leitch
Chief Administrative Officer

Prepared by: T. Yates, Corporate Services Manager

Attachments: Copy of February 14, 2025 report to the Kelsey Centre Review Committee

STAFF REPORT

DATE: February 14, 2025

FILE: 0550-04 Board

TO: Chair and Directors
Regional Board

FROM: David Leitch
Chief Administrative Officer

RE: MUNICIPAL SERVICES AGREEMENT – VILLAGE OF SAYWARD

PURPOSE/PROBLEM

To consider entering into a new Municipal Services Agreement with the Village of Sayward.

EXECUTIVE SUMMARY

The attached report was considered at the December 11, 2024 Board meeting at which time the following resolution was passed:

Sinnott/Rice: SRD 1075/24

THAT the Regional District work with the Village of Sayward to develop a new municipal services agreement for the Board's consideration.

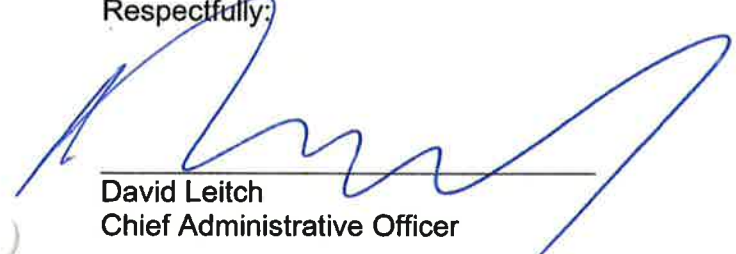
The attached agreement has been developed in conjunction with the Village of Sayward to reflect the full range of services that are potentially available from the Regional District and the protocol for engaging with the Village should a particular service offering be desired.

If the Board is satisfied that the attached agreement is in order a resolution to that effect is appropriate.

RECOMMENDATIONS

1. THAT the report from the Chief Administrative Officer be received.
2. THAT the Vice Chair and Corporate Officer be authorized to execute the Sayward Municipal Services Agreement attached to the February 14, 2025 report from the Chief Administrative Officer.

Respectfully:



David Leitch
Chief Administrative Officer

Prepared by: T. Yates, Corporate Services Manager

Attachments: Proposed Municipal Services Agreement (Village of Sayward)
Copy of November 25, 2024 report to the Board

MUNICIPAL SERVICES AGREEMENT

THIS AGREEMENT made as of the 1st day of March, 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 of 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

Mayor

Corporate Officer

Chief Administrative 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



14

STAFF REPORT

DATE: February 10, 2025

FILE: 0550-04 Board

TO: Chair and Directors,
Regional Board

FROM: Dave Leitch
Chief Administrative Officer

RE: SAYWARD FIRE REGULATIONS

PURPOSE

To consider the extent to which the Regional District should establish regulations for the protection of persons and property within the Sayward fire protection area.

EXECUTIVE SUMMARY

Effective January 1, 2025 the Regional District assumed responsibility for the Sayward Fire Department which has operational responsibility within the Village of Sayward and the Sayward Valley. As a result of the service transitioning to the Regional District there is a need to consider the matter of fire regulations. Such regulations are authorized by the *Local Government Act* and usually address some or all of the following:

- inspections of property for conditions that may cause a fire, increase the danger of fire, or increase danger to persons or property from a fire.
- the authority for the fire department to take measures to prevent and suppress fires including, in an emergency, the authority to take extraordinary measures to protect the public.
- the requirement that owners of property remove fire hazards from their premises or that they dispose of debris resulting from lumbering, land clearing or industrial operations.
- other matters within the scope of the *Fire Safety Act* in a manner not contrary to that Act.

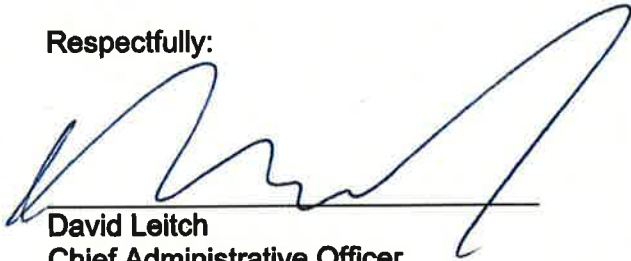
Since a regional district may, in relation to its regulatory powers, enact different provisions for different areas, classes, conditions or circumstances, it is possible to have different regulatory frameworks for properties that are within the Village of Sayward and those are within the unincorporated areas of the Sayward Valley.

As a preliminary step, it is proposed that the Regional District first determine whether there are regulations applicable to the Village of Sayward that should be retained and whether any of those should also apply beyond the Village corporate limits. There is currently no fire regulations bylaw in place for the Sayward valley.

RECOMMENDATIONS

1. THAT the report from the Chief Administrative Officer be received.
2. THAT a further report be prepared for the Board's consideration following the receipt and review of fire regulations currently in place for the Village of Sayward.

Respectfully:

A handwritten signature in blue ink, appearing to read 'David Leitch', is written over a horizontal line. The signature is stylized with a large loop at the end.

David Leitch
Chief Administrative Officer

Prepared by: S. Koopman, Manager of Emergency Services

								SOURCE OF FUNDS					FUNDING SOURCE	2025 Total	2026-2029 Total	Notes:
DEPARTMENT	CAPITAL & MAJOR PURCHASES/PROJECTS	2023/2024 Outstanding	2025	2026	2027	2028	2029	GRANTS Received	GRANTS Confirmed	GRANT Dependent	RESERVES/ SURPLUS	DEBT				
ADMIN/VILLAGE BUILDINGS	Community Planning Documents (Housing Needs Assessment, Zoning, OCP etc.)	151,313.00						151,313.00					Local Government Housing Initiatives Grant	-	-	Must be spent by Dec 31, 2025. Revenue source for 2025 to reduce deficit
	Land Use and Infrastructure Analysis for Zoning Bylaw Modernization Project		123,600.00					61,800.00	61,800.00				UBCM Complete Communities Grant	123,600.00	-	Project to start in 2025
	Next Gen 911 Funding	45,000.00						22,500.00	22,500.00				UBCM Next Gen 911 Grant	-	-	Not started, possible regional spend with SRD
	Clinic Building Upgrades Project						739,000.00						TBD	-	739,000.00	Identified in 2024 Asset Manangement Plan
														-	-	
Subtotal:		\$ 196,313.00	\$ 123,600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 739,000.00	\$ 235,613.00	\$ 84,300.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ -	\$ 123,600.00	\$ 739,000.00	
RECREATION	Boiler Room Repairs		70,000.00								70,000.00		Growing Communities Fund & Community Works Fund Reserve	70,000.00	-	50% from GCF and 50% from CWF
														-	-	
Subtotal:		\$ 0.00	\$ 70,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 70,000.00	\$ 0.00	\$ -	\$ 70,000.00	\$ 0.00	
PARKS	Lawnmower Replacement - 13 years past scheduled replacement date		49,000.00								49,000.00		Growing Communities Reserve	49,000.00	-	Identified in 2024 Asset Manangement Plan
	Community Garden Revitalization		5,000.00							5,000.00			TD Friends of the Environment Grant	5,000.00	-	Grant application submitted Jan 2025
	Canada Summer Jobs - Youth: Park Maintenance		12,528.00							6,264.00			Government of Canada Grant	12,528.00	-	Grant application submitted Dec 2024, Village to pay for 50% of wage costs (2 students), but will be factored into current wages
	Playground Apparatus Upgrade Project - 11 years past scheduled replacement date				40,000.00								TBD	-	40,000.00	Identified in 2024 Asset Manangement Plan
														-	-	
Subtotal:		\$ 0.00	\$ 66,528.00	\$ 0.00	\$ 40,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 11,264.00	\$ 49,000.00	\$ 0.00	\$ -	\$ 66,528.00	\$ 40,000.00	
FIRE DEPT PROJECTS	Fire Department - Capital Contribution to SRD		50,000.00	50,000.00	50,000.00	50,000.00	50,000.00				250,000.00		Community Works Fund Reserve	50,000.00	200,000.00	Commitment to SRD for New Fire Service Capital
	FireSmart Stairs for Fire Hall#1	33,522.00							33,522.00				UBCM Communy Resiliency Investment Grant	-	-	To complete in 2025, fully grant funded
	Fire Apparatus Replacement & Upgrades		39,000.00							39,000.00			UBCM Volunteer & Composite Fire Departments Equipment & Training Grant	39,000.00	-	Grant application submitted Oct 2024
														-	-	
														-	-	
Subtotal:		\$ 33,522.00	\$ 89,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 0.00	\$ 33,522.00	\$ 39,000.00	\$ 250,000.00	\$ 0.00	\$ -	\$ 89,000.00	\$ 200,000.00	
COMMUNITY PROJECTS	Economic Development Coordinator	70,000.00						35,000.00	35,000.00				Island Coastal Economic Trust	-	-	To complete in 2025, fully grant funded
	Economic Capacity		100,000.00							100,000.00			Island Coastal Economic Trust	100,000.00	-	Grant application submitted Oct 2024
Subtotal:		\$ 70,000.00	\$ 100,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 35,000.00	\$ 35,000.00	\$ 100,000.00	\$ 0.00	\$ 0.00	\$ -	\$ 100,000.00	\$ 0.00	
WATER/ SEWER	Liftstation Replacement Project - 560 Kelsey Way, includes updates to foremain and watermain near liftstation and roadway resurfacing			1,722,100.00									TBD	-	1,722,100.00	Identified in 2024 Asset Manangement Plan
	Watermain Upgrade Project - MacMillan Dr.				158,970.00								TBD	-	158,970.00	Identified in 2024 Asset Manangement Plan
	Sanitary Sewer Replacement Project - Sayward Rd to Spar St.				296,918.00								TBD	-	296,918.00	Identified in 2024 Asset Manangement Plan
	Sanitary Sewer Replacement Project - MacMillan Dr.					733,070.00							TBD	-	733,070.00	Identified in 2024 Asset Manangement Plan
	Watermain Upgrade Project - Sayward Rd.						689,210.00						TBD	-	689,210.00	Identified in 2024 Asset Manangement Plan
														-	-	
Subtotal:		\$ 0.00	\$ 0.00	\$ 1,722,100.00	\$ 455,888.00	\$ 733,070.00	\$ 689,210.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ -	\$ 0.00	\$ 3,600,268.00	
DRAINAGE	Drainage Improvement Project		1,743,076.00						1,278,198.00		465,000.00		Local Government Climate Action Reserve & Growing Communities Fund Reserve	1,743,076.00	-	Staff have confirmed with the Province that LGCAP funds can be used for this project (\$200k) with the remaining coming from GCF Reserve (\$265k)
	Stormwater Main Replacement Project - Sayward Heights							424,000.00					TBD	-	-	Identified in 2024 Asset Manangement Plan
														-	-	
Subtotal:		\$ 0.00	\$ 1,743,076.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 424,000.00	\$ 1,278,198.00	\$ 0.00	\$ 465,000.00	\$ 0.00	\$ -	\$ 1,743,076.00	\$ 0.00	
TOTAL:		\$ 299,835.00	\$ 2,192,204.00	\$ 1,772,100.00	\$ 545,888.00	\$ 783,070.00	\$ 1,478,210.00	\$ 694,613.00	\$ 1,431,020.00	\$ 150,264.00	\$ 834,000.00	\$ 0.00		\$ 2,192,204.00	\$ 4,579,268.00	



STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CFO
Subject: Financial Plan 2025-2029 – Final Version
Meeting date: April 1, 2025

BACKGROUND

Section 165 of the *Community Charter* requires a municipality to have a five-year financial plan (FP) adopted annually by **May 15th** each year. The related FP bylaw and Tax Rate bylaw must also be adopted by Council before May 15th. Amendments to the FP after the FP bylaw is adopted are allowed for by way of resolution of Council and a subsequent amendment bylaw, typically done at the end of the fiscal year.

DISCUSSION

The final version of the 2025-2029 Financial Plan (FP) including both the operating and capital plan for the municipality is being presented on April 1, 2025 and includes adjustments to revenues and expenditures as directed by Council during financial planning sessions in January, February and March.

The Financial Plan process/timetable is below for information purposes:

	Item	Notes	Timeline
1	Staff reviews 2024-2028 FP and existing Strategic Plan (SP)	Staff Report with timetable for 2025-2029 financial planning sessions to Council	November 5 th regular meeting - COMPLETE
2	Staff work on draft FP and Capital Plan for 2025-2029 based on SP, approved outstanding items not yet completed, and input from department managers		November 2024 to January 2025 – COMPLETE
3	FP Process: A. Committee of the Whole (COW) Meeting January 14, 2025. Detailed review of FP/Capital Projects B. COW Meeting February 11, 2025. Detailed review of FP/Capital Projects C. COW Meeting March 11, 2025 (rescheduled from February 25, 2025 and March 4, 2025). Final	Each meeting will refine the Financial and Capital Plans and provide time for Council review, public input, and questions. The timeline will also allow for research and reporting back to Council on identified issues.	January 14, 2025 – COMPLETE February 11, 2025 – COMPLETE March 11, 2025 – COMPLETE

	review of FP/Capital Projects D. COW Meeting March 19, 2025. Detailed review of Kelsey Centre E. Council Meeting April 1, 2025 F. Council Meeting April 15, 2025. First three readings of the FP Bylaw G. Council Meeting May 6, 2025 Final reading of the FP Bylaw	Adopt Financial and Capital Plan	March 19, 2025 – COMPLETE April 1, 2025 April 15, 2025 May 6, 2025
4	Tax Rate Bylaw, Fees & Charges Amendment Bylaw		Adopted by mid May, first 3 readings April 15, 2025, Final reading May 6, 2025.

Summary of the budgeting process to date

As outlined in the chart above Council has held 4 Committee of the Whole meetings to discuss the 2025-2029 FP. Staff presented Council with budget materials in a PowerPoint presentation, recommended increases in tax revenues and increases to user fees, recommended reductions in service levels/operating budgets and transfers from reserves, provided time for Council feedback and discussion, and proposed several options to address the ongoing deficits experienced by the Village including items such as the installation of water meters, pursuing shared service agreements with the regional district, additional grant funding, and the reduction of service levels. Additionally, staff provided analysis on the operations of the Kelsey Recreation Centre with several options for Council to consider. At the March 18th regular meeting of Council, a resolution was passed to close the pool at the Kelsey Centre which has provided additional cost savings in the final budget.

Final Version of the Financial Plan

The final version of the 2025-2029 Financial Plan is included as an attachment to this report.

The Financial Plan is a living document that can and will change based on circumstances that arise during the year. Examples of this include expenditures further to approved grant funding and any large unforeseen or emergency expenditures not accounted for during budget planning. Additional revenues can also be expected when grant applications are approved and funded, or additional other revenues are generated.

Additional Revenue Sources

Several additional revenue sources that Staff will be focusing on in 2025 include:

- Funding from the SRD for shared services (Kelsey Centre, Age-Friendly Van, etc.)
- Potential funding from other government organizations including Island Health (Clinic), Comox Strathcona Waste Management (Recycling Depot), and VIRL, among others
- Parcel taxes – report to come to Council summer of 2025 for potential implementation in 2026
- Water Meter analysis

- Non-Market Change – New Development
- Grant Funding

Note: this list is not exhaustive

Tax Increase for 2025

At the March 18th regular council meeting Council endorsed a motion made at the March 11th Committee of the Whole meeting to increase the overall taxation rate for Class 1 – Residential by 6.61%.

The effect on Class 1 (average assessed Single Family Dwelling of \$385,547) is shown below:

	Effect on an average home (SFD)
	6.61%
Municipal taxes	2,889.44
\$ inc from 2024	179.18
*includes user fees	

Next steps

After the 2025-2029 Financial Plan is approved by Council, staff will be tasked with the creation of several bylaws as follows:

- 1.) 2025-2029 Financial Plan Bylaw: this will summarize the budget into bylaw format to be submitted to the Province by the legislated May 15th deadline. Staff propose that first, second, and third readings occur at the April 15th regular Council meeting, and that fourth and final reading occur at the May 6th regular Council meeting.
- 2.) 2025 Tax Rate Bylaw: this bylaw is produced using information from the 2025 budget, and from tax requisition information received from other entities such as Vancouver Island Regional Library (VIRL), Strathcona Regional District (SRD), Comox Strathcona Waste Management (CSWM) and the Hospital District. Staff will be receiving this information from these entities in early April and propose that first, second, and third readings of the bylaw occur at the April 15th regular Council meeting, and that fourth and final reading occur at the May 6th regular Council meeting.
- 3.) Fees & Charges Amendment Bylaw: discussed in a separate report, staff propose that this amendment bylaw be given readings on the same dates as suggested in items 1 and 2.
- 4.) Upon the adoption of these bylaws the final step for staff is to enter information into the property tax system and produce tax notices. This process is expected to occur around the middle to end of May. The due date for 2025 property taxes (to avoid a 10% penalty) is July 2, 2025.

STAFF RECOMMENDATIONS

THAT Council receive the Financial Plan 2025-2029 staff report for information and discussion.

THAT the 2025-2029 Financial Plan be approved; and,

THAT staff be directed to prepare the required bylaws related to the 2025-2029 Financial Plan for the April 15, 2025, regular meeting of Council.

Respectfully submitted,



Lisa Clark, CFO

Attachment:

- **Final 2025-2029 Financial Plan**



2025-2029 Financial Plan Final

2025-2029 Financial Plan (Operating) – Final

Final Summary		2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
OPERATING REVENUE								
Taxation - General Municipal Purpose		456,492	458,159	625,395	662,918	702,693	744,855	789,546
Other taxes		15,574	13,554	14,349	14,897	15,469	16,067	16,691
Federal Community Works Fund Grant		75,149	78,620	78,620	75,149	75,149	75,149	75,149
Provincial Govt Grants		384,000	368,200	368,500	368,500	368,500	368,500	368,500
Provincial Govt Grants - Growing Communities Fund		0	0	0	0	0	0	0
LGCAP Grant		120,373	120,373	0	0	42,000	42,000	42,000
Interest & Tax Penalties		13,275	11,778	11,300	11,300	11,300	11,300	11,300
General Investment Income		74,622	93,286	85,750	85,750	85,750	85,750	85,750
Other Revenue		48,850	86,895	5,450	5,450	5,450	5,450	5,450
Licences, Permits & Fines		12,100	4,755	13,310	13,310	13,310	13,310	13,310
General Operating Grants		259,980	106,681	171,500	7,500	7,500	7,500	7,500
Sale of Service - Recreation Centre		25,216	33,435	22,528	22,583	22,639	22,696	22,755
Donations - Recreation Centre		7,790	10,984	13,950	13,950	13,950	13,950	13,950
Sale of Service - Other		29,805	41,602	37,407	38,031	38,673	39,332	40,009
Fire Rescue Revenue		5,000	10,818	0	0	0	0	0
RCMP Rent		24,000	24,000	25,000	25,200	25,200	25,200	25,200
RCMP Maintenance		9,748	8,115	9,748	9,748	9,748	9,748	9,748
Sewer Revenue		98,561	104,459	110,539	107,917	113,313	118,978	124,927
Water Revenue		163,565	168,118	201,152	212,780	216,919	226,515	236,591
Solid Waste Revenue		52,654	55,682	55,882	58,441	61,128	63,949	66,912
Total Operating Revenue		1,907,253	1,799,514	1,850,379	1,733,425	1,828,692	1,890,250	1,955,289

2025-2029 Financial Plan (Operating) – Final

Final Summary		2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
OPERATING EXPENDITURES								
Legislative Services		78,455	67,506	57,400	78,250	78,250	78,250	78,250
Administration		721,754	701,461	659,540	637,986	645,322	652,874	660,653
Election		13,363	6,157	0	10,090	0	0	0
Recreation Centre		300,388	318,242	231,103	235,414	240,714	246,272	252,108
Parks		39,410	27,379	43,217	43,893	44,591	45,312	46,056
Public Works		103,650	106,998	107,791	108,032	110,180	112,407	114,721
Roads		54,264	36,300	47,621	50,253	48,898	49,556	50,227
Drainage		14,325	9,543	15,461	15,570	15,682	15,795	15,911
Planning		23,479	38,500	32,950	32,974	32,998	33,023	33,049
Police		11,186	8,115	10,491	10,812	11,153	11,517	11,905
Fire		58,329	42,014	44,000	5,100	5,202	5,306	5,412
Emergency		9,123	1,573	9,218	9,318	9,422	9,533	9,648
Health Clinic		1,000	571	1,000	1,000	1,000	1,000	1,000
Bylaw		0	0	0	0	0	0	0
Solid Waste		48,500	50,621	52,100	53,080	54,080	55,099	56,139
Sewer Operations		102,052	74,591	109,119	105,090	107,164	109,315	111,547
Water Operations		190,928	184,606	199,852	203,976	208,024	212,246	216,655
Total Departmental Expenditures		1,800,705	1,674,178	1,620,863	1,600,838	1,612,682	1,637,507	1,663,282
Surplus/(Deficit) Before Amortization & Reserve Transfers		106,548	125,336	229,516	132,587	216,010	252,743	292,006

2025-2029 Financial Plan (Operating) – Final

Final Summary		2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Amortization Expense - General		96,389	114,244	114,245	114,245	114,245	99,640	99,640
Amortization Expense - Sewer		58,041	54,703	54,703	54,703	54,703	54,703	54,703
Amortization Expense - Water		105,608	121,549	121,549	121,549	121,549	121,549	121,549
Annual Operating Surplus/(Deficit)		(153,490)	(165,160)	(60,981)	(157,910)	(74,487)	(23,149)	16,114
Transfer to LGCAP Reserve		120,373	120,373	0	0	42,000	42,000	42,000
Transfer to CWF Reserve (Gas Tax)		75,149	78,620	78,620	75,149	75,149	75,149	75,149
Transfer to Election Reserve		3,363	3,363	3,363	0	3,363	3,363	3,364
Transfers from Reserve Accounts:								
Transfer to (from) Water Reserve		(34,000)		30,000	30,000	35,000	40,000	50,000
Transfer to (from) Sewer Reserve				30,000	30,000	35,000	40,000	50,000
Transfer from CWF Reserve		(44,680)						
Transfer from Election Reserve					(10,100)			
Net contributions to (from) Reserves		120,205	202,356	141,983	125,049	190,512	200,512	220,513
Annual Operating Surplus before amortization adjustmen		(273,695)	(367,516)	(202,964)	(282,959)	(264,999)	(223,661)	(204,399)
Adjust for Non-Cash Items (Amortization)		260,037	290,495	290,497	290,497	290,497	275,892	275,892
Annual Operating Surplus/(Deficit) adjusted		(13,658)	(77,021)	87,533	7,538	25,498	52,231	71,493
Transfer to/(from) Unappropriated Sewer Surplus		(3,491)	29,868	1,420	2,827	6,149	9,663	13,380
Transfer to/(from) Unappropriated Water Surplus		(27,363)	(16,488)	1,300	8,804	8,895	14,269	19,936
Transfer to/(from) Unappropriated General Surplus		17,197	(90,401)	84,813	(4,094)	10,454	28,299	38,177
NET		0	0	0	0	0	0	0

Appendix:

2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
GENERAL REVENUE							
<i>Revenue</i>							
Taxation - General Municipal Purpose	456,492	458,159	625,395	662,918	702,693	744,855	789,546
Taxation - NMC							
Total Taxes	456,492	458,159	625,395	662,918	702,693	744,855	789,546
Utilities Tax - B.C. Hydro	4,132	3,879	3,880	3,958	4,037	4,117	4,200
Utilities Tax - Telus	2,004	1,753	1,755	1,790	1,826	1,862	1,900
Total Utilities Taxes	6,702	5,632	5,635	5,748	5,863	5,980	6,100
Federal Grant-in-lieu-of Taxes	8,872	7,922	8,714	9,149	9,607	10,087	10,591
Federal Community Works Fund Grant	75,149	78,620	78,620	75,149	75,149	75,149	75,149
Provincial Govt Grant - Small Comm	384,000	368,200	368,500	368,500	368,500	368,500	368,500
LGCAP Grant	120,373	120,373	0	0	42,000	42,000	42,000
HOG Administration Fee	2,100	2,125	2,100	2,100	2,100	2,100	2,100
Revenue - Other	1,250	2,475	1,250	1,250	1,250	1,250	1,250
Interest Income General	74,622	93,286	85,750	85,750	85,750	85,750	85,750
Interest on Arrears	13,275	2,890	2,600	2,600	2,600	2,600	2,600
Interest on Delinquent		1,146	1,200	1,200	1,200	1,200	1,200
Penalty on Current		7,743	7,500	7,500	7,500	7,500	7,500
Tax Sale Revenue	0	0	0	0	0	0	0
Total Other General Revenue	679,641	684,778	556,234	553,198	595,656	596,136	596,640
Total General Revenue	1,142,835	1,148,569	1,187,263	1,221,864	1,304,212	1,346,971	1,392,286

Appendix:

2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
OTHER GOVERNMENTS							
Revenue							
Comox Strathcona Waste Management	8,500	7,809	8,000	8,000	8,000	8,000	8,000
School Tax	100,000	105,431	106,000	106,000	106,000	106,000	106,000
Regional Hospital	21,000	19,711	20,000	20,000	20,000	20,000	20,000
BC Assessment Authority	2,600	2,697	2,700	2,700	2,700	2,700	2,700
Municipal Finance Authority	15	15	15	15	15	15	15
Regional District	16,500	17,147	85,000	85,000	85,000	85,000	85,000
Regional Library	14,700	16,844	16,768	16,768	16,768	16,768	16,768
Police Tax	18,000	21,727	22,000	22,000	22,000	22,000	22,000
Total Other Governments Revenue	181,315	191,382	260,483	260,483	260,483	260,483	260,483
Expenditure							
Requisitions - School Tax	100,000	105,431	106,000	106,000	106,000	106,000	106,000
Requisitions - Regional Hospital	21,000	19,711	20,000	20,000	20,000	20,000	20,000
B.C. Assessment Authority	2,600	2,697	2,700	2,700	2,700	2,700	2,700
Municipal Finance Authority	15	15	15	15	15	15	15
Regional District	16,500	17,147	85,000	85,000	85,000	85,000	85,000
Regional Library	14,700	16,844	16,768	16,768	16,768	16,768	16,768
Requisitions - Police Tax	18,000	21,727	22,000	22,000	22,000	22,000	22,000
Comox Strathcona Waste Management	8,500	7,809	8,000	8,000	8,000	8,000	8,000
Total Other Governments Expenditure	181,315	191,382	260,483	260,483	260,483	260,483	260,483
Net Other Governments	0	0	0	0	0	0	0

Appendix:

2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
MAYOR & COUNCIL							
Revenue							
Revenue - Other	0	0	0	0	0	0	0
Total Legislative Revenue	0	0	0	0	0	0	0
Expenditure							
Honorarium - Mayor	10,640	11,060	10,640	10,640	10,640	10,640	10,640
Honorarium - Councillors	32,960	27,948	32,960	32,960	32,960	32,960	32,960
Payroll Costs - Mayor & Council	900	990	1,200	1,200	1,200	1,200	1,200
Travel & Education - Council	22,350	18,912	1,500	22,350	22,350	22,350	22,350
Information Technology	4,400	6,168	6,250	6,250	6,250	6,250	6,250
COVID-19 Expenses	0	0	0	0	0	0	0
Council - Special Projects	3,955	1,626	2,500	2,500	2,500	2,500	2,500
Grants in Aid	1,500	500	1,500	1,500	1,500	1,500	1,500
Council - Office Supplies/Expenses	1,750	302	850	850	850	850	850
Cellular phone costs	0	0	0	0	0	0	0
Total Legislative Expenditure	78,455	67,506	57,400	78,250	78,250	78,250	78,250
Net Legislative	(78,455)	(67,506)	(57,400)	(78,250)	(78,250)	(78,250)	(78,250)

Appendix:

2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
ADMINISTRATION							
<i>Revenue</i>							
Grants - Admin	207,800	61,597	125,000	0	0	0	0
First Nations Relations Revenue	40,000	48,034	0	0	0	0	0
Area A Fire Administration Fee	2,500	2,500	0	0	0	0	0
Business Licenses	3,900	2,825	4,290	4,290	4,290	4,290	4,290
Dog Licenses & Fines	700	480	770	770	770	770	770
Photocopies & Fax	400	119	440	440	440	440	440
Sayward News Revenue	13,000	6,810	7,000	7,070	7,141	7,212	7,284
Revenue - Other	1,000	31,431	100	100	100	100	100
Transfer from Reserves	44,680	0	0	0	0	0	0
Total Administration Revenue	313,980	153,797	137,600	12,670	12,741	12,812	12,884

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Appendix:

2025-2029 Financial Plan (Operating) – Detail

<i>Expenditure</i>							
Salaries - Admin	208,696	155,297	179,000	228,480	233,050	237,711	242,465
Wages - Custodian	1,568	1,769	1,623	1,655	1,688	1,722	1,757
Salaries - Public Works	2,982	5,609	3,852	3,929	4,008	4,088	4,170
Payroll Costs: Admin & PW	55,812	44,646	62,098	63,340	64,607	65,899	67,217
Employee Recognition & Benefits	0	200	2,000	2,000	2,000	2,000	2,000
Travel & Education - Admin	6,500	5,301	5,500	5,500	5,500	5,500	5,500
Advertising	750	965	750	750	750	750	750
First Nations Relations Expenses	40,000	48,034	0	0	0	0	0
Sayward News	5,257	5,708	5,822	5,822	5,822	5,822	5,822
Internet	1,082	925	1,103	1,125	1,148	1,171	1,194
Postage	1,681	1,133	1,178	1,202	1,226	1,250	1,275
Audit	16,694	37,895	18,600	18,600	18,600	18,600	18,600
Legal	20,000	105,551	90,000	35,000	35,000	35,000	35,000
Information Technology	16,270	23,106	23,500	23,500	23,500	23,500	23,500
Bank Charges, Fees & Interest	3,605	5,045	5,146	5,146	5,146	5,146	5,146
Tax Sale Fees	1,030	0	0	0	0	0	0
Dues, Memberships & Subscriptions	4,635	3,503	4,635	4,635	4,635	4,635	4,635
Insurance - Building	2,864	3,292	3,621	3,983	4,382	4,820	5,302
Insurance - Liability	3,519	3,817	4,198	4,618	5,080	5,588	6,147
Maintenance & Repairs - Admin Office	2,060	1,436	1,500	1,500	1,500	1,500	1,500
Cleaning Supplies - Office	309	128	309	309	309	309	309
Office Supplies	5,665	4,060	4,200	4,200	4,200	4,200	4,200
Tax Printing	515	0	550	550	550	550	550
Business Travel/Meetings	515	143	515	515	515	515	515
Equipment - Admin Office	12,875	123	3,000	3,000	3,000	3,000	3,000
Contract Labour	282,480	216,763	115,000	95,000	95,000	95,000	95,000
Copier - Rent & Supplies	6,695	7,130	7,272	7,418	7,566	7,717	7,872
Telephone & Cell Phone	4,532	4,308	4,532	4,532	4,532	4,532	4,532
Heating Fuel	6,267	10,840	8,000	9,500	9,690	9,884	10,081
Utilities	6,897	4,736	7,035	7,176	7,319	7,466	7,615
Contingency			95,000	95,000	95,000	95,000	95,000
Total Administration Expenditure	721,754	701,461	659,540	637,986	645,322	652,874	660,653
Net Administration	(407,774)	(547,664)	(521,940)	(625,316)	(632,582)	(640,062)	(647,769)

Appendix:

2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
ELECTION							
Revenue							
Revenue - Other		0					
Transfer from Election Reserve				10,100			
Total Election Revenue	0		0	10,100	0	0	0
Expenditure							
Salaries - Admin	0	0	0	4,400	0	0	0
Salaries - Public Works	0	0	0	140	0	0	0
Payroll Costs - Admin & PW	0	0	0	550	0	0	0
Election Expense	10,000	6,157	0	5,000	0	0	0
Transfer to Election Reserve	3,363	0	3,363	0	3,363	3,363	3,363
Total Election Expenditure	13,363	6,157	3,363	10,090	3,363	3,363	3,363
Net Election	(13,363)	(6,157)	(3,363)	10	(3,363)	(3,363)	(3,363)

Appendix:

2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
RECREATION CENTRE							
Revenue							
Grants - Recreation	0	5,000	5,000	5,000	5,000	5,000	5,000
Kelsey Centre Gift Certificates	30	120	0	0	0	0	0
Age Friendly Program Revenue	1,200	722	900	900	900	900	900
Swim Lesson Fees	2,730	4,024	0	0	0	0	0
Ten Pack	4,562	6,107	3,513	3,513	3,513	3,513	3,513
Single User - Pool	2,000	2,475	0	0	0	0	0
Single User - Gymnasium	200	583	400	400	400	400	400
Drop In Fitness Fees	600	143	400	400	400	400	400
Drop In Weight Room Fees	250	348	400	400	400	400	400
Monthly Passes	1,000	1,826	1,400	1,400	1,400	1,400	1,400
After School Program/Day Care Fees	1,400	2,837	2,750	2,805	2,861	2,918	2,977
Concession Sales	3,500	5,709	5,500	5,500	5,500	5,500	5,500
Pool Rental	3,000	1,905	0	0	0	0	0
Gym Rental	2,194	2,635	2,600	2,600	2,600	2,600	2,600
Room Rental	400	1,252	1,500	1,500	1,500	1,500	1,500
Rentals - Tables and Chairs	150	0	165	165	165	165	165
Birthday Party/Event Revenue	2,000	2,749	3,000	3,000	3,000	3,000	3,000
Revenue - Other	0	399	0	0	0	0	0
Kelsey Centre Van Donations	3,290	3,194	2,500	2,500	2,500	2,500	2,500
Special Event Revenue/Donations	4,500	3,191	4,950	4,950	4,950	4,950	4,950
Afterschool Program Donations	0	1,250	2,500	2,500	2,500	2,500	2,500
Teen Program Donations	0	3,350	4,000	4,000	4,000	4,000	4,000
Transfer from Reserves	0	0	0	0	0	0	0
Total Recreation Centre Revenue	33,006	49,819	41,478	41,533	41,589	41,646	41,705

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Appendix:

2025-2029 Financial Plan (Operating) – Detail

Expenditure							
Operating Expenses							
Salaries - Admin	48,155	47,050	47,335	48,282	49,248	50,233	51,237
Wages - Recreation	33,732	56,176	29,722	30,316	30,922	31,541	32,172
Wages - Custodian	5,096	7,046	5,274	5,380	5,487	5,597	5,709
Wages - Lifeguards & Pool Maintenance	45,608	25,947	1,193	1,217	1,241	1,266	1,291
Payroll Costs: Admin & PW	27,957	26,200	16,841	17,178	17,522	17,872	18,230
Travel & Education - Recreation	3,800	3,843	2,000	2,000	2,000	2,000	2,000
Advertising	750	0	750	750	750	750	750
Information Technology	1,600	3,330	3,500	3,500	3,500	3,500	3,500
Bank Charges, Fees & Interest	475	597	600	600	600	600	600
Dues, Memberships & Subscriptions	600	966	1,000	1,000	1,000	1,000	1,000
Afterschool Supplies/Expenses	1,300	1,568	1,500	1,000	1,000	1,000	1,000
Concession	2,100	3,839	3,000	3,000	3,000	3,000	3,000
Seniors Special Events	250	60	250	500	500	500	500
Special Events Expense	4,000	6,238	4,000	4,000	4,000	4,000	4,000
Teen Program Expenses	0	4,440	4,000	4,000	4,000	4,000	4,000
Swim Lesson Expenses	650	506	0	0	0	0	0
M & R, Gas & Oil - Age Friendly Van	4,100	5,377	5,000	5,000	5,000	5,000	5,000
Office Supplies	1,500	2,540	2,000	1,500	1,500	1,500	1,500
Chemicals & Maintenance - Pool	5,000	13,070	2,025	2,025	2,025	2,025	2,025
Rec Centre Supplies	1,200	971	1,200	1,200	1,200	1,200	1,200
Business Travel/Meetings	650	0	650	650	650	650	650
Equipment - Recreation Centre	5,050	2,955	3,500	3,500	3,500	3,500	3,500
Telephone & Internet	2,805	2,190	2,861	2,918	2,977	3,036	3,097
Sub Total Operating Expenses	196,478	214,928	138,202	139,516	141,622	143,770	145,961
Building Expenses							
Salaries - Public Works	11,744	11,812	7,187	7,331	7,478	7,627	7,780
Insurance - Building	11,208	13,481	14,829	16,312	17,943	19,737	21,711
Insurance - Liability	1,441	1,452	1,597	1,756	1,932	2,125	2,338
Maintenance & Repairs - Recreation	26,000	13,295	19,500	19,500	19,500	19,500	19,500
Cleaning Supplies	1,000	1,528	850	850	850	850	850
Heating Fuel	24,928	43,063	25,813	26,329	26,856	27,393	27,941
Utilities	27,589	18,684	23,125	23,819	24,533	25,269	26,027
Sub Total Building Expenses	103,910	103,314	92,901	95,897	99,092	102,502	106,147
Total Recreation Centre Expenditure	300,388	318,242	231,103	235,414	240,714	246,272	252,108
Net Recreation Centre	(267,382)	(268,424)	(189,625)	(193,881)	(199,125)	(204,626)	(210,403)

Appendix:

2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
POLICE SERVICES							
<i>Revenue</i>							
RCMP Rent	24,000	24,000	25,000	25,200	25,200	25,200	25,200
RCMP Maintenance	9,748	8,115	9,748	9,748	9,748	9,748	9,748
Total Police Services Revenue	33,748	32,115	34,748	34,948	34,948	34,948	34,948
<i>Expenditure</i>							
Salaries - Public Works	2,972	1,335	2,777	2,833	2,889	2,947	3,006
Payroll Costs: Admin & PW	616	190	808	824	840	857	874
Insurance - Building	1,409	1,364	1,550	1,705	1,876	2,064	2,270
Insurance - Liability	192	192	211	232	256	281	309
Maintenance & Repairs - Police	1,500	1,437	1,500	1,500	1,500	1,500	1,500
Municipal Services Expense	4,497	3,597	3,645	3,718	3,792	3,868	3,945
Total Police Services Expenditure	11,186	8,115	10,491	10,812	11,153	11,517	11,905
Net Police Services	22,562	24,000	24,257	24,136	23,795	23,431	23,043

Appendix:

2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
ROADS							
<i>Revenue</i>							
Snow Removal Revenue	1,750	0	1,750	1,750	1,750	1,750	1,750
Transfer from Reserves							
Total Roads Revenue	1,750	0	1,750	1,750	1,750	1,750	1,750
<i>Expenditure</i>							
Salaries - Public Works	8,289	5,134	4,628	4,721	4,815	4,912	5,010
Payroll Costs: Admin & PW	2,105	624	2,134	2,177	2,221	2,265	2,310
Maintenance & Repairs - Roads	10,000	4,866	10,000	10,000	10,000	10,000	10,000
Sand & Salt	7,500	2,951	4,500	4,500	4,500	4,500	4,500
Contract Labour	2,000	0	1,500	3,500	1,500	1,500	1,500
Utilities - Street Lighting	24,370	22,726	24,858	25,355	25,862	26,379	26,907
Total Roads Expenditure	54,264	36,300	47,621	50,253	48,898	49,556	50,227
Net Roads Services	(52,514)	(36,300)	(45,871)	(48,503)	(47,148)	(47,806)	(48,477)

Appendix:

2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
DRAINAGE							
<i>Revenue</i>							
Transfer from Reserves		0	0	0	0	0	0
Total Drainage Revenue	0	0	0	0	0	0	0
<i>Expenditure</i>							
Salaries - Public Works	3,469	3,045	4,628	4,721	4,815	4,912	5,010
Payroll Costs: Admin & PW	856	336	833	849	866	884	901
Maintenance & Repairs - Drainage	9,000	6,162	9,000	9,000	9,000	9,000	9,000
Contract Labour	1,000	0	1,000	1,000	1,000	1,000	1,000
Total Drainage Expenditure	14,325	9,543	15,461	15,570	15,682	15,795	15,911
Net Drainage	(14,325)	(9,543)	(15,461)	(15,570)	(15,682)	(15,795)	(15,911)

Appendix:

2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
SEWER							
Revenue							
Frontage Tax - Sewer Kelsey	6,032	6,032	6,032	0	0	0	0
Sewer User Fees	92,528	95,002	104,506	107,917	113,313	118,978	124,927
Sewer Connection Fees	0	0	0	0	0	0	0
Revenue - Other	0	286	0	0	0	0	0
Actuarial Adjustment sewer	0	3,139	0	0	0	0	0
Transfer from Reserves/General Sur	0	0	0	0	0	0	0
Total Sewer Revenue	98,561	104,459	110,539	107,917	113,313	118,978	124,927
Expenditure							
Salaries - Admin	26,087	14,690	28,000	28,560	29,131	29,714	30,308
Salaries - Public Works	21,791	25,070	29,323	29,910	30,508	31,118	31,740
Payroll Costs: Admin & PW	12,239	6,995	12,674	12,928	13,186	13,450	13,719
Travel & Education - Sewer	5,000	655	1,000	1,000	1,000	1,000	1,000
Insurance - Building	2,618	3,067	3,374	3,712	4,083	4,491	4,940
Insurance - Liability	522	480	574	632	695	764	841
Maintenance & Repairs - Sewer	12,000	11,558	12,000	12,000	12,000	12,000	12,000
Sewer Connection Costs	0	0	0	0	0	0	0
Equipment - Sewer	3,000	58	1,750	1,750	1,750	1,750	1,750
Contract Labour	3,000	240	3,500	3,500	3,500	3,500	3,500
Sewer Lease Fees	480	470	480	480	480	480	480
Utilities - Agitator, Lift Stations	9,282	10,206	10,411	10,619	10,831	11,048	11,269
Sewer Principal B/L #338	4,931	0	4,931	0	0	0	0
Sewer Interest B/L # 338	1,101	1,101	1,101	0	0	0	0
Total Sewer Expenditure	102,052	74,591	109,119	105,090	107,164	109,315	111,547
Net Sewer	(3,491)	29,868	1,420	2,827	6,149	9,663	13,380

Appendix:

2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
WATER							
Revenue							
Frontage Tax - Water Kelsey	2,075	2,075	2,075	0	0	0	0
Grants - Water	0	0	0	0	0	0	0
Water User Fees	161,490	164,962	199,076	187,780	191,919	201,515	211,591
Water Connection Fees	0	0	0	0	0	0	0
Revenue - Other	0	0	0	25,000	25,000	25,000	25,000
Actuarial adjustment	0	1,080	0	0	0	0	0
Transfer from Reserves/General Surplus	0		0	0	0	0	0
Total Water Revenue	163,565	168,118	201,152	212,780	216,919	226,515	236,591
Expenditure							
Salaries - Admin	26,087	14,690	28,000	28,560	29,131	29,714	30,308
Salaries - Public Works	34,693	48,947	46,285	47,211	48,155	49,118	50,100
Payroll Costs: Admin & PW	6,857	9,735	15,964	16,284	16,609	16,942	17,280
Travel & Education	4,000	1,454	2,000	2,000	2,000	2,000	2,000
Insurance - Building	8,634	9,017	9,918	10,910	12,001	13,201	14,521
Insurance - Liability	577	577	635	698	768	845	929
Maintenance & Repairs - Water	8,000	7,767	8,000	8,000	8,000	8,000	8,000
Maintenance & Repairs - Plant	15,000	25,822	15,000	15,000	15,000	15,000	15,000
Chemicals - Water	25,500	34,332	32,000	35,000	35,700	36,414	37,142
Equipment - Water	10,000	11,096	20,000	20,000	20,000	20,000	20,000
Contract Labour	36,500	4,138	3,000	3,000	3,000	3,000	3,000
Water Lease Fees	2,040	2,050	2,081	2,122	2,165	2,208	2,252
Telephone & Internet	255	1,020	1,041	1,062	1,083	1,104	1,127
Utilities	10,710	13,581	13,852	14,130	14,412	14,700	14,994
Water Principal B/L #337	1,697	0	1,697	0	0	0	0
Water Interest B/L #337	379	379	379	0	0	0	0
Total Water Expenditures	190,928	184,606	199,852	203,976	208,024	212,246	216,655
Net Water	(27,363)	(16,488)	1,300	8,804	8,895	14,269	19,936

Appendix:

2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
PARKS							
Revenue							
Grants - Parks	0	0	0	0	0	0	0
Camping Revenue	13,905	16,789	18,467	19,021	19,592	20,180	20,785
Revenue - Other	0	0	0	0	0	0	0
Park Bench Revenue	1,500	0	1,500	1,500	1,500	1,500	1,500
Transfer from Reserves	0	0	0	0	0	0	0
Total Parks Revenue	15,405	16,789	19,967	20,521	21,092	21,680	22,285
Expenditure							
Wages - Custodian	784	454	811	828	844	861	878
Salaries - Public Works	18,879	10,813	18,154	18,518	18,888	19,266	19,651
Payroll Costs: Admin & PW	3,670	1,348	4,708	4,802	4,898	4,996	5,096
Advertising	275	0	150	150	150	150	150
Insurance - Building	867	923	954	1,049	1,154	1,270	1,396
Insurance - Vehicles	739	787	739	739	739	739	739
Maintenance & Repairs - Parks	2,500	3,549	3,000	3,000	3,000	3,000	3,000
Cleaning Supplies	500	106	300	300	300	300	300
M & R - Equipment	3,000	727	3,000	3,000	3,000	3,000	3,000
Diesel & Oil - Kubota Mower	750	2,150	2,500	2,550	2,601	2,653	2,706
Supplies - Parks	2,100	2,082	2,100	2,100	2,100	2,100	2,100
Equipment - Parks	1,500	1,563	1,500	1,500	1,500	1,500	1,500
Contract Labour	1,000	0	1,000	1,000	1,000	1,000	1,000
Park Bench Expense	500	0	1,400	1,400	1,400	1,400	1,400
Utilities	2,346	2,878	2,900	2,958	3,017	3,078	3,139
Total Parks Expenditure	39,410	27,379	43,217	43,893	44,591	45,312	46,056
Net Parks	(24,005)	(10,590)	(23,249)	(23,372)	(23,499)	(23,632)	(23,771)

Appendix:

2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
SOLID WASTE							
Revenue							
Solid Waste User Fees	48,744	50,258	51,182	53,741	56,428	59,249	62,212
Recycling Revenue	500	884	500	500	500	500	500
Revenue - Other	3,410	4,540	4,200	4,200	4,200	4,200	4,200
Transfer from Reserves	0	0	0	0	0	0	0
Total Solid Waste Revenue	52,654	55,682	55,882	58,441	61,128	63,949	66,912
Expenditure							
Maintenance & Repairs - Solid Waste	500	0	500	500	500	500	500
Contract Labour	2,000	2,600	2,600	2,600	2,600	2,600	2,600
Waste Disposal & Tipping Fees	46,000	48,021	49,000	49,980	50,980	51,999	53,039
Total Solid Waste Expenditure	48,500	50,621	52,100	53,080	54,080	55,099	56,139
Net Solid Waste	4,154	5,061	3,782	5,361	7,048	8,850	10,772

Appendix:

2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
PUBLIC WORKS							
<i>Revenue</i>							
Revenue - Other	250	330	250	250	250	250	250
Transfer from Reserves	0		0	0	0	0	0
Total Public Works Revenue	250	330	250	250	250	250	250
<i>Expenditure</i>							
Salaries - Public Works	41,969	55,652	55,364	56,471	57,600	58,752	59,928
Payroll Costs: Admin & PW	10,553	13,718	10,557	10,768	10,983	11,203	11,427
Travel & Education - Public Works	1,500	0	1,500	1,500	1,500	1,500	1,500
Dues, Memberships & Subscriptions	800	500	800	800	800	800	800
Insurance - Building	1,401	1,473	1,541	1,696	1,865	2,052	2,257
Insurance - Liability	2,498	2,306	2,748	3,023	3,325	3,657	4,023
Insurance & Licenses - Vehicles	4,457	4,609	4,701	4,795	4,891	4,989	5,089
M & R - Public Works	2,500	2,281	2,500	2,500	2,500	2,500	2,500
M & R - Tractor and Dump Truck	3,000	3,689	3,000	3,000	3,000	3,000	3,000
Diesel & Oil - Tractor and Dump Truck	1,000	86	750	765	780	796	812
Gas & Oil - Public Works Trucks	5,000	5,831	5,800	5,916	6,034	6,155	6,278
M & R - Public Works Trucks	4,000	5,456	5,500	5,500	5,500	5,500	5,500
Office Supplies	500	1,026	1,000	750	750	750	750
General Supplies	2,500	2,785	2,500	2,500	2,500	2,500	2,500
Business Travel/Meetings	500	0	500	500	500	500	500
Equipment	2,500	2,299	2,500	2,500	2,500	2,500	2,500
Telephone & Internet	2,499	2,687	2,650	2,703	2,757	2,812	2,868
Utilities	2,754	2,121	2,300	2,346	2,393	2,441	2,490
MFA Principal - Truck Loan	13,642	0	1,573	0	0	0	0
MFA Interest - Truck Loan	76	480	7	0	0	0	0
Total Public Works Expenditure	103,650	106,998	107,791	108,032	110,180	112,407	114,721
Net Public Works	(103,400)	(106,668)	(107,541)	(107,782)	(109,930)	(112,157)	(114,471)

Appendix:

2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
PLANNING & BUILDING INSPECTION							
Revenue							
Building Permits	7,500	1,450	8,250	8,250	8,250	8,250	8,250
Planning Fee Revenue	1,000	17,884	10,000	10,000	10,000	10,000	10,000
Total Planning Revenue	8,500	19,334	18,250	18,250	18,250	18,250	18,250
Expenditure							
Building Inspections	7,500	3,370	3,750	3,750	3,750	3,750	3,750
Planning & Rezoning Costs	4,500	12,613	10,000	10,000	10,000	10,000	10,000
Contract Labour	10,000	21,499	18,000	18,000	18,000	18,000	18,000
Payroll Costs	1,479	1,018	1,200	1,224	1,248	1,273	1,299
Total Planning Expenditure	23,479	38,500	32,950	32,974	32,998	33,023	33,049
Net Planning	(14,979)	(19,167)	(14,700)	(14,724)	(14,748)	(14,773)	(14,799)

Appendix:

2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
EMERGENCY PLANNING							
Revenue							
Grants - Emergency Program	2,500	2,800	2,500	2,500	2,500	2,500	2,500
Revenue - Other	0	0	0	0	0	0	0
Total Emergency Planning Revenue	2,500	2,800	2,500	2,500	2,500	2,500	2,500
Expenditure							
Stipend - Municipal Emergency Program	3,600	900	3,600	3,600	3,600	3,600	3,600
Payroll Costs - Emergency Program	120	0	120	120	120	120	120
Travel & Education - Emergency Program	2,000	0	2,000	2,000	2,000	2,000	2,000
Insurance - Property	714	241	750	787	827	868	911
Insurance - Liability	1,189	178	1,248	1,310	1,376	1,445	1,517
Municipal Emergency Program Expenses	1,500	0	1,500	1,500	1,500	1,500	1,500
Equipment - Emergency Program	0	0	0	0	0	0	0
Emergency Program Projects	0	254	0	0	0	0	0
Total Emergency Planning Expenditure	9,123	1,573	9,218	9,318	9,422	9,533	9,648
Net Emergency Planning	(6,623)	1,227	(6,718)	(6,818)	(6,922)	(7,033)	(7,148)

Appendix:

2025-2029 Financial Plan (Operating) – Detail

Description	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
HEALTH CENTRE							
<i>Revenue</i>							
Revenue - Other	0	0	0	0	0	0	0
Total Health Centre Revenue	0		0	0	0	0	0
<i>Expenditure</i>							
Maintenance and Repairs - Health Clinic	1,000	571	1,000	1,000	1,000	1,000	1,000
Total Health Centre Expenditure	1,000	571	1,000	1,000	1,000	1,000	1,000
Net Health Centre	(1,000)	(571)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)

2025-2029 Capital Plan

✓ Detailed document attached



STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CFO
Subject: **Fees and Charges Review**
Meeting date: April 1, 2025

BACKGROUND

The purpose of this report is to summarize the annual review of fees and charges imposed by the Village of Sayward. Section 194 of the *Community Charter* enables Council, by bylaw, to impose a fee in respect of: a) all or part of a service of the municipality; b) the use of municipal property; or c) the exercise of authority to regulate, prohibit or impose requirements.

DISCUSSION

Staff have completed a review of the municipal fees and charges for the Village of Sayward which are contained in Bylaw No. 451 - Village of Sayward Fees and Charges Bylaw. Review of the fees and charges is an essential part of the overall financial planning process. Fees and charges proposed in this report reflect adjustments related to comparisons of other municipalities, the cost of certain services, and annual rate increases approved in the Financial Plan (water, sewer, solid waste). **Analysis was broad** and a more comprehensive review will be undertaken at a later date. The comprehensive review will take into consideration the potential fees for water meter usage, public works service fees, other charges not contained in the Fees & Charges bylaw, and fees for any future services.

Fees and charges are the largest non-taxation source for services provided by the Village and are established based on the principle of full cost recovery with consideration to the user's ability to pay, program objectives, and special consideration for youth and seniors. Fees and charges include water, sewer and solid waste user fees, user fees for recreation, fees charged for administration and planning, and other smaller fees such as business licences. The graph below illustrates the past 5 years of fees & charges collected and budgeted for 2025.



Proposed changes to the Village’s fees & charges are outlined below by each schedule in the Fees & Charges Bylaw. Any schedule (or portion of a schedule) that does not have proposed amendments have not been included below; however, the current consolidated Fees & Charges bylaw has been attached to the end of this report for Council’s reference. Changes to each schedule are indicated in red.

Schedule A – General Administration

Most fees in this schedule are proposed to be the same as the current rate, with the addition of fees for processing refunds on accounts (property tax), reissuing lost cheques, and a deposit for keys and fobs when assigned to external organizations for temporary purposes.

Schedule B – Sayward News

Proposed increases are to account for increases in costs to produce the monthly Sayward newsletter including paper costs, printer costs, and labour.

Schedule C – Kelsey Centre

Staff reviewed various other municipalities and compared drop-in rates for recreation programming as follows:

	Facility				
	Port Hardy Rec Centre	Strathcona Gardens	Port Alberni	Ladysmith	Nanaimo
Child	\$ 3.75	\$ 3.15	\$ 3.00	\$ 3.43	\$ 3.85
Youth	\$ 4.52	\$ 4.15	\$ 3.00	\$ 4.84	\$ 5.40
Adult	\$ 5.95	\$ 6.05	\$ 5.00	\$ 6.78	\$ 7.20
Senior	\$ 4.03	\$ 4.40	\$ 3.00	\$ 4.84	\$ 5.40
Family	\$ 12.97	\$ 12.25	\$ 12.00	\$ 13.03	\$ 14.40

It is recommended that current *monthly* rates be removed until a more comprehensive review of recreation centre fees is completed. Staff have also not looked at pool rates at this time as the pool is currently closed. These fees will also be reviewed at a later date.

Schedule D – Solid Waste Collection

Annual user fees (flat fee) have been increased to reflect the annual increase in the financial plan – 5%.

Schedule E – Water Rates

Like the solid waste function, annual user fees (flat fee) have been increased to reflect the annual increase in the financial plan – 5%. Increases to various other fees are also proposed.

Schedule F- Sewer Rates

Similar to the solid waste and water functions, annual user fees (flat fee) have been increased by 7% to match the annual increase in the financial plan.

Schedule J – Fire Protective Services

Proposed increases are outlined in the schedule.

Schedule K – Municipal Campground

Staff reviewed various other campground fees and compared rates as follows:

Campground	Unserviced	Serviced
Cluxewe	\$ 34.00	\$ 40.00
Port Hardy RV Resort	\$ 30.00	\$ 48.00
Alder Bay (Port Hardy)	\$ 36.00	\$ 53.00
Zeballos	n/a	\$ 25.00
Tahsis	\$ 25.00	\$ 32.00

RECOMMENDATIONS

THAT Council receive the Fees and Charges Review staff report for information and discussion.

THAT the proposed amendments to the Village's fees and charges are approved; and

THAT Council direct staff to prepare a Fees & Charges amendment bylaw for the April 15, 2025 regular council meeting.

Respectfully submitted,



Lisa Clark, CFO

Attachments:

- ***Bylaw No. 451, Fees & Charges Bylaw – Consolidated Version***

**SCHEDULE A
GENERAL ADMINISTRATION**

DESCRIPTION	CURRENT FEE	PROPOSED FEE
Cheque returned as Not-Sufficient Funds	\$50.00	\$50.00
Property tax certificate	\$30.00	\$30.00
Photocopies – Colour	\$1.50/page	\$1.50/page
Photocopies – Black and White	\$0.50/page	\$0.050/page
Faxes	\$2.00 first page \$0.75 each additional page	\$2.00 first page \$0.75 each additional page
Scan and email	\$0.50/page	\$0.50/page
Processing fee to issue refunds on accounts	n/a	\$25.00
Cost to reissue a lost cheque (except those lost in the mail)	n/a	Stop payment fee, plus \$15
Deposit for keys and fobs	n/a	\$25

SCHEDULE B
SAYWARD NEWS *

DESCRIPTION	CURRENT FEE	PROPOSED FEE
Copy Ready Ads and Articles per Issue		
Full page	\$60.00	\$65.00
½ page	\$40.00	\$45.00
¼ page	\$25.00	\$30.00
1/8 page	\$15.00	\$20.00
Business card (3.75" x 2.5")	\$10.00	\$12.50
Ads and Articles placed in multiple issues		
2x – 10% discount on total		
3x to 5x – 20% discount on total		
More than 5x – 30% discount		
Set-up Charges (if applicable) **		
Full page	\$50.00	\$60.00
½ page and ¼ page	\$40.00	\$45.00
1/8 page and business card	\$30.00	\$35.00
Business Directory		
Business listing which includes name, logo, contact information and a brief description of business. Published 12 times a year plus feature business ad once a year (1/4 page)	\$80.00/year	\$90.00/year
Classified Ads		
25 words or less	\$10.00	\$15.00
Additional words	\$0.10/each	\$0.25/each
Community/Family announcements, Memorials, Thank You's or non-Profit Groups		
1. Individual – 1/8 page free	N/A	
2. Non-profit – ¼ page free	N/A	
* Content must conform to Newsletter Policy		
* Rates include GST		
** Set-up charges include any non-copy ready work the Village is asked to create or modify to fit the newsletter. Content/Formatting requests that require third-party expertise subject to additional charges.		

**SCHEDULE C
KELSEY CENTRE**

EQUIPMENT RENTAL *	CURRENT FEE	PROPOSED FEE
Party tent(s) pending availability and costs from third party providers	varied	varied
Tables - 6 foot rectangular	\$10.00 each	\$10.00 each
Chairs (folding)	\$4.00 each	\$4.00 each
Popcorn machine - includes popcorn and bags (4 hour rental)	\$75.00/day	\$75.00/day
Coffee urn rental (coffee not included)	\$25.00/day	\$25.00/day

*** All Items are to remain on property for an event (the Kelsey Centre does not do off site rentals unless approved by Permit or Council)**

ROOM RENTAL *	CURRENT FEE	PROPOSED FEE
Bar rental (renter responsible for own supplies and permit)	\$150.00 half day	\$150.00 half day
Gym - Adult Activities	\$175.00 half day \$350.00/day	\$175.00 half day \$350.00/day
Gym - Child/Youth/Senior Activities	\$150.00 half day \$300.00/day	\$150.00 half day \$300.00/day
Gym - Commercial Use	\$200.00 half day \$400.00/day	\$200.00 half day \$400.00/day
Kitchen and bar rate	\$200.00 half day \$300.00/day	\$200.00 half day \$300.00/day
Kitchen - use of all existing equipment (paper plates/cups and napkins excluded)	\$150.00 half day \$250.00/day	\$150.00 half day \$250.00/day
Multipurpose room <i>See Recreation Manager for customized options</i>	\$150.00 half day \$250.00/day	\$150.00 half day \$250.00/day
Labour-Set Up/breakdown or other	\$22.00 Hour per person	\$30.00 per hour per person
Labour-Bartender/Server	\$25.00 Hour per person	\$35.00 per hour per person

*** For Customized space rental options please contact the Recreation Manager directly.**

Current Fees

FACILITY USE	SINGLE	10-PACK	MONTHLY
After School Program	\$8.00	\$70.00	N/A
Child/Youth	\$4.00	\$30.00	\$45.00
Adult	\$6.00	\$50.00	\$65.00
Senior	\$4.00	\$30.00	\$45.00
Family (6 immediate)	\$20.00	\$180.00	\$280.00

Proposed Fees

FACILITY USE	SINGLE	10-PACK	MONTHLY
After School Program	\$8.00	\$72.00	N/A
Child 0-12 years	\$4.00	\$36.00	N/A
Youth 13-18 years	\$5.00	\$45.00	N/A
Adult 19-59 years	\$6.00	\$54.00	N/A
Senior 60+ years	\$4.25	\$40.00	N/A
Family (maximum of 2 parents and 4 children under the age of 18, additional members pay regular rate)	\$20.00	\$180.00	N/A

SCHEDULE D
SOLID WASTE COLLECTION

Fees for collection of solid waste from approved receptacles and excess receptacles

DESCRIPTION	CURRENT FEE	PROPOSED FEE
Up to two approved receptacles per dwelling unit per week	\$302.76 per year	\$317.90 per year
Each additional receptacle – garbage tag fee	\$5.00 for each additional	\$5.00 for each additional

SCHEDULE E

WATER RATES

DESCRIPTION		CURRENT FEE	PROPOSED FEE
Private Residence	per dwelling unit (equivalent to one dwelling unit)	\$462.06	\$485.16
Hotel, Motels	per unit	\$231.00	\$242.58
Apartments or Strata Units	per dwelling unit (equivalent to one dwelling unit)	\$462.06	\$485.16
Trailer Park	per pad	\$462.06	\$485.16
Cafes & Restaurants	(equivalent to 10 dwelling units)	\$4,620.60	\$4,851.60
Office, Shop, or Store	(equivalent to one dwelling unit)	\$462.06	\$485.16
- Plus for living quarters attached	(equivalent to one dwelling unit)	\$462.06	\$485.16
- Plus for Grocery	(equivalent to one dwelling unit)	\$462.06	\$485.16
- Plus for Butcher Shop	(equivalent to one dwelling unit)	\$462.06	\$485.16
Laundromat	per washing machine (equivalent to one dwelling unit)	\$462.06	\$485.16
Schools	(equivalent to 26 dwelling units)	\$12,013.56	\$12,614.16
Small Craft Harbour - Office and Restrooms	(equivalent to 2 dwelling units)	\$924.12	\$970.32
Harbour Lease	(equivalent to 10 dwelling units)	\$4,620.60	\$4,851.60
Industrial	shop, office, sort yard office (equivalent to 7 dwelling units)	\$3,234.42	\$3,396.12
Industrial	dryland sort and water tower (equivalent to 94 dwelling units)	\$43,433.64	\$45,605.04
Campground	serviced stalls times months in operation divided by 12 – times Hotel/Motel rate	\$231.00	\$242.58
Others not specified	each	\$462.06	\$485.16
Connection fee for new service	Flat Fee	\$700.00	\$1,200.00
Connection/disconnection fee for an existing service	Flat Fee	\$50.00	\$75.00
Construction rate (valid building permit required)	Per month up to a maximum of 24 months	\$15.00	\$25.00

SCHEDULE F
SEWER RATES

DESCRIPTION		CURRENT FEE	PROPOSED FEE
Private Residence	per dwelling unit (equivalent to one dwelling unit)	\$362.15	\$387.50
Hotel, Motels	per unit	\$181.07	\$193.75
Apartments or Strata Units	per dwelling unit (equivalent to one dwelling unit)	\$362.15	\$387.50
Trailer Park	per pad	\$362.15	\$387.50
Cafes & Restaurants	(equivalent to 10 dwelling units)	\$3,621.50	\$3,875.00
Office, Shop or Store	(equivalent to one dwelling unit)	\$362.15	\$387.50
- Plus for living quarters attached	(equivalent to one dwelling unit)	\$362.15	\$387.50
- Plus for Grocery	(equivalent to one dwelling unit)	\$362.15	\$387.50
- Plus for Butcher Shop	(equivalent to one dwelling unit)	\$362.15	\$387.50
Laundromat	per washing machine (equivalent to one dwelling unit)	\$362.15	\$387.50
Schools	(equivalent to 26 dwelling units)	\$9,415.90	\$10,075.00
Small Craft Harbour Office and Restrooms	(equivalent to 2 dwelling units)	\$724.30	\$775.00
Small Craft Harbour Lease	(equivalent to 10 dwelling units)	\$3,621.50	\$3,621.50
Industrial	shop, office, sort yard office (equivalent to 7 dwelling units)	\$2,535.05	\$2,712.50
Industrial	dryland sort and water tower (equivalent to 94 dwelling units)	\$34,042.10	\$36,425.00
Campground	serviced stalls times months in operation divided by 12 – times Motel rate	\$181.07	\$193.75
Others not specified	each	\$362.15	\$387.50
Connection fee for new service	Flat Fee	\$300.00	\$800.00

SCHEDULE J
FIRE PROTECTIVE SERVICES

DESCRIPTION	CURRENT FEE	PROPOSED FEE
Burning Permit	\$50.00	\$65.00
Fireworks Permit – Community event	\$100.00	\$125.00
Fireworks Permit – Film and Television event	\$100.00	\$250.00
Fireworks Permit – Halloween (private)	\$25.00	\$50.00
Fireworks Permit – New Year’s Eve (private)	\$25.00	\$50.00
On-site fire protection – equipment cost	\$250.00 per hour for equipment plus 10%	\$250.00 per hour for equipment plus 10%
On-site fire protection – personnel attendance	\$65.00 per hour for each person, plus 10%	\$65.00 per hour for each person, plus 10%

SCHEDULE K
MUNICIPAL CAMPGROUND

DESCRIPTION	CURRENT FEE	PROPOSED FEE
Unserviced sites Daily	\$20.00	\$25.00
Serviced sites Daily	\$25.00	\$35.00
Sani-Dump	\$5.00 per use	\$5.00 per use

Serviced sites = water, power (30AMP), sewer.



STAFF REPORT

For: Mayor and Council
Prepared by: John Thomas, A/CAO/A/CO
Subject: **MacMillan Drainage/Storm Water Management Project**
Meeting date: April 1, 2025

BACKGROUND

The Village has received provincial grant funding to undertake stormwater infrastructure improvements as outlined in Highland Engineering's 2021 Master Drainage Plan (Appendix B). Highland's drainage plan identified short, medium, and long-term measures that could be undertaken to improve the localized flooding along MacMillan Drive. After many months of delays, the Village commenced in earnest the MacMillan Drainage and Storm Water Management Project in the fall of 2024.

DISCUSSION

There are multiple parts to this project, including overall project management, site survey, first nations engagement and consultation, environmental assessment, preliminary design, detailed design, public tender, construction management, and project closure. One of the first steps to proceeding with this project is to develop an engineering solution for the stormwater management concern identified.

Staff are actively working to meet all regulatory requirements necessary for this project to proceed during the 2025 construction season. Before moving forward, staff is seeking Council's input on the initial design solution, followed by public engagement. This process will support the completion of final designs, which are required before completing First Nations consultation and engagement. Once all regulatory hurdles are cleared, detailed Issued for Construction (IFC) drawings, and First Nations approvals are completed and/or received, staff will return a package to Council seeking approval to initiate public procurement process.

RECOMMENDATIONS

THAT Council receive the staff report for information and discussion.

THAT Council approve the engineering design solution for the purposes of advancing first nations consultation, public engagement and finalizing detailed drawings for public procurement.

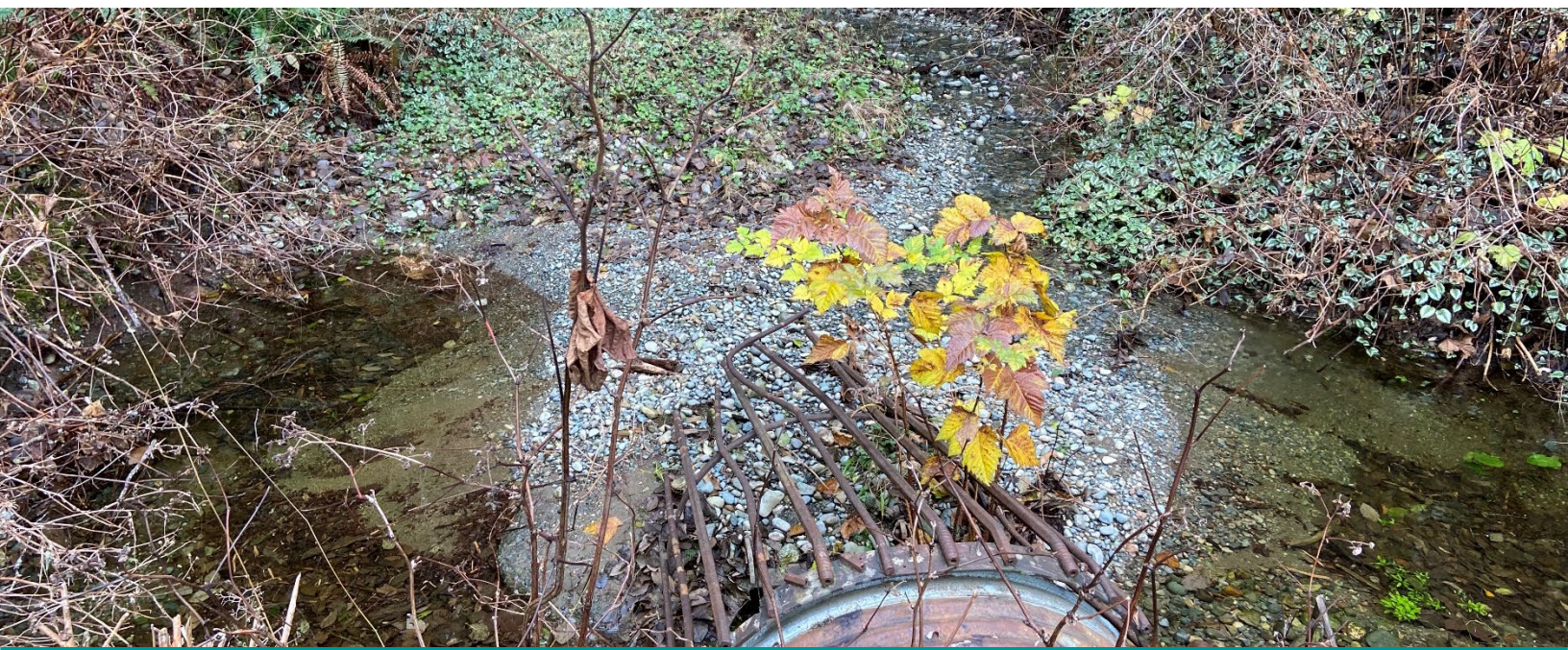
Respectfully submitted,

Original signed

John Thomas, A/CAO

Attachments:

- ***Initial Engineering Design and Report***
- ***Picture of flooding on MacMillan Drive***



Village of Sayward

February 2025 | Revision 0

Stormwater Master Plan Phase 1

Submitted to: Village of Sayward
Prepared by McElhanney

Preliminary Design MacMillan Rd.

Contact

Nick Bruce, P.Eng
Municipal Division Manager
250-631-4066
nbruce@mcelhanney.com

Address

1196 Dogwood Street,
Campbell River BC Canada,
V9W 3A2

For Council Review

Prepared by

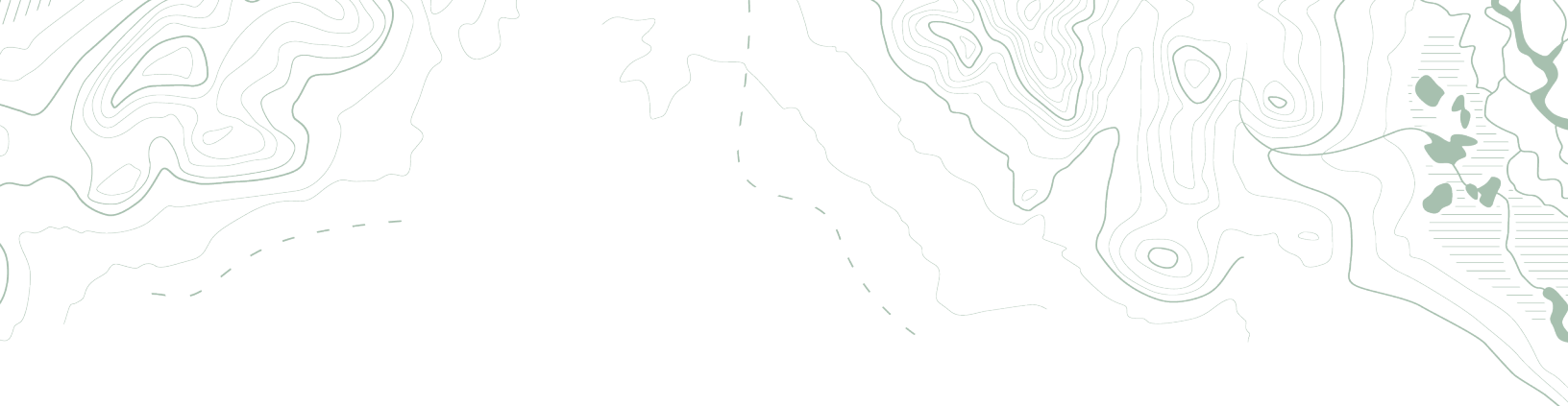
Josh Braun, P.Eng

Michael de Hart, P. Eng

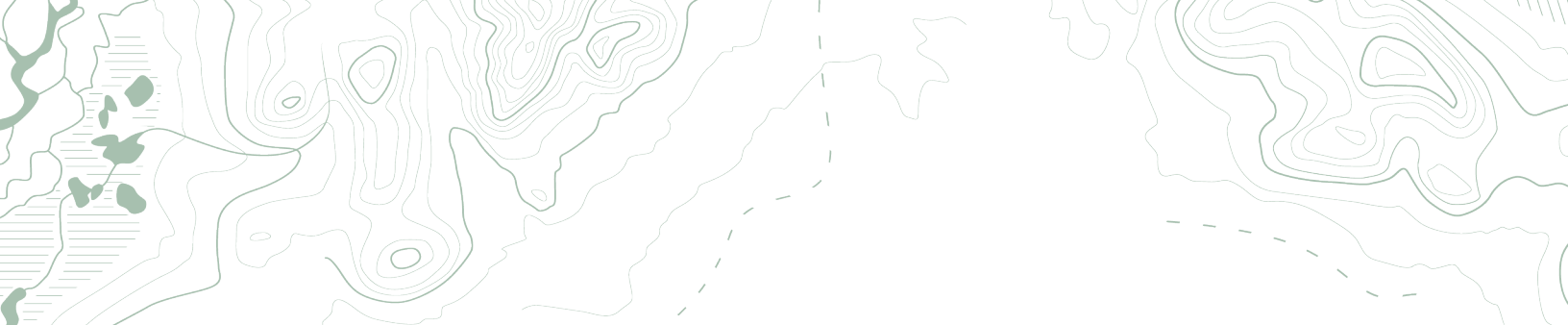
Our file: 2221-49618-06

Reviewed by

Nick Bruce, P.Eng

A stylized topographic map with green contour lines and a dashed line, located at the top of the page.

**Your Challenge.
Our Passion.**



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B. Highland Master Drainage Plan
C. Environmental Assessment
D. Preliminary Design Drawings.....
E. Cost Estimate.....

1. Introduction

1.1. BACKGROUND

The Village has received provincial grant funding to undertake stormwater infrastructure improvements as outlined in Highland Engineering's 2021 Master Drainage Plan (**Appendix B**). Highland's drainage plan identified short, medium, and long-term measures that could be undertaken to improve the localized flooding along MacMillan Drive. This assessment and preliminary design focus on one of the suggested long-term solutions, which is to combine stream flows where possible and reinstate a single open-channel flow route.

This preliminary design report will review the current drainage issues with regards to MacMillan Drive & Dyer Drive. An analysis will be performed to complete the following:

- Outline stormwater catchment properties
- Define the project standards and criteria
- Determine the infrastructure design parameters & risks (runoff rates, velocities etc.)
- Summarize the environmental properties of the watershed
- Summarize the results of the hydraulic modelling simulations
- Provide preliminary costs for planning
- Recommend infrastructure improvements based on results

1.2. KEY ISSUES

The following key issues have been recognized:

- Previous field reviews from Village Staff have noted that the 1200 mm diameter stormwater culvert behind Sayward Heights is near imminent failure. This culvert was also noted as being partially obstructed in with sediment and debris. Blockage or failure of this culvert would cut off the flow path of considerable drainage routes causing flooding to properties on Sayward Heights, Ambleside Drive and MacMillan Drive. It is understood that the existing culvert, as constructed, is undersized for major storm events and that the overland flood routes within the Sayward Heights area are undefined. Therefore, a failure or significant flood event may lead to potential flooding issues, damage to infrastructure and human risks related to health and safety.
- Dyer Drive interceptor ditch, carrying flows from upper catchment areas to the west, is causing significant flooding on MacMillan Drive.

- The lower catchments east of (below) Dyer Drive and associated sub drainages, are causing minor flooding and drainage issues.

1.3. INTERESTED PARTIES

This project incorporates multiple interested parties as listed below:

1.3.1. Couverdon Real Estate – A Division of Mosaic Forest Management Corporation

Couverdon is the property holder of parcel 0096790665 (PID 9679065), which directs stormwater run-on to within the municipal boundary of the Village of Sayward. Managing this stormwater will require the installation of new stormwater infrastructure within Couverdon's property, and therefore their concerns and land use planning need to be considered. A statutory Right of Way, property swap, or park dedication will need to be established over the new drainage works and access road. The Village of Sayward should seek cooperation and permission from the property owner.

1.3.2. The Village of Sayward

It is recommended that the Village establish a memorandum of understanding with the property owner before pursuing stormwater detailed infrastructure designs. It is understood that local homeowners appear to be amenable to the existing Highland solutions as impacts on their properties will be minimal, while the risk reductions for stormwater flooding would be significant.

1.3.3. First Nations

Komox First Nation, as traditional landowners, have been identified as an interested party in the project with a Duty to Consult. A preliminary meeting was held with the Nation's representatives on December 13th, 2024. Areas identified as requiring collaboration include archeological coordination, water quality impacts, and environmental permitting. The first steps in a collaborative relationship have been established to bring the project forward.

1.3.4. Property Owners and Village Community

Many properties along MacMillan Drive, Sayward Heights, and Ambleside Drive are at risk of or have experienced flooding due to inadequate drainage infrastructure. The proposed improvements aim to reduce these impacts by enhancing overall system capacity.

While these upgrades will provide long-term flood protection, construction activities may cause temporary disruptions to the transportation network, restricted access to parks, noise, and changes to local drainage patterns. It is important to minimize these impacts and maintain clear communication with affected residents.

The project will provide significant benefits, including improved flood protection, enhanced infrastructure reliability, and greater resilience to future climate conditions. The Village will continue to engage with the community through public meetings and project updates to ensure that concerns are addressed and that the improvements align with both technical requirements and community expectations.



2. Hydrology

2.1. WATERSHED BOUNDARIES

The watershed study area contains three creeks and spans an area of approximately 132 ha. The boundary was determined based on provincial lidar data and represents the drainage area that is conveyed into the pond via the two existing drainage crossings at H'Kusam Park. The watershed boundary and creek alignments are in **Figure 1**.

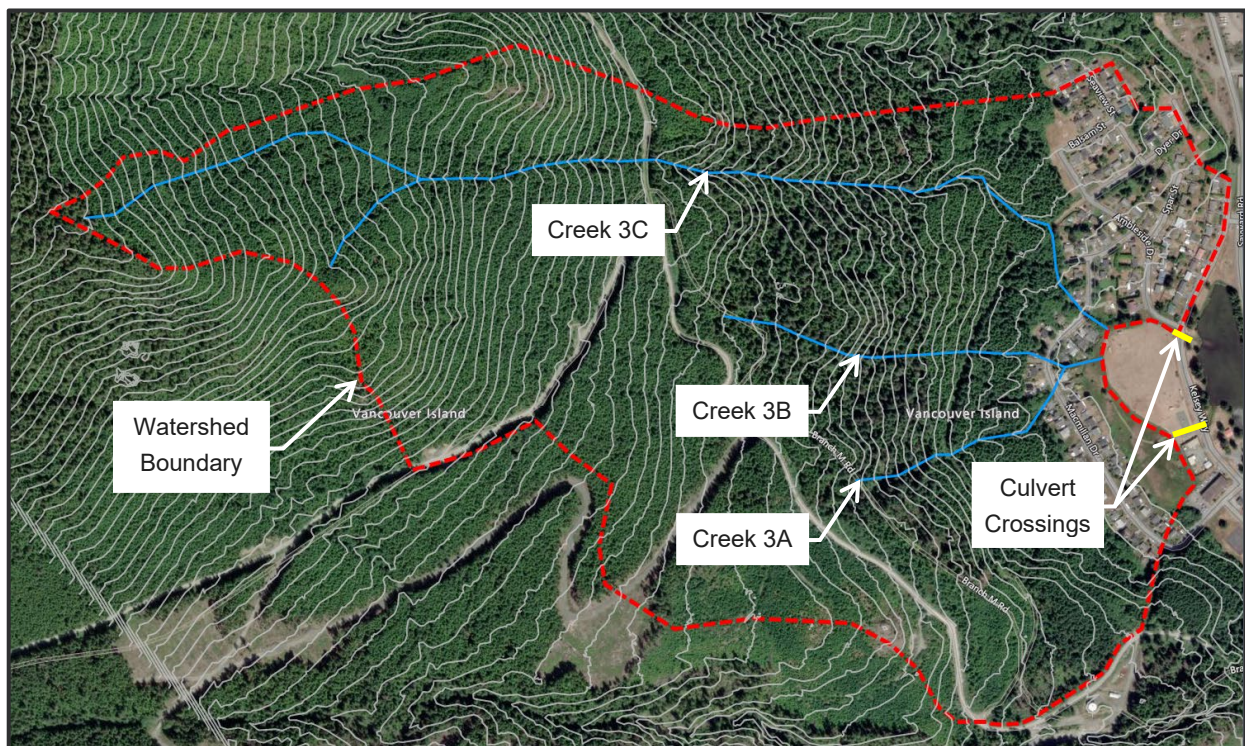


Figure 1: Stream alignments and watershed boundary

The watershed area is delineated into 7 catchments, partially due to an interceptor ditch that runs along Dyer Drive that divides the historical flow paths of creeks 3A and 3B. **Figure 2** shows each approximate catchment boundary and the interceptor ditch alignment, and **Table 1** provides the catchment areas.

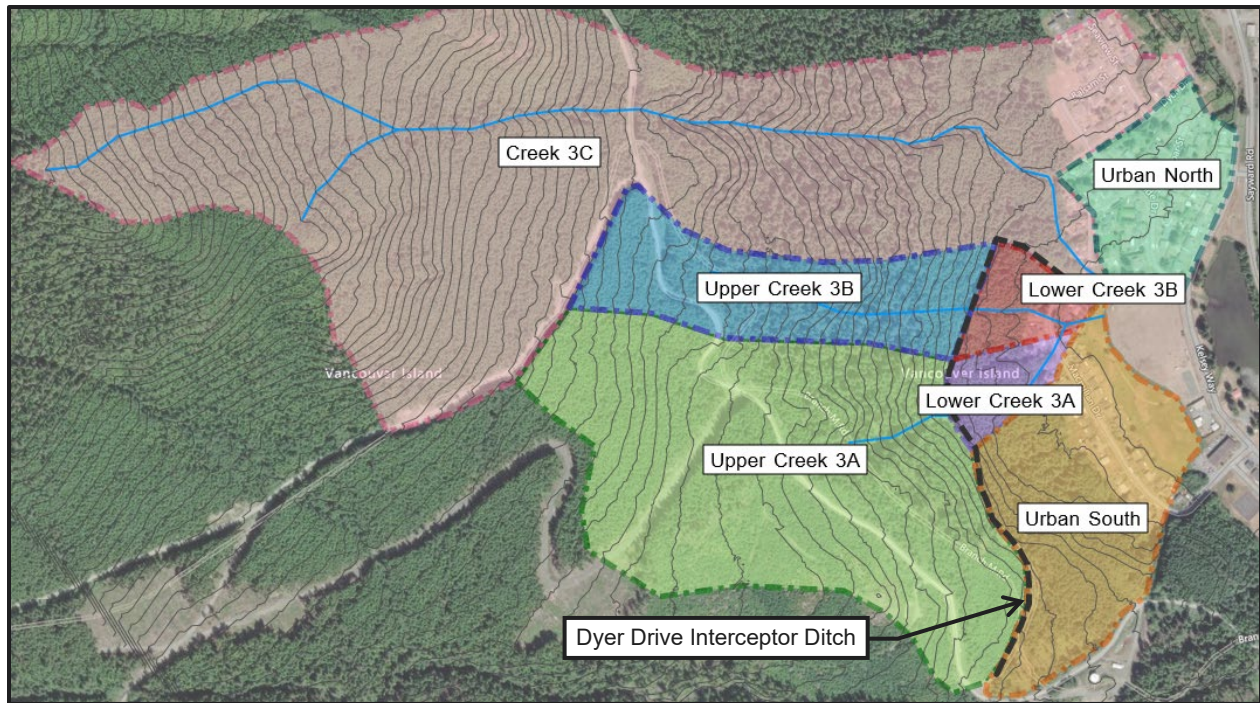


Figure 2: Sub-catchment boundaries

Table 1: Catchment area summary

Catchment	Area (ha)
Upper 3A	31.8
Lower 3A	2.3
Upper 3B	10.0
Lower 3B	2.5
3C	66.2
Urban North	6.0
Urban South	13.2
Total	132.0

2.2. LAND COVER & SOIL CHARACTERISTICS

The watershed is primarily mountainous terrain that is sloped towards the Village and covered in mature second growth forest. The bottom of the slope is a typical residential subdivision within the MacMillan Drive, Sayward Heights, and the Dyer Drive area.

The forested upper slope has undisturbed sand and gravel soils that are glacially formed, with a thin layer of topsoil and frequent rock outcroppings. The slope is largely undisturbed aside from modification



required to support logging activity. The lower residential area has been cleared and has heavily modified soils typical with residential development and municipal infrastructure.

2.3. EXISTING DRAINAGE CONCERNS

2.3.1. Creek 3C Culvert

The existing Creek 3C culvert is routed through the rear/side yards of the properties along Sayward Heights and MacMillan Drive. The culvert is believed to have a series of unmapped bends and does not have a registered SRW in place. Highland's report notes that Village Public Works staff have indicated that Creek 3C is a major source of gravel which settles at the inlets, outlets, bends, and flat spots of the culvert.

2.3.2. Undersized Dyer Drive Ditch

The current ditch on the uphill side of Dyer Drive, which intercepts and conveys the flows from Creek 3A and 3B, has unknown properties with respect to condition/maintenance, erosion, and overall ability to convey the flows produced by major storm events. Topographic mapping of the area shows that there are well defined drainage channels downslope (east) of Dyer Drive. While these channels may be legacy drainage routes, it is also possible that they are being partially maintained by the Dyer Drive ditch flooding during large storm events.

2.3.3. MacMillan Drive Flooding

The existing 600mm diameter culvert crossing MacMillan Drive, which conveys the flows from upper portions of Creeks 3A and 3B, is flooding during moderate to large storm events. This flow overtops the roadway, surcharges nearby catch basins and runs down driveways on the south side of MacMillan Drive. Photographs of localized flooding during a December 2023, event taken by residents within the area, is shown in **Photo 1** and **Photo 2**. The photos show the flooding along MacMillan Drive which then flows down into H'Kusam Park.





Photo 1: MacMillan Drive



Photo 2: MacMillan Drive to H'Kusam Park

2.3.4. Creek 3A & 3B Legacy Drainage

The lower catchments for legacy drainage courses 3A & 3B below Dyer Drive, and associated sub drainages, are causing minor flooding and drainage issues in the rear yards of some properties on the north side of MacMillan Drive. It is reported that some property owners have dug ditches to direct surface flow away from their properties.

2.4. RAINFALL DATA & CLIMATE CHANGE ADJUSTMENT

Rainfall data was sourced from the web-based IDF_CC Tool (version 7.5) as developed by Western University (Ontario), which provides data for current conditions as well as different climate change scenarios up to the year 2100. There are three Environment Canada rain gauges within 25km of Sayward, but only one of them is considered statistically sufficient (having recorded data for at least 10 years) to calculate an Intensity-Duration-Frequency (IDF) data set. The rain gauge with sufficient recording history is located on Fanny Island, whose rainfall patterns may be impacted by its offshore location. Therefore, instead of drawing data from a single rain gauge, an interpolation tool within IDF_CC that considers all sufficient Environment Canada rain gauges was used to provide the precipitation data for this assessment.



The climate change scenario that was applied to the IDF data set was the global climate model CMIP6 – SSP2-4.5, which represents a median severity projection of climate change with the assumption that some level of global climate protection measures are applied but that the target limit of a 2.0 C° temperature increase is not successful. The climate change projections added an additional 10-12% to the peak rainfall intensity within the study area, depending on the storm duration and frequency being considered.

The data set that is provided by IDF_CC is only available up to the 100-year return period, so to calculate the 200- year return period values, the data was graphed and trendlines were used to extrapolate additional data. **Figure 3** and **Table 2** below provide a summary of the rainfall data.

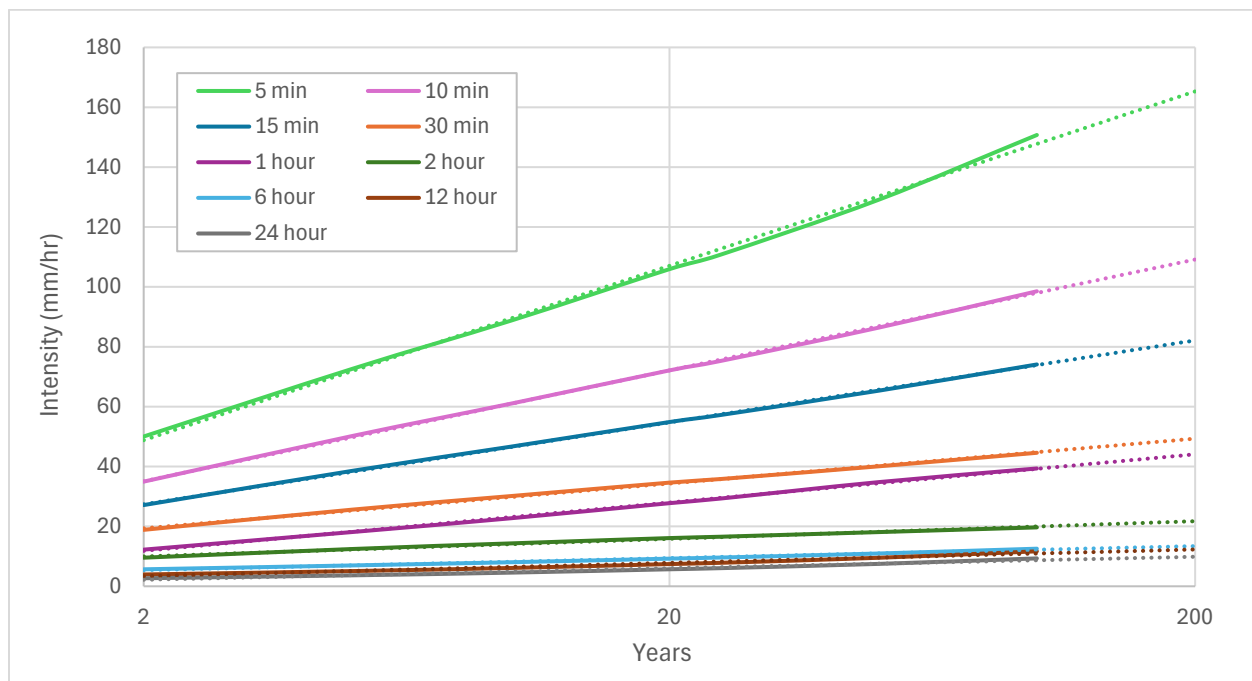


Figure 3: IDF data with climate change, extrapolated to the 200-year return period



Table 2: Rainfall intensity - summary of interpolated IDF data

Time	Return Period (Years)							
	2	5	10	20	25	50	100	200*
	Intensity (mm/hr)							
5 Min	50.03	72.69	88.75	105.93	110.74	129.11	150.74	165.30
10 Min	34.96	50.24	61.02	72.11	75.25	86.39	98.54	109.14
15 Min	27.13	38.59	46.65	54.86	57.2	65.33	74.09	82.13
30 Min	18.85	25.62	30.14	34.62	35.82	40.07	44.59	49.31
1 Hour	12.24	18.14	22.73	27.76	29.3	34.79	39.35	44.09
2 Hour	9.55	12.46	14.33	16.1	16.55	18.1	19.67	21.74
6 Hour	5.67	6.97	8.03	9.23	9.6	10.95	12.56	13.42
12 Hour	3.94	5.08	6.12	7.42	7.84	9.52	11.68	12.29
24 Hour	2.68	3.66	4.56	5.68	6.05	7.48	9.32	9.86

*200 Year data extrapolate from 2-100 year IDF trendlines

2.5. PEAK RUNOFF CALCULATIONS

Peak runoff rates were calculated via the rational method, using the runoff coefficients and design standards as described in the Ministry of Transportation *Supplement to TAC, Section 1000, Hydraulics*.

2.5.1. Return Period

Supplement to TAC, Table 1010.A, as reproduced in **Table 3** below, provides recommended return periods based on structure and road type. Buried structures and culverts greater than a 3m span are recommended to be designed to the maximum instantaneous discharge of the 200-year return period.

Table 3: Design return periods for hydraulic structures - Table 1010.A as taken from the Supplement to TAC

Hydraulic Structures	Road Classification				
	Low Volume	Local	Collector	Arterial	Freeway
Gutters	-	5	5	5	5
Storm Water Inlets	-	5	5	5	5
Storm Sewers	-	10 to 25	10 to 25	10 to 25	10 to 25
Highway Ditches	25	25	25	25	25
Culverts < 3 m Span for ditch drainage network	50 to 100	100	100	100	100
Culverts < 3 m Span on a natural watercourse	100	100 to 200	100 to 200	100 to 200	100 to 200
Buried Structures & Culverts ≥ 3 m Span ¹	100	200	200	200	200
Bridges ¹	100	200	200	200	200
River Training and Channel Control Works	100	200	200	200	200

¹ Design shall be in accordance with BC MoTI *Bridge Standards and Procedures Manual*



2.5.2. Time of Concentration

The Time of Concentration (ToC) has been determined using the water management method, as developed by the Ministry of Environment, Water Management Division, and is provided in Figure 1020.B in the Supplement to TAC, or as represented in **Figure 4** below. In order to use the figure, the square root of each drainage area was calculated and is summarized in **Table 4**.

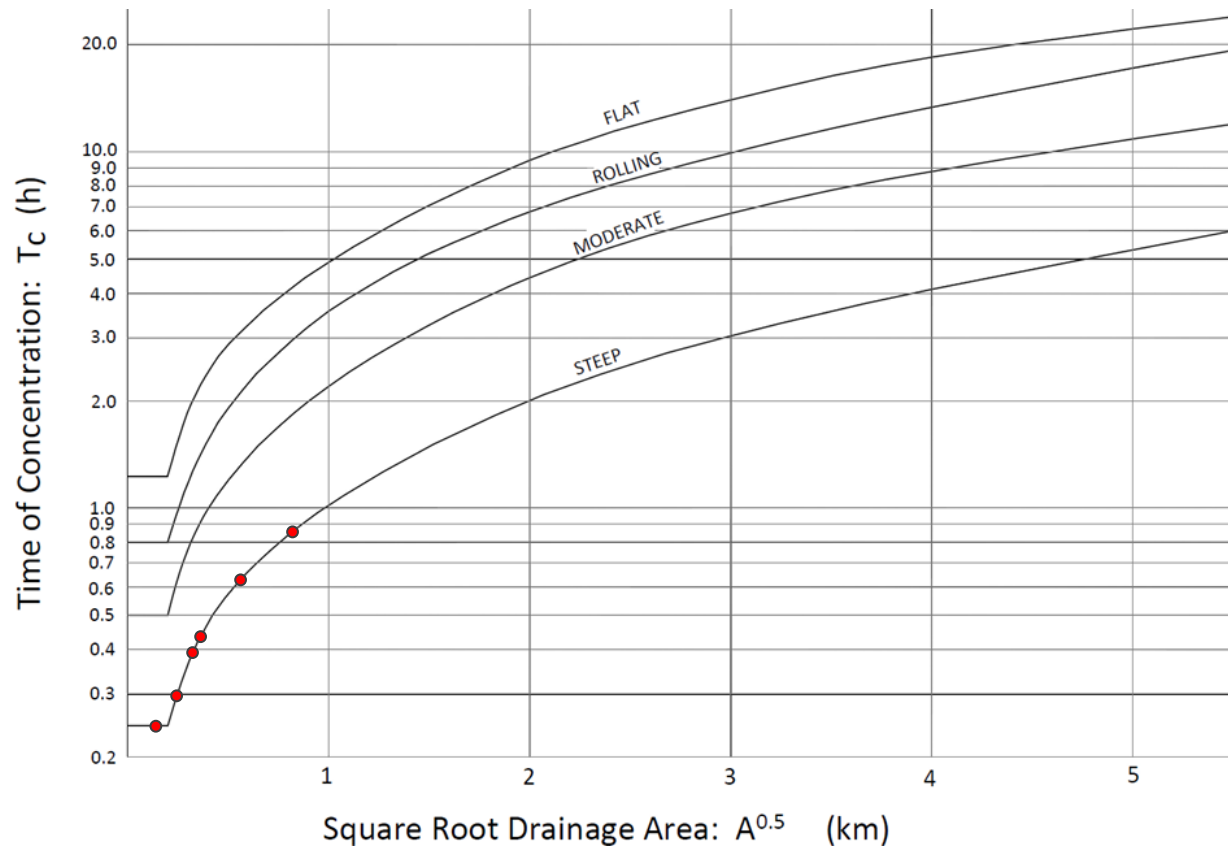


Figure 4: Time of concentration – Figure 1020.B as taken from the Supplement to TAC

Table 4: Sub-catchment time of concentrations

Catchment	Area (ha)	Square Root of Drainage Area (km)	Time of Concentration*
Upper 3A	31.8	0.56	30 min
Lower 3A	2.3	0.15	15 min
Upper 3B	10.0	0.32	15 min
Lower 3B	2.5	0.16	15 min
3C	66.2	0.81	30 min
Urban North	6.0	0.25	15 min
Urban South	13.2	0.36	15 min

*Rounded down to nearest time increment per Table 2



2.5.3. Runoff Coefficient

The runoff coefficient was chosen based on Supplement to TAC, Table 1020.A, as reproduced in **Table 5** below. The forested portion of the watershed is steeply sloped, and the residential portion is moderately sloped, resulting in an initial runoff coefficients of 0.90 and 0.85 respectively. Due to the return period being greater than 25 years, an additional 0.05 is applied to the forested sub-catchments and 0.10 is applied to the residential sub-catchments. Therefore, the runoff coefficient used in the rational method calculation was 0.95 for each sub-catchment.

Table 5: Maximum runoff coefficient values for coastal type basins - Table 1020.A as taken from the Supplement to TAC

Watershed Physiography	Surface Cover				
	Impermeable	Forested	Agricultural	Rural	Urban
mountain (>30%)	1.00	0.90	-	-	-
steep slope (20-30%)	0.95	0.80	-	-	-
moderate slope (10-20%)	0.90	0.65	0.50	0.75	0.85
rolling terrain (5-10%)	0.85	0.50	0.40	0.65	0.80
flat (<5%)	0.80	0.40	0.30	0.55	0.75
return period 10-25 years	+0.05	+0.02	+0.07	+0.05	+0.05
return period > 25 years	+0.10	+0.05	+0.15	+0.10	+0.10
snowmelt	+0.10	+0.10	+0.10	+0.10	+0.10

2.5.4. Rational Method – Peak Instantaneous Runoff

Using a combination of the data from the previous sections, the peak flow rate was calculated using the rational method formula. A summary of the results is in **Table 6**. Combined peak flow rates for each existing flow path are also shown on **Figure 5**.

$$Q = \frac{CIA}{360}$$

Where: Q = Runoff Rate (m³/s)

C = Runoff Coefficient

I = Rainfall Intensity (mm/hr)

A = Area (ha)

Table 6: Summary of rational method results – 200 Year Return Period

Catchment	Area (ha)	Time of Concentration	Rainfall Intensity (mm/hr)	Runoff Coefficient	Peak Flow Rate (m³/s)
Upper 3A	31.8	30 min	49.3	0.95	4.14
Lower 3A	2.3	15 min	82.1		0.50
Upper 3B	10.0	15 min	82.1		2.17
Lower 3B	2.5	15 min	82.1		0.54
3C	66.2	30 min	49.3		8.61
Urban North	6.0	15 min	82.1		1.30
Urban South	13.2	15 min	82.1		2.86



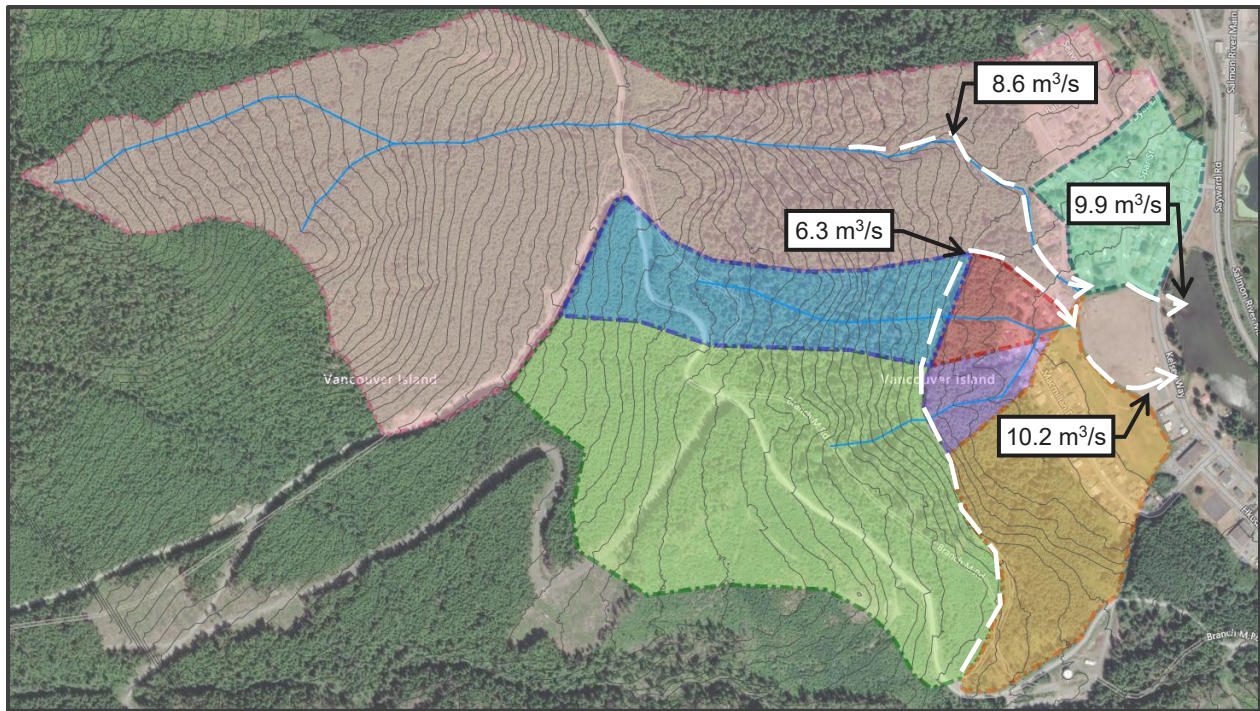


Figure 5: Peak instantaneous flow rates at key points in the current flow path

3. Environmental Assessment

An environmental assessment was undertaken by Pacificus Biological Services Ltd, to identify the watershed's existing watercourses, evaluate fish accessibility and utilization potential of the watercourses, and to determine any regulatory requirements that will apply to the proposed works. The full report is provided in **Appendix C** and is also summarized below.

Table 7: Summary of stream assessment

	Fish Presence?	Fish Potential?	Details
Stream 1	Yes	Yes	Flows east into the pond along the northern boundary of H'Kusam Park.
Stream 1-1	No	No	Poorly channelized organic seepage channel that drains through lot.
Stream 2	No	Partial	Drains into manhole at MacMillan Drive and likely enters buried culvert that eventually drains into the H'Kusam Park ditch.
Stream 3A	No	Partial	Drains into manhole at MacMillan Drive and into stormwater system. No discernable surface flow connection via culverting.
Stream 3B	No	Partial	Drains into manhole at MacMillan Drive.
Stream 3C	No	No	Drains into culvert headwall at point of connection (POC).
Dyer Ditch	No	Unknown	Potential fish habitat observed within ditch which was observed to have naturalized stream features.
H'Kusam Park Ditch	Yes	Yes	Flows along the perimeter of the park into the stormwater detention pond.

The regulations that apply to the works are:

- **Provincial Riparian Area Protection Act (RAPR):** due to proposed works being within 30m of the Riparian Assessment Area (RAA) of Stream 1 and the H'Kusam Park ditch.
- **Federal Fisheries Act:** A Department of Fisheries (DFO) notification submission is recommended due to the potential erosion and sediment control concerns of the proposed work on ditches with fish presence.
- **Provincial Water Sustainability Act (WSA):** The submission of a change approval is recommended which is a written authorization to make changes in and about a stream.

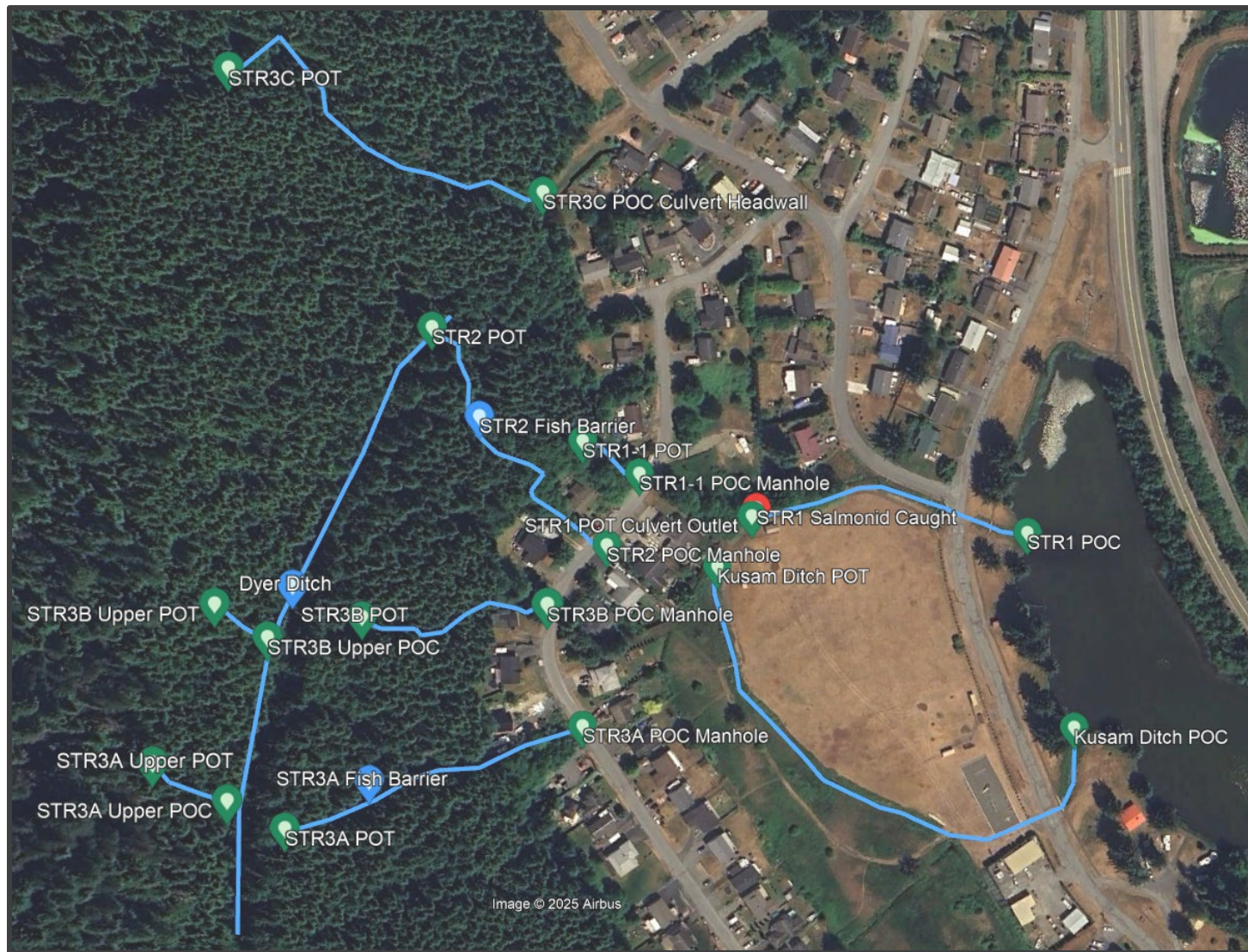


Figure 6: Environmental stream mapping and points of interest



4. Hydraulic Modelling of Existing Conditions

The hydraulic modelling used two different methodologies when assessing the preliminary design. All drainage infrastructure from the upstream boundaries to the MacMillan Drive crossing were assessed using 1D modelling techniques. 2D modelling was implemented where the proposed stream exits at the H'Kusam Park and begins being conveyed by existing drainage infrastructure. This was done to have a better understanding of the downstream impacts outside of the channel boundaries, and the scale of the flooding that would occur in the park or at the existing Kelsey Way drainage crossing.

4.1. BOUNDARY CONDITIONS

The boundaries of the hydraulic model are shown in **Figure 7**. Within the figure, the upper boundaries where the design flows are being applied are being represented with orange squares. The white grid over the park is the area covered by the flood plain computation mesh, and the lower boundary of the model is at the pond, as is shown with a dashed red line. The flow at each inlet location is gradually increased until the target design flow is achieved and then maintained until the model reaches steady state.

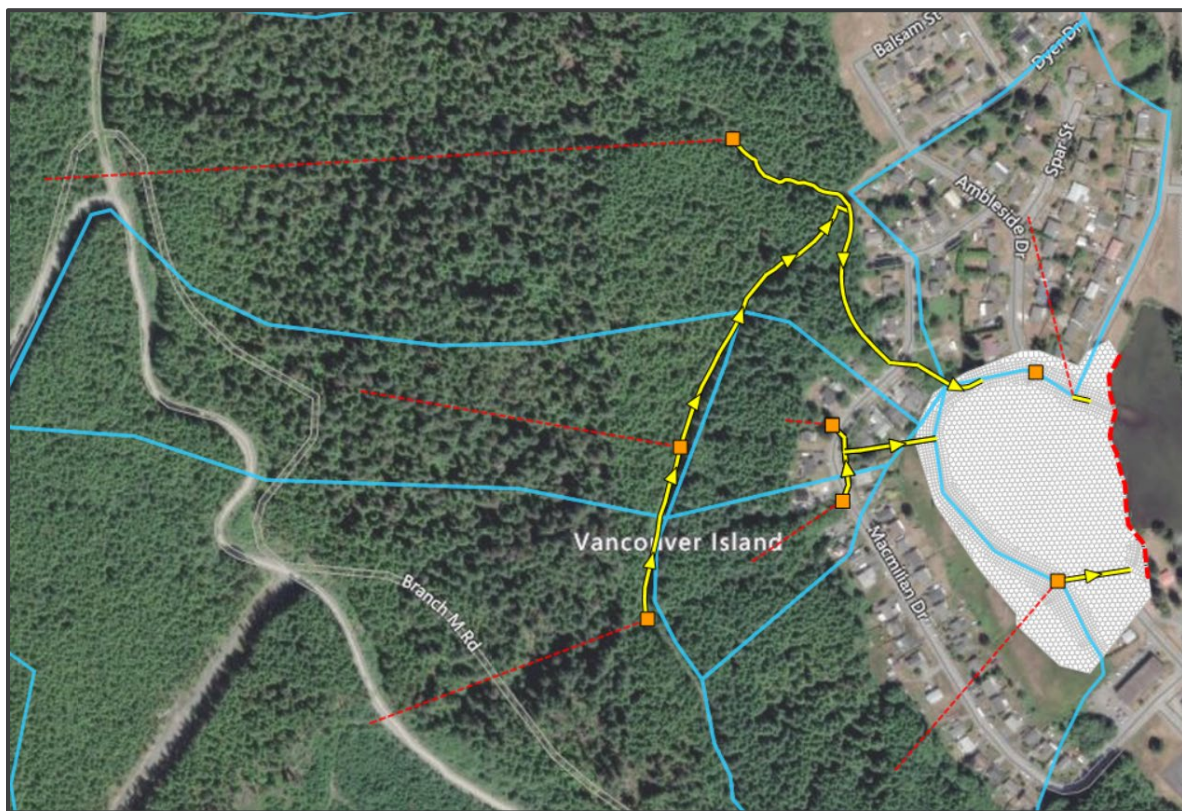


Figure 7: Hydraulic model boundary conditions

4.2. MODEL PARAMETERS

4.2.1. Conduit Parameters

Each culvert, channel, and surface that conveys flow has been assigned a roughness coefficient, and inlet losses have been considered at each culvert headwall. **Table 8** show the roughness coefficients that were used within the hydraulic model.

Table 8: Roughness Parameters

Surface Type	Roughness Coefficients
Channel - Rip Rap	0.045
Channel/Ditch - Heavily Vegetated	0.040
CSP Pipe Culvert	0.024
CSP Open Bottom Arch Culvert	0.012
Grass Floodplain	0.035

4.2.2. Floodplain Mesh

The computational mesh for the 2D modelling has a cell size of 3.0m for the floodplain areas outside of the well-defined flow channel, and a refined region of 1.5 - 2.0m cell size within the channel. Cells were automatically generated based on predetermined boundaries, breaklines, and channel centerlines.

Figure 8 displays the computation mesh. The 1-D and 2-D simulation elements are integrated into a single model to provide a more accurate representation of the transition between linear flow and surface flooding.





Figure 8: 2-D Computation mesh showing refinement regions, channel centerlines, and outer boundary.

4.3. EXISTING CONDITIONS MODELLING

4.3.1. Dyer Drive Ditch

The existing Dyer Drive ditch was modelled by establishing an average cross section and ditch slope in increments of 5m. The data used to develop these sections was collected by McElhanney during a topographic survey completed in December 2024. Typically, LiDAR data would be used for a model such as this, but in this instance the provincial lidar data did not contain enough resolution due to the dense tree cover in the area. Using the survey data, the ditch was modelled up to the 200-year design storm event.



The results of the modelling found that there were several portions of the ditch that may be prone to flooding or road overtopping during a large storm event. These sections are highlighted in red in **Figure 9**. Simulated flow velocities in the ditch ranged from 1.15 – 4.85 m/s.

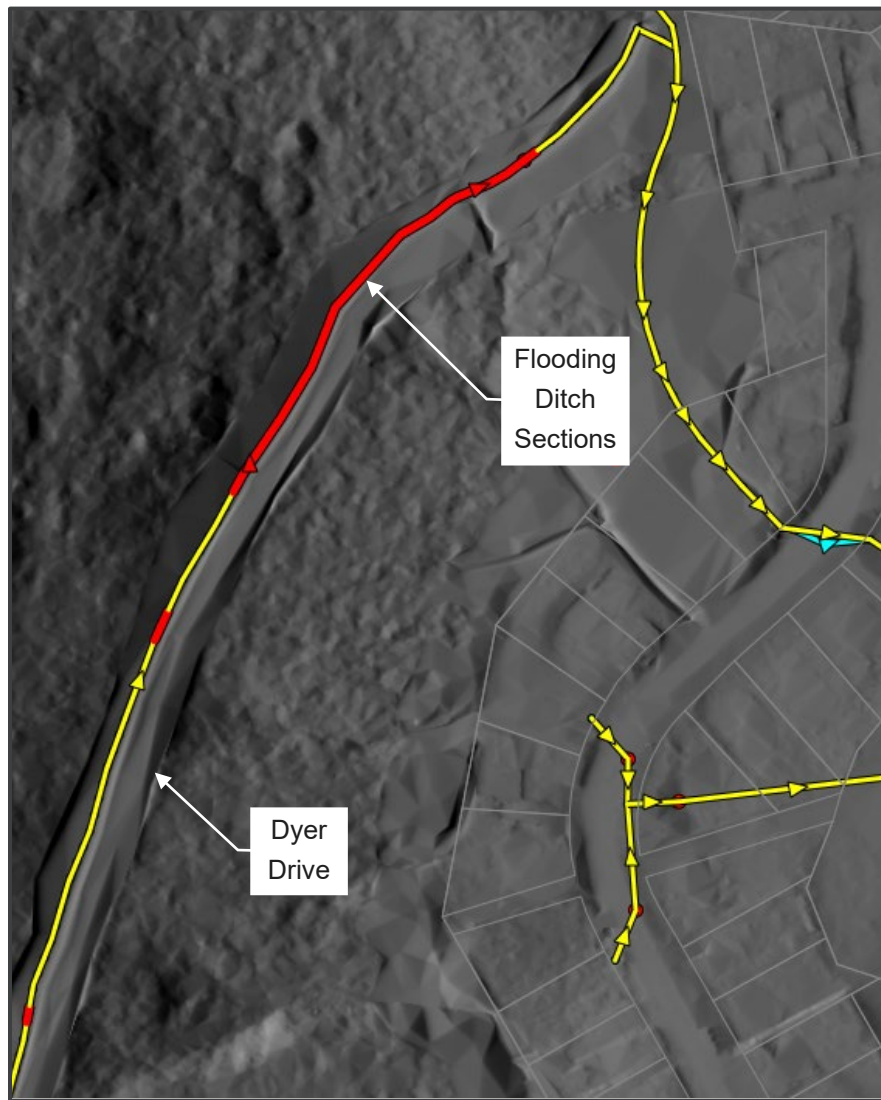


Figure 9: Existing Dyer Drive interceptor ditch during 200-year design flow

Therefore, the recommendation is to increase the capacity of the Dyer Drive ditch. It is noted that this ditch is owned and maintained by Mosaic Forest Management, and that the recommended upgrades therefore do not fall under the Village's responsibility.

4.3.2. H'Kusam Park Floodplain Modelling – Current Conditions

Floodplain modelling has been completed to determine the current flooding tendencies of H'Kusam Park during major flow events. The current conditions have been simulated so that there is a base to compare the proposed upgrade options against.



For all floodplain modelling it has been assumed that each crossing is being maintained and is clear of debris or significant gravel and sediment build up. The water elevation in the pond and the influence of backwater from high tides was not considered as part of the floodplain simulations.

The current flow routing has Creek 3A, 3B, and the south residential sub-catchment being directed to the 1200mm diameter culvert crossing at the south end of the park. Creek 3C and the north residential sub-catchment are currently being directed to the twin 900mm diameter culverts at the north end of the park. **Figure 10** shows that during the 5-year design flow, both crossings surcharge and flood, with the north crossing also overtopping Kelsey Way. During the 200-year design flow both crossings overtop Kelsey Way (**Figure 11**).



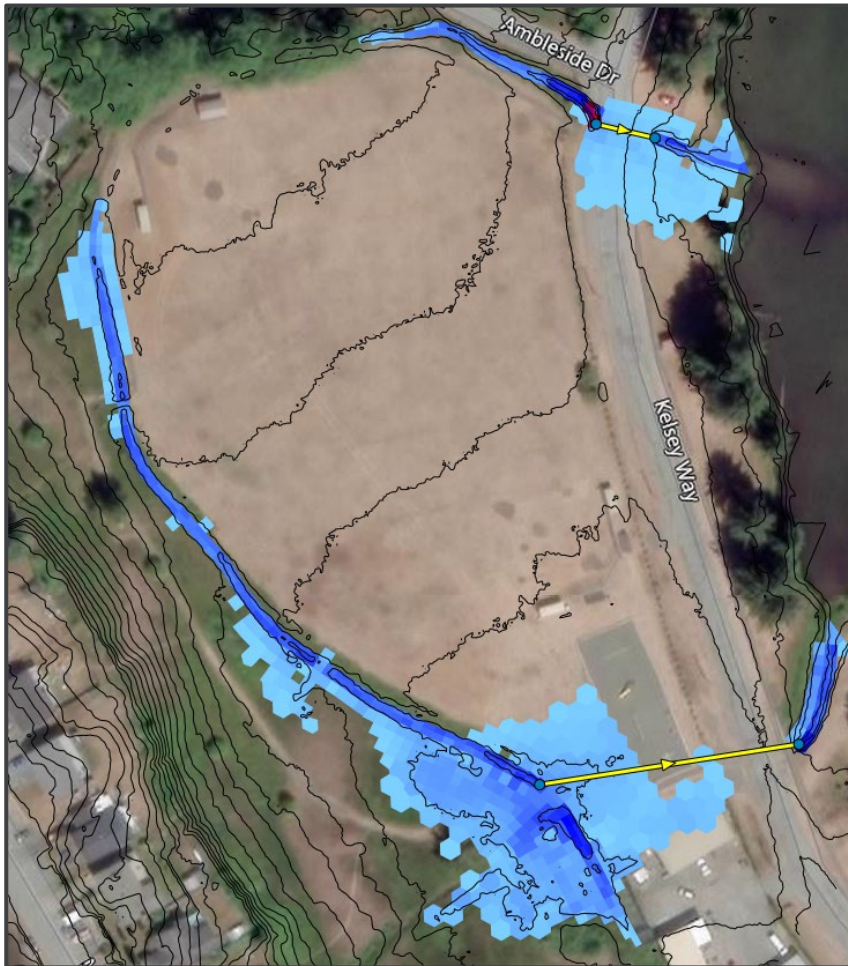


Figure 10: Existing conditions model – 5-year design storm flood

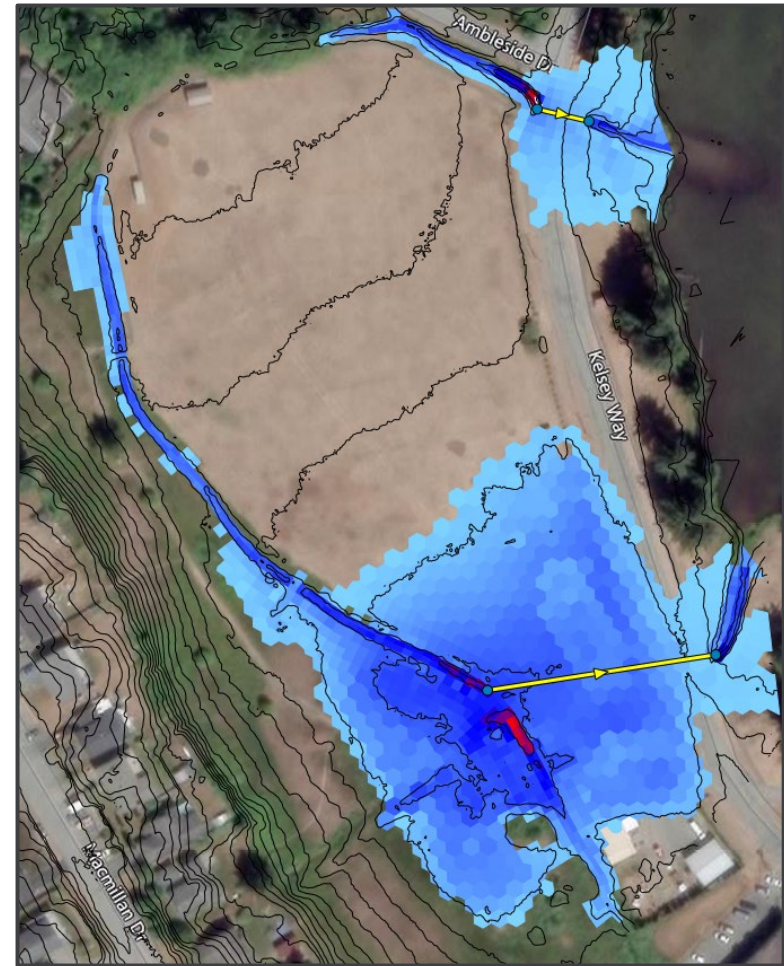


Figure 11: Existing conditions model – 200-year design storm flood



5. Preliminary Upgrade Options

5.1. OVERVIEW

The preliminary design intent is to redirect Creek 3C from its current routing through Sayward Heights, and instead re-route flows down the slope in a newly constructed channel, eventually crossing MacMillan Drive through a new drainage structure. Flows will then be routed through the park, cross Kelsey Way, and ultimately discharge into the existing pond. An overview of the proposed routing is in **Figure 12** with further detail and the naming scheme for each upgrade in **Figure 13**. The proposed channel and road crossing align with the two Village owned properties with civic address 280 & 301 on MacMillan Drive.

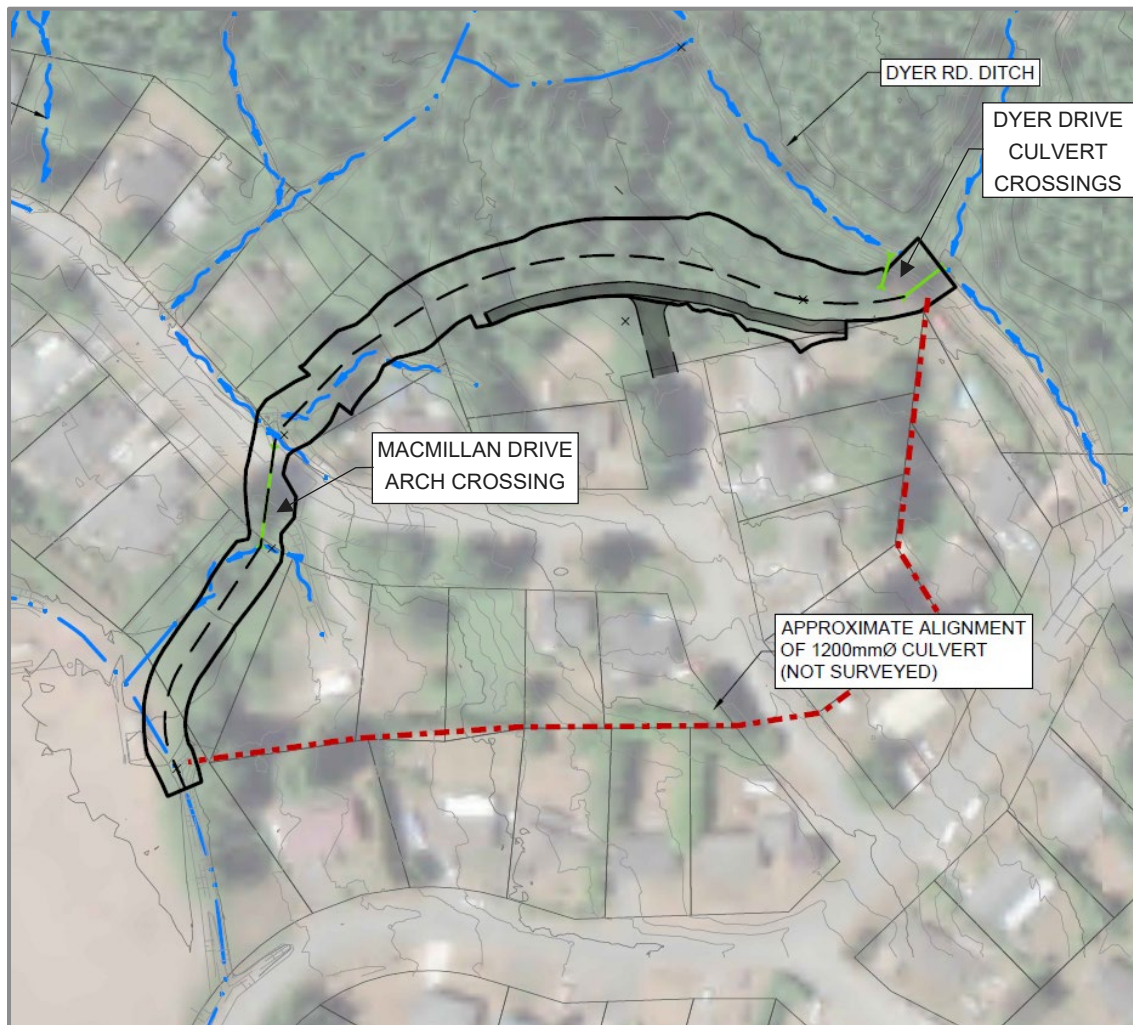


Figure 12: Preliminary overall development plan

This upgrade does divert Creek 3C's flows from the failing 1200mm culvert through Sayward Heights, but it does not address any local residential drainage that may rely on that culvert for conveyance. Therefore, the local drainage should be reviewed in detail prior to fully decommissioning the 1200mm culvert.



McElhanney's preliminary drawing set, from which the below figure was derived from, can be found in **Appendix D**.

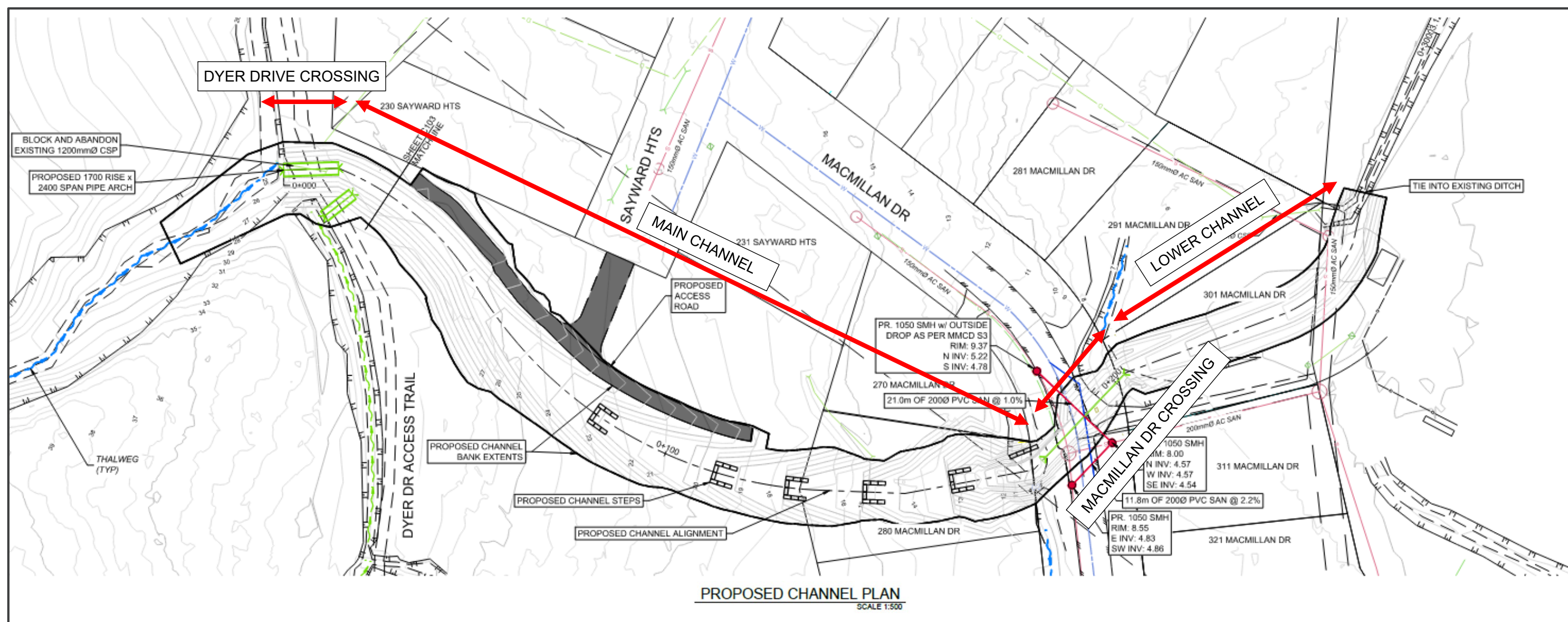


Figure 13: Design overview of proposed channel and Macmillan Drive Crossing – Plan View

5.2. DYER DRIVE DITCH UPGRADES

To prevent the flow from the upper portion of Creeks 3A & 3B overtopping Dyer Drive during large rainfall events, and to effectively convey the 200-year storm flows until they can be directed into a common channel with Creek 3C, it is recommended that the ditch along the forest service road be enlarged.

Therefore, further modelling was completed in order to determine a proposed ditch cross section that would be suitable for conveying the 200-year design flows from Creek 3A and 3B. A suggested cross section for these upgrades is shown in **Figure 14**.

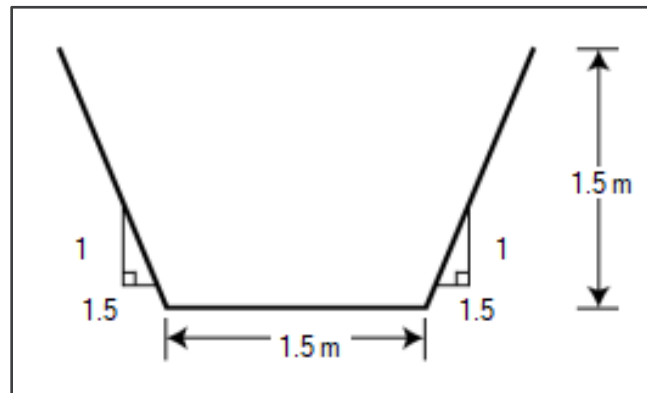


Figure 14: Proposed dyer drive ditch cross section

The modelled peak flow velocity in the upgraded ditch ranges from approximately 1.85 – 4.92 m/s, depending on the steepness of the ditch section. It has been assumed that the ditch upgrades are constructed matching the slope of the existing ditch, however there may be some opportunity to deviate from these existing slopes to reduce the steepest sections and lower flow velocities. The modelled ditch profile and hydraulic grade line (HGL), after having been upgraded, are shown in **Figure 15**.

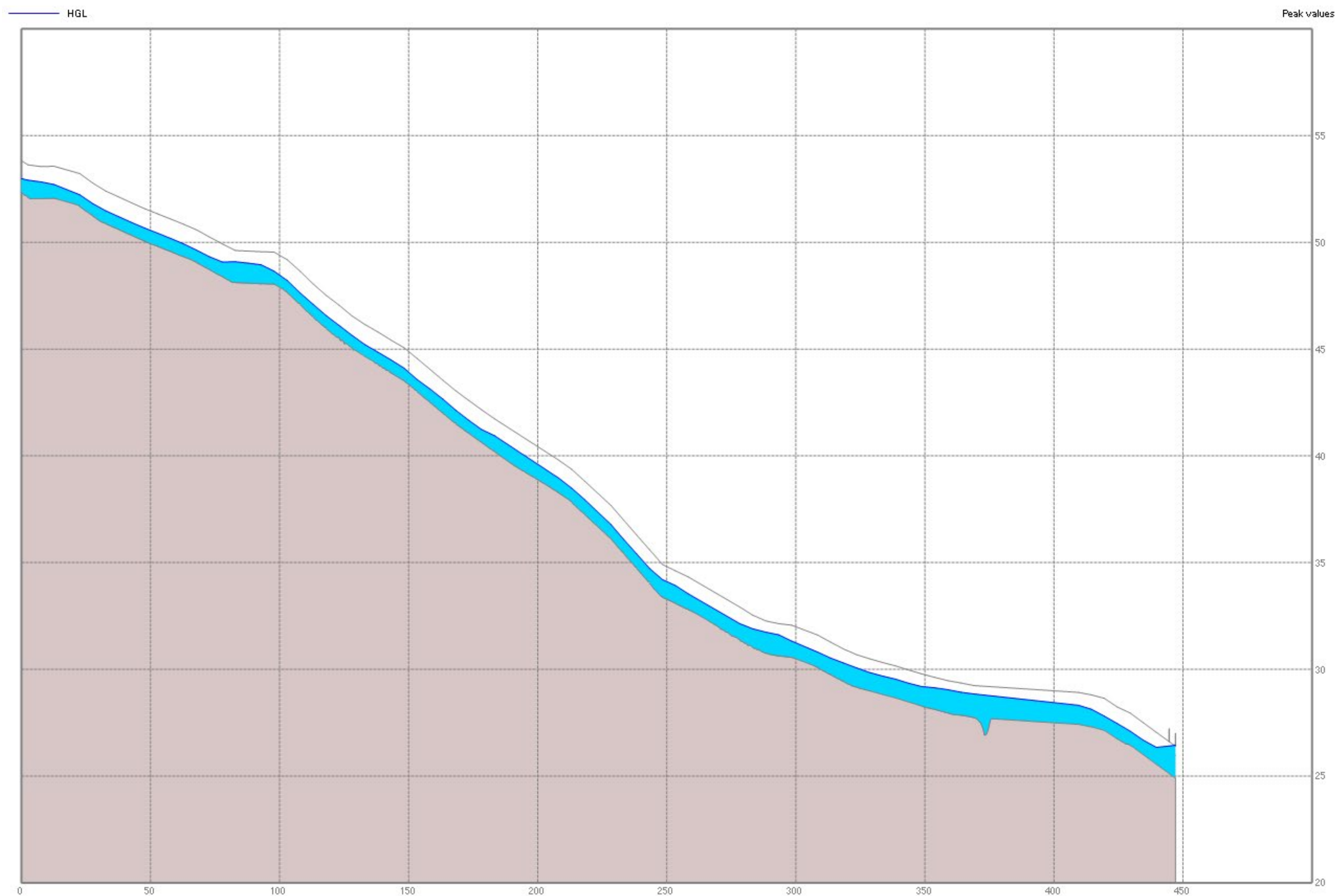


Figure 15: Upgraded Dyer Drive interceptor ditch profile and hydraulic grade line



5.3. DYER DRIVE CROSSINGS

To converge the flow of Creek 3C and the Dyer Drive ditch (Upper Creek 3A & 3B), two new crossings of Dyer Drive are required, the preliminary locations of which are shown in **Figure 12**. The culverts are sized to a 200-year design storm, with the south and north culverts conveying 6.3 m³/s and 8.6 m³/s respectively.

To achieve more competitive pricing, multiple culvert sizes and combinations have been identified as being suitable for the drainage crossings at Dyer Drive. The options are a single pipe arch or a combination of standard round culverts ranging from a single, double, or triple configurations. **Table 9** summarizes the options, with the “south crossing” conveying the flows from Creek 3A and 3B, and the “north crossing” conveying the flows from Creek 3C and the residential area north of Dyer Drive.

For the preliminary design drawings, it has been assumed that the pipe arches will be installed.

Table 9: Culvert type and size options for Dyer Drive drainage crossings

Culvert Option	South Crossing	North Crossing
	Size	
Single Pipe Arch	2.21m span x 1.60m rise	2.41m span x 1.70m rise
Single Round	1.8m	2.2m
Double Round	1.4m	1.6m
Triple Round	1.2m	1.4m

5.4. MAIN DRAINAGE CHANNEL & MACMILLAN DRIVE CROSSING

The main channel that will convey the combined flows from Creek 3A, 3B, and 3C, is proposed to consist of a cut rip rap lined channel with a series of hydraulic drops or “waterfalls”. The channel will be approximately 3m wide at the bottom with 2:1 horizontal to vertical side slopes and constructed of native materials with rip rap armouring across the maximum wetted perimeter. The channel alignment and projected bank limits have been designed with trespass considerations for private properties. The drop structures are intended to dissipate the kinetic energy in the stream flow, which is intended to protect the channel from erosion and reduce the average channel slope from between 10-15% to 5%. The drop structures will be constructed of anchored lock blocks with a 1.5m vertical drop height. The proposed channel is sized to convey the 200-year design flow of 14.9 m³/s. A service road that will be accessed via Sayward Heights is proposed to run alongside the northern edge of the channel bank for construction and maintenance access.

The proposed MacMillan Drive crossing structure is a corrugated steel, multiplate, open bottom arch culvert spanning approximately 4.0m wide, 1.7m tall, and 23m long. The culvert will require a concrete foundation to be poured at the base on either side of the arch, and the bottom to be lined with rip rap. The entrance of the structure will have a pool/sump to dissipate the stream’s energy prior to entering. The



majority of the headwall is proposed to be made up of class 100 rip rap and lock blocks, with the uppermost portion being mechanically stabilized earth (MSE) bags to aid in transitioning to the road shoulder. Some form of guardrail will be necessary at the road edge along the length of the headwall for vehicle and pedestrian safety.

The crossing is constrained in both alignment and footprint by the Village owned vacant properties that it must be routed through. The properties are offset from each other and have frontages of less than 20m, with the 3 of the 4 neighbouring properties having been developed. It will be necessary to construct a retaining wall between the proposed channel and 280 MacMillan Drive to prevent the channel construction/excavation extents from trespassing. Additionally, existing water, sanitary, and storm mains within the road will conflict with the proposed crossing and must be adjusted to accommodate the new drainage infrastructure.

The depth of the proposed utilities and the expense of the arch culvert foundation present a high cost if they were to require replacement in the unlikely event of a failure of the water and/or sanitary pipe were to occur. As such, either a carrier pipe or concrete encasement corridor for both the proposed potable and sanitary mains will be included in the detailed design at the direction of the owner. Carrier pipe design and costs have not been included in the current iteration.

The proposed channel and drainage crossing that will convey the flows from Dyer Drive, down the slope, across MacMillan Drive, and discharge to the existing ditch in H'Kusam Park has been modelled to determine the peak water velocities and hydraulic grades. **Figure 16** shows the profile and HGL of the proposed channel and crossing, including the simulated channel cross section, during the 200-year design flow. The figure demonstrates the hydraulic drops which are proposed to dissipate energy and reduce flow velocities. The peak velocities range from approximately 2.5 - 3.75 m/s in the channel, slowing to 0.5 m/s at the headwall of the arch.

The profile has been plotted against the current ground surface to give a general representation of the water elevation compared to its surroundings, such as the road surface on MacMillan Drive. It also shows and approximate depth of excavation required for the channel and the proposed pool/sump prior to the open bottom arch culvert. The structures were designed in consultation with McElhanney's water resources engineering team.



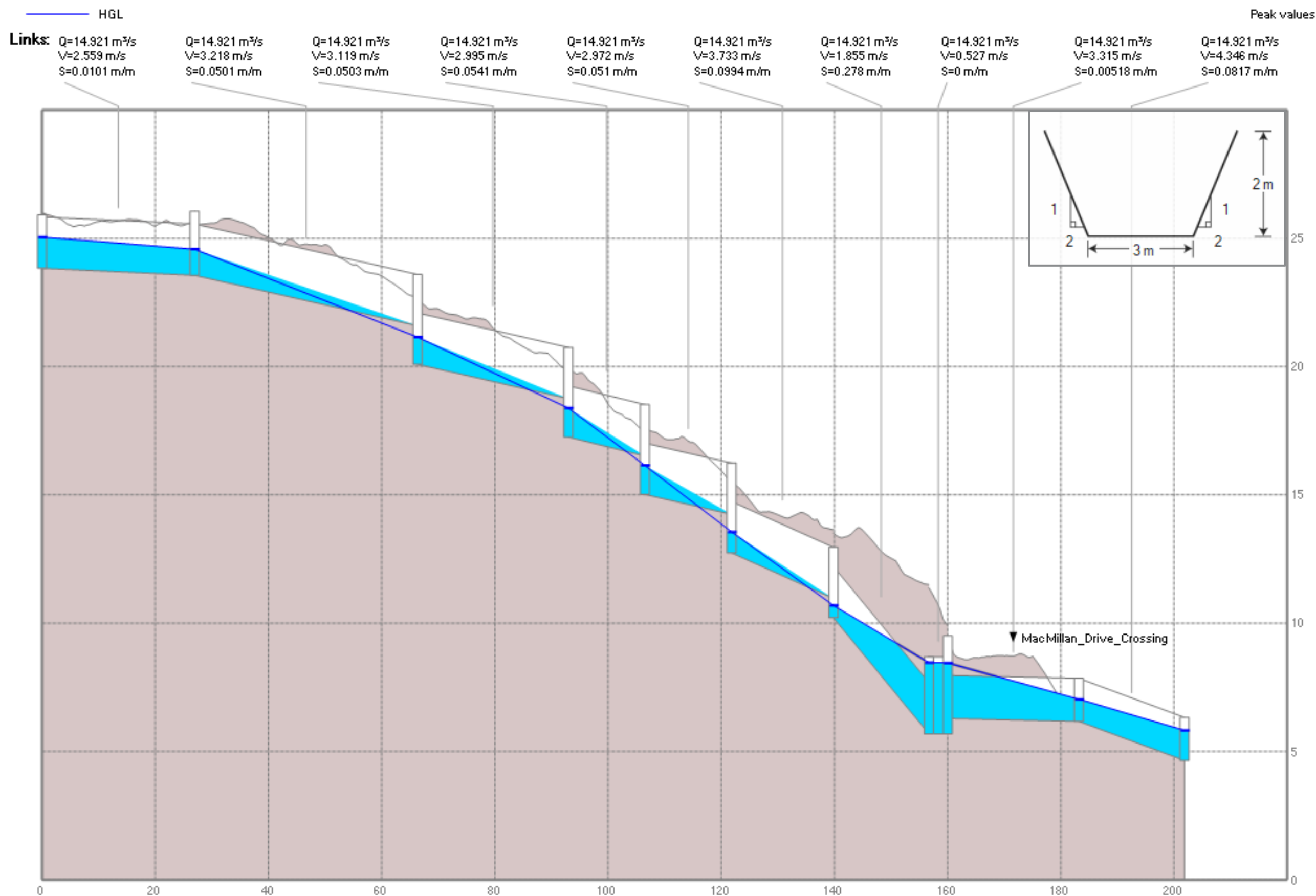


Figure 16: Proposed energy dissipation channel and MacMillan Drive Crossing



5.5. SEDIMENT TRAPPING STRUCTURE

A sediment trapping structure will be designed and installed at the inlet of the arch crossing to aid in the collection of eroded materials. Maintenance or removal of any accumulated materials should be conducted on an annual basis via mechanical means. It is expected that the channel will be free of water for most of the year, and therefore it is anticipated that permitting will not be needed to compete the sediment removal. However, an evaluation by an environmental professional should be conducted to obtain recommended maintenance procedures.

5.6. LOWER CHANNEL

The proposed lower channel will convey the flow from the Macmillan Drive arch culvert to the existing drainage ditch in H'Kusam Park. The proposed channel will be constructed with similar methodology as the main drainage channel including a dug channel with banks of native material, a nonwoven fabric liner and rock armor protection.

The lower channel will drain into an existing drainage ditch that is currently wetted and was identified as fish habitat within the environmental assessment. As such, construction around the drainage ditch will require environmental monitoring.

The area that the lower channel is proposed to occupy is currently utilized as a walking path. The walkway adjacent to 311 MacMillan is likely to be retained, however the path behind the baseball backstop/dugout is expected to be occupied by the channel.

5.7. LOWER 3A AND 3B CREEK INTERCEPTOR DITCH & CULVERT CROSSINGS AT MACMILLAN DRIVE

To address the flows that are running into the rear yards of the properties on the west side of MacMillan Drive, a formalized interceptor ditch(s) and inlet structure(s) are necessary. These upgrades are outside of the scope of the proposed works and have therefore not been reviewed in detail due to budget constraints. At the conclusion of the detailed design phase a determination if sufficient budget is available to preform a detailed design and construction program to mitigate the flooding.



5.8. H'KUSAM PARK ROUTING OPTIONS

Routing the proposed channel upgrades to the north culvert crossing appears to have some benefits as compared to the current routing. The results are a slightly increased inundation boundary at the north crossing in both the 5 and 200-year design flows. In return, the south boundary shows no surcharging during the 5-year event and does not overtop Kelsey Way during the 200-year event. Peak water depths and velocities across the road surface ranged from approximately 0.15-0.3m deep travelling at 1.0-1.5 m/s.



Figure 17: Routing to North crossing – 5-year design storm flood

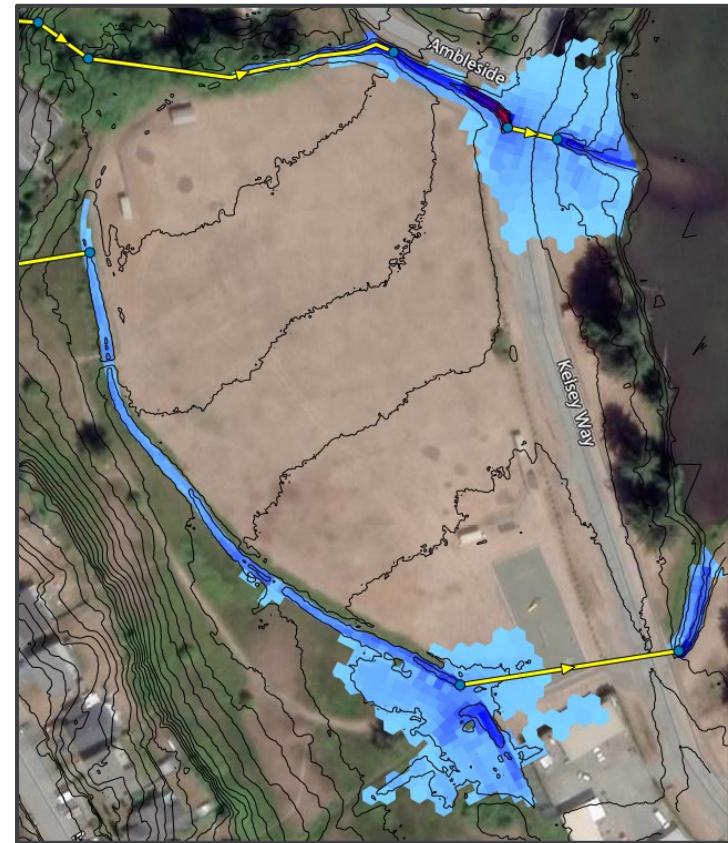


Figure 18: Routing to North crossing – 200-year design storm flood



Routing the proposed channel flows to the south culvert create significant flooding and road overtopping in both the 5 and 200-year design storms. The simulated level of flooding is a clear increase from that of the current conditions or the northern routing option and is therefore the inferior route. The additional flooding with this option may be due to the flatter grades and longer flow path between the end of the ditch and the pond.

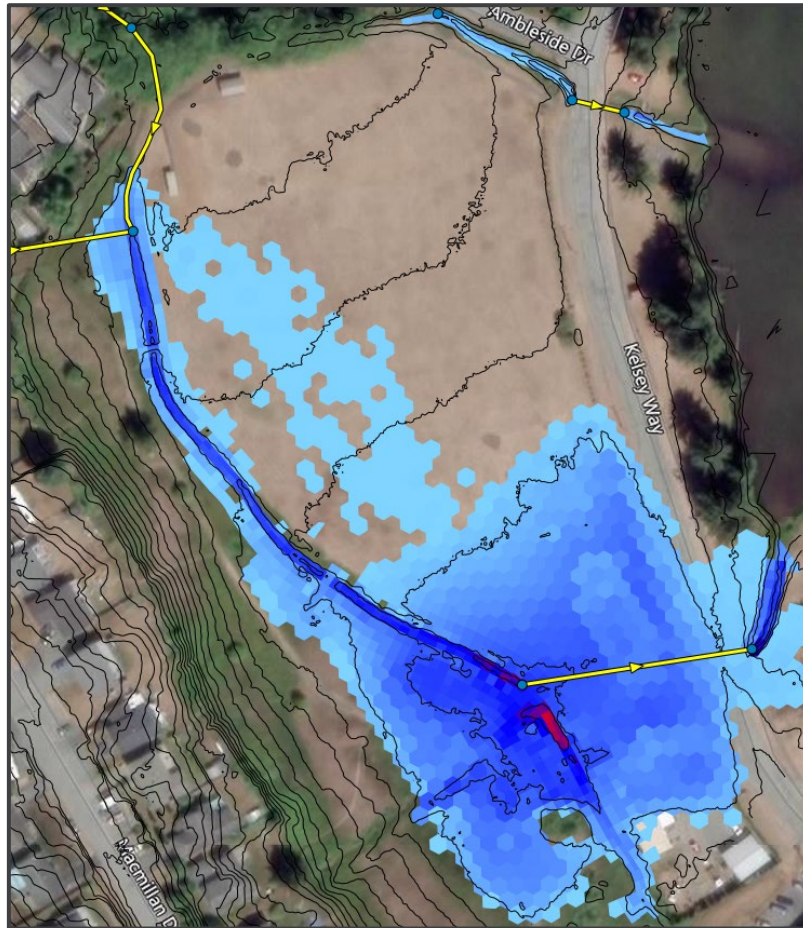


Figure 19: Routing to South crossing – 5-year design storm flood

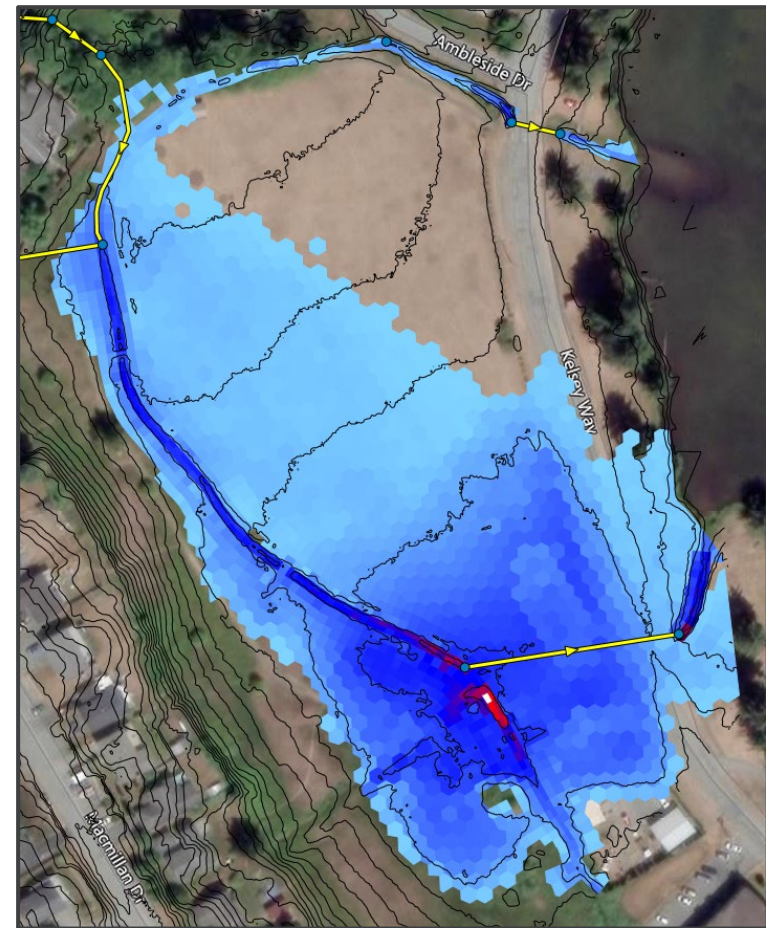


Figure 20: Routing to South crossing – 200-year design storm flood



Based on the floodplain modelling, it has been determined that ideal routing of the proposed channel outlet is along the northern edge of H'Kusam Park where it can then cross Kelsey Way at the existing twin 900mm culverts. It should be noted that these culverts are substantially undersized for both the moderate and large design storm events, even with the current flow routing, and should be considered for future upgrades.

Until the crossing can be upgraded, it is expected that the road will overtop in a manner that will not cause damage to infrastructure.

5.9. ROCK ARMOURING

Rock armoring has been selected to resist the expected flow velocities and forces. Selections are based on BC MOTI Riprap Design Chart (Figure 1030.A) found within the supplement to TAC Chapter 1000. The rock size is expected to range from Class 10 to 100 kg depending on application. It is understood that the Village is sensitive to transportation of erodible materials in high energy environments as they have had recent experience with this issue on nearby projects. As such, rock size selection has generally been increased by a minimum of one classification larger than recommend in the MOTI design guideline. The design chart is shown in **Figure 17**.

Further in the detailed design phase, alternative gabion basket lined creek beds could be examined upon direction of the village. Under the rock armouring the channel will be lined with a nonwoven geotextile to stabilize the channel, groundwater, and fine sediment mobility.



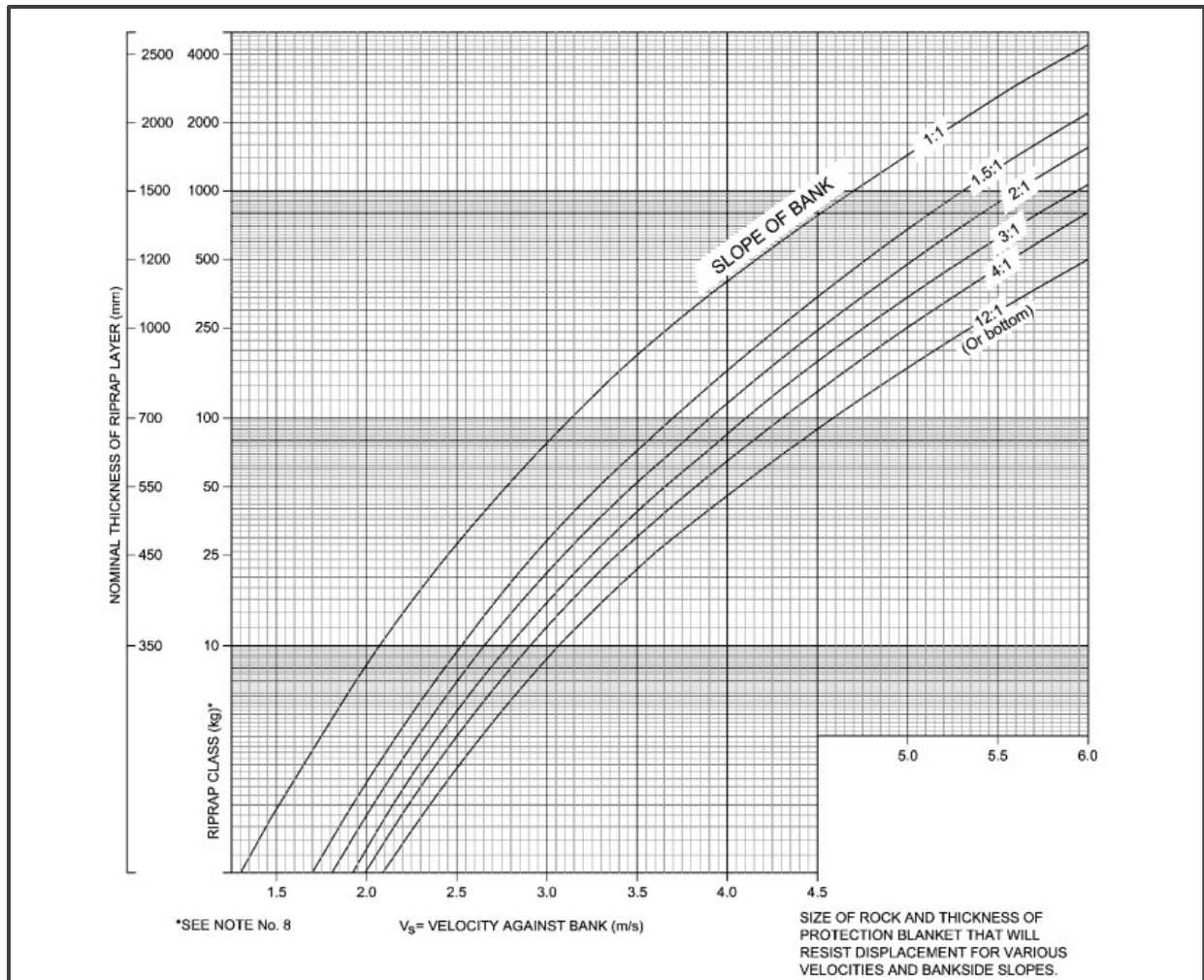


Figure 21: MOTI Riprap Design Chart (Figure 1030.A in the MOTI Supplement to TAC Chapter 1000)



6. Cost Estimate

A Class B cost estimate has been prepared based on the preliminary design drawings. This estimate does not include an allowance for any legal, archeological, engineering fees or field support. A contingency of 25% has been allowed for based on the Class B estimate. A detailed breakdown of the cost estimate is in **Appendix E**.

Including the 25% contingency value, the total estimate cost for this project is **\$1,708,000**.

Costs are derived from previous project tendering prices, supplier quotes (used for culvert material estimates), and local supplier prices for materials with consideration for the remoteness of the Village of Sayward.

7. Schedule

It is the design team's intention and owner's desire to complete the construction of the storm works in the summer of 2025. It is uncertain if this timeframe can be achieved due to the tight schedule and several obstacles. Issues that are yet to be resolved include:

- An agreement with the current landowners, Couverdon
- Completion of First Nations consultation and archeological review
- Obtain environmental permits
- Agreement and authorization from owner's representative
- Completion of the detailed Design and Tender
- Delivery of long lead time items

It is expected that a projected construction schedule will be included in the report at the completion of the detailed design phase.

8. Conclusion

The preliminary design for the MacMillan Drive stormwater improvements generally conform to the recommendations provided in Highland Engineering's Master Drainage Plan and provides an approach to address the most critical drainage deficiency within the Village of Sayward. The proposed drainage upgrades include the re-alignment of Creek 3C, the enlargement of the Dyer Drive ditch, and the installation of new drainage crossings, which aim to mitigate flood risks while enhancing long-term system resilience to climate change.

Hydraulic modeling results indicate that the proposed infrastructure will significantly reduce the likelihood of roadway overtopping and property flooding during major storm events. By consolidating flow paths and implementing energy dissipation measures, the upgraded drainage system conveys peak flows and mitigates increased flood risks in adjacent areas.

Environmental considerations have also been integrated into the planning process, with initial assessments identifying potential permitting requirements under provincial and federal regulations. Continued coordination with regulatory agencies, First Nations, and affected property owners will be essential as the project advances to detailed design and implementation.

While this preliminary design outlines key infrastructure improvements, further refinement will be required as the project progresses. Efforts will focus on refining the proposed design, adding additional detail, and addressing potential construction constraints. Coordination with regulatory agencies, property owners, and other interested parties will remain essential to ensure a smooth implementation for the ultimate goal of construction in the summer of 2025.

Closure

This report was completed to support the preliminary design of the Stormwater Master Plan Phase 1 Project. Contact the undersigned for any questions and/or concerns regarding this report or preliminary design submission.

Sincerely,
McElhanney Ltd.

Prepared by:



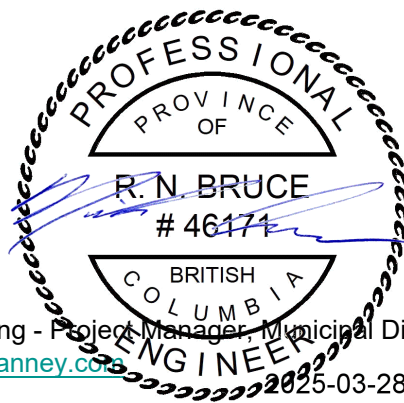
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APPENDIX A

Statement of Limitations

Statement of Limitations

Use of this Report. This report was prepared by McElhanney Ltd. ("McElhanney") for the particular site, design objective, development and purpose (the "Project") described in this report and for the exclusive use of the client identified in this report (the "Client"). The data, interpretations and recommendations pertain to the Project and are not applicable to any other project or site location and this report may not be reproduced, used or relied upon, in whole or in part, by a party other than the Client, without the prior written consent of McElhanney. The Client may provide copies of this report to its affiliates, contractors, subcontractors and regulatory authorities for use in relation to and in connection with the Project provided that any reliance, unauthorized use, and/or decisions made based on the information contained within this report are at the sole risk of such parties. McElhanney will not be responsible for the use of this report on projects other than the Project, where this report or the contents hereof have been modified without McElhanney's consent, to the extent that the content is in the nature of an opinion, and if the report is preliminary or draft. This is a technical report and is not a legal representation or interpretation of laws, rules, regulations, or policies of governmental agencies.

Standard of Care and Disclaimer of Warranties. This report was prepared with the degree of care, skill, and diligence as would reasonably be expected from a qualified member of the same profession, providing a similar report for similar projects, and under similar circumstances, and in accordance with generally accepted engineering and scientific judgments, principles and practices. McElhanney expressly disclaims any and all warranties in connection with this report.

Information from Client and Third Parties. McElhanney has relied in good faith on information provided by the Client and third parties noted in this report and has assumed such information to be accurate, complete, reliable, non-fringing, and fit for the intended purpose without independent verification. McElhanney accepts no responsibility for any deficiency, misstatements or inaccuracy contained in this report as a result of omissions or errors in information provided by third parties or for omissions, misstatements or fraudulent acts of persons interviewed.

Effect of Changes. All evaluations and conclusions stated in this report are based on facts, observations, site-specific details, legislation and regulations as they existed at the time of the report preparation. Some conditions are subject to change over time and the Client recognizes that the passage of time, natural occurrences, and direct or indirect human intervention at or near the site may substantially alter such evaluations and conclusions. Construction activities can significantly alter soil, rock and other geologic conditions on the site. McElhanney should be requested to re-evaluate the conclusions of this report and to provide amendments as required prior to any reliance upon the information presented herein upon any of the following events: a) any changes (or possible changes) as to the site, purpose, or development plans upon which this report was based, b) any changes to applicable laws subsequent to the issuance of the report, c) new information is discovered in the future during site excavations, construction, building demolition or other activities, or d) additional subsurface assessments or testing conducted by others.

Independent Judgments. McElhanney will not be responsible for the independent conclusions, interpretations, interpolations and/or decisions of the Client, or others, who may come into possession of



this report, or any part thereof. This restriction of liability includes decisions made to purchase, finance or sell land or with respect to public offerings for the sale of securities.

Construction Cost Estimates. This construction cost estimate has been prepared using the design and technical information currently available, and without the benefit of Geotechnical information. Furthermore, McElhanney cannot predict the competitive environment, weather or other unforeseen conditions that will prevail at the time that contractors will prepare their bids. The cost estimate is therefore subject to factors over which McElhanney has no control, and McElhanney does not guarantee or warranty the accuracy of such estimate.



APPENDIX B.

Highland Master Drainage Plan

DATE: January 13, 2022
TO: Ministry of Municipal Affairs
CC: Lisa Clark, Village of Sayward
FROM: Lauren Lee, EIT
FILE: 2906.0005.01
SUBJECT: ICIP Application – Green Infrastructure – Environmental Quality – Village of Sayward Drainage Improvement Project

1.0 INTRODUCTION

This memorandum has been prepared for the Village of Sayward for submission to the Investing in Canada Infrastructure Program (ICIP) Application through the Environmental Quality Program. This memorandum is intended to supplement the information provided in the Master Drainage Plan Update prepared by Highland Engineering (included with this application). Included are the recommended upgrades and associated capital and life-cycle expenditures, annual operating costs, environmental considerations, and societal impacts.

The recommended upgrades directly address the ICIP – Green Infrastructure – Environmental Quality Sub-Stream's outcomes of "Increased capacity to treat and manage stormwater".

1.1 BACKGROUND

Sayward residents have been experiencing increasing issues related to aging infrastructure, localized flooding and resulting excess sediment deposits. As a result, the Village of Sayward commissioned Highland Engineering to review the Village's drainage challenges and provide recommendations as part of their 2021 Master Drainage Plan update. Several short-, medium-, and long-term upgrades were identified as a part of this process. To mitigate the identified issues and plan for existing and future needs in a sustainable manner, the Sayward Village Council has directed staff to action the short and medium upgrades as identified in the Master Drainage Plan. As such, The village of Sayward is requesting funding through ICIP's Green Infrastructure stream to make these improvements.

1.2 EXISTING COMMUNITY INFRASTRUCTURE

The drainage upgrades are concentrated in the Village centre area, where localized flooding around MacMillan Drive have caused pipe blockages and subsequent flooding onto private properties. There are also major downslope overflows along the west side of MacMillan Drive which are entering private properties, and residences have created temporary ditches to direct water away from their houses.

2.0 RECOMMENDED UPGRADES

Below are the recommended short-term and medium-term upgrades outlined in the 2021 Master Drainage Plan update.

2.1 SHORT-TERM UPGRADES

The following upgrades have been recommended to improve drainage in the Village centre area, specifically along MacMillan Drive, by preventing flooding and water issues on private properties, including improving the stormwater quality through erosion control. Note that the designations for drainage assets correlate to site map items appended to this memorandum.

DATE: January 13, 2022 FILE: 2906.0005.01 PAGE: 2 of 6
SUBJECT: ICIP Application – Green Infrastructure – Environmental Quality – Village of Sayward Drainage Improvement Project

1. Upgrade headwall HW1 from 600mm to 1200 mm with trash rack (to prevent large cobbles / boulders / debris entering the piped system).
2. Upgrade section of pipe on MacMillan Drive from headwall HW1 to catchbasin manhole CBMH1 from 600 mm to 900 mm pipe.
3. Replace / upgrade section of pipe from catchbasin manhole CBMH1 to ditch outlet from 900 mm to 1200 mm including new manhole at the bend in pipe alignment.
4. Remove gravel from H'Kusam Park ditch and maintain bottom width of 1.0 m, minimum clear depth of 1.0 m and 2:1 side slopes to provide a flow capacity of 0.7 m³/sec which will transport all minor storms and provide additional volume for sediment capture at the pipe outlet. Note the ditch is still expected to overflow into H'Kusam Park during major flows.
5. Line channel above 1200 mm inlet headwall with riprap to reduce gravel generation.
6. Replace some or all existing 1200 mm corrugated steel pipe (CSP) culvert for Creek 3C. Note that this pipe trespasses through multiple private properties, so access agreements should be secured.
7. Install water quality treatment structures, such as Imbrium's JellyFish or Filterra products, to improve the stormwater quality of water discharging into H'Kusam Park's ditches and the downstream pond.

2.1.1 Permitting Considerations

Right-of-ways may be required for:

- The section of pipe between catchbasin manhole CBMH1 and the proposed downstream manhole adjacent to 290 MacMillan Drive
- Sections or the full length of the existing 1200 mm CSP culvert from Creek 3C, which crosses under multiple private properties

See attached *List of Required Licenses, Permits and Approvals* for environmental permitting requirements.

2.2 MEDIUM-TERM UPGRADES

The following upgrades have been recommended to improve drainage in the Village perimeter areas, specifically in H'Kusam Park and areas above MacMillan Drive, by preventing flooding of the park and intercepting upslope drainage before water issues develop within private properties.

1. Clean outlets of the twin 900 mm CSP pipe arch culverts at Kelsey Way / Ambleside Drive and deepen the outlet ditch to the pond.
2. Upgrade manhole DMH 2 inlet pipes to 1200 mm with new headwalls and replace manhole DMH 2 in the lot south of H'Kusam Park.
3. Install interceptor ditches upslope of existing residential lots and connect to existing piped system to H'Kusam Park. Note that the upslope property is owned by Island Timberland/Mosaic Forest Management (Mosaic), so coordination will be required, and approval given for this work. SRWs should be registered. Ditch and pipe sizing is to be confirmed.

DATE: January 13, 2022 FILE: 2906.0005.01 PAGE: 3 of 6
SUBJECT: ICIP Application – Green Infrastructure – Environmental Quality – Village of Sayward Drainage Improvement Project

2.2.1 Permitting Considerations

Medium-term upgrade no. 3 has required registering right of ways for construction and maintenance of interceptor ditches within Mosaic Forest Management property.

3.0 COST ESTIMATE

The recommended upgrade costs have been summarized below; a completed Detailed Cost Estimate template has been completed as part of the main ICIP application submission.

3.1 SHORT-TERM UPGRADES

A summary of the capital, life cycle, and annual operating costs are included below for the short-term upgrades. An itemized cost estimate will be submitted separately for the ICIP application. Costs in the attached estimate have also included a 25% contingency, 15% for engineering and professional fees, and 5% inflation.

Note that operations and maintenance (O&M) costs are an order-of-magnitude cost, with consideration for the value for money that the upgraded assets will provide during its life cycle as related to climate change adaption and improvement in environmental quality of stormwater. As noted in the program guide, O&M costs are ineligible costs.

DATE: January 13, 2022 FILE: 2906.0005.01 PAGE: 4 of 6
SUBJECT: ICIP Application – Green Infrastructure – Environmental Quality – Village of Sayward Drainage Improvement Project

Upgrade Number	Description	Capital Cost	Annual O&M Cost
1	Upsize HWI with trashrack	\$47,000	\$4,300
2	Upsize pipe from 600 mm to 900 mm	\$120,000	\$200
3	Upsize ditch outlet pipe and add new manhole	\$65,000	\$200
4	Remediate overflow ditch in H'Kusam Park	\$78,500	\$10,000
5	Erosion control along channel upstream of HWI	\$85,000	\$2,000
6	Replacement of 1200 mm culvert	\$150,000	\$8,500
7	Install water quality treatment structures by H'Kusam Park	\$70,000	\$2,000
General	General requirements, including mobilization/demobilization, traffic control, safety, CCTV pipeline inspection	\$61,000	N/A
Total Costs		\$676,500	
Inflation (5%) *		\$33,825	
Engineering and Design (15%)		\$101,475	
Contingency (25%)		\$202,950	
Total Costs (Rounded)		\$1,015,000	

*Detailed cost estimate includes inflation of 5% within line item.

3.2 MEDIUM-TERM UPGRADES

A summary of the capital, life cycle, and annual operating costs are included below for the medium-term upgrades. An itemized cost estimate will be submitted separately for the ICIP application. Costs in the attached estimate have also included a 25% contingency, 15% for engineering and professional fees, and 5% inflation.

Note that operations and maintenance (O&M) costs are an order-of-magnitude cost, with consideration for the value for money that the upgraded assets will provide during its life cycle as related to climate change adaption and improvement in environmental quality of stormwater. As noted in the program guide, O&M costs are ineligible costs.

URBAN SYSTEMS MEMORANDUM

DATE: January 13, 2022 FILE: 2906.0005.01 PAGE: 5 of 6
SUBJECT: ICIP Application – Green Infrastructure – Environmental Quality – Village of Sayward Drainage Improvement Project

Upgrade Number	Description	Capital Cost	O&M Cost
1	Clearing of outlets and deepening outlet ditch to pond	\$5,000	\$10,000
2	Upsize DMH 2 inlet pipes with new headwalls and new manhole	\$65,250	\$8,700
3	New interceptor ditches at Village perimeter	\$315,000	\$10,000
General	General requirements, including mobilization/demobilization, traffic control, safety, CCTV pipeline inspection	\$100,000	N/A
Subtotal Costs		\$485,250	
Inflation (5%) *		\$24,263	
Engineering and Design (15%)		\$72,788	
Contingency (25%)		\$145,575	
Total Costs (Rounded)		\$728,000	

*Detailed cost estimate includes inflation of 5% within line item.

3.3 TOTAL COSTS

In summary, the total capital cost for the short-term upgrades is **\$1,015,000** and for the medium-term upgrades is **\$728,000**. Total rounded cost for both sections is **\$1,743,000**.

4.0 CLOSING

In closing, the recommended drainage upgrades align with ICIP's Green Infrastructure – Environmental Quality Sub-Stream's program outcomes. The total rounded cost for both area upgrades is **\$1,743,000**.

Sincerely,

URBAN SYSTEMS LTD.



Lauren Lee, EIT
Civil Engineer-in-Training

URBAN SYSTEMS MEMORANDUM

DATE: January 13, 2022

FILE: 2906.0005.01

PAGE: 6 of 6

SUBJECT: ICIP Application – Green Infrastructure – Environmental Quality – Village of Sayward Drainage Improvement Project

cc: Lisa Clark

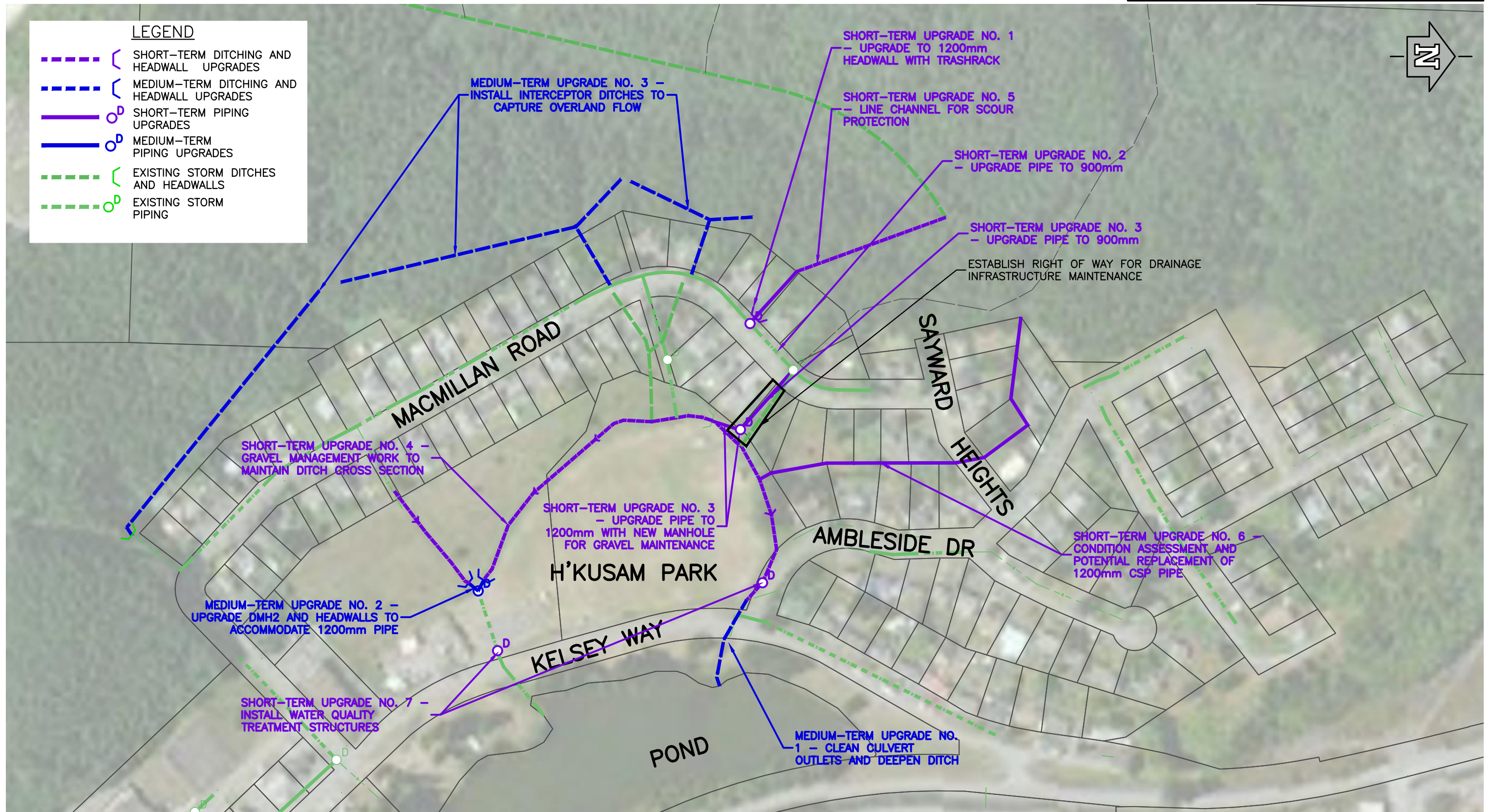
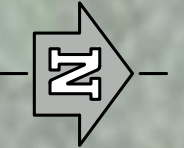
/LL

Enclosure: Site Plan of Upgrades, Highland Engineering 2021 Master Drainage Plan Update (Aug 6, 2021)

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LEGEND

- SHORT-TERM DITCHING AND HEADWALL UPGRADES
- MEDIUM-TERM DITCHING AND HEADWALL UPGRADES
- SHORT-TERM PIPING UPGRADES
- MEDIUM-TERM PIPING UPGRADES
- EXISTING STORM DITCHES AND HEADWALLS
- EXISTING STORM PIPING



URBAN
SYSTEMS

ISSUED FOR
APPLICATION
2022-02-17
urbansystems.ca



Client/Project

Village of Sayward
ICIP Application

Revision Date

2022-02-17

2906.0005.01

Figure

1

Title

Short and Medium Term Upgrades
Package Page 306



REPORT

Master Drainage Plan Update 2021 Drainage Report

Sayward, BC

Presented to:

Ann MacDonald, RPP, MCIP

Chief Administrative Officer

Village of Sayward

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

Report No. 4313.01

August 6, 2021

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**Your Contact: S. Masterman, PEng., CCA.
Civil Engineer**

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Permit to Practice No. 1000844

Revision Status

Revision	Date	Description	Contributors		Reviewer	
			FirstName LastName	Position	FirstName LastName	Position
A		For Internal Information/Discussion	Stuart Masterman	Eng	Richard Stephens	Snr Eng
B	2021-05-27	Draft Issued to Client	SM	Eng	RKS	Snr Eng
C	2021-08-06	Final Issued to Client	SM	Eng	RKS	Snr Eng

Signed and Sealed

Reviewed by

S. Masterman, P. Eng.

Richard Stephens, P. Eng.

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APPENDIX A Drainage Plans

APPENDIX B Opinion of Probable Cost

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1. INTRODUCTION & SCOPE OF REPORT

This report follows on from the Village of Sayward Master Drainage Plan (Highland Engineering / Ludvigson Land Surveying, 2000). For ease of comparison, we have mirrored the format of this earlier report and have kept the same creek naming conventions used previously.

1.1 Scope of Report

The objective of this report is to identify measures to mitigate flood risk for residential properties in the Village centre area. Therefore, this report focuses on catchment 3 which contains Creeks 3A, 3B and 3C that flow through the Village centre.

Review of catchments 1, 2 (Newcastle Creek), 4 and 5 is excluded from the scope of this report. See sheet 1 & 2 of 4 in **APPENDIX A** for a plan that outlines the locations of these catchments.

1.2 Background

The Village of Sayward (the Village) has requested that Highland Engineering Services Ltd (Highland) review drainage challenges within the Village centre area.

The primary issue is localized flooding around the northern portion of MacMillan Drive where existing pipes are backing up and causing flooding on the roadway and into some properties. We understand that there has been at least one crawlspace flooded and regular sandbagging required since 2000.

Secondly, we understand that water is flowing down slope through private properties on MacMillan Drive. The Village has told us that during high flows, water is overflowing from the ditch running along the trail above MacMillan Drive and some homeowners have started to install a ditch along their rear property line to divert this surface flow away from their homes.

1.3 Other Reports Currently Underway

We understand that the Village has other consultants currently working on a Flood Hazard Mapping study as well as a review of the Official Community Plan. The Village intends to use these reports together to come up with a comprehensive strategy for how to deal with drainage.

1.4 Methodology

Highland conducted two site visits in January and March 2021 to review the Village drainage infrastructure. The Public Works Manager accompanied Highland staff on one site visit and outlined areas of concern and what maintenance work the Village has been doing on the storm infrastructure. During a second site visit, Highland staff spoke with residents on MacMillan Drive, and walked the length of Creek #3C from M-Branch down to the 1200 mm diameter storm inlet at Dyer Drive trail.

Highland also conducted a topographic survey, using a combination of GPS and total station, to collect elevations/locations of critical drainage infrastructure within the Village.

Drainage flows were calculated as outlined in **Section 3** and our recommendations in **Section 7** are based on these calculations.

2. STUDY AREA

All photos referenced in this section are found in **APPENDIX C**.

2.1 Topography & Drainage

The Village is situated west of the Salmon River estuary and is partially built up the base of Newcastle Ridge which rises to ~1300m. The catchments included in this report extend to ~600m elevation and have slopes ranging from 25% to 45%.

Creek 3C below M-Branch consists of a gully between 2m and 15m deep with continuous gravel and cobbles in the creek bed. There are many areas of bank sloughing and / or undercutting, where gravelly till is exposed up to ~3m height. The side slopes of the gullies are wet and loose, and any fallen trees expose the gravelly subsoils. See photos **Photo 3** and **Photo 4**.

2.2 Soils and Vegetation

Soil classifications vary by elevation within the catchment. Ranier soils are located above ~300m elevation, Quatsino soils are between 300m and 80m elevation and Honeymoon soils are below 80m¹. All these soils are described as well drained with gravelly/very gravelly sandy loam in the

¹ iMap BC Soil Polygons Parent Material layer <https://maps.gov.bc.ca/ess/hm/imap4m/> [accessed 2021-04-19]

surface layer and gravelly/very gravelly sand and cobbles in the subsoils². Bedrock is typically found ~1m below the surface. These soil descriptions match Highland's observations along the lower half of Creek 3C which are described in **Section 2.1**.

Vegetation is typically mature second growth fir and cedar trees with mixed understorey shrubs. Logging is active in the catchment area and surrounding watersheds above the Village boundary.

The bottom portion of the catchment is the Village area. This contains extensively modified soils and no significant vegetation other than grass / landscaping in yards / park areas.

2.3 Land Use & Land Ownership

Land use in the upper portion of the catchment is commercial logging operations. We understand that Western Forest Products and Mosaic Forest Management operate in this area. The harvest rotation has not been confirmed, but historic air photo³ shows ~80Ha was harvested around 1985 and ~90Ha was harvested between 2016 & 2019.

Land use in the lower portion of the catchment is residential, commercial and public space within the Village centre. Roadways and park spaces are owned by the Village of Sayward (except Ministry of Transportation & Infrastructure owns and maintains Sayward Road). Individual lots are privately owned.

The large 21 Ha remainder lot (PID 009-679-065 – see **Figure 1** below) west of MacMillan Drive is owned by Island Timberlands Gp Ltd. (now managed under Mosaic Forest Management (Mosaic)). This large undeveloped lot extends to the western Village boundary. The lot contains the lower portions of Creeks #3A & 3B as well as the Dyer Drive access trail and ditches that divert Creeks #3A & 3B to the headwall on MacMillan Drive (HW 1). It also contains the lower portions of Creek #3C and the culvert inlet at the Dyer Drive access trail. There are no statutory right of way (SRW) or other legal charges registered in favour of the Village of Sayward which would allow legal access by the Village to maintain drainage infrastructure within this lot.

² Soils of Southern Vancouver Island, MOE Technical Report No. 44, BC Soil Survey, 1985
http://www.env.gov.bc.ca/esd/distdata/ecosystems/Soils_Reports/bc44_report.pdf [accessed 2021-04-19]

³ Google Earth Pro – historical imagery tool [accessed 2021-04-19]



Figure 1 – 21 Ha remainder lot (PID 009-679-065) owned by Island Timberlands Gp Ltd. (now managed under Mosaic Forest Management)

2.4 Existing Drainage Infrastructure

Refer to sheet 1 & 2 in **APPENDIX A** for a plan showing the existing drainage infrastructure discussed below.

2.4.1 M-Branch Creek Crossings

Creek 3A, 3B and 3C cross M-Branch in steel culverts which appear to be clear and in good condition (**Photo 1 & Photo 2**). Gravels were observed being easily transported through culvert 3C without any blockages.

2.4.2 Creek 3A & 3B Catchment

Creek 3A and 3B are intercepted by a ditch along the Dyer Drive access trail at elevation ~70m and 55m respectively. The historic creek gullies are still located below the interceptor ditch and extend down to the rear property lines of 400 and 360 MacMillan Drive respectively.

The interceptor ditch runs across slope, on the uphill side of an existing trail (Dyer Drive access trail), to a wooden log diversion structure at elevation ~27m (**Photo 5**). Flows are directed downslope into a drainage channel that is eroded (up to 2m deep) by water flow, has substantial amounts of exposed gravelly subsoils in the banks and continues to be eroded by water flow (**Photo 6**).

This channel runs down along the property line of 290/300 MacMillan Drive (channel is riprap lined at this point - **Photo 7**) to a recently installed 600 mm diameter concrete headwall in the MacMillan Drive right of way. The 600 mm pipe extends to a catch basin structure that has been overbuilt on 600 mm CSP culvert pipe running parallel with the roadway. This is the location where flooding described in **Section 2.5.1** is originating.

From here, underground pipes take the flow northwest on MacMillan Drive and then south-east down through the west side of a vacant lot (301 MacMillan Drive) to outlet in a ditch in H'Kusum Park (**Photo 8**) at elevation ~3.9 m. No easement or SRWs are registered over the pipe route through 301 MacMillan Drive to allow the Village legal access for maintenance or replacement of the pipe. There is a bend in the pipe at the H'Kusum Park property line, however Highland did not locate any manhole structure here and no manhole is shown on the utility mapping. We did note bubbling of water up through the ground at the entrance to H'Kusum Park. This indicates that the existing 900 mm CSP pipe is being surcharged and water is flowing out of failed joints or corroded areas of pipe.

The ditch in H'Kusum Park is mostly filled with gravels and flows south into a 600 mm CSP pipe inlet at a sandbag headwall which discharges into a manhole-type structure (DMH 2 - **Photo 9**) and out to a 1200 mm diameter piped crossing under Kelsey Way that drains to the large pond between Kelsey Way and Sayward Highway. The pond outlets to the Salmon River estuary at elevation ~1.0 m via a 1050 mm MoTI culvert under Sayward Highway and Salmon River Mainline service road. We understand that a flap gate used to be installed on the outlet pipe to minimize increased water levels in the pond under large tides, however this has corroded and is no longer in place. Creek 3C also discharges to the pond and estuary as described in the next section.

2.4.3 Creek 3C Catchment

For description of Creek 3C, refer to **Section 2.1** above.

Creek 3C terminates in a pool at the west end of Dyer Drive at elevation ~25 m. Water is piped from here to H'Kusum Park via a 1200 mm diameter pipe (**Photo 11** and **Photo 13**) which runs along the rear property lines of many properties on Ambleside Drive, Sayward Heights and MacMillan Drive. No easement or SRWs are registered over the pipe route to allow the Village legal access for maintenance or replacement of the pipe. The outlet pipe in H'Kusum Park is at elevation ~4.3 m

There are bends shown in the pipe, however Highland could not locate any manholes structures at these locations and no manholes are shown on the Village's utility mapping.

A ditch runs from this outlet to a twinned 900 mm CSP pipe arch culvert crossing under Kelsey Way (**Photo 14**) and into the pond described in **Section 2.4.2** above. The outlets of the pipe arch culvert are ~50% buried and the drainage channel into the pond was mostly filled with soils.

2.5 Historic Drainage Issues

2.5.1 Flooding of Residences - Major Overflows on MacMillan Drive

At least 3 residences on MacMillan Drive (#311, 321 & 331) have experienced flooding in the last 5 years. At the time of Highland's site visits there were stockpiles of sandbags stacked outside these residences for quick placement in the event of a flood. All these residences have driveways that drain down to garage/houses which have finished floor elevations below the road elevation.

Feedback from the Village of Sayward Public Works Manager and residents of these properties confirmed that flooding is being caused by water backing up at the 600 mm headwall at 290 MacMillan Drive and overtopping onto the roadway as well as surcharging at CB 1 and spilling out of the CB grate. This water is sufficiently deep to overtop the rollover curb on the south side of MacMillan Drive and flow down driveways toward and into the buildings. Surface flow along MacMillan Drive was not considered to be a major contributor to the total volume of water.

2.5.2 Water Issues at Rear of Lots on MacMillan Drive

We understand that lots along the west side of MacMillan Drive are having issues with water coming downslope onto the lots. Some property owners have dug ditches at the rear of their lots to direct surface water away from their lots.

Highland did not look specifically at the rear of these lots during our site visit, however we reviewed the land below Dyer Drive access trail which has the historic creek gullies of Creek 3A and 3B. We would expect that #360, 370, 390 & 400 MacMillan Drive would experience the most concentrated flows in the old creek gullies. Other lots will experience less concentrated surface flow from the slopes above the lots and below Dyer Drive access trail.

2.5.3 Gravel Build Up

During the January site visit, Highland observed gravel in the Creek 3A / 3B outlet pipe in H'Kusum Park almost up to the top of pipe, and gravel to the same elevation in the ditch. **Photo 8**, taken in

March 2021, shows that Village crews have since dredged this channel to remove gravel down to approximately halfway up the pipe.

Creek 3C is considered by the Village Public Works Manager to be the major gravel source and requires regular maintenance to remove accumulated gravels. **Photo 12** and **Photo 13** show piles of gravel that were removed from the inlet and outlet of the 1200 mm pipe between January and March 2021.

Gravel is expected to accumulate where the water slows down at pipe bends and where the pipe grade gets flatter.

3. FLOW ASSESSMENT

Highland completed the drainage flow assessment for catchments 3-C and 3-D. We used several technical references for this work including:

- US Soil Conservation Service TR-55 Urban Hydrology for Small Watersheds (1986)
- BC Ministry of Transportation & Infrastructure TAC Supplement (2019)
- MMCD Design Guidelines (2014)

This section outlines the data used for the drainage calculations, shows the results and describes the capacity of each system.

3.1 Drainage System Performance Targets

Minor drainage systems (pipes, catch basins, gutters etc) are typically designed to accommodate 5-year or 10-year return period⁴ flows. Major drainage systems (roadways, culverts, watercourses etc) are designed to convey larger flows, typically up to 100-year return period.

The current land use in the lower portion of the catchment is primarily residential and public open space. Many private properties are situated in the old creek alignments which would typically be used to convey the major flows. Creek 3A and 3B historic drainage courses have been diverted to a piped system so any major flows from these creeks now overflows at Macmillan Drive without a safe overland flow route.

⁴ 10-year return period storm has a 1 in 10 chance (10%) of being exceeded in any given year. A 100-year storm has a 1 in 100 chance (1%) of being exceeded in any given year.

Given this and the annual frequency of flooding events experienced around HW 1, the degree of risk warrants design of the drainage system to convey at a minimum the 100-year flows past the private properties and down to H’Kusum Park where some flooding would be acceptable as there is minimal risk to people and property in this public space.

There may be some flooding with 200-yr storms as these flows may not be accommodated in the drainage design.

3.2 Input Data

Historic and 100-yr rainfall data was generated⁵ for an ungauged location at the head of catchment area above the Village of Sayward (Lat 50.38477°, Lon -125.99185°). 200-yr rainfall amounts were calculated by increasing the 100-yr rainfall amount by 10%⁶. Values are shown in **Table 1** below.

Table 1 - 24-Hr Rainfall Design Values

Return Period	Historical 24-Hr Rainfall	Future 24-Hr Rainfall (RCP 8.5 Climate Change Model)
100-Yr	198mm (7.8")	234mm (9.2")
200-Yr	218mm (8.6")	257mm (10.1")

Land use in the catchments above the Village is assumed to be fully forested under present conditions⁷, and with ~40% clear cut under developed conditions. We have not accounted for any further development within the Village boundary as the catchment limits did not cover much developable land. Localized development in the Island Timberlands lot above MacMillan Drive will increase runoff rates, but is not expected to have a meaningful impact on the 100- and 200-year flows calculated below as these areas are part of a different sub-catchment that drains to H’Kusum Park via a 900 mm and unknown sized culverts from southern sections of MacMillan Drive.

⁵ Data from IDF_CC Tool 4.5 available from <https://www.idf-cc-uwo.ca/home> [accessed April 16, 2021]

⁶ This 10% increase over the 100-Year return period to the 200-Year return period is in keeping with the IDF curves prepared for Metro Vancouver which range from approximately 6.7%-10.7% increases. [BGC Engineering Inc.’s report: Regional IDF Curves, Metro Vancouver Climate Stations: Phase 1 \(Dec. 23, 2009\).](#)

⁷ M-Branch road was excluded from vegetation cover calculations as it is an insignificant percentage of overall area. M-Branch ditches were included in the time of concentration calculations used to confirm how long it takes water to migrate from the top to the bottom of the watershed.

3.3 Results

Calculated flows for Creeks 3A / 3B (catchment D3-A) and Creek 3C (catchment D4-A) are shown in **Table 2** below. **Sections 3.3.1** and **3.3.2** outline how the existing drainage infrastructure would be expected to handle these flows, and confirms if the system capacity is adequate.

For simplicity, we have not included flows from local catchments within the Village, as these should not significantly increase the major flows.

Table 2: Design Flows for 100-yr and 200-yr Return Periods

Catchment	Creek	Discharge Point	Design Flows (cu.m./sec)							
			Present Land Use ¹				Developed Land Use ²			
			100-yr Return Period		200-yr Return Period		100-yr Return Period		200-yr Return Period	
			Historic	RCP 8.5	Historic	RCP 8.5	Historic	RCP 8.5	Historic	RCP 8.5
D3-A	3A & 3B	Wooden crossing on Dyer Dr trail	1.3	2.0	1.7	2.4	1.7	2.5	2.2	3.0
D4-A	3C	1200 CSP pipe inlet	1.6	2.3	2.0	2.9	2.1	3.0	2.6	3.7

Notes

¹ Assumes forest in good hydrological condition

² Assumes ~40% of catchment area has been clear cut

3.3.1 Creek 3A & 3B

Existing 100-yr flows are expected to be 1.3 cu.m./sec and future 100-yr flows are 2.5 cu.m./sec. Peak future 200-yr flows are expected to be ~3.0 cu.m./sec.

The existing 600 mm headwall at MacMillan Drive has a maximum inlet capacity of 0.6 cu.m./sec therefore 0.7 to 1.9 cu.m./sec could be expected to overflow at the headwall and flood onto MacMillan Drive. The rest of the underground piped system down to H'Kusum Park is also unable to pass the maximum flow rate whether it is clear of debris or not.

The existing 600 mm CSP inlet at Headwall 2 in H'Kusum Park is also undersized with an inlet capacity of 0.4 cu.m./sec therefore between 0.9 and 2.1 cu.m./sec are expected to flood into H'Kusum Park and flow overland to the pond.

The system is undersized to handle existing peak flows and expected future peak flows.

3.3.2 Creek 3C

Existing 100-yr and 200-yr flows based on present land use within this catchment are expected to be between 1.6 and 2.0 cu.m./sec respectively. Peak 200-yr flows of ~3.7 cu.m./sec are expected based on higher yr-2100 rainfall rates due to climate change and assuming ~40% of the catchment is clear cut.

The existing 1200mm pipe inlet at Dyer Drive trail has sufficient capacity to pass the existing flows. The pipe flows at ~25% capacity which provides a significant buffer to allow for gravel filling part of the pipe. Under future flows, the pipe inlet does not have enough capacity to prevent overtopping of the trail and therefore some overland flow is expected.

The Kelsey Way twin 900 mm pipe-arch culvert crossing has a capacity of 2.8 cu.m./sec which will be able to pass all flows up to the future 100-year flow under developed land use.

The system is sized adequately for existing conditions. Under future flows, some overland flow is expected from the CSP pipe inlet if the system is not upgraded to accommodate 200-yr flows. Overland flow routes have not been confirmed and there may be flooding risk for properties downhill of the 1200 mm pipe inlet on Dyer Drive trail.

4. OTHER CONSIDERATIONS

4.1 Gravel Transport

As discussed in Sections 2.2 and 2.5.2, gravel is being generated from soils within the creek catchments and is migrating into the piped systems. The gravel is accumulating at the outlets and is expected to also be accumulating within the pipe at bends and changes in grade. This reduces the capacity of the system and is a factor that is contributing to drainage issues. Gravel management is an ongoing and costly issue for the Village.

Once gravel is inside a piped system, it is challenging and costly to remove. The best option is to minimise the amount of gravel entering the piped system in the first place by means of a sump or some other gravel storage / diversion facility. Secondly, the piped system should be designed so that any gravel that does enter the system can be removed via manholes at bends and changes in grade. Lastly, smooth pipes such as HDPE or PVC pipes allow gravel to move through the system easily.

Alternately, removing a closed pipe system and replacing with an open ditch system allows for much easier inspection and access for gravel maintenance.

Both existing piped systems reviewed have bends and grade changes without manholes, and these are key locations where gravel is expected to build up.

4.2 Sea Level Rise

We understand that the Village has engaged McElhanney to perform a flood hazard mapping study of the Salmon and White Rivers which will review the effects of sea level rise and establish flood construction levels (FCL) for the Village. This section provides a brief overview of sea level rise related to drainage, and is not intended to supersede any information that will be published in the flood hazard mapping study.

Sea levels in BC are predicted to rise 1 m by the year 2100 (see **Figure 2**).

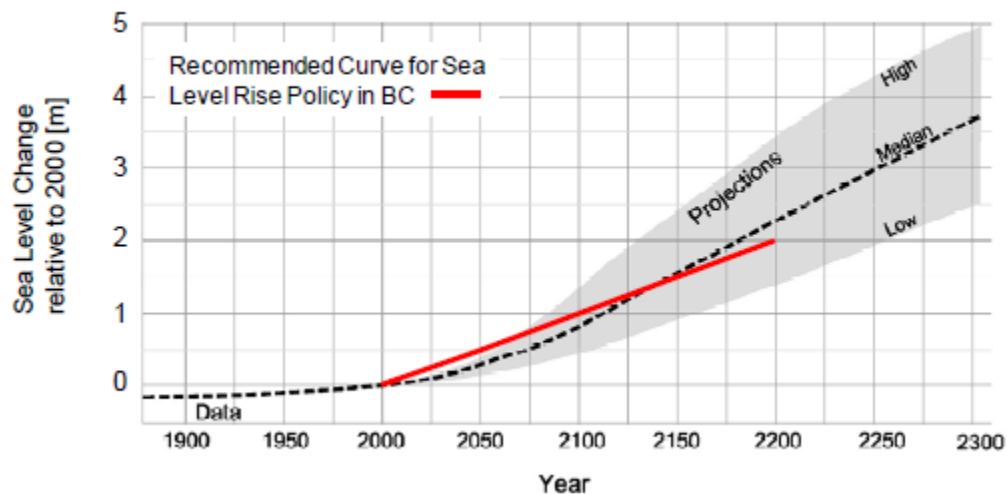


Figure 2 – Recommended Global Sea Level Rise Curve for Planning and Design in BC (from Ausenco Sandwell Climate Change Adaptation Guidelines for Sea Dikes and Coastal Flood Hazard Land Use, 2017 amendment)

The entire drainage catchment above the Village centre outlets to Salmon Bay at the downstream end of the Salmon River estuary. Predicted rise in sea levels will impact how quickly the H’Kusum Park pond can drain during high tides, particularly in the event of high river flows coupled with a high tide and storm surge event. Detailed analysis of the interaction between sea level rise and Salmon River discharges is beyond the scope of this report.

Detailed studies in Campbell River have shown that water levels at the mouth of the Campbell River are strongly influenced by tides in the bottom section ~2.5 km upstream from the river mouth⁸.

⁸ City of Campbell River Sea Level Rise Study, Phase 2 – Estuary Assessment, North West Hydraulic Consultants, 2018

Therefore, we have assumed that high flows from the Salmon River under a 200-yr storm will not significantly impact water elevations in Salmon Bay under a high tide.

Highland has followed the Province of BC guidelines for sea level rise to the year 2100. The calculated year 2100 flood reference plane for Sayward is 4.3-4.8 m, which includes 1.0 m global sea level rise, 0.4 m regional uplift and a 1.3 m storm surge allowance. We note again that this elevation may be superseded by the detailed Flood Hazard Mapping study that is currently underway.

The H'Kusum Park pond outlet is at 1.15 m elevation, therefore H'Kusum pond will have high tide waters backflow into the pond and raise the water level during high tides. This is expected to contribute to flooding in H'Kusum Park, however the Flood Hazard Mapping study should provide much more detail on this item.

4.3 Environmental & Archaeological Permitting

Assessment of ditches in relation to the Riparian Area Protection Act (RAPR) is beyond the scope of this report, however we recommend that a qualified environmental professional is engaged to assess each open watercourse and provide guidance on permitting requirements for any work that may be required as part of upgrades and/or ongoing regular maintenance.

Archaeological review and permitting may also be necessary as part of the design process for any upgrade works.

5. DRAINAGE UPGRADES

Refer to sheet 3 & 4 in **APPENDIX A** for plans showing the proposed drainage upgrades discussed below.

5.1 Short-Term Upgrades

The following short-term upgrades should be implemented as soon as possible to address the immediate risk of flooding homes at #311, 321 & 331 MacMillan Drive. All work is within Village of Sayward property.

1. Upgrade HW1 to 1200 mm with trash rack (to prevent large cobbles / boulders / debris entering the piped system).

2. Upgrade section of pipe on MacMillan Drive from HW1 to CBMH1 from 600 mm to 900 mm pipe.
3. Replace / upgrade section of pipe from CBMH1 to ditch outlet from 900 mm to 1200 mm including new manhole at the bend in pipe alignment.
4. Remove gravel from H'Kusum Park ditch and maintain bottom width of 1.0 m, minimum clear depth of 1.0 m and 2:1 side slopes to provide a flow capacity of ~0.7 cu.m./sec which will transport all minor storms and provide additional volume for sediment capture at the pipe outlet. Note the ditch is still expected to overflow into H'Kusum Park during major flows.
5. Line channel above 1200 mm inlet headwall with riprap to reduce gravel generation. This may not be necessary if item **11** is planned to be implemented in the medium term provided proper gravel removal maintenance work is carried out on the new piped system.

The next short-term upgrade addresses the risk of pipe failure in private property and potential property damage as a result:

6. If warranted (based on CCTV condition inspection) repair / replace some / all of the existing 1200 mm CSP culvert for Creek 3C. Note that this pipe trespasses through multiple private properties, so access agreements should be secured. Also refer to upgrade item **10** which recommends long term removal / abandonment of this section of pipe.

5.2 Medium-Term Upgrades

To minimize the short/medium term risk of flooding in H'Kusum Park, the following upgrade should be completed:

7. Clean outlets of the twin 900 mm CSP pipe arch culverts at Kelsey Way / Ambleside Drive and deepen the outlet ditch to the pond.
8. Upgrade DMH 2 inlet pipes to 1200 mm with new headwalls and replace DMH 2.

To protect Macmillan Drive homes from upslope surface water:

9. Install interceptor ditches upslope of existing residential lots and connect to existing piped system to H'Kusum Park. Note that the upslope property is owned by Island Timberlands (Mosaic), so coordination will be required and approval given for this work. SRWs should be registered. Ditch and pipe sizing is to be confirmed.

5.3 Long-Term Upgrades

Long term upgrades work towards re-establishing natural, open flow paths in the historic creek alignments. This will better serve to keep major flows away from private property, minimize the risk of capacity constraints from gravel build up in pipes and allow for much simpler gravel removal tasks by the Village.

10. Reinstate full overland flow of Creek 3C down the historical creek bed to H'Kusum Park. This will require acquisition of a portion of the Island Timberlands (Mosaic) lot and 280 / 301 MacMillan Drive. A road culvert crossing will need to be constructed to allow flow to safely pass under MacMillan Drive. The existing 1200 mm CSP culvert should be removed or abandoned.
11. Creek 3A and 3B have two options. Either:
 - a. Preferred option: Plan to reinstate Creek 3A & 3B original creek channels down to MacMillan Drive and install new pipe/headwalls to direct flow under MacMillan Drive to H'Kusum Park (size TBC); or
 - b. If upgrade 11a is not an option the Village wishes to consider: Redirect Creek 3A & 3B flows into Creek 3C by widening/deepening the ditch on the Dyer Drive access trail and abandoning the wooden diversion which currently directs flow to Headwall 1. Update COP and any other relevant planning documents to reflect this drainage pattern that must be maintained and only changed after a full drainage assessment.

Other long-term upgrades which will help increase the outlet capacity from the H'Kusum Park pond to the Salmon River estuary:

12. Upgrade H'Kusum Park pond outlet culverts under Sayward Rd and Salmon River Main to ~1600 mm (size TBC based on Flood Hazard Mapping study currently underway) to increase capacity to ~6cu.m/sec. Add a backflow flap on the outlet to minimize tidal water backups into the pond. Will require authorization from MoTI and Island Timberlands (Mosaic) as the culverts are under their jurisdiction.

6. OPINION OF PROBABLE COSTS

We have prepared an opinion of probable cost for the short-, medium- and long-term upgrade options presented in **Section 5**. Costs are summarized below and a detailed breakdown is included in **APPENDIX B**.

	Short-Term Upgrades	Medium-Term Upgrades	Long-Term Upgrades
Class of Estimate	Class C	Class D	Class D
Construction & Property Acquisition Value	\$528,000	\$485,000	\$1,520,000
General Contingency	\$105,600	\$121,250	\$380,000
Engineering, Legal etc. Allowance	\$52,800	\$48,500	\$152,000
Inflation Contingency	\$26,400	\$48,500	\$380,000
TOTAL (rounded)	\$713,000	\$703,000	\$2,432,000

CLASS C ESTIMATE: This estimate is based on the preliminary design that provides a recommended scope of work for the specific project. It includes estimates for consultant design fees where a proposal has not been received. This category is prepared with limited site information and is based on probable conditions affecting the project and past experiences with similar projects.

CLASS D ESTIMATE: This estimate is based on little or no site specific detailed engineering but provides order of magnitude or 'ball park' estimates and is derived from lump sum or unit costs from comparable projects of similar magnitude. This category is used in developing long term capital plans and for comparing conceptual options.

7. RECOMMENDATIONS

The following recommendations include additional investigation work that is required to complete a full assessment of the drainage system condition, as well as short, medium and long term recommendations based on the upgrade items outlined in **Section 5**.

Short term:

- A. Conduct CCTV condition inspection of existing drainage pipes to confirm size, condition, location and identify any blockages. This is particularly important for Creek 3C 1200 mm CSP pipe as any failure of this pipe may cause severe localized flood damage on private property along the pipe route. Revise drainage report recommendations, if required, based on pipe conditions that are found (see **upgrade item 6**).

- B. Engage a Qualified Environmental Professional to review all watercourses, provide guidance on permitting requirements for upgrades and/or ongoing maintenance activities, and submit permit applications on behalf of the Village.
- C. Confirm ownership of all land containing Village drainage infrastructure.
- D. Implement **upgrade items 1 to 4** to deal with the immediate risk of flooding on MacMillan Drive.
- E. Set up a regular maintenance schedule to remove sediment from ditches in September of each year (or other date as recommended by QEP) in preparation for wet season, and ongoing through fall / winter / spring as required to maintain channel capacity.

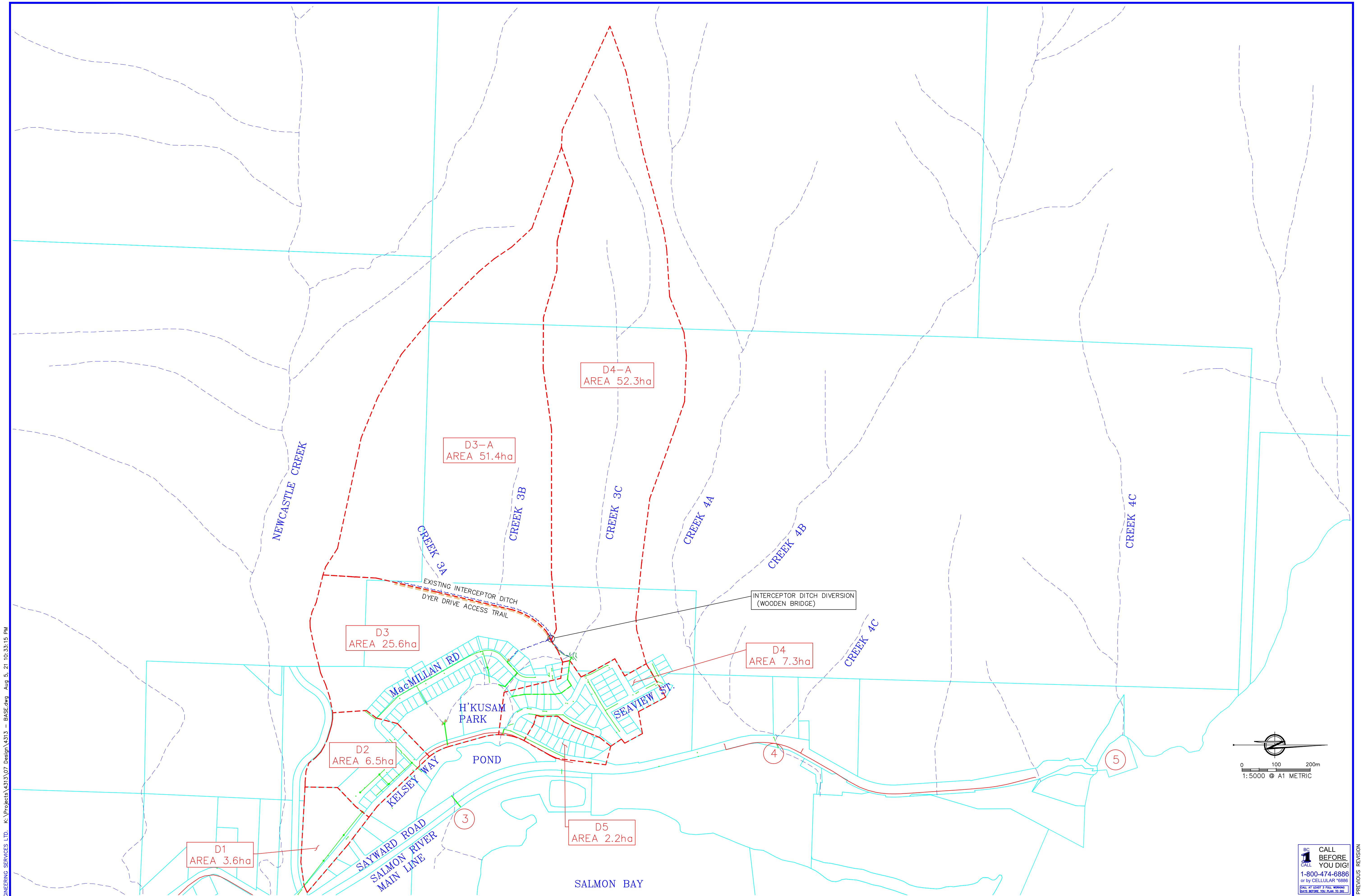
Medium / long term:

- F. Implement **upgrade items 7 and 8** to deal with drainage constraints in H'Kusum Park.
- G. Implement **upgrade item 9** to protect Macmillan Drive properties from upslope surface drainage.
- H. Confirm if reinstatement of existing creek channels (**upgrade items 10 & 11**) is feasible based on Village planning objectives:
 - If so, start land acquisition process and update Village planning documents (OCP etc).
 - If not, review options for rehabilitation/replacement of existing pipes
- I. Based on results of Flood Hazard Mapping study, start consultation process with MoTI and Island Timberlands (Mosaic) if upgrades to Sayward Road culverts are required as outlined in long-term **upgrade item 12**.
- J. Register SRW/easements where all existing and proposed Village infrastructure runs through private property.

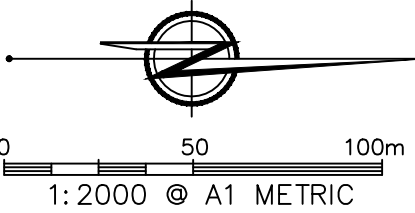
APPENDIX A

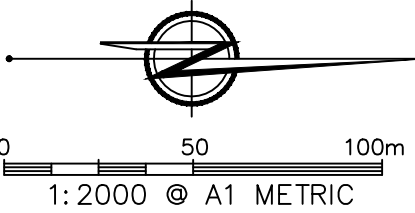
Drainage Plans

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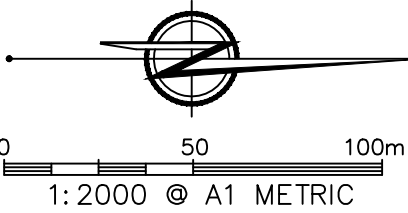


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2		FOR FINAL REPORT		SM		21/07/27						C		CURB & GUTTER		C		HYD.		FIRE HYDRANT		HYD.											
1		FOR REPORT		HT		21/05/26						C		SIDEWALK		C		W.V.		WATER VALVE		W.V.						SHEET 2					
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1	FOR REPORT	HT	21/05/26	—	—	—	SIDEWALK	—	W.V.	WATER VALVE	—	—	—			—
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APPENDIX B

Opinion of Probable Cost

Project:	Sayward Master Drainage Plan Update	Prepared By:	S. Masterman	2021-07-27
Owner:	Village of Sayward	Reviewed by:	R. K. Stephens	2021-07-27
Contractor:	n/a	Highland File #:	4313	

Item #	Description of Work	Estimated Quantity	Unit	Unit Price, \$	Estimated Amount
Short-Term Upgrades					
1.00	Mob/Demob; Traffic Control; Safety Etc ¹	1	LS	\$ 50 000.00	\$ 50 000.00
1.01	CCTV pipeline inspection - 2 day allowance	1	LS	\$ 11 000.00	\$ 11 000.00
1.02	Concrete Headwall 1200mm w. Trash Rack	1	Ea	\$ 12 000.00	\$ 12 000.00
1.03	Storm Pipe 1200mm Concrete	20	Lin. M.	\$ 1 750.00	\$ 35 000.00
1.04	Storm Pipe 900mm Ribbed PVC	96	Lin. M.	\$ 1 250.00	\$ 120 000.00
1.05	Manhole base, lid, slab, cover, frame and risers 1800mm diameter	3	ea	\$ 15 000.00	\$ 45 000.00
1.06	Misc. Concrete / Asphalt / Landscaping Surface Restoration	1	Allowance	\$ 20 000.00	\$ 20 000.00
1.07	Riprap Lining of Channel above 1200mm Inlet Headwall (~150m length)	1	Allowance	\$ 85 000.00	\$ 85 000.00
1.08	Ex. 1200mm CSP Pipe (Creek 3C) Repair Allowance	1	Allowance	\$ 150 000.00	\$ 150 000.00
[Scope TBC Based on CCTV Inspection]					

Sub-Total \$ 528,000.00

General Contingency Allowance	20%	\$ 105,600.00
Allowance for Engineering, Legal and Administrative Costs	10%	\$ 52,800.00
Contingency Allowance for Inflation	5%	\$ 26,400.00

CLASS C OPINION OF PROBABLE COST Total \$ 713,000.00

Medium-Term Upgrades					
2.00	Mob/Demob; Traffic Control; Safety Etc ¹	1	LS	\$ 100 000.00	\$ 100 000.00
2.01	Clean 900mm Pipe Arch Culverts & Deepen Ditch to H'Kusum Pond	1	LS	\$ 5 000.00	\$ 5 000.00
2.02	Concrete Headwall 1200mm	2	Ea	\$ 12 000.00	\$ 24 000.00
2.03	Storm Pipe 1200mm Concrete	15	Lin. M.	\$ 1 750.00	\$ 26 250.00
2.04	Manhole - 5m x 3m custom box & lid	1	LS	\$ 15 000.00	\$ 15 000.00
2.05	Interceptor Ditches Above MacMillan Rd Properties	650	Lin. M.	\$ 100.00	\$ 65 000.00
	(Clear & Grub; Shape & Finish Ditch)				
2.06	3 headwalls and ~150m pipework - sizes TBD	1	Allowance	\$ 250 000.00	\$ 250 000.00

Sub-Total \$ 485,000.00

General Contingency Allowance	25%	\$ 121,250.00
Allowance for Engineering, Legal and Administrative Costs	10%	\$ 48,500.00
Contingency Allowance for Inflation	10%	\$ 48,500.00

CLASS D OPINION OF PROBABLE COST Total \$ 703,000.00

Long-Term Upgrades					
3.00	Mob/Demob; Traffic Control; Safety Etc ¹	1	LS	\$ 200 000.00	\$ 200 000.00
3.01	Property Acquisition - 280 MacMillan Drive	1	Ea	\$ 70 000.00	\$ 70 000.00
3.02	Property Acquisition - 301 MacMillan Drive	1	Ea	\$ 75 000.00	\$ 75 000.00
3.03	Creek Crossings at MacMillan Drive / Dyer Drive	1	LS	\$ 375 000.00	\$ 375 000.00
	(Assume Pipe Arch Culvert ³)				
3.04	Creek 3C Reinstatement Bank Work / Environmental Work	1	Allowance	\$ 250 000.00	\$ 250 000.00
3.05	Creek 3A & 3B Realignment to Original Creek Beds ²	1	Allowance	\$ 250 000.00	\$ 250 000.00
3.06	Property Acquisition for Creeek 3A & 3B Realignment	1	Allowance	\$ 300 000.00	\$ 300 000.00

Sub-Total \$ 1,520,000.00

General Contingency Allowance	25%	\$ 380,000.00
Allowance for Engineering, Legal and Administrative Costs	10%	\$ 152,000.00
Contingency Allowance for Inflation	25%	\$ 380,000.00

CLASS D OPINION OF PROBABLE COST Total \$ 2,432,000.00

Notes

- ¹ Assumes all work is performed under a single contract with one mobilisation / demobilisation
² Assumes that headwalls and piping on MacMillan Drive (item 2.06) have already been installed
³ Creek crossing design scope TBC during preliminary design stage with environmental input

Definitions

CLASS C ESTIMATE: This estimate is based on the preliminary design that provides a recommended scope of work for the specific project. It includes estimates for consultant design fees where a proposal has not been received. This category is prepared with limited site information and is based on probable conditions affecting the project and past experiences with similar projects.

CLASS D ESTIMATE: This estimate is based on little or no site specific detailed engineering but provides order of magnitude or 'ball park' estimates and is derived from lump sum or unit costs from comparable projects of similar magnitude. This category is used in developing long term capital plans and for comparing conceptual options.

APPENDIX C

Photographs



Photo 1 - Culvert inlet at Creek 3C crossing of M-Branch



Photo 2 - Culvert outlet at Creek 3C crossing of M-Branch



Photo 3 - Creek 3C gully just below M-Branch road crossing. Note gravel and cobbles in creek bed.



Photo 4 - Undercut bank in mid-section of Creek 3C with exposed gravelly subsoils



Photo 5 - Wooden log diversion structure for Creek 3A & 3B flows (water flows left to right under the trail)



*Photo 6 - Creek 3A & 3B drainage channel below wooden log diversion structure.
Note exposed gravels in walls and continued erosion in bottom of channel*



Photo 7 - Drainage ditch upstream of Headwall 1



Photo 8 - Creek 3A & 3B outlet in H'Kusum Park. Note gravel depth in pipe and ditch, and pile of dredged material next to ditch.



Photo 9 - 600mm CSP pipe inlet to DMH 2



Photo 10 - 1050mm culvert outlet from storage pond to Salmon River estuary



Photo 11 - Creek 3C inlet pipe/trashrack



Photo 12 - Pile of dredged material from pool at Creek 3C inlet pipe



Photo 13 - Creek 3C outlet pipe at H'Kusum Park. Note pile of dredged gravels on left side of ditch.



Photo 14 - Double 900mm CSP Pipe Arch Crossing of Kelsey Way

APPENDIX C.

Environmental Assessment

MEMORANDUM

Nicholas Bruce, P. Eng.
Division Manager, Municipal Engineering
McElhnaney Ltd.
nbruce@mcelhanney.com

January 24th, 2025

Re: Drainage Assessment Summary for Village of Sayward Stormwater Management Works

Pacificus Biological Services (Pacificus) was retained by the Village of Sayward (VoS) to conduct a drainage assessment ahead stormwater management works that are required to remedy ongoing flooding issues of residential roadways.

The field assessment was completed by Jo Gagnon, BSc. and Charlotte Palmer, BSc. on January 16th, 2025 and aimed to accomplish the following:

- 1) Delineate and map watercourses within the influence of proposed works.
- 2) Evaluate fish accessibility as well as fish utilization potential within identified watercourses.
- 3) Determine the regulatory requirements for project approval.

DRAINAGE ASSESSMENT RESULTS

A total of 8 watercourses were identified within the influence of the proposed stormwater management works. Anadromous barriers to upstream fish passage were identified during the assessment and electrofishing sampling was conducted in all available habitat upslope of all identified barriers to rule out the presence of resident fish populations.

STREAM 1

- Flows east into the VoS pond along the northern boundary of Kusam Park.
- Confirmed fish presence: Stickleback and salmonid caught within ditch system.
- Point of Termination (POT) corresponds to proposed location of diversion channel connection.

STREAM 1-1

- Poorly channelized organic seepage channel that drains through lot.



PACIFICUS

BIOLOGICAL SERVICES LTD

- Not fish accessible with no fish utilization potential observed in current state.

STREAM 2

- Drains into manhole at MacMillan Road and likely enters buried culvert that eventually drains into the Kusam Park ditch.
- Gradient barrier to upstream fish passage identified approximately 115m upslope from POC at 10U, 289205.73 m E, 5585339.16 m N.
- Electrofishing conducted in all habitat upslope of barrier and no fish were captured.

STREAM 3A

- Drains into manhole at Macmillan Road and into stormwater system. No discernable surface flow connection via culverting.
- Gradient barrier to upstream fish passage identified approximately 90m upstream from the POC at 10U, 289126.88 m E, 5585152.28 m N.
- Electrofishing conducted in all habitat upslope of manhole and no fish were captured.

STREAM 3B

- Drains into manhole at MacMillan Road.
- Barrier to upstream fish passage identified at POC at 10U, 289231.00 m E, 5585233.00 m N.
- Electrofishing conducted in all habitat upslope of barrier and no fish were captured.

STREAM 3C

- Drains into culvert headwall at POC.
- No fish accessibility identified.
- Electrofishing conducted in all habitat and no fish were captured.

DYER DITCH

- No fish accessibility identified.
- Potential fish habitat observed within ditch which was observed to have naturalized stream features.
- Electrofishing conducted in all habitat and no fish were captured.

KUSAM PARK DITCH

- Flows along the perimeter of the park into the stormwater detention pond.
- Unimpeded fish access from the ocean via stormwater pond confirmed.

PRELIMINARY REGULATORY REQUIREMENTS

- Municipal Development Permits: No environmental development permits for Strathcona Regional District (SRD) Area A according to OCP.
- Provincial *Water Sustainability Act (WSA)*: The submission of a change approval is recommended which is a written authorization to make changes in and about a stream..
- Provincial *Riparian Area Protection Regulation (RAPR)*. Works defined as 'development' proposed within the 30m Riparian Assessment Area (RAA) of Stream 1 and the Kusam Ditch.
- Federal *Fisheries Act*: A DFO Notification submission is recommended due to the potential erosion and sediment control (ESC) concerns of the proposed works on fish accessible watercourses (Kusam Ditch and STR1).
- A more thorough review of regulatory requirements with submission timelines to be provided shortly.

Should you have any questions or concerns regarding the content of this letter, please do not hesitate to contact our office directly at (250) 949 9450.

Sincerely,

Reviewed by:



Jo Gagnon, BSc.
Pacificus Biological Services Ltd.



Doug McCorquodale, RPBio
Pacificus Biological Services Ltd.

APPENDIX D.

Preliminary Design Drawings

DATE: 2025-03-11 09:29 FILE: \\snp\TAL-cr\221\PROJECTS\221-49618-06 V05 Stormwater Master PH Design\07_DRAWINGS\01_Sheets\49618-06 V05 STORMWATR PH 1 COVER C-000-01.dwg McElhanney Cover A1 - 2024-02-05

CLIENT

VILLAGE OF SAYWARD

ADDRESS / CONTACT INFO.

652 H'KUSAM WAY, SAYWARD B.C., PO BOX 29,
V0P 1R0

PROJECT NAME

DYER ROAD DIVERSION & DRAINAGE PLAN

DESCRIPTION

PHASE 1 - SAYWARD STORMWATER MASTER PLAN IMPROVEMENTS

McELHANNEY PROJECT

2221-49618-06

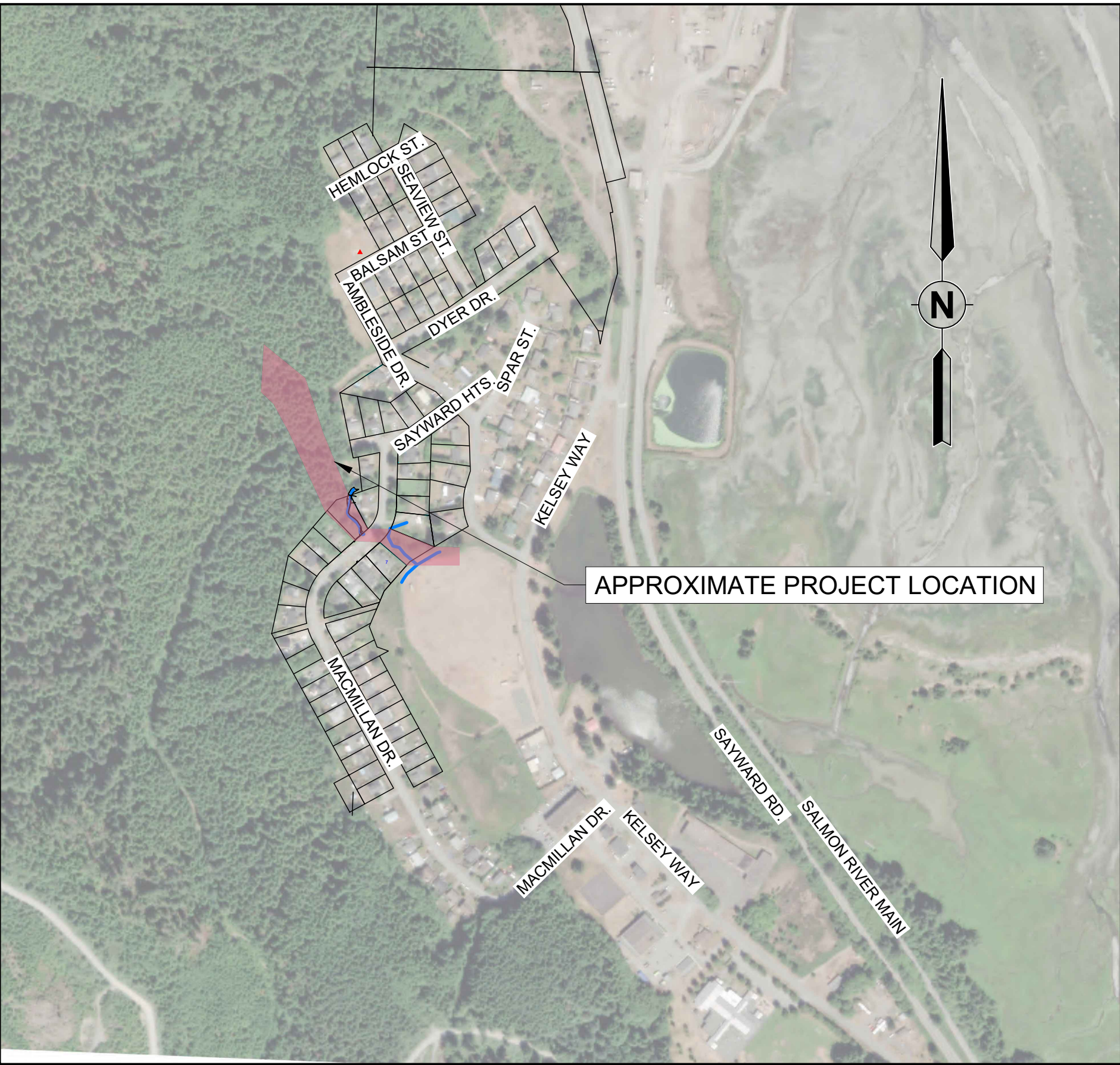
OTHER REFERENCE

STATUS

ISSUED FOR INFORMATION



1196 Dogwood Street,
Campbell River BC V9W 3A2
Tel. 250 287 7799



PROJECT LOCATION

DRAWING LIST								
SHEET #	SHEET TITLE	REVISIONS						
		PA	PB	PC	0	1	2	3
C000	NOTES AND LEGEND							
C100	EXISTING CONDITIONS PLAN							
C101	PROPOSED WORKS AND KEY MAP							
C102	DRAINAGE - DYER DR ACCESS RD							
C103	CREEK 3C							
C104	PROPOSED DRAINAGE DITCH							
C105	DETAILS							

McElhanney ISO A1 - 2024-02-05

GENERAL CONSTRUCTION NOTES:

1.

ALL WORKS TO BE COMPLETED IN CONFORMANCE WITH VILLAGE OF SAYWARD STANDARDS AND MMCD VOLUME II (2019 EDITION).
2.

ALL TRENCHING TO BE CARRIED OUT IN CONFORMANCE WITH WORKSAFE BC REGULATIONS FOR SIDE SLOPE AND SHORING.
3.

ALL UTILITY TRENCHES TO BE AS PER MMCD STD DWG# G4 - "UTILITY TRENCH".
4.

THE LOCATIONS SHOWN FOR EXISTING UTILITIES ARE BASED ON MUNICIPAL RECORDS, 'AS BUILT' DRAWINGS AND LIMITED FIELD SURVEY. THIS INFORMATION MAY NOT BE ACCURATE OR COMPLETE.
5.

THE CONTRACTOR SHALL UTILIZE BC1 CALL SERVICE TO ASSIST LOCATING ALL EXISTING UTILITIES IN THE AREA OF CONSTRUCTION. IN ADDITION, THE CONTRACTOR SHALL EXERCISE CAUTION WHILE EXCAVATING IN ORDER TO AVOID DAMAGE TO THE EXISTING INFRASTRUCTURE.
6.

PRIOR TO CONSTRUCTION THE CONTRACTOR SHALL CONFIRM THE LOCATION AND ELEVATIONS OF ALL PIPES OR OTHER UTILITIES AT CROSSINGS AND CONNECTION LOCATIONS, AND NOTIFY THE ENGINEER OF ANY DISCREPANCIES.
7.

THE CONTRACTOR IS RESPONSIBLE FOR ALL WORK AT OR AROUND EXISTING UTILITY POLES, AND SHALL COORDINATE WITH THE APPROPRIATE AGENCY, AND BE RESPONSIBLE FOR THE RELOCATION OR MAINTENANCE/PROTECTION OF ALL UTILITY POLES AND GUY WIRES.
8.

ASPHALT RESTORATION SHALL BE AS PER MMCD STD DWG# G5 - "PAVEMENT RESTORATION".
9.

THE CONTRACTOR SHALL ENSURE THAT ALL ENVIRONMENTAL PROTECTIONS TO ELIMINATE DOWNSTREAM SEDIMENT TRANSPORT, AS OUTLINED ON THE EROSION AND SEDIMENT CONTROL PLAN, ARE IN PLACE PRIOR TO THE START OF CONSTRUCTION AND REMAIN IN PLACE FOR THE DURATION OF THE WORK.

ROADWORKS NOTES

1.

PAVEMENT STRUCTURE TO BE CONSTRUCTED AS PER CITY OF CAMPBELL RIVER (CCR) STANDARDS.
2.

ALL CURBS TO BE ROLLOVER CURB AS PER MMCD STD DETAIL #C4
3.

BARRIER CURB SHALL BE PLACED FOR 6.0m ON CENTRE WHERE CURBING IS ADJACENT TO BC HYDRO LOW PROFILE TRANSFORMER (LPT), AND SERVICE BOXES (SB) AS PER B.C. HYDRO REQUIREMENTS. REFER TO ELECTRICAL DRAWINGS FOR EXACT LOCATIONS.
4.

NO CURB CONSTRUCTION SHALL COMMENCE PRIOR TO ACCEPTANCE OF THE STRING LINE BY THE ENGINEER.

SANITARY AND STORM SEWER NOTES

1.

ALL STORM SERVICES SHALL BE 150mmØ PVC DR28 UNLESS OTHERWISE NOTED.
2.

ALL SANITARY SERVICES SHALL BE 100mmØ PVC DR28 UNLESS OTHERWISE NOTED.
3.

ALL NEWLY CONSTRUCTED SANITARY SEWER LINES AND STORM SEWER DRAINS TO BE VIDEO INSPECTED ON COMPLETION OF THE WORKS.
4.

CONTRACTOR SHALL EXPOSE ALL EXISTING STORM AND SANITARY SERVICES AND DECOMMISSION AS PER CCR STANDARDS.
5.

PIPE SLOPES AND LENGTHS ARE MEASURED FROM CENTRE TO CENTRE OF MANHOLES.
6.

ALL CONNECTIONS TO LIVE SANITARY MAINS IS TO BE WITNESSED BY THE VILLAGE. MINIMUM 5 BUSINESS DAYS NOTIFICATION IS REQUIRED.

TRAFFIC MANAGEMENT NOTES:

1.

CONTRACTOR IS REQUIRED TO PREPARE A TRAFFIC MANAGEMENT PLAN (TMP) BASED ON THE GUIDELINES PROVIDED. SUBMIT TMP AT A MINIMUM OF 15 WORKING DAYS PRIOR TO CONSTRUCTION AND AWAIT APPROVAL PRIOR TO THE COMMENCEMENT OF ANY WORK.
2.

CONTRACTOR SHALL NOTIFY ALL EMERGENCY SERVICE AGENCIES OF THE SUBSEQUENT WORK ZONE AREA, SPEED REDUCTIONS AND DETOURS THAT MAY AFFECT TRAFFIC FLOW.
3.

CONTRACTOR SHALL ERECT ALL APPROPRIATE CONSTRUCTION ZONE SIGNAGE AND UTILIZE FLAG PERSONNEL TO MAINTAIN SAFE AND EFFICIENT TRAFFIC FLOW THROUGH AND AROUND THE WORK SITE.
4.

CONTRACTOR SHALL VERIFY THAT SITE SAFETY FOR VEHICLE OPERATORS AND PEDESTRIANS IS MAINTAINED FROM THE END OF EACH WORK DAY THROUGH THE NIGHT UNTIL THE START OF THE NEXT WORK DAY USING AT A MINIMUM: FLASHING BEACONS, BARRICADES, SIGNAGE, DELINEATORS, ETC. IN ACCORDANCE WITH CURRENT CONSTRUCTION ZONE SIGNAGE STANDARDS.
5.

CONTRACTOR SHALL COMPLY WITH ALL CURRENT VILLAGE BY-LAWS REGARDING VEHICLE INSURANCE, PERMITS, AND LICENSING.

WATERWORKS NOTES

1.

MINIMUM VERTICAL SEPARATION BETWEEN A WATER SERVICE AND ANY PIPE SHALL BE 0.3m.
2.

WHERE A WATER SERVICE CROSSES OVER STORM/SANITARY WITH LESS THAN 0.5m VERTICAL SEPARATION, WRAP ALL WATERMAIN JOINTS WITHIN 3.0m OF CROSSING. WHERE WATERMAIN CROSSES UNDER STORM/SANITARY, WRAP ALL WATERMAIN, STORM AND SANITARY JOINTS INCLUDING TEES, BENDS, CROSSES, REDUCERS, VALVES ETC. WITHIN 6.0m OF CROSSING.
3.

WRAP ALL WATER JOINTS WITH LESS THAN 3.0m HORIZONTAL SEPARATION TO ANY PIPE. JOINT WRAP SHALL MEET OR EXCEED THE B.C. MINISTRY OF HEALTH REQUIREMENTS FOR WATERMAIN JOINT PROTECTION AND AWWA/ANSI STANDARD C209 (CANUS "JOINTWRAP" COLD APPLIED PIPE JOINT SLEEVE, OR EQUAL).
4.

ALL NEW WATER PIPES SHALL BE TESTED, DISINFECTED AND FLUSHED IN ACCORDANCE WITH MMCD, SECTION 33 11 01, 3.17 - 3.21, AND CCR SUPPLEMENTAL SPECIFICATION PRIOR TO TIE-IN TO EXISTING WATERMANS.
5.

BIOLOGICAL TESTING OF NEW WATERWORKS IS TO BE DONE PRIOR TO COMMISSIONING OF NEW MAINS USING PROCEDURES OUTLINED BY THE PROVINCIAL MINISTRY OF HEALTH.
6.

CONTRACTOR IS TO NOTIFY THE VILLAGE AND ENGINEER A MINIMUM OF 5 BUSINESS DAYS PRIOR TO WATERMAIN TIE INS. APPLICATION FOR WATERMAIN ACTIVATION TO BE SUBMITTED BY ENGINEER TO CITY MINIMUM 5 BUSINESS DAYS IN ADVANCE. ALL TIE INS AND SERVICE CONNECTIONS ARE TO BE WITNESSED BY THE ENGINEER AND THE CITY. A MINIMUM OF 5 BUSINESS DAYS NOTIFICATION TO THE CITY OPERATIONS DIVISION IS REQUIRED.
7.

THE VILLAGE MUST BE IN POSSESSION OF THE ISLAND HEALTH WATERWORKS CONSTRUCTION PERMIT PRIOR TO CONSTRUCTION. WORK ON CITY LAND PERMIT WILL NOT BE ISSUED UNTIL THIS HAS BEEN RECEIVED.
8.

CONTRACTOR IS TO NOTIFY ALL AFFECTED WATER CUSTOMERS IN WRITING OF SCHEDULED WATER MAIN SHUT DOWNS. NOTIFICATION OF 3 BUSINESS DAYS MINIMUM IS REQUIRED.

SURVEY NOTES

1.

SITE SURVEY PERFORMED NOV. 28-29 AND DEC 2-3, 2024 BY McELHANNEY.
2.

SURVEY SUPPLEMENTED WITH LIDAR DATA DERIVED FROM LIDARBC ACCESSED NOV. 15, 2024.
3.

ELEVATIONS ARE GEODETIC AND REFERENCED TO THE HT2.0 GEOID, AND ARE DERIVED FROM A PRECISE POINT POSITIONING (PPP) SOLUTION.
4.

COORDINATES ARE IN UTM ZONE 9, NAD83.
5.

ADJUSTED COORDINATES BY COMBINED SCALE FACTOR OF 1.0001406967 CALCULATED AT:
- 5.1.

STA: 1100
- 5.2.

NORTHING: 5585605.210
- 5.3.

EASTING: 289282.715
6.

CONTOUR INTERVAL: MAJOR 5.0m, MINOR 1.0m
7.

ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE NOTED.
8.

LEGAL LINES DERIVED FROM PARCELMAP BC, ACCESSED NOV 8, 2024.
9.

LOCATIONS OF UNDERGROUND UTILITIES SHOWN ON PLAN ARE DERIVED FROM BC1CALL, ACCESSED ON NOV. 22, 2024, AND ARE APPROXIMATE ONLY. INFORMATION MAY NOT BE COMPLETE OR ACCURATE. CONTRACTOR SHALL EXPOSE LOCATIONS OF ALL EXISTING UTILITIES AND ADVISE THE ENGINEER OF POTENTIAL CONFLICTS.

LEGEND				
EXISTING		DESCRIPTION	PROPOSED	
SITE		PROPERTY LINE		SITE
		LIMIT OF CONSTRUCTION		
		GROUND CONTOUR (MAJ)		
		GROUND CONTOUR (MIN)		
		TOP OF SLOPE		
		BOTTOM OF SLOPE		
		DITCH (SURVEYED)		
		DITCH (NOT SURVEYED)		
		SWALE		
		DRAINAGE AREA DELINEATION		
SANITARY SEWER		SANITARY SEWER		SANITARY SEWER
		SANITARY FORCE MAIN		
		SANITARY MANHOLE		
		INSPECTION CHAMBER		
STORM SEWER		CLEANOUT		STORM SEWER
		STORM SEWER		
		STORM MANHOLE		
		GRATE TOP STORM MANHOLE		
		CATCH BASIN		
		LAWN BASIN		
		CATCH BASIN LEAD		
		CULVERT (UNSURVEYED)		
WATER		INSPECTION CHAMBER		WATER
		CLEANOUT		
		WATER MAIN		
		WATER VALVE		
UTILITIES		HYDRANT ASSEMBLY		UTILITIES
		UTILITY POLE		
		UTILITY POLE WITH LIGHT		
		STREET LIGHT (DAVIT POLE)		
		TRANSFORMER (LPT)		
		HYDRO DUCT		
MISC.		CABLE DUCT		MISC.
		TELUS DUCT		
		GAS DUCT		
		OVERHEAD HYDRO		
		SURVEY CONTROL POINT		
		PLAN / PROFILE SHEET REFERENCE		

DATE: 2025-03-11 09:29 FILE: \\cort\TAL-cr2221\PROJECTS\2221-14861806 V05-Stormwater Master PH1-Design\07_DRAWINGS\01_Sheets\49618-06 V05 STORMWATR PH 1- COVER C-000-101.dwg

PA	2025-02-11	ISSUED FOR INFORMATION ONLY	TJP	RNB	
Rev	Date	Description	Drawn	Design	App'd

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ORIGINAL DWG SIZE: ISO A1 (594 x 841mm)

1196 Dogwood Street,
Campbell River BC V9W 3A2
Tel. 250 287 7799

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CONSTRUCTION

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VILLAGE OF SAYWARD
652 HKUSAM WAY, SAYWARD B.C., PO BOX 29, V0P 1R0
STORMWATER MASTER PLAN PH. 1
NOTES AND LEGEND

SAYWARD
BRITISH COLUMBIA

Drawing No.

C000

Project Number	Rev.
2221-49618-06	PA

Package Page 147

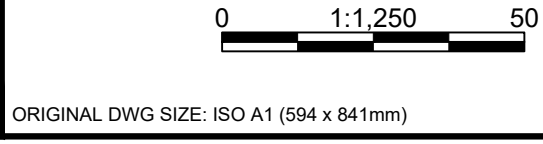
DESTROY ALL PRINTS BEARING PREVIOUS REVISION



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ORIGINAL DWG SIZE: ISO A1 (594 x 841mm)

McElhanney

1196 Dogwood Street,
Campbell River BC V9W 3A2
Tel. 250 287 7799

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ERRORS AND OMISSIONS

VILLAGE OF SAYWARD
652 HKUSAM WAY, SAYWARD B.C., PO BOX 29, V0P 1R0
**STORMWATER MASTER PLAN PH. 1
EXISTING CONDITIONS PLAN**

SAYWARD
BRITISH COLUMBIA

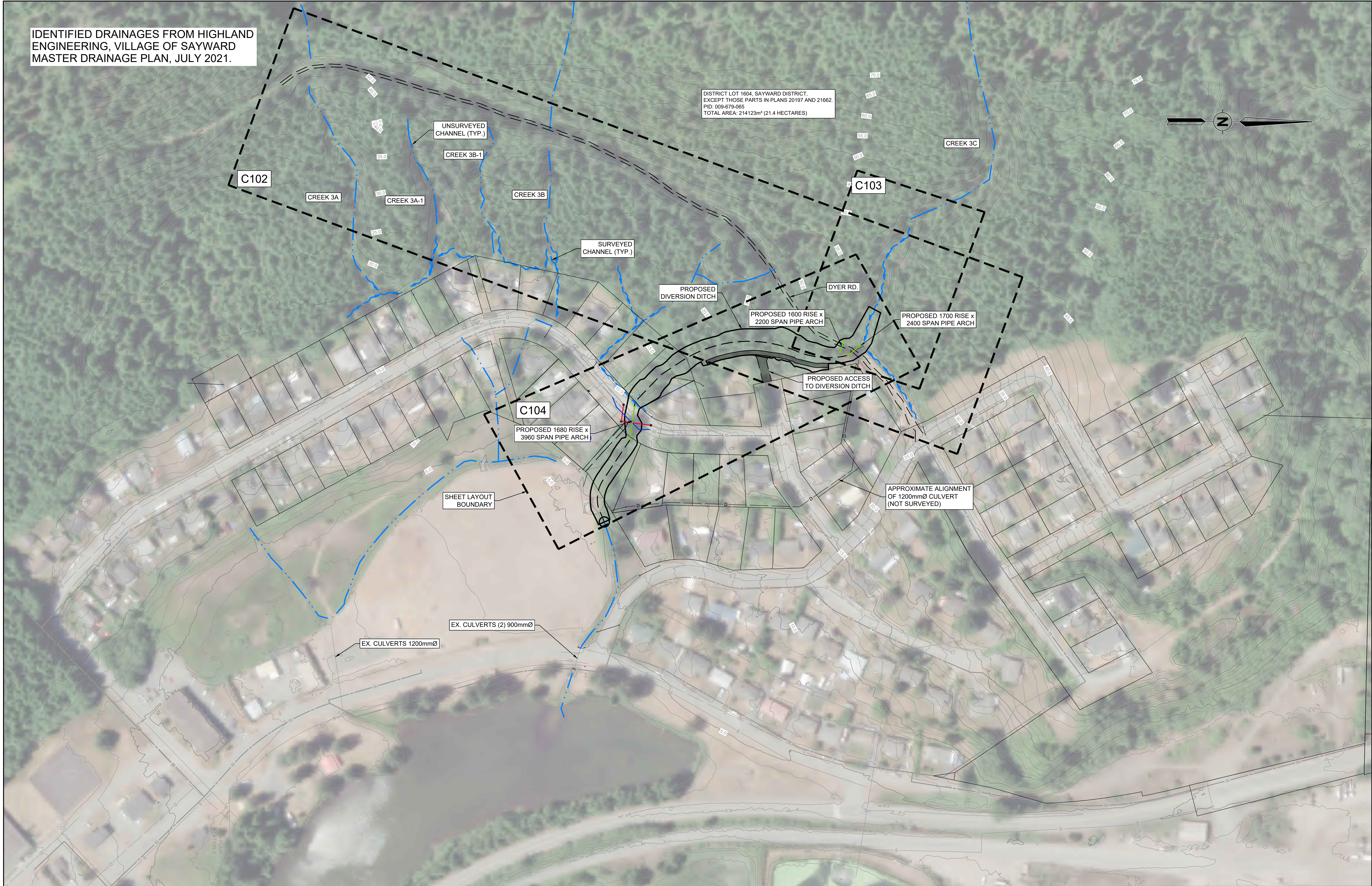
Drawing No.

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Project Number
2221-49618-06

Rev.
PA

Package Page 148



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ORIGINAL DWG SIZE: ISO A1 (594 x 841mm)

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1196 Dogwood Street,
Campbell River BC V9W 3A2
Tel. 250 287 7799

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ERRORS AND OMISSIONS

VILLAGE OF SAYWARD
652 HKUSAM WAY, SAYWARD B.C., PO BOX 29, V0P 1R0
**STORMWATER MASTER PLAN PH. 1
PROPOSED WORKS & KEY MAP**

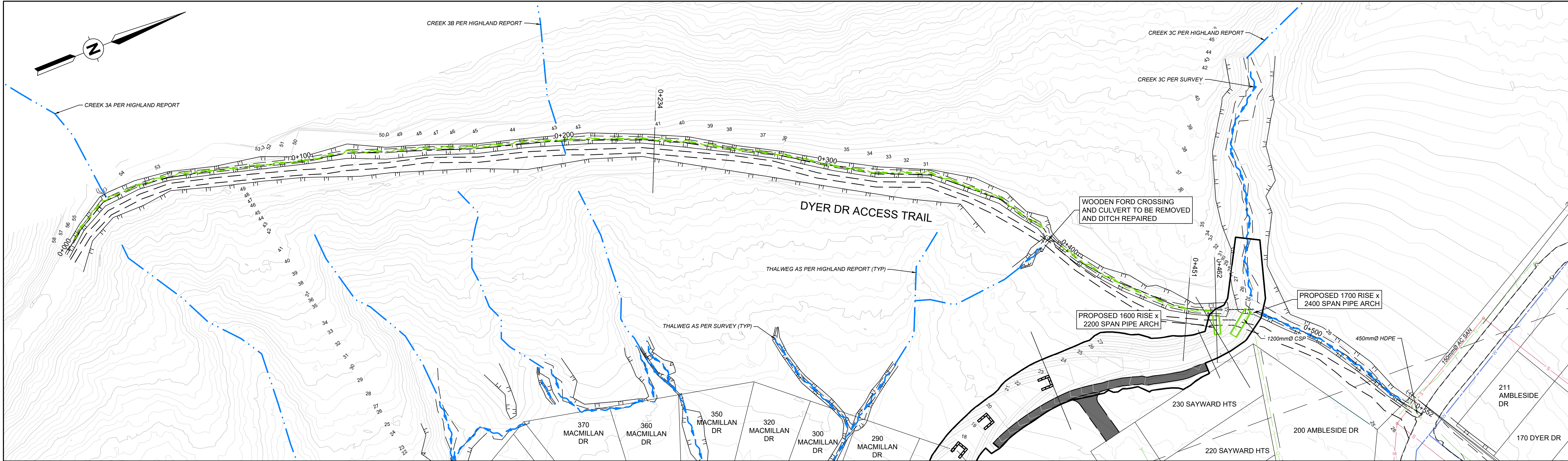
SAYWARD
BRITISH COLUMBIA

Drawing No.
C101

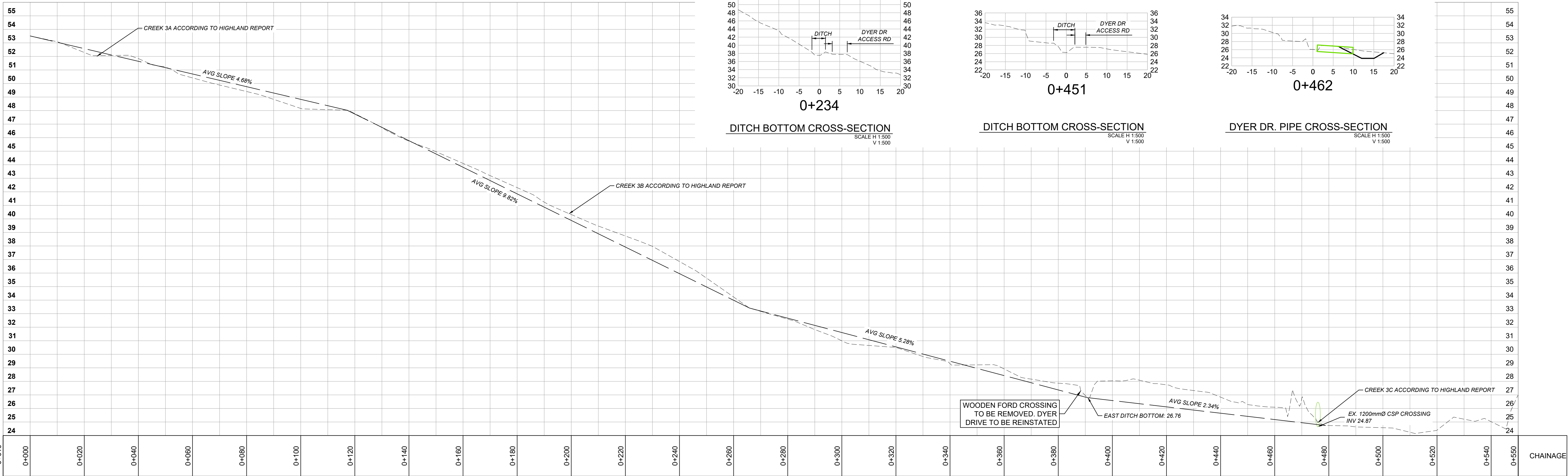
Project Number
2221-49618-06

Rev.
PA

Package Page 149



DYER DR ACCESS PLAN
SCALE 1:750



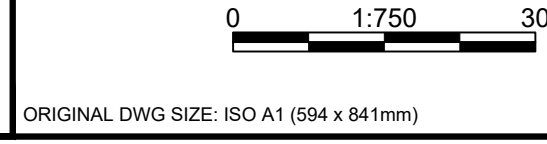
DYER DR DITCH INVERT PROFILE
SCALE 1:150
V 1:150

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1196 Dogwood Street,
Campbell River BC V9W 3A2
Tel. 250 287 7799

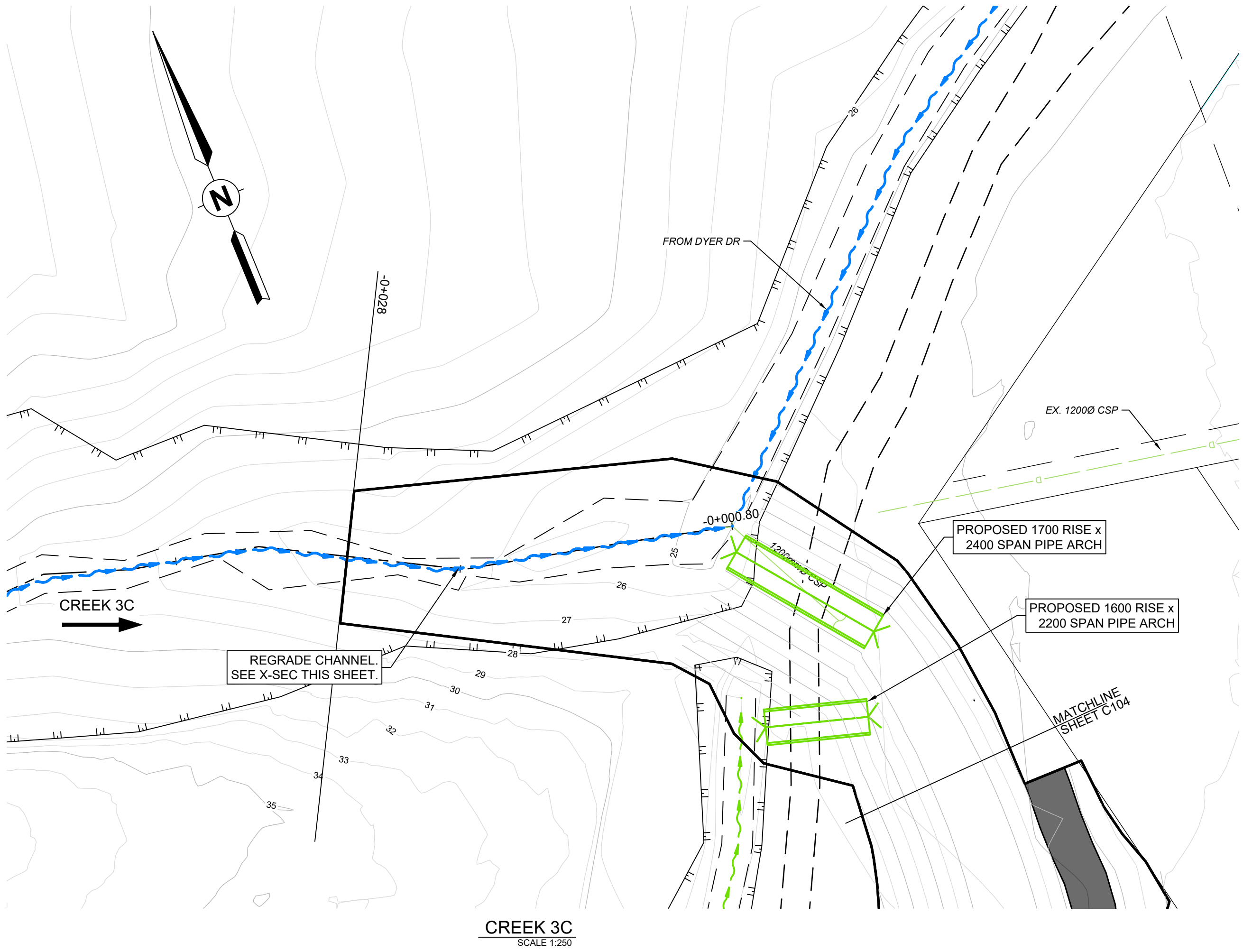
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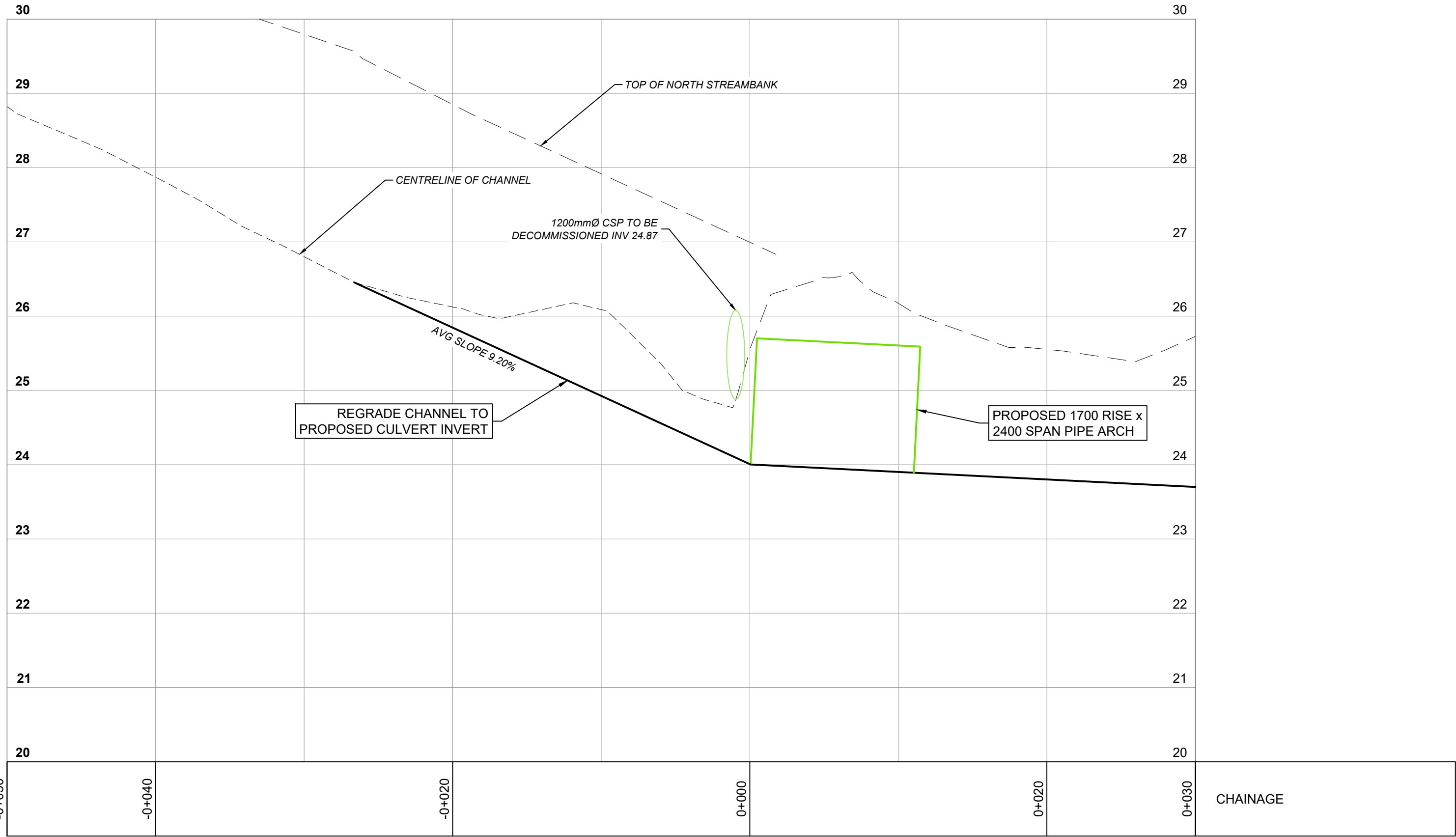
VILLAGE OF SAYWARD
652 HKUSAM WAY, SAYWARD B.C., PO BOX 29, V0P 1R0
**STORMWATER MASTER PLAN PH. 1
DRAINAGE - DYER DR ACCESS RD**

Drawing No.	C102
Project Number	2221-49618-06
Rev.	PA

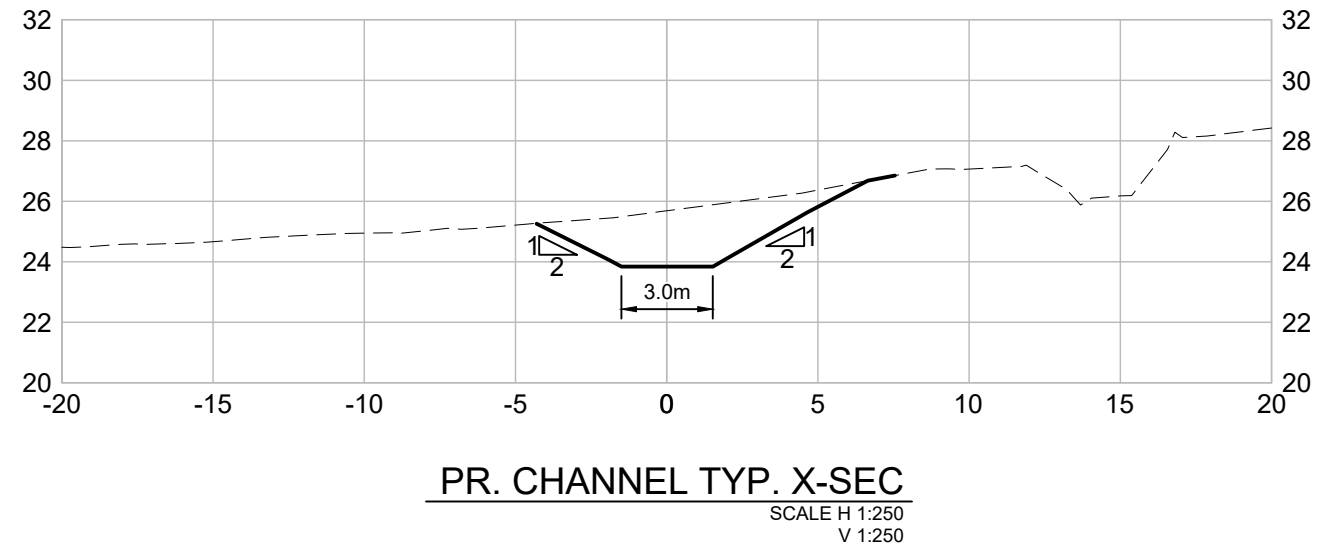
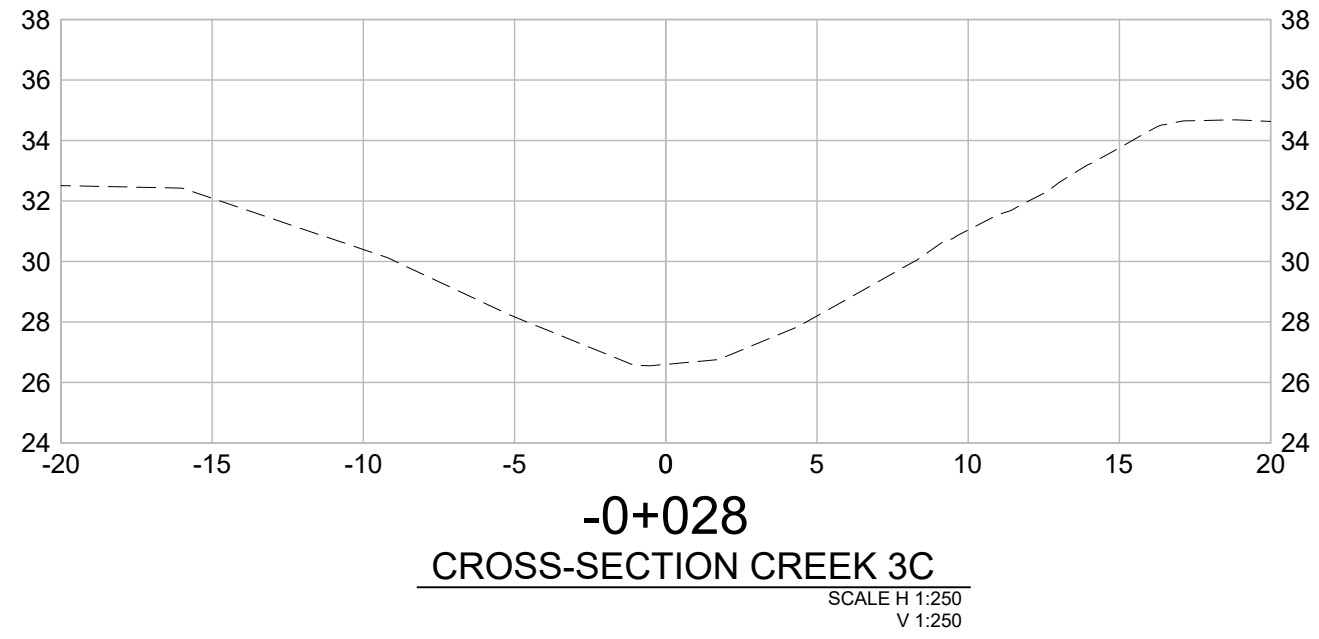
Package Page 350



CREEK 3C
SCALE 1:250



PROPOSED CREEK 3C PROFILE
SCALE H 1:250
V 1:50

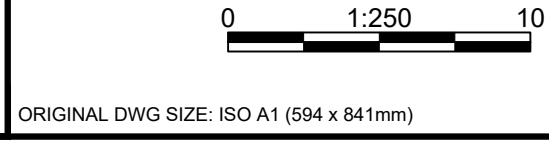


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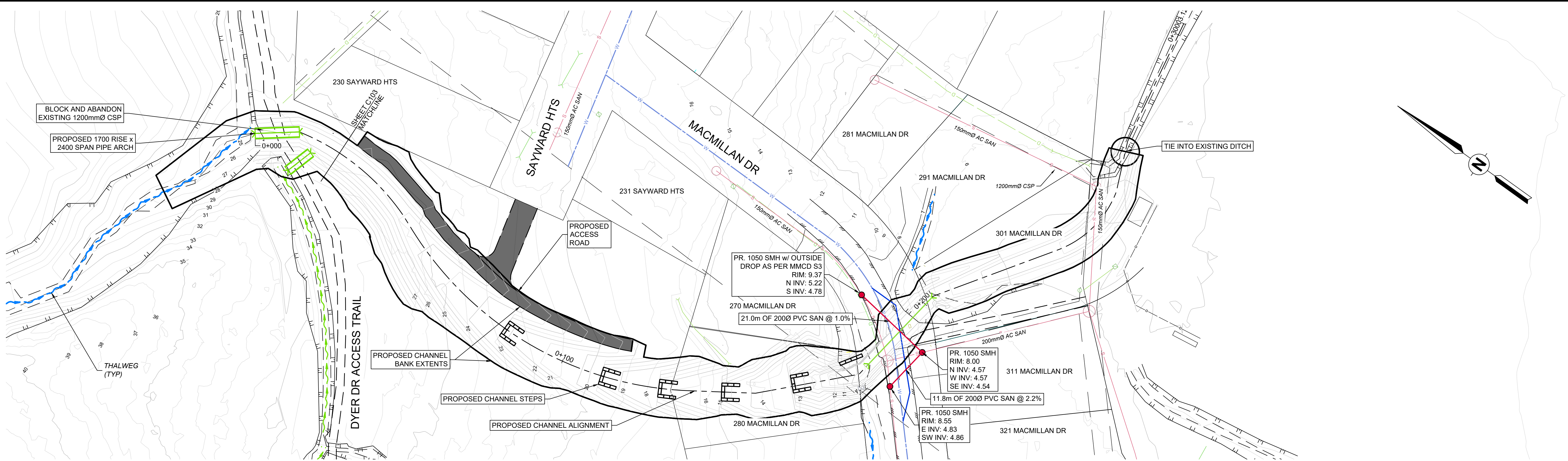
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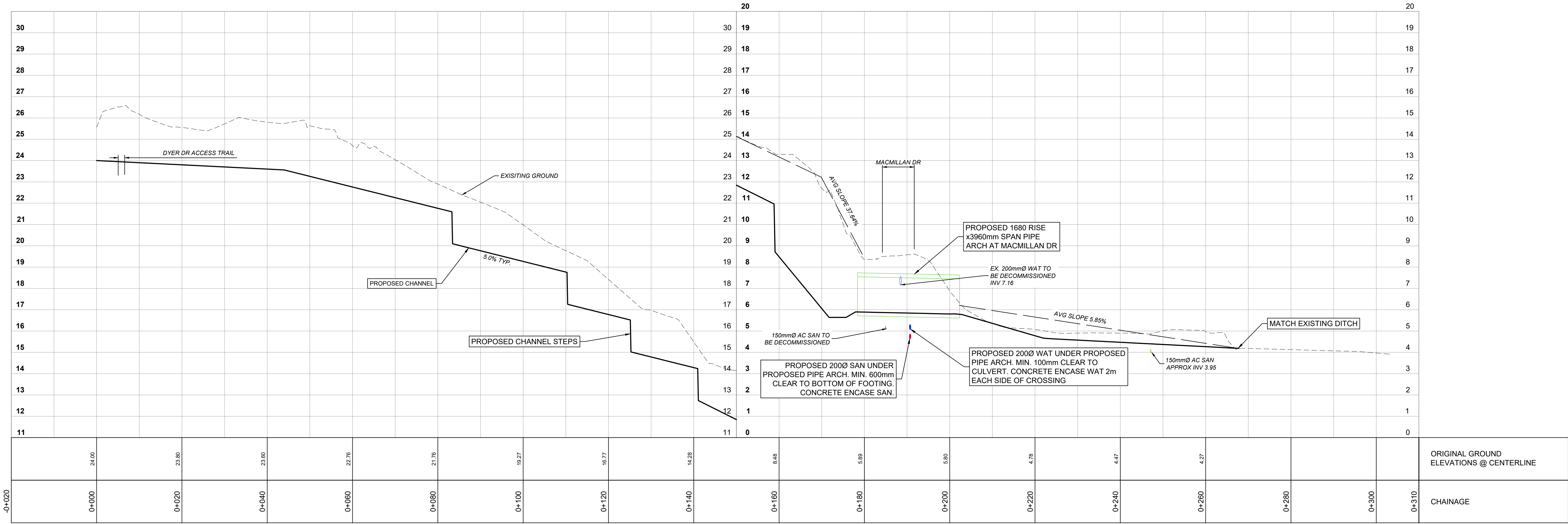
VILLAGE OF SAYWARD
652 HKUSAM WAY, SAYWARD B.C., PO BOX 29, V0P 1R0

STORMWATER MASTER PLAN PH. 1
DYER RD DIVERSION &
UPPER CREEK 3C DRAINAGE PLAN

Drawing No.	
C103	
Project Number	Rev.
2221-49618-06	PA
Package Page 351	



PROPOSED CHANNEL PLAN
SCALE 1:500



PROPOSED CHANNEL PROFILE
SCALE H 1:500
V 1:100

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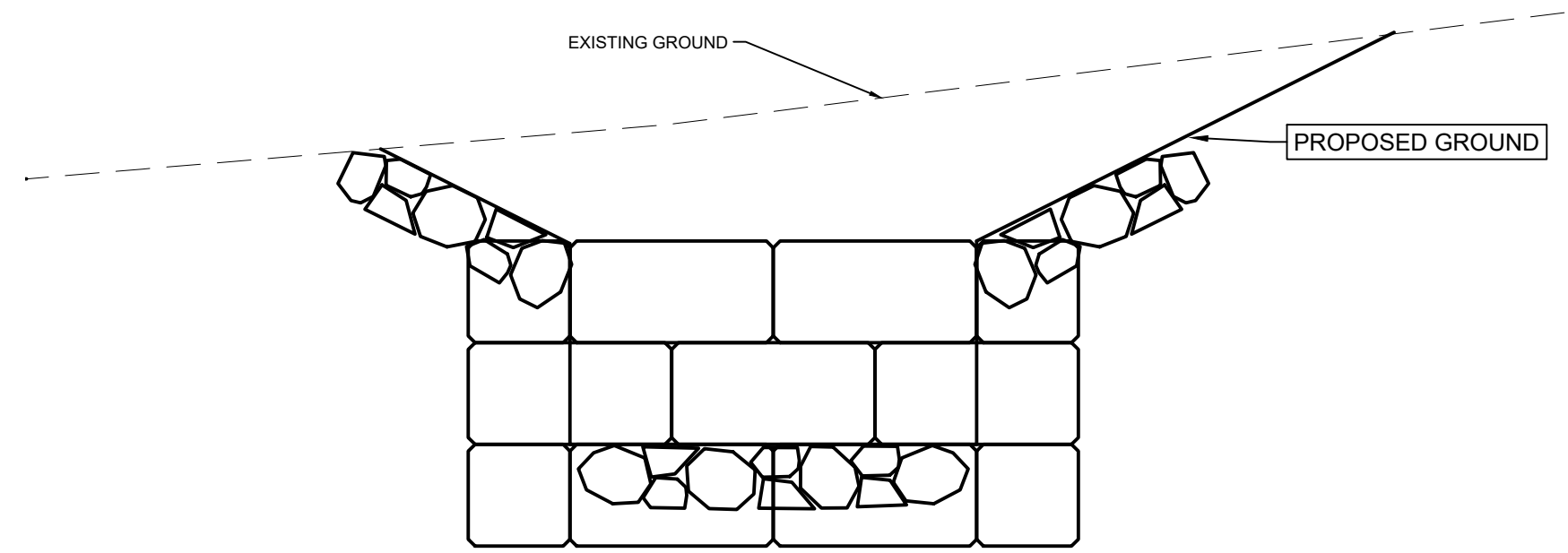
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652 HKUSAM WAY, SAYWARD B.C., PO BOX 29, V0P 1R0
STORMWATER MASTER PLAN PH. 1
PROPOSED DRAINAGE DITCH

Drawing No.

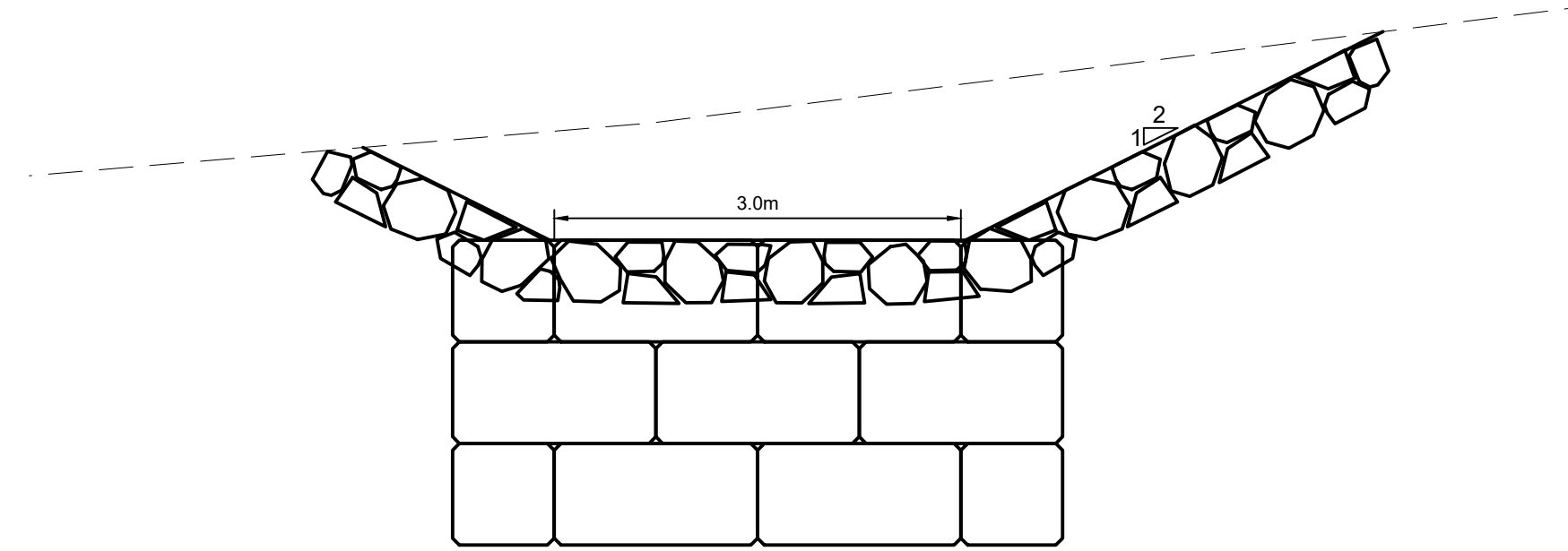
C104

Project Number	Rev.
2221-49618-06	PA

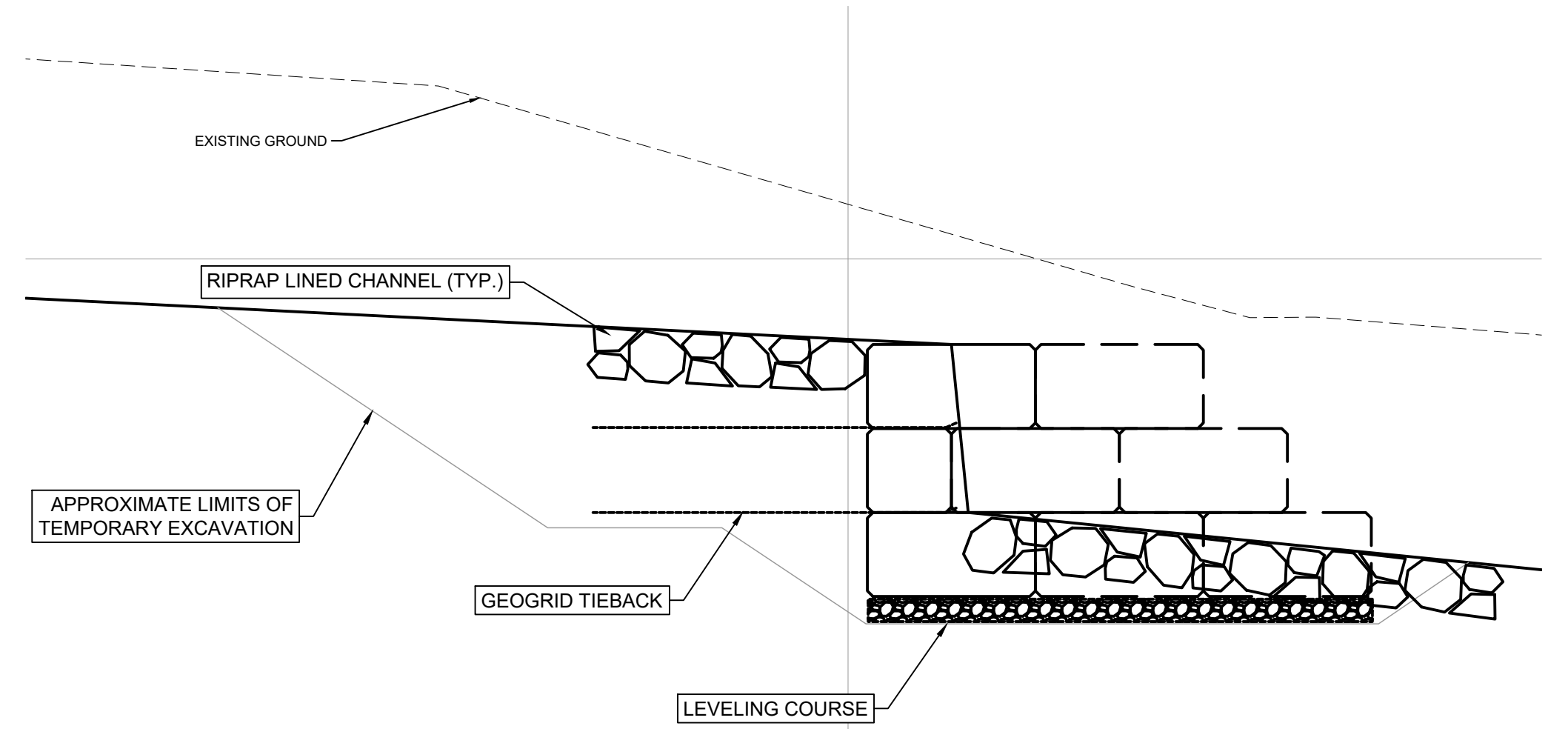
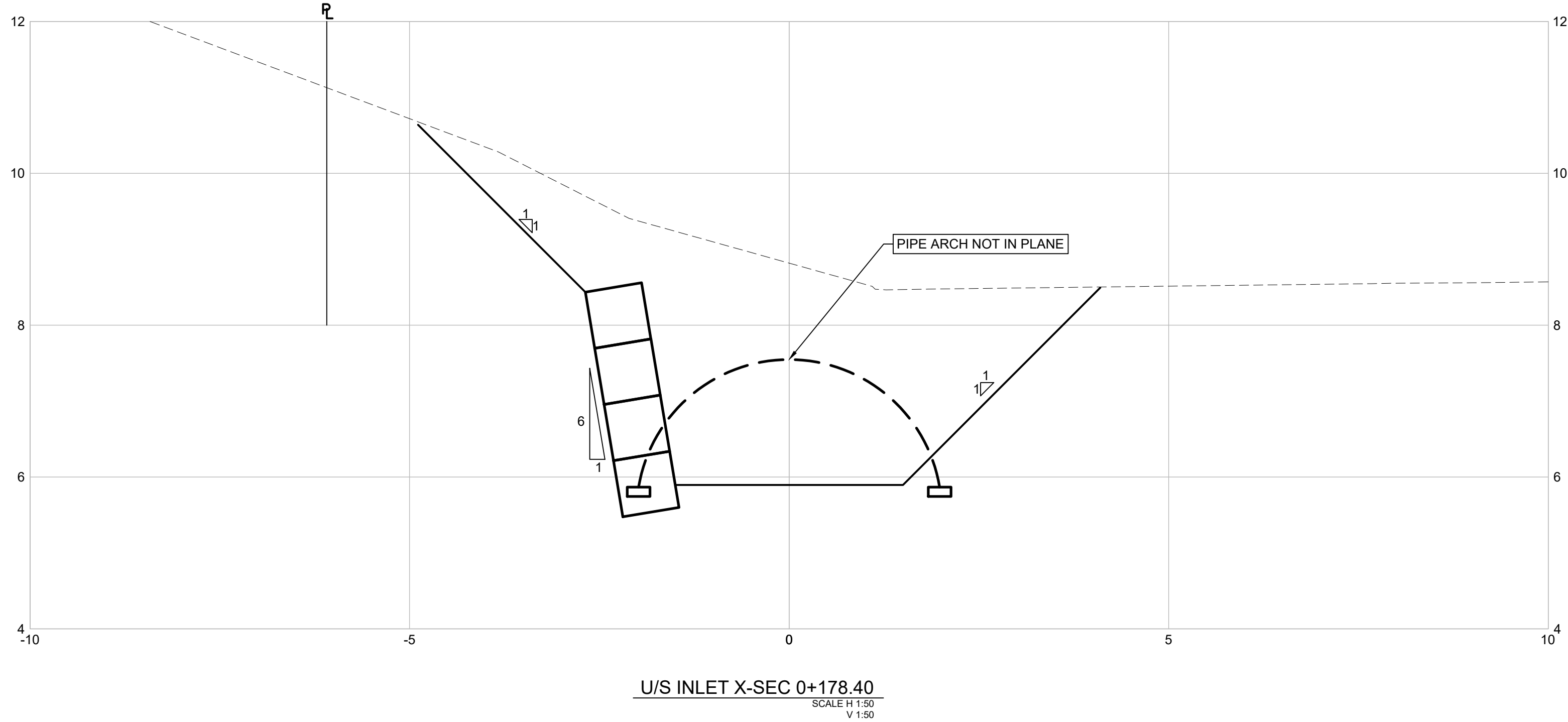
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McElhanney ISO A1 - 2024-02-05



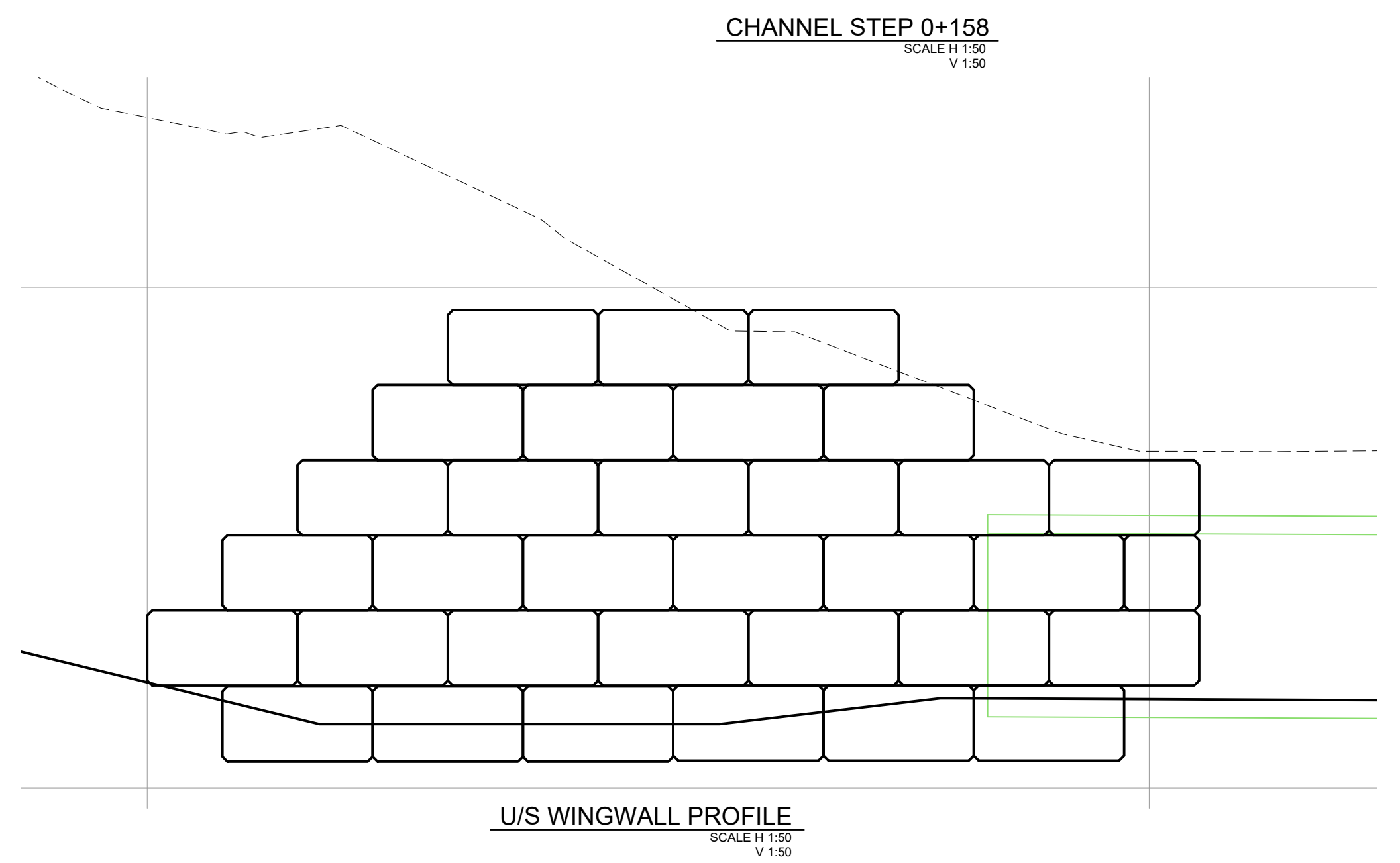
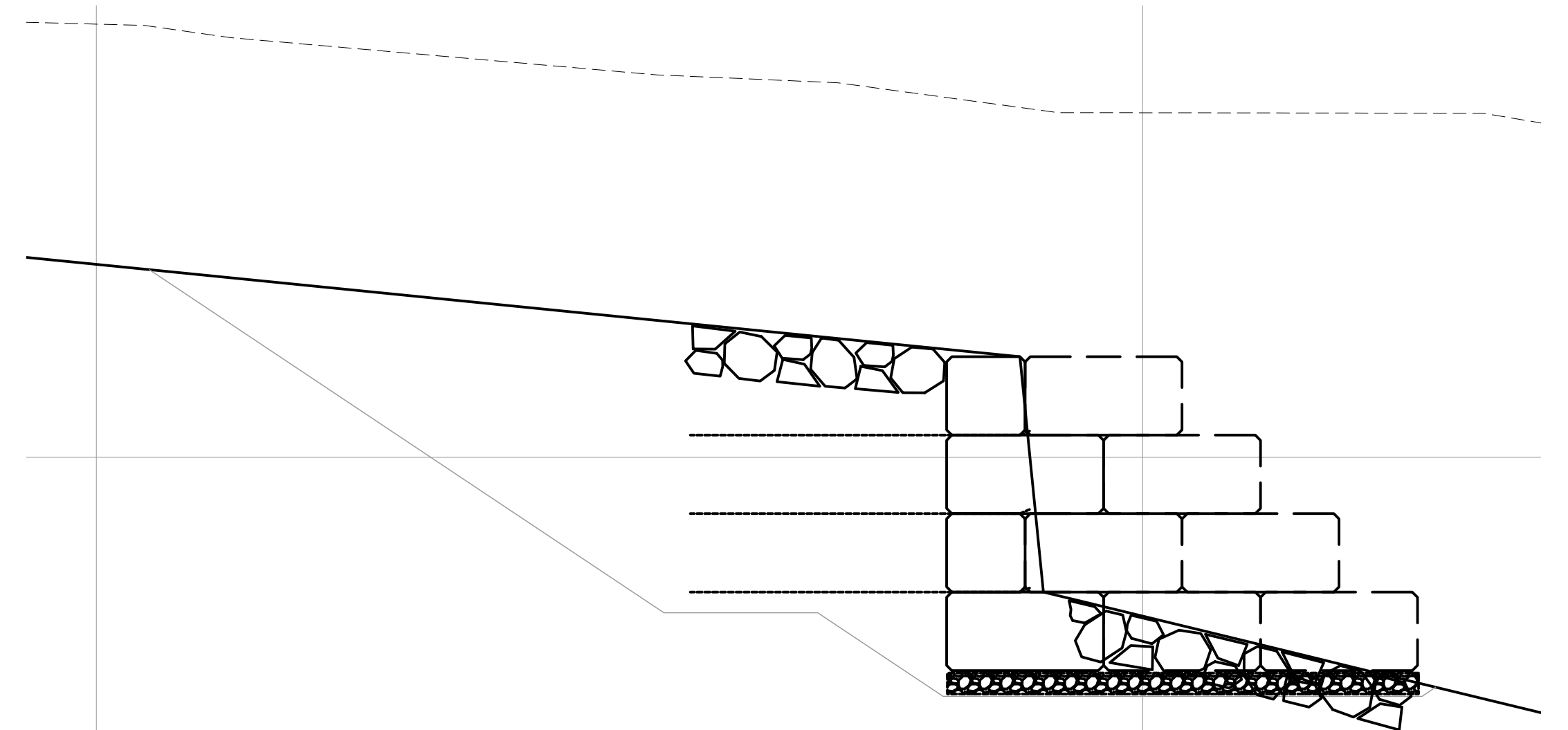
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SCALE H 1:50
V 1:50



CHANNEL STEP TOP X-SEC (TYP.)
SCALE H 1:50
V 1:50



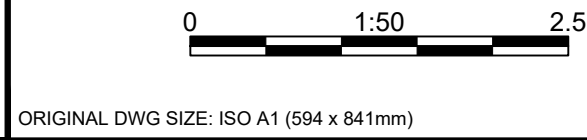
CHANNEL STEP PROFILE (TYP.)
SCALE H 1:50
V 1:50



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VILLAGE OF SAYWARD
652 H'KUSAM WAY, SAYWARD B.C., PO BOX 29, V0P 1R0
STORMWATER MASTER PLAN PH. 1
DETAILS

Drawing No.

C105

Project Number
2221-49618-06

Rev.
PA

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DESTROY ALL PRINTS BEARING PREVIOUS REVISION

APPENDIX E.

Cost Estimate

Project No: 2221-49618-06

Village of Sayward - Stormwater Master Plan Phase 1
Preliminary Design - McMillan Rd.

	BUDGET			
	Estimated Quantity	Unit	Unit Price	Estimated Cost
General Requirements (Allowances as a Percentage of Construction Cost Estimates)				
Mobilization and Demobilization (5%)	1	LS	\$ 58,000	\$ 58,000
Traffic Management Plan (1%)	1	LS	\$ 12,000	\$ 12,000
Erosion and Sediment Control (2%)	1	LS	\$ 24,000	\$ 24,000
Bypass Pumping and Enviromental Monitoring (10%)	1	LS	\$ 116,000	\$ 116,000
			Subtotal	\$ 210,000
Dyer Drive Ditch Upgrades				
1.5m Wide Unlined Ditch Section as Per Drawing Detail	200	LM	\$ 400	\$ 80,000
			Subtotal	\$ 80,000
Dyer Drive Upper Crossing and Connection to Creek 3C Realignment				
1.5m Wide Unlined Ditch Section as Per Drawing Detail	200	LM	\$ 125	\$ 25,000
2.41x1.7m Arch Culvert w Rip Rap Headwalls	15	LM	\$ 2,250	\$ 33,750
			Subtotal	\$ 58,750
Dyer Drive Lower Crossing				
2.21x1.6m Arch Culvert w Rip Rap Headwalls	11	LM	\$ 1,875	\$ 20,625
			Subtotal	\$ 20,625
Creek 3C Realignment				
Proposed Access Road	100	LM	\$ 750	\$ 75,000
Lock Block	88	EA	\$ 1,000	\$ 88,000
Geosynthetic (non-woven, lightweight)	1300	M2	\$ 10	\$ 13,000
Channel Infill Rip Rap - Class 50	700	M3	\$ 200	\$ 140,000
			Subtotal	\$ 316,000
McMillan Road Crossing				
Outlet Headwall Rip Rap - Class 50	50	CM	\$ 200	\$ 10,000
Lock Block Inlet Wingwall	33	EA	\$ 1,000	\$ 33,000
Inlet Headwall Rip Rap - Class 100	40	CM	\$ 300	\$ 12,000
800mm x 400mm Pipe Arch Footings	48	LM	\$ 1,250	\$ 60,000
3.960x1.68m Open Arch Culvert	24	LM	\$ 5,000	\$ 120,000
			Subtotal	\$ 235,000
Earth Works				
Excavation - remove	5800	CM	\$ 50	\$ 290,000
Excavation - reuse for channel berms	100	CM	\$ 25	\$ 2,500
Over Excavation (Allowance)	100	CM	\$ 50	\$ 5,000
Removals	1	LS	\$ 15,000	\$ 15,000
			Subtotal	\$ 312,500
Road Works - McMillan Drive				
Granular Base (225mm)	40	SM	\$ 40	\$ 1,600
Granular Subbase (300mm)	40	SM	\$ 50	\$ 2,000
Asphalt (50mm)	40	SM	\$ 350	\$ 14,000
			Subtotal	\$ 17,600
Water Works - MacMillan Drive				
Deflect Watermain Over Proposed Culvert	1	LS	\$ 25,000	\$ 25,000
Tie Into Existing Watermain	2	EA	\$ 10,000	\$ 20,000
Blowoff	1	EA	\$ 7,500	\$ 7,500
Concrete Encasement	1	LS	\$ 2,500	\$ 2,500
			Subtotal	\$ 55,000
Sanitary Works - MacMillan Drive				
Bypass Pumping	1	LS	\$ 15,000	\$ 15,000
1050mm Diameter Manhole	2	EA	\$ 10,000	\$ 20,000
1050mm Diameter Manhole w Outside Drop	1	EA	\$ 15,000	\$ 15,000
200mm Sewer Under Prop Culvert	20	LM	\$ 400	\$ 8,000
Concrete Encasement	1	LS	\$ 2,500	\$ 2,500
			Subtotal	\$ 60,500
			Subtotal (rounded to nearest \$1000)	\$ 1,366,000
			Contingency (25%)	342,000
			Total	\$ 1,708,000

Assumptions

- Excavation assumes a suitable nearby location for disposal of clean excavated materials will be available

Contact

Josh Braun

250-287-7799

jbraun@mcelhanney.com







STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CFO
Subject: **Lightening Detection Equipment Agreement**
Meeting date: April 1, 2025

BACKGROUND

In 2008 a lightening detection system was installed by Environment Canada in the Kelsey Centre parking lot as part of the Canadian Lightening Detection Network (CLDN). The CLDN joins up with other networks across North America and work together via satellite communication to provide information on lightening strikes which is used by numerous agencies including BC Wildfire Services. Because the infrastructure for this system is located on Village property Council entered into a Licence of Occupation agreement with Environment Canada (now Environment and Climate Change Canada – ECCC) effective June 16, 2008. The only costs to the Village are electrical costs for the sensor, which are minimal.

DISCUSSION

The current agreement expired on June 15, 2023. The original agreement with ECCC had a term of five (5) years with two (2) automatic renewal terms of five (5) years each. Staff presented a draft agreement from ECCC to Council on September 5, 2023 with the following terms: a period of ten (10) years with three (3) automatic renewal terms of ten (10) years each. An annual licence fee of \$1,200 was also proposed which was the same fee as the original agreement.

At the meeting on September 5, 2023, Council requested that the term of the agreement be amended to match the original agreement of five (5) years with two (2) automatic renewal terms of five (5) years. This change is reflected in the most recent draft agreement attached to this report. Direction was also given to increase the annual licence fee, which is now \$1,500.

Considering the delay due to staff capacity in 2024, staff recommend Council approve the agreement as presented.

RECOMMENDATIONS

THAT Council receive the Lightening Detection Equipment Agreement staff report for information and discussion.

THAT Council approves the Licence of Occupation agreement between the Village of Sayward and the Environment and Climate Change Canada; and,

THAT the Mayor and Corporate Officer be authorized to execute the agreement.

Respectfully submitted,



Lisa Clark, CFO

Attachments:

- ***Licence of Occupation between the Village of Sayward and Environment and Climate Change Canada***

**LICENSE OF OCCUPATION
FOR THE INSTALLATION AND OPERATION OF
METEOROLOGICAL DATA EQUIPMENT
("Agreement")**

BETWEEN:

**VILLAGE OF SAYWARD
("Licensor")**

AND

HIS MAJESTY THE KING IN RIGHT OF CANADA, as represented by the Minister
of the Environment
("Licensee")

In this Agreement, the Licensor and the Licensee are hereinafter referred to individually as a **"Party"** or collectively as the **"Parties"**.

WHEREAS the Licensor owns a portion of land the coordinates of such portion being N 50 deg 22' 40" and W 125 deg 57' 32", elevation 14m MSL in Sayward British Columbia and more particularly described on the plans annexed hereto and incorporated herein as Schedule "A" (**"Licensed Land"**);

WHEREAS the Licensee wishes to occupy and use the Licensed Land for the purpose of a platform and fencing along with the LS7000 Lightning Detection Sensor and its associated VSAT Satellite Dish and Electronic Data Equipment (**"Installation"**) for the collection of meteorological data (**"Authorized Use"**) as further shown on Schedule "B" attached hereto and incorporated herein;

NOW THEREFORE in consideration of the License Fee and the terms and conditions set forth below, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1 DEFINITIONS

In this Agreement:

"Applicable Environmental Law" means:

- a) all applicable statutes and regulations, and all by laws, declarations, directives, plans, approvals, requirements, guidelines, standards, and orders made pursuant thereto by any competent authority concerned with environmental assessment, protection or remediation, health, chemical use, safety, or sanitation; and
- b) the applicable common law.

"Contaminant" means:

- a) any pollutant or toxic, dangerous, or hazardous substance or material as defined, listed, prohibited, controlled, or regulated by Applicable Environmental Law; or

- b) any substance that when released into the natural environment causes or is likely to (i) cause harm, adverse impact, damage, degradation to or impairment of the environment; (ii) have an adverse effect on human safety or health; or (iii) injure or materially discomfort any person, or the normal conduct of business.

“Effective Date” means the date identified in subsection 2.2 of this Agreement.

“Equipment” means the equipment to be supplied by either the Licensee or their respective suppliers or contractors, which, in the opinion of the Licensee, is necessary to install, operate and maintain the Installation on the Licensed Land.

“Realty Taxes” means all taxes, rates, duties, levies, fees, charges, local improvement rates, imposts, charges and assessments whatever, including school taxes, water and sewer taxes, extraordinary and special assessments and all rates, charges, excises or levies, whether or not of the foregoing nature (collectively **“Taxes”**), and whether municipal, provincial, federal, regional, school, parking or otherwise, which may be levied, confirmed, imposed, assessed, charged or rated against the Licensed Land or any part thereof or any furniture, fixtures, equipment or improvements therein, or against Licensor in respect of any of the same or in respect of any rental or other compensation receivable by Licensor and/or the owners of the Licensed Land in respect of the same, including all of such Taxes which may be incurred by or imposed upon Licensor and/or the owners of the Licensed Land in lieu of or in addition to the foregoing including, without limitation, any Taxes on real property rents or receipts as such (as opposed to a tax on such rents as part of the income of Licensor), any Taxes based, in whole or in part, upon the value of the Licensed Land, any commercial concentration or similar levy in respect of the Licensed Land. For clarification, Realty Taxes shall not include any taxes personal to Licensor such as income tax, inheritance tax, gift tax or estate tax nor shall Realty Taxes include any penalties or fines incurred as a result of Licensor’s late payment of same, provided Licensee has in fact remitted such Realty Taxes as and when required hereby and provided same are not being bona fide contested and/or withheld by Licensor.

“Utilities” means the required power or service source, (electricity, telephone, internet, or other), primary or backup, that may be supplied by the Licensee or their respective suppliers or contractors, and which enable the Authorized Use.

“Utilities Connections” means cables, posts or other related installations including without limitation meters, pipes, hoses, valves, modems, and routers which may be supplied by the Licensee or their respective suppliers or contractors, and which provide connection of the Installation and/or the Equipment to Utilities.

2 GRANT, TERM AND RENEWAL

- 2.1 Subject to Licensee's compliance with the terms and conditions of this Agreement, the Licensors hereby grants to the Licensee, for the Term of this Agreement, a non-exclusive license to enter on, occupy and use the Licensed Land for the purpose of installing, operating, and maintaining the Installation, Equipment, Utilities and Utilities Connections and for no other purpose whatsoever. The rights granted in this subsection shall extend to and include employees, agents, officers, and contractors of the Licensee who install, operate, and maintain the Installation, Equipment, Utilities and Utilities Connections on behalf of the Licensee.
- 2.2 This Agreement and the rights and privileges herein granted shall be for a term ("**Initial Term**") of five (5) years effective as of the date of the last signature ("**Effective Date**")
- 2.3 The Licensors hereby grants to the Licensee an option to automatically extend the Initial Term for two (2) additional periods of five (5) years (each, an "**Extension Term**"), at a fee as described in section 3, unless either Party gives written notice of its intention not to renew at least sixty (60) days prior to the expiration of the current term.
- 2.4 If the Licensee continues to occupy the Licensed Land following the Effective Date and/or Extension Term thereof, the Licensee shall remain as Licensee of the Licensed Land and continue Authorized Use of the Licensed Land but solely on a month-to-month basis and shall otherwise be subject to the provisions of this Agreement.
- 2.5 The Licensors reserves the right to grant licenses, rights of way or privileges to others on, over, under, through or across the Licensed Land, provided however that such license, rights of way or privileges:
- a) are not detrimental to the Authorized Use by the Licensee of the Licensed Land;
 - b) do not impose any additional cost upon the Licensee;
 - c) do not weaken, diminish, or impair the rights and obligations of the Parties under this Agreement; and
 - d) in no way, provide access to the Installation, Equipment, Structures, Utilities and/or Utilities Connections to other parties or other Licensees.

- 2.6 The Licensor warrants that the rights granted hereunder do not conflict with any rights previously granted by the Licensor to others.

3 LICENSE FEE

- 3.1 The Licensee shall pay to the Licensor in Canadian funds an annual fee ("**License Fee**") of one thousand and five hundred dollars and 00/100 (\$1,500.00) on an annual basis for the Initial Term and Extension Term of this Agreement. The License Fee shall be payable in advance commencing on the Effective Date and on each succeeding anniversary ("**Anniversary Date**") during the Term and following receipt of an invoice from the Licensor.
- 3.2 The Licensee shall pay the Licence Fee upon receipt of an invoice from the Licensor and following the Licensor's successful and ongoing registration in the Licensee's direct deposit payment system ("the Payment System"). All Licence Fee payments including GST or HST where applicable or any other payments required to be made to the Licensor by the Licensee shall be payable by way of the Payment System.
- 3.3 The License Fee shall be inclusive of Realty Taxes.

4 GENERAL COVENANTS

- 4.1 The Licensee covenants with the Licensor:
- a) at its own expense, to maintain the Licensed Land in a clean and good state of maintenance and repair to the extent that such maintenance and repair is required because of the Licensee's Authorized Use of the Licensed Land;
 - b) not to commit any voluntary waste or destruction on the Licensed Land or do anything on the Licensed Land that may be or become a nuisance or annoyance to an owner or occupier of land in the vicinity of the Licensed Land;
 - c) not to interfere with the activities of any other person authorized to enter on, occupy and use the Licensed Land under a prior or subsequent license granted by the Licensor; and
 - d) to permit the Licensor, or its representatives, to enter the Licensed Land upon reasonable notice to inspect the Licensed Land.

- 4.2 In addition to the obligations of the Licensor and the warranty provided under the Grant, Term and Renewal section, the Licensor agrees to ensure that the Licensee enjoys quiet enjoyment of the Licensed Land; and, the Licensor shall not do anything, or permit others to do anything, on the Licensed Land that will interfere materially with the Licensee's Authorized Use of the Licensed Land.
- 4.3 The Licensor shall permit the Licensee, and its employees, agents and contractors, unsupervised access to the Licensed Land over the Licensor's adjacent property at all times and shall provide such pass cards, codes, keys, parking spaces or passes as are necessary to enable such access.
- 4.4 The Licensor shall exercise their best efforts while operating any equipment around the Licensee's Installation, Equipment, Structures and/or Utilities Connections to avoid any damage thereto.
- 4.5 The Licensor shall not construct or plant, or permit others to construct or plant, any physical structure within ten (10) metres of the Licensee's Installation, Equipment, and/or Utilities Connections without the Licensee's permission, which shall not be unreasonably withheld.

5 ACCEPTANCE OF THE LICENSED LAND

- 5.1 Subject to the provisions of section 6, the Licensee agrees that:
- a) it has inspected the Licensed Land or has caused the Licensed Land to be inspected on its behalf;
 - b) it has entered into this Agreement on reliance on that inspection and not on reliance on any representation, warranty, inducement, whether oral, written, or implied, by the Licensor or any third party on Licensor's behalf; and
 - c) it is satisfied with the extent of its knowledge of the condition, including environmental condition, affecting the Licensed Land.

6 ENVIRONMENTAL PROTECTION

- 6.1 The Licensee shall not be liable or responsible under this Agreement for any Contaminants in existence on, in or under the Licensed Land at the Effective Date or for any adverse conditions arising out of such Contaminants and the Licensors shall be liable to promptly remove the Contaminant or take appropriate remedial action, each at Licensors cost and expense.
- 6.2 The Licensee agrees that the Authorized Use of the Licensed Land shall be conducted in compliance with Applicable Environmental Law or in accordance with generally accepted environmental practices if there is no Applicable Environmental Law.
- 6.3 The Licensee agrees that its occupation and use of the Licensed Land shall be consistent with the environmental condition of the Licensed Land.
- 6.4 The Licensee agrees that no Contaminants shall intentionally be deposited, placed, discharged, or disposed of by or on behalf of the Licensee on, in or under the Licensed Land or adjacent sites.

7 RETURN OF THE LICENSED LAND

- 7.1 Upon termination of this Agreement, the Licensee shall:
- a) peaceably quit and deliver to the Licensors possession of the Licensed Land;
 - b) leave the Licensed Land free from all garbage and debris, but only to the extent such garbage and debris was caused by the Licensees Authorized Use of the Licensed Land; and
 - c) subject to 7.2, return the Licensed Land back to the state of maintenance and repair that existed prior to the Effective Date, except normal wear and tear, and only to the extent that such maintenance and repair is required because of the Licensees Authorized Use of the Licensed Land.

- 7.2 Unless the Parties agree otherwise in writing, within one hundred and eighty (180) days of the termination of this Agreement, the Licensee shall remove the Installation, Equipment, Utilities, and Utilities Connections that have been supplied by the Licensee, its suppliers, or contractors.
- 7.3 (a) The Installation, Equipment, Utilities, and Utilities Connections supplied by the Licensee, its suppliers and/or contractors are, and shall at all times remain, the sole and exclusive property of the Licensee or its suppliers and/or contractors, as applicable, and title thereto shall remain that of the Licensee or its supplier and/or contractor, as applicable, notwithstanding the degree of attachment or affixation thereof to the Licensed Land; and (b) The Licensor and the Licensee shall not permit any portion of the Installation, Equipment, Structures, Utilities and/or Utilities Connections to become a fixture and shall maintain such Installation, Equipment, Structure, Utilities and Utilities Connections as personal (moveable) property, and without limiting the generality of the foregoing, shall not affix the Installation, Equipment, Structures, Utilities and/or Utilities Connections, or any portion thereof, to the Licensed Land in a way which does not allow it to be removed without causing serious damage to the Licensed Land or to the Installation, Equipment, Structure, Utilities and/or Utilities Connections and shall not remove or permit their respective removal from the Licensed Land without the prior written consent of the Licensee.

8 EARLY TERMINATION AND DEFAULT

- 8.1 Notwithstanding the Expiry Date,
- a) the Party may, on mutual consent in writing, terminate this Agreement at any time; and
 - b) the Licensee may, in its sole discretion, terminate this Agreement at any time, without cause or liability, except for the obligations of the Licensee set out in the Return of the Licensed Land section, by giving at least ninety (90) days advance written notice to the Licensor the Licensee's intention to terminate the Agreement.
- 8.2 In respect of this Agreement if:
- a) any portion of the License Fee hereby reserved is unpaid for more than thirty (30) days after becoming due; or
 - b) The Licensee fails to continuously, regularly, duly, and punctually perform, observe, or keep any of the other covenants and provisions herein contained, the Licensor may, by notice in writing, require the Licensee to remedy any such default within such period of time as the Licensor may deemed warranted.
- 8.3 If in such case, the Licensee does not remedy such default within the time prescribed, it will be lawful for the Licensor to declare the Initial Term or the Extension Term ended and this Agreement terminated and thereupon, these presents and everything herein contained will absolutely cease, terminate and be void without re-entry or any other act or any suit or legal proceedings to be brought or taken, provided the Licensor will nevertheless be entitled to recover from the Licensee the License Fee then accrued or accruing.

- 8.4 If either the Licensee or the Licensor becomes a party in default by failing to observe any terms, conditions or covenants under this Agreement and does not, within ninety (90) days of receiving notice in writing from the non-defaulting party specifying the default, undertake to cure such default, then the non-defaulting party may terminate this Agreement.
- 8.5 To the extent this Agreement may terminate or expire on a day other than the Anniversary Date of the Effective Date of any calendar year whereas the annual License Fee has been paid by the Licensee to the Licensor, the License Fee shall be prorated to the actual number of calendar months, where part months are considered full months, the Agreement is in effect, and shall be refunded to the Licensee from the Licensor subject to section 3.

9 AMENDMENTS

- 9.1 This Agreement may be amended at any time by mutual consent of the Parties. To be valid, any amendment to this Agreement shall be in writing and signed by the Parties.

10 ASSIGNMENT, SUCCESSORS, SALE

- 10.1 Neither Party may assign or otherwise alienate its rights or obligations under this Agreement without the prior written consent of the other Party.
- 10.2 This Agreement shall inure to the benefit of and be binding upon the Parties hereto and, as the case may be, their heirs, administrators, executors, successors and permitted assigns.
- 10.3 If the Licensor plans to sell, transfer, or otherwise dispose of the Licensed Land, the Licensor shall notify the Licensee in writing accordingly at the first available opportunity.

11 MISCELLANEOUS

11.1 No transfer of interest

This Agreement operates solely as a license and does not transfer any exclusive possessory right or interest in the Licensed Land to the Licensee.

11.2 Notices

- a) Any notice between the Parties shall be in writing and shall be: a) delivered personally (in which case the notice shall be considered received on the day of the delivery); or b) mailed by registered mail, return receipt requested (in which case the notice shall be considered received on the seventh business day following the day on which it was registered in a post office; or c) sent by facsimile confirmation transmission (in which case the notice shall be considered received on the second business day following the facsimile transmission); or d) sent by electronic mail, read receipt requested (in which case the notice shall be considered received on the day following the day of delivery).
- b) Such notices shall be sent to the following addresses:

For the Licensor:

Village of Sayward
P.O. Box 29
652-A H'Kusam Way

Sayward, BC
V0P 1R0
Telephone: (250) 282-5512
Facsimile: (250) 282-5511
Email: village@saywardvalley.ca

or to such other address as the Licensor may from time to time advise by notice in writing.

For the Licensee:

Environment and Climate Change Canada
Atmospheric Monitoring
140-13160 Vanier Place
Richmond, BC V6V 2J2
Attention: Manager
Telephone: (604) 664-9187
Email: abservicesing-abengservices@ec.gc.ca

With a copy to:

Environment and Climate Change Canada
Realty and Business Integrity Services
Place Vincent Massey
351 Boul. St. Joseph
Gatineau, Quebec
K1A 0H3
servicesdesbiensimmobiliers-realestateservices@ec.gc.ca
Attn: Real Estate Administrator

or to such other address as the Licensee may from time to time advise by notice in writing.

- c) In the case of notices sent by electronic mail, notices shall be sent to the business electronic mail address of the person occupying the position identified above or to the electronic mail address of such other person as the Parties may, from time to time, designate in writing to each other. The Party providing a notice shall, at the relevant time, ascertain the electronic mail address of the person designated to receive notices.
- d) Any notice addressed by mail to the License or to the Licensee pursuant to this section shall be deemed to have been effectively given on the seventh (7th) business day following the date of mailing. Such addresses may be changed from time to time by either party giving notices as provided herein. In the event of any disruption of postal service, notices shall be personally served upon the Parties hereto.

11.3 Waiver

No provision of this Agreement shall be considered to have been waived unless the waiver is in writing, and a waiver shall not of itself constitute a waiver of any subsequent breach of that obligation or of any other obligation.

11.4 Consents and approvals

A consent or approval to any act requiring consent or approval under this Agreement shall not waive or render unnecessary the requirement to obtain consent or approval to any subsequent same or similar act under this Agreement.

11.5 Remedies

No remedy conferred upon or reserved to the Parties under this Agreement is exclusive of any other remedy in this Agreement or provided by law but that remedy shall be in addition to all other remedies in this Agreement or then existing at law, in equity or by statute. Notwithstanding the foregoing, any liability of the Licensee arising out of this Agreement shall be subject to the provisions of the Crown Liability and Proceedings Act, R.S.C., 1985, c. C-50 (as amended).

11.6 Singular and plural

In this Agreement, unless the context otherwise requires, the singular includes the plural.

11.7 Captions and headings

The captions and headings contained in this Agreement are for convenience only and are not to be construed as defining or in any way limiting the scope or intent of the provisions herein.

11.8 No agency, partnership, or joint venture

Nothing in this Agreement shall be construed as creating an agency, partnership or joint venture relationship between the Parties. Neither party is authorized to represent, bind, obligate or contract on behalf of the other in any manner whatsoever, or represent to third parties that it is an agent of, or partner with, or in a joint venture relationship with the other. The only relationship is that of licensor and licensee.

11.9 Survival

Notwithstanding the expiration or early termination of this Agreement, it is expressly agreed that subsections 2.1 (solely with respect to Licensee's obligations under section 7), 2.4, 3 (with respect to amounts due under the Agreement but remaining unpaid), 6.1, 6.2, 7, 10.2, 11 and 12 shall survive the expiration or early termination of this Agreement. Furthermore, all rights and obligations which, expressly or by necessary implication, are required or might reasonably be expected to survive the expiration or termination of this Agreement shall continue to be in effect notwithstanding the expiration or termination of this Agreement until such time as the Parties may mutually agree to the release of the obligations contained therein or until they expire by their nature.

11.10 Entire Agreement

This Agreement and all schedules listed throughout constitute the entire agreement between the Parties pertaining to the subject matter hereof and supersede all prior or contemporaneous agreements, understandings, representations, or other communications between the Parties, whether written, oral, or electronic. There are no undertakings, representations, promises or warranties, express or implied, other than those contained in this Agreement and its schedules.

11.11 Severability

If any section of this Agreement or any part of a section is found to be illegal or unenforceable, that part or section, as the case may be, shall be considered separate and severable and the remaining parts and sections of the Agreement shall not be affected thereby and shall be enforceable to the fullest extent permitted by law.

11.12 Applicable laws

The laws of the province where the Installation is located as well as the federal laws of Canada applicable shall govern this Agreement therein, without reference to conflict of laws rules.

11.13 Counterparts

This Agreement may be signed in one or more counterparts, each of which once signed shall be deemed to be an original. All such counterparts together shall constitute one and the same instrument. Notwithstanding the date of execution of any counterpart, each counterpart shall be deemed to bear the Effective date set forth above. The signature of any of the parties may also be evidenced by a facsimile copy or email copy (scanned document only) of this Agreement bearing such signature.

11.14 Timeliness

Time is of the essence of the Agreement and all of the provisions hereof.

12 DISPUTE RESOLUTION

- 12.1 If a dispute arises out of, or in connection with this Agreement, it should be first discussed and negotiated between the Parties in order to resolve the issues.
- 12.2 If the Parties do not resolve the issues through negotiation within a period of sixty (60) business days, the Parties agree to refer the issues in dispute to mediation. Such mediation shall be conducted in the province where the site is located by a single mediator who is an expert in the subject matter and in accordance with the mediation rules applicable in that province. The proceedings shall take place in either French or English as may be decided by the Licensor.
- 12.3 If the Parties do not resolve all of the issues in dispute through mediation within the period of ninety (90) business days, the Parties may agree to submit those issues to binding arbitration to be conducted in province where the site is located by a single arbitrator who is an expert in the subject matter and in accordance with the arbitration rules applicable in that province. The proceedings shall take place in either French or English as may be decided by the Licensor.
- 12.4 The Parties shall use their best efforts to agree on the choice of a mediator or arbitrator, as the case may be, and of the rules governing such mediation or arbitration. If the Parties are unable within a period of seven (7) business days from expiry of the periods set out in subsections 12.2 and 12.3, respectively, to agree on a mediator or an arbitrator, one will be appointed.
- 12.5 During the progress of any mediation or arbitration, the Parties shall continue to perform their obligations under this Agreement to the extent such obligations are not in dispute or affected by such dispute.
- 12.6 The Parties' agreement to use the dispute resolution mechanisms specified in this Section 12 shall not prevent either Party from commencing an action in a court of competent jurisdiction if necessary to obtain equitable or legal relief or any other remedy which is not available through mediation or arbitration.

13 SIGNATURES

The Parties have executed this Agreement by the hands of their duly authorized representatives as follows:

The Licensors:

VILLAGE OF SAYWARD

Name:_____

Title: Mayor

We have the authority to bind the Village of Sayward in the province of British Columbia.

Signed this ____ day of _____, 2024

The Licensors:

Name:_____

Title: Corporate Officer

We have the authority to bind the Village of Sayward in the province of British Columbia.

Signed this ____ day of _____, 2024

The Licensee:

HIS MAJESTY THE KING IN RIGHT OF CANADA as represented by the Minister of the Environment

Marie-Sophie Desaulniers, A/Executive Director, Real Property Management Division Asset, Real Property and Security Directorate Corporate Services and Finance Branch

Signed this 17 day of March, ²⁰²⁵~~2024~~

SCHEDULE A

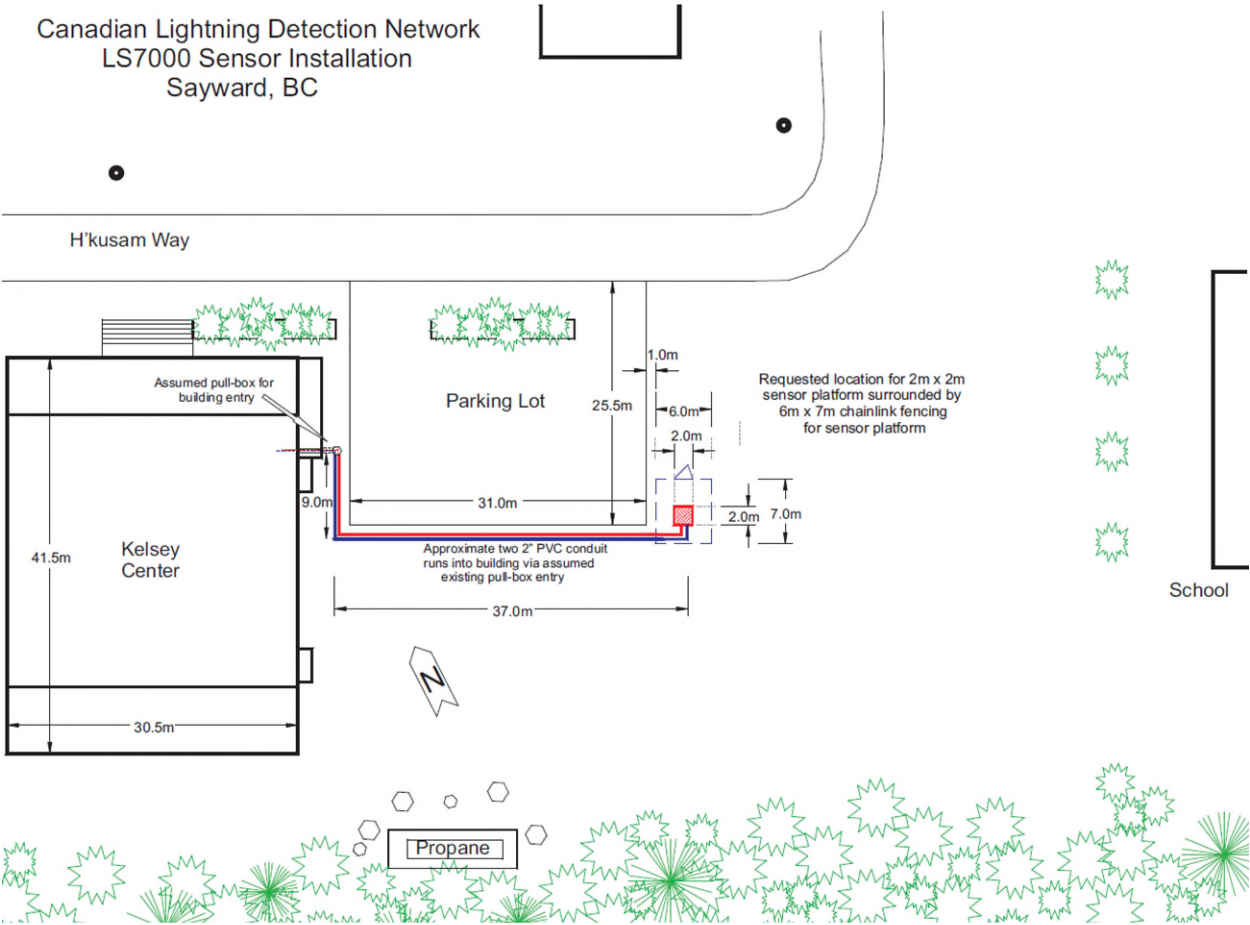
LICENSED LAND

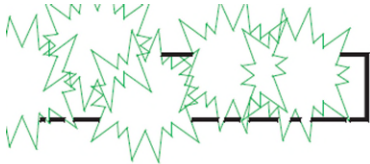
Municipal Address:

Kelsey Centre
H'Kusam Way
Sayward BC V0P 1R0

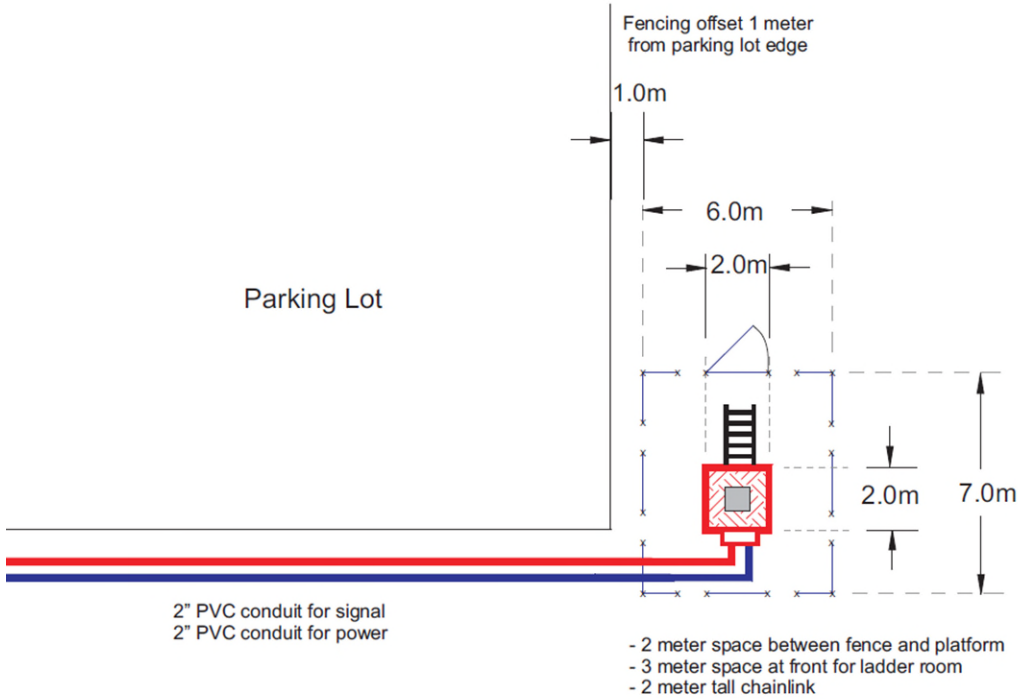
Geographical Coordinates:

N 50 deg 22' 40" and W 125 deg 57' 32", elevation 14m MSL in Sayward British Columbia





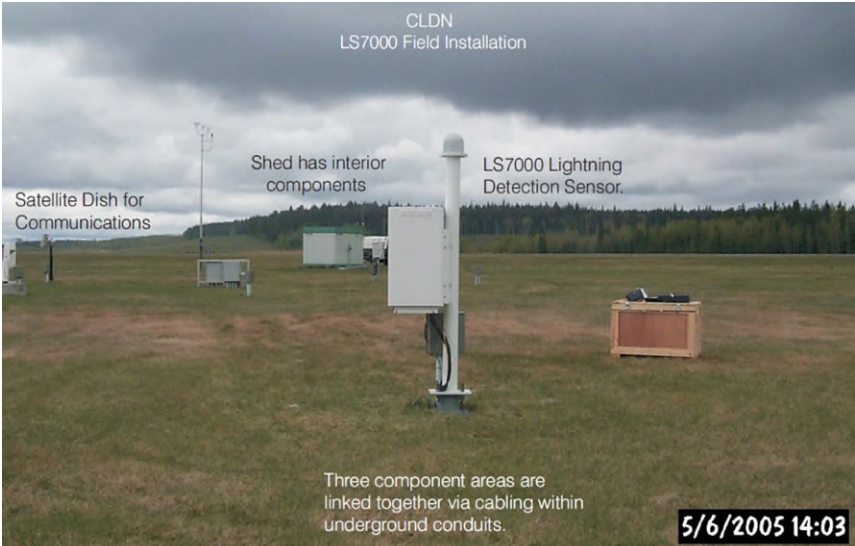
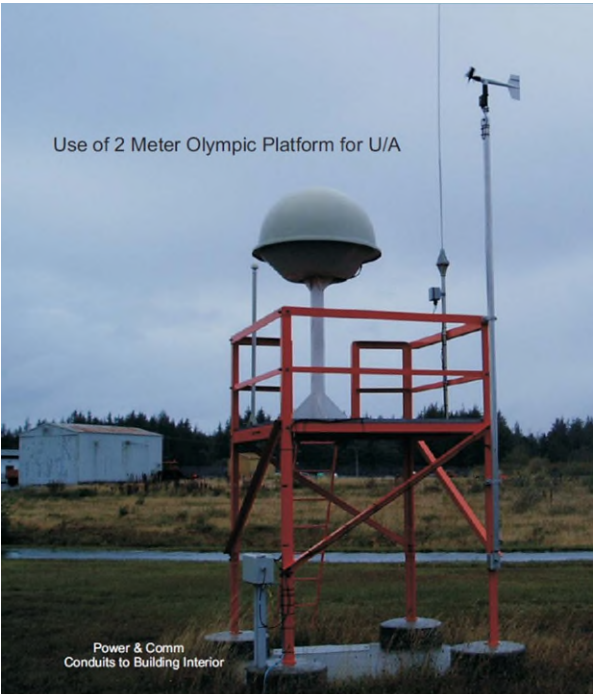
Canadian Lightning Detection Network
LS7000 Sensor Installation
Sayward, BC



SCHEDULE B

TYPICAL INSTALLATION

Installation includes a platform and fencing along with the LS7000 Lightning Detection Sensor and its associated VSAT Satellite Dish and Electronic Data Equipment for the collection of meteorological data.





STAFF REPORT

For: Mayor and Council
Prepared by: John Thomas, A/CAO/A/CO
Subject: **Street Lighting Management Research**
Meeting date: April 1, 2025

BACKGROUND

During a previous meeting of Council while the budget was being discussed, Council requested that staff conduct research to learn how the street lighting in the community is managed. Council was also interested in learning what was possible by way of the operation of the streetlights. This report is meant to bring forward to Council the findings from staff's research.

DISCUSSION

Key findings of staff's research show the following:

- All Village streetlights are photo-sensitive which means they are meant to automatically turn on at dusk and off at dawn.
- The light utilize LED technology, meaning the brightness level cannot be dimmed.
- There is no option to place the lights on a timer; but they [the lights] can be turned on and off.
- If specific streetlight, excluding those at intersections for safety reasons, need to be turned off, this can be managed online via BC Hydro's Street Light Management System (SLIM), using the respective pole numbers.
- Malfunctioning streetlights, for example failing to turn on or off correctly, are likely due to sensor issues and can be reported for maintenance through SLIM.

Should Council wish to proceed with altering the operations of certain streetlights in the community, staff can compile a list of affected poles and initiate a request through SLIM.

RECOMMENDATIONS

THAT Council receive the staff report for information and discussion.

Respectfully submitted,

Original signed

John Thomas, A/CAO