



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
September 22, 2026 - 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 – None

4. Approval of Agenda

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for **September 22, 2026**, be approved [as presented **or** as amended].

5. Minutes of Previous Meetings

Recommended Resolutions:

- a) THAT the minutes from the **Special Council meeting** held on **August 18, 2026 starting at 7:00 pm**, be adopted [as presented **or** as amended].
- b) THAT the minutes from the **Special Council meeting** held on **August 31, 2026 starting at 1:00 pm**, be adopted [as presented **or** as amended].

6. Petitions and Delegations

- a) Community Risk Assessment Presentation by Cathy Denham – Community Outreach Coordinator, Strathcona Regional District
- b) Newcastle Creek Landslide Review – Nick Bruce, P.Eng. McElhanney Consulting

7. Correspondence

- a) North Island College – Build 2026 – Strategic Plan (attachment)
- b) Association Vancouver Island Coastal Communities (AVICC) Executive Meeting Summary August 14, 2026 (attachment)
- c) Carihi Secondary: Fire Recovery Update September 2026 (attachment)
- d) Strathcona Accessibility Plan – September 16, 2026 letter from Strathcona Regional District (attachment)
- e) Community Paramedicine in BC – September 2026 letter (attachment)
- f) Communique from Jodie Wickens, Minister of Children and Family Development dated September 17, 2026 proclaiming October as Foster Family Month in British Columbia (attachment)
- g) Communique from Vancouver Island Regional Library Board - September 15, 2026 regarding adoption of 2027-2031 Financial Plan (attachment)
- h) Youth Parliament of British Columbia Alumni Society – September 14, 2026 letter encouraging eligible youth to apply to sit as members of the Youth Parliament (attachment)

8. Council Reports – None

9. Reports of Committees – None

10. Mayor's Report – None

11. Unfinished Business – None

12. Staff Reports

- a) **Newcastle Creek Landslide Review report prepared for Village of Sayward and Strathcona Regional District by McElhanney Consulting Ltd.**

- i. New Castle Creek Landslide Review report – Sept 2026

Recommended Resolution/s

THAT Council accepts the Newcastle Creek Landslide Review report prepared for Village of Sayward and Strathcona Regional District by McElhanney Consulting Ltd.

- b) **Proposed Amendments to Village of Sayward Zoning Bylaw No. 309, 2000**

- i. Report to Council titled Proposed Amendments to Village of Sayward Zoning Bylaw No. 309, 2000

Recommended Resolution/s

THAT Council:

- a. Gives first and second readings to Village of Sayward Zoning Bylaw, 2000, Bylaw No. 309, Amendment No. 526; and

- b. Directs staff to schedule a public hearing for Village of Sayward Zoning Bylaw, 2000, Bylaw No. 309, Amendment No. 526.

c) Village of Sayward Permissive Tax Exemptions 2027

- i. Permissive Tax Exemptions 2027 – report to Council
- ii. Village of Sayward Permissive Tax Exemption Policy #300-01

Potential Resolution/s

1. THAT COUNCIL directs staff to prepare a Permissive Tax Exemption bylaw for Council to consider at a future meeting regarding the property held by the Sayward Futures Society that is located at 16 Sayward Road, Sayward, BC which is legally described as PID 009-664-599, District Lot 304, Sayward Land District, PT DL 304 AS SHOWN IN RED ON DD 39449I, by
 - a) Granting a four-year permissive tax exemption;
 - b) Granting a permissive tax exemption that is (X years in length (i.e., less than four years); or
 - c) Granting a partial/percentage permissive tax exemption (for example only exempt 75% of the assessed value of the property).

OR

2. THAT COUNCIL declines the request and does not grant a tax exemption.

d) Grant in Aid Request – Sayward Community Health Society – Seniors Lunches 2026-2027

- i. Grant in Aid Request - Sayward Community Health Society - Seniors Lunches 2026-2027 - Report to Council
- ii. Policy # 300-08 - Grant in Aid Policy
- iii. Grant in Aid Application – Sayward Community Health Society – Seniors Lunches
- iv. Bylaw No. 451 Fees & Charges Bylaw - Schedule C - Kelsey Centre

Recommended Resolution/s

1. THAT COUNCIL approves the grant in aid request from the Sayward Community Health Society – Seniors Lunches 2026-2027, dated August 19, 2026.
Note: Other potential resolutions are provided in the Village of Sayward staff report for Council's consideration regarding the Grant in Aid Request.

e) **Weight Room Reimagined**

- i. Weight Room Reimagined – RTC

Recommended Resolution/s

1. THAT Council approves the Weight Room reopening costs and proposed user fees as outlined in this report.
2. THAT Council authorizes staff to establish and implement membership fees, operating procedures, user agreements, and facility rules for the Weight Room with a proposed opening date of December 1, 2026.
3. THAT Council directs staff to monitor Weight Room operations and financial performance and provide a report back to Council after the first three months of operation.

13. Emergency Services/Public Works/Recreation Department Reports

a) **Regional Grant Opportunity – UBCM Foundations of Disaster Risk Reduction**

- i. Regional 2026 UBCM Foundations of Disaster Risk Reduction RTC

Recommended Resolution/s

1. THAT COUNCIL, as part of the Village of Sayward's ongoing work in relation to emergency planning, supports making an application to the UBCM for financial assistance under the Community Emergency Preparedness Fund 2026 Foundations of Disaster Risk Reduction Grant program in collaboration with the Strathcona Regional District; and
2. THAT COUNCIL supports the Strathcona Regional District submitting the application on the Village of Sayward's behalf, and that if funded, agrees to the Strathcona Regional District managing the Disaster Risk Reduction grant and being the recipient of all funding.

b) **Regional Grant Opportunity – UBCM Emergency Support Services**

- i. Regional Grant Opportunity – UBCM Emergency Support Services RTC

Recommended Resolution/s

1. THAT COUNCIL, as part of the Village of Sayward's ongoing work in relation to emergency planning, supports making an application to the UBCM for financial assistance under the Community Emergency Preparedness Fund 2026 Emergency Support Services Grant program in collaboration with the Strathcona Regional District; and

2. THAT COUNCIL supports the Strathcona Regional District submitting the application on the Village of Sayward's behalf, and that if funded, agrees to the Strathcona Regional District managing the grant and being the recipient of all funding.

14. Bylaws – None

15. New Business

- a) **Change to Council meeting schedule for October 2026**

Recommended Resolution

THAT COUNCIL reschedules the Regular Council meeting currently scheduled for Tuesday, October 13, 2026 at 7:00 pm and shift it to Tuesday, October 6, 2026 at 7:00 pm instead so that the meeting does not occur between the Advance Polling Day (October 7th) and the General Voting Day (October 17th).

16. Public Question Period (maximum 15 minutes)

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

17. In Camera – None

18. Adjournment

- a) **THAT the Village of Sayward Council adjourns its September 22, 2026 Regular Meeting.**

Time: _____ .



**VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING MINUTES
August 18, 2026
COUNCIL CHAMBERS**

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

Present: Mayor Mark Baker
Councillor Debbie Coates
Councillor Jason Johnson

Absent: Councillor Scott Burchett - with notice
Councillor Sue Poulsen - with notice

In Attendance: Andrew Young, CAO/CO
Jennifer Redshaw, Office Administrator

1. Call to Order

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

2. Public Input

- a) Jan Bakker of 200 Kelsey Way inquired why the August 11, 2026, Regular meeting of Council was cancelled and then a Special meeting of Council was scheduled for August 18, 2026. He also stated that he had not received a reply to his comments regarding the 2025 Statement of Financial Information (SOFI) report.

3. Introduction of Late Items – None

4. Approval of Agenda

MOTION S26/39

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for **August 18, 2026**, be approved as presented.

CARRIED

5. Minutes of Previous Meetings

MOTION S26/40

MOVED AND SECONDED

THAT the minutes from the **Special Open Council meeting** held on **July 28, 2026** be adopted as presented.

CARRIED

6. Petitions and Delegations – None

7. Correspondence

- a) Letter from Minister of Energy and Natural Resources Canada dated August 13-2026 responding to Village of Sayward letter of September 12-2025 re Coastal Forestry Crisis
- b) Letter from Union of British Columbia Municipalities (UBCM) regarding Community Works Fund Grant payment dated August 6-2026
- c) Communication from La-Kwa Sa Muqw Forestry regarding proposed road construction and logging on Mt. H’Kusam (TFL 64) dated August 6-2026
 - i. Councillor Johnson commented that La-Kwa Sa Muqw Forestry will be meeting with Sayward Futures Society and others to discuss the logging proposal and potential impacts on the Kusam Climb route.
- d) Union of British Columbia Municipalities (UBCM) 2026 Annual Report

8. Council Reports – None

9. Reports of Committees – None

10. Mayor’s Report – None

11. Unfinished Business – None

12. Staff Reports

a) Permissive Tax Exemptions 2027 – RTC

Due to a lack of quorum, as Councillor Johnson has a conflict of interest on a permissive tax exemption request, consideration of this item was deferred to the next available Council Meeting.

b) Long-Term Capital Funding and Asset Renewal Strategy

MOTION S26/41

MOVED AND SECONDED

THAT Council directs staff to immediately seek grant funding or a funding model for updating the Village of Sayward’s Asset Management Plan inclusive of changed information and cost estimates.

CARRIED

MOTION S26/42

Moved and Seconded

THAT the Village of Sayward uses the updated Asset Management Plan information to apply for major grant funding to facilitate work to deal with priority one and priority two work projects that are identified in the asset management plan document.

CARRIED

MOTION S26/43

Moved and Seconded

THAT the updated Asset Management Plan information be used to compile a fulsome financial plan for the Village of Sayward for 2027 and going forward.

CARRIED

MOTION S26/44

Moved and Seconded

Accepts the Long-Term Capital Funding & Asset Management Strategy report as presented.

CARRIED

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

14. Bylaws – None

15. New Business – None

16. Public Question Period

- a) Art Bowbrick advised that the Cottonwood Drive subdivision (in the Strathcona Regional District), consisting of five 5-acre lots and one 10-acre lot is now complete.

17. In Camera

MOTION S26/45

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:

- a) 90 (1)(c) labour relations or other employee relations;
- b) 90 (1)(d) the security of the property of the municipality;
- c) 90 (1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- d) 90 (1)(g) litigation or potential litigation affecting the municipality;
- e) 90(1)(h) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- f) 90 (1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;

- g) 90 (1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- h) 90 (1)(m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
- i) 90 (1)(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2).

CARRIED

Mayor Baker called a recess at 7:44 pm.

Mayor Baker called the meeting back to order at 7:54 pm.

18. Adjournment

MOTION S26/46

MOVED AND SECONDED

THAT the Village of Sayward Council adjourns its August 18, 2026 Special Meeting.

CARRIED

Time: 9:06 pm.

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING MINUTES
August 31, 2026 - 1:00 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.

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

In Attendance: Andrew Young, CAO/CO
Jennifer Redshaw, Office Administrator

1. Call to Order

The meeting was called to order at 1:00 pm.

2. Public Input – None

No members of the public were present in the gallery.

3. Introduction of Late Items – None

4. Approval of Agenda

MOTION S26/47

MOVED AND SECONDED

THAT the agenda for the Special Meeting of Council for **August 31, 2026 convened at 1:00 pm**, be approved as presented.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

5. Minutes of Previous Meetings – None

6. Petitions and Delegations – None

7. Correspondence – None

8. Council Reports – None

9. Reports of Committees – None

10. Mayor's Report – None

11. Unfinished Business – None

12. Staff Reports - None

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

14. Bylaws – None

15. New Business – None

16. Public Question Period - None

No members of the public were present in the gallery.

17. In Camera

Cllr Burchett recused himself from the meeting citing a conflict of interest at 1:02 pm.

MOTION S26/48

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:

- a) 90 (1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- b) 90 (1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- c) 90 (1)(m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
- d) 90 (1)(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2).

Opposed Cllr Poulsen

CARRIED

Mayor Baker called a recess at 1:03 pm.

Mayor Baker called the meeting back to order at 1:11 pm.

The meeting then proceeded into an In Camera meeting that was called to order at 1:12 pm.

The Special (Open) meeting of Council was reconvened at 2:19 pm with Mayor Baker, and Councillors Coates and Johnson present.

18. Adjournment

MOTION S26/49

MOVED AND SECONDED

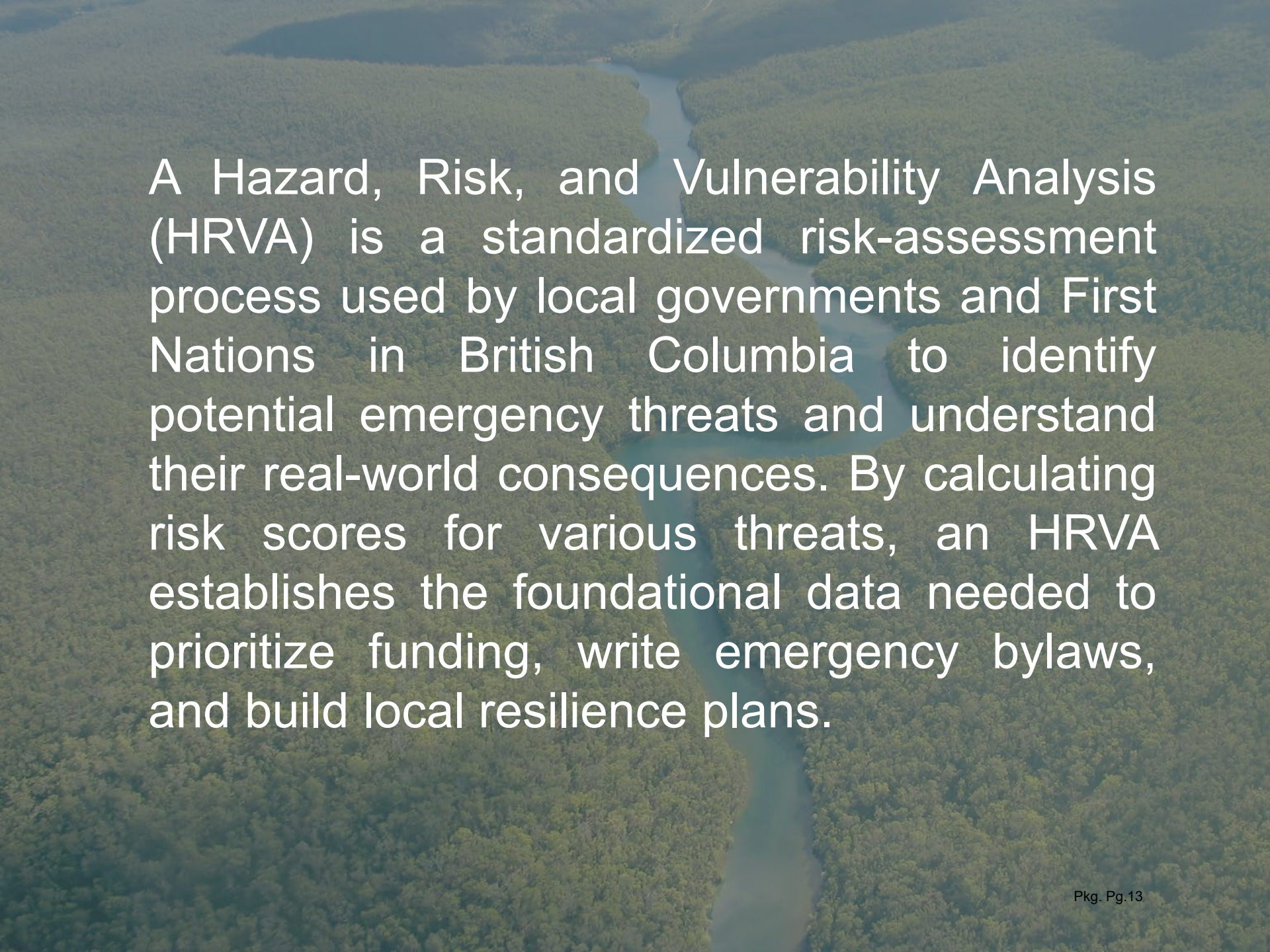
THAT the Village of Sayward Council adjourns its August 31, 2026 Special Meeting that was convened at 1:00 pm.

Time: 2:19 pm.

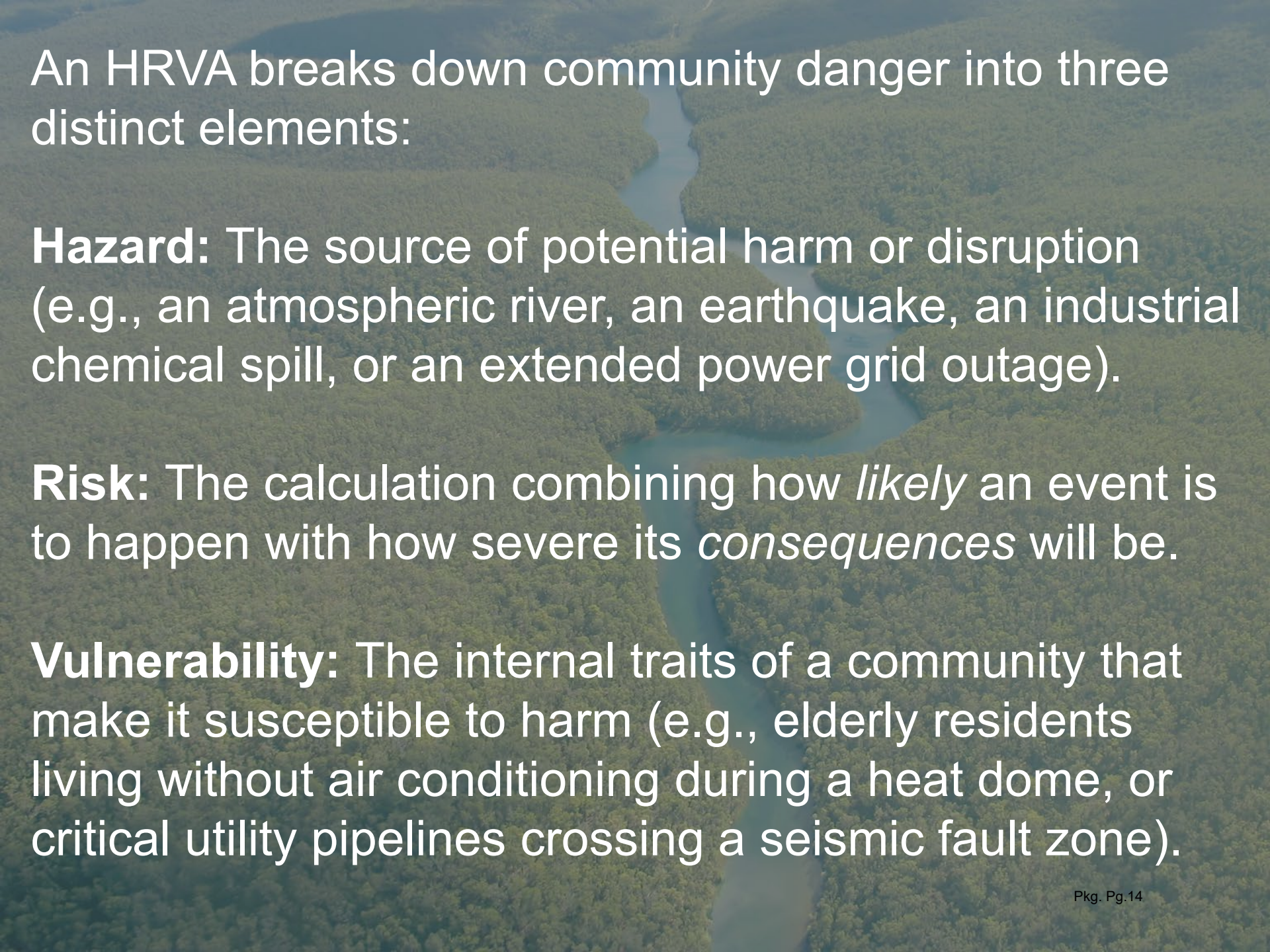
CARRIED

Mayor

Corporate Officer

An aerial photograph of a river winding through a dense, green forest. The river is a light blue-grey color, contrasting with the vibrant green of the trees. The forest appears to be a temperate rainforest, with a thick canopy. The river starts from the top center and flows downwards, branching slightly in the middle.

A Hazard, Risk, and Vulnerability Analysis (HRVA) is a standardized risk-assessment process used by local governments and First Nations in British Columbia to identify potential emergency threats and understand their real-world consequences. By calculating risk scores for various threats, an HRVA establishes the foundational data needed to prioritize funding, write emergency bylaws, and build local resilience plans.

An aerial photograph of a river meandering through a lush, green forest. The river is a light blue-grey color, contrasting with the dense green foliage. The forest appears to be a mix of deciduous and coniferous trees, with varying shades of green. The river starts from the top center and winds its way towards the bottom of the frame, with several bends and loops.

An HRVA breaks down community danger into three distinct elements:

Hazard: The source of potential harm or disruption (e.g., an atmospheric river, an earthquake, an industrial chemical spill, or an extended power grid outage).

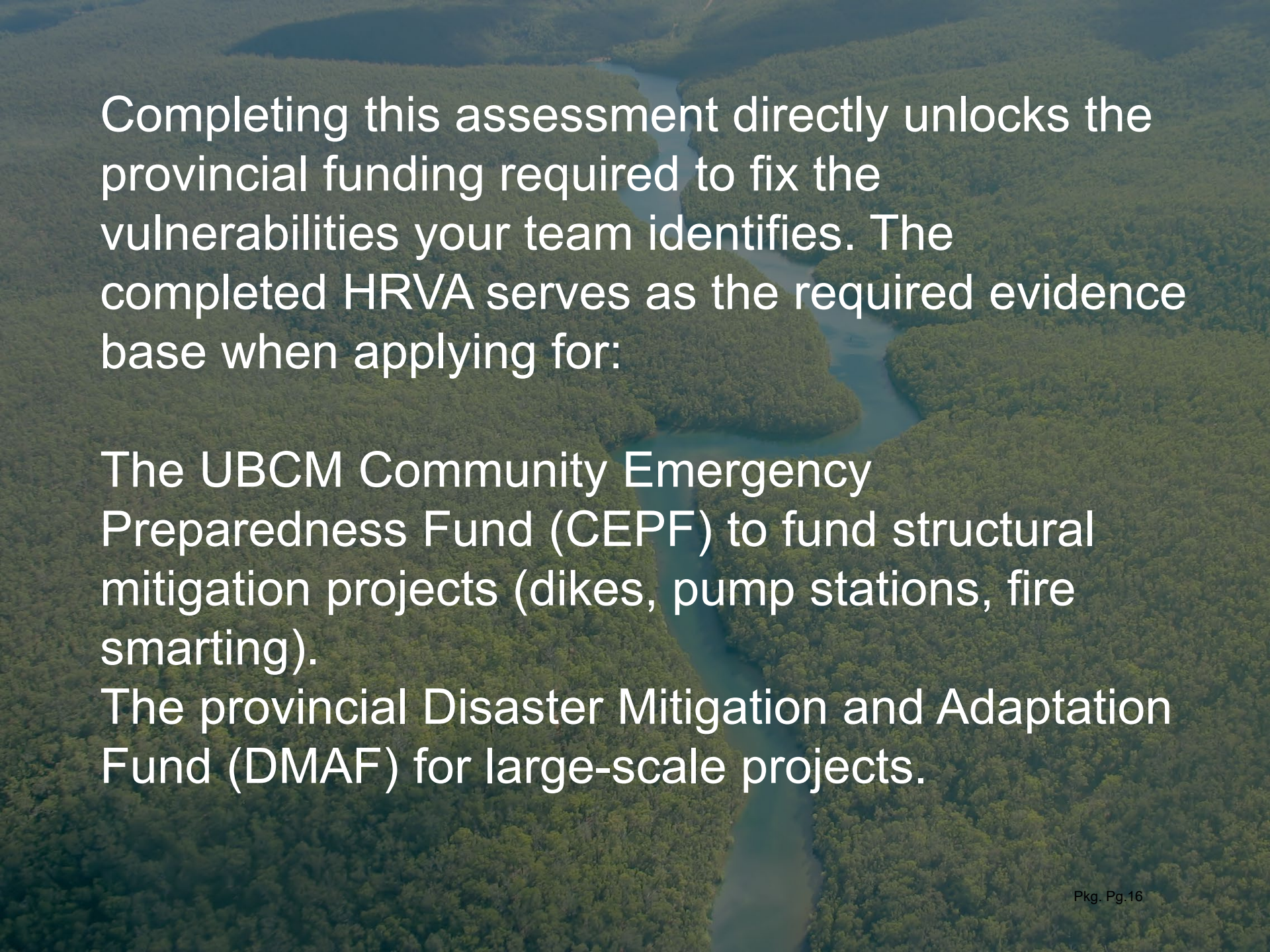
Risk: The calculation combining how *likely* an event is to happen with how severe its *consequences* will be.

Vulnerability: The internal traits of a community that make it susceptible to harm (e.g., elderly residents living without air conditioning during a heat dome, or critical utility pipelines crossing a seismic fault zone).

Implementation and Timelines

Phased Rollout: While parts of the EDMA are in effect, supporting local government regulations and specific compliance deadlines are rolling out through January 2027.

Under British Columbia's modern emergency framework, managing disaster risk is a legally binding mandate for local authorities rather than an optional administrative best practice. Following the provincial update enacted via Order in Council 186, comprehensive local authority emergency management regulations take full effect on **January 1, 2027**

An aerial photograph of a river meandering through a vast, dense green forest. The river is a light blue-grey color, contrasting with the deep green of the trees. The forest appears to be a mix of deciduous and coniferous trees, with varying shades of green. The river starts from the top center and winds its way towards the bottom of the frame, with several bends and loops.

Completing this assessment directly unlocks the provincial funding required to fix the vulnerabilities your team identifies. The completed HRVA serves as the required evidence base when applying for:

The UBCM Community Emergency Preparedness Fund (CEPF) to fund structural mitigation projects (dikes, pump stations, fire smarting).

The provincial Disaster Mitigation and Adaptation Fund (DMAF) for large-scale projects.

Why Communities Need an HRVA

Directs Local Policy: Dictates where the community builds infrastructure, guides land-use zoning rules, and shapes official community plans (OCPs).

Informs Emergency Operations:

Directly shapes local evacuation routes, backup power deployment, and emergency communication systems.

Secures Provincial Funding: Serves as the foundational data required to successfully unlock and apply for provincial disaster mitigation and climate adaptation grants.

Turning Data Into Local Action:

Guides where we invest in infrastructure
(dikes, cooling spaces, fire guards)

Directs local zoning laws to keep homes out
of high-risk zones

Attracts provincial grant funding for major
safety upgrades



SAYWARD'S ENVIRONMENTAL HISTORY: FIRES, FLOODS AND LANDSLIDES

1938 Sayward Fire: Scale and Response

- The **Sayward Fire** burned more than 75,000 acres, or approximately 30,000 hectares.
- The fire extended about 64 kilometres from Menzies Bay toward Courtenay.
- Approximately 1,700 men fought the blaze before heavy rains extinguished it in August.

An aerial photograph of a dense evergreen forest, showing a vast expanse of green trees from a high angle.

IMPACTS AND OUTCOMES

Ancient coastal old-growth ecosystems were destroyed and replaced by more uniform, single-age forests.

Thousands of mammals, birds, and other wildlife died or lost critical habitat.

Turning Point for Reforestation

Forestry officials determined that natural regeneration would fail because few seed trees remained.

The B.C. government launched its first large-scale, systematic artificial replanting program.

The program planned to plant 10,000 acres of burned or logged land annually.

New requirements emphasized the removal of logging slash and standing dead trees, or snags, to reduce future fire risk.

A photograph of a bridge over a body of water. The foreground shows a rocky shoreline with ice and snow. The bridge is a long, low structure with many supports. The sky is overcast and grey.

HISTORICAL FLOODING IN THE SAYWARD VALLEY

- The 1918 Valley Flood damaged early homesteads, including the historic general store and trading post.
- A rain-on-snow event from December 30 to January 3, 1927, followed by warm rain on January 4, caused widespread flooding.

- A 1949 flood resulted in the drowning of a Sayward resident in a raging creek.
- Residents also reported significant flood events in 1975, 1990, 2008, 2011, 2014, and 2018.
- Community testimony indicates that flooding remains a recurring risk affecting properties and transportation access.





NEWCASTLE CREEK LANDSLIDE

- . On October 23, 2025, a massive landslide occurred approximately one kilometre outside the village.
- . The slide carried roughly **10,000 cubic metres** of mud and debris down a hillside just one kilometre outside the village

An abstract painting on the left side of the slide, featuring a vertical composition. The top half is a light teal color with a textured, slightly mottled appearance. The bottom half is a darker green, also textured, with a horizontal line separating the two colors. The overall effect is a soft, painterly background.

CONCLUSION: A CONTINUING PATTERN OF ENVIRONMENTAL RISK

Sayward's history demonstrates the effects of wildfire, flooding, and landslides on ecosystems, infrastructure, and communities.

Past disasters prompted changes in forest management and reforestation practices.

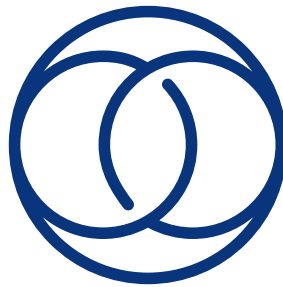
Recurring hazards highlight the importance of preparedness, watershed management, and resilient infrastructure.

BUILD



STRATEGIC PLAN AND YEAR 5 DASHBOARD

NORTH ISLAND COLLEGE



North Island College is honoured to acknowledge the traditional territories of the combined 35 First Nations of the Nuuchahnulth, Kwakwaka'wakw and Coast Salish peoples, on whose traditional and unceded territories the College's campuses are situated.

By 2026, NIC will deliver BC's best individualized education and training experience.



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Look for the *Working Together* symbol to see how *BUILD 2026* supports and works with NIC's Indigenization Plan.

WELCOME

BUILD 2026 is North Island College's commitment to ensure students are at the centre of everything we do. The plan is founded on our passionate belief that learning empowers people and builds healthier and more resilient communities.

It is our promise to support unique people and communities through individualized learning.

Visit [Plans and publications](#) on our website to see how we continue to build NIC together.

MISSION

WORKING TOGETHER, NIC BUILDS HEALTHY AND THRIVING COMMUNITIES, ONE STUDENT AT A TIME.

BUILD 2026 represents a strengthening of our commitment to the many, diverse communities we serve. It is about raising our ambitions together with community. In many ways, we are putting down roots, and we are asking you to join us.

Originally created during COVID-19, this plan is designed to be responsive and has been adjusted annually to meet students' and communities' ever-changing needs.

This plan takes individualized education and training further, so more people can discover, grow and transform themselves through education, as they prepare for rewarding careers, participate in shifting economies and contribute to more diverse and just societies.

VISION

BY 2026, NIC WILL DELIVER BC'S BEST INDIVIDUALIZED EDUCATION AND TRAINING EXPERIENCE.

Though our vision is ambitious, we are ready. We respond quickly to students' needs when they need it most.

BUILD 2026 requires us to work with students and communities to be more resilient. It invites us to continue to be responsive and refine our operations to meet ongoing change.

We are grateful to align *BUILD 2026* with NIC's first Indigenization plan, *Working Together*.

The two overarching plans, reinforced by a growing number of integrated and supporting plans, guide our work as we strive to be Indigenous serving, ensure education and training is accessible and meet the social and economic needs of students and communities across the region.

YEAR 5 IN REVIEW

NIC has completed the final year of the BUILD 2026 strategic plan that focused on upholding our mission of helping to strengthen the communities we serve.

Despite many challenges over the past five years, NIC delivered results across a wide range of measures pertaining to programming, infrastructure, Indigenization and health and well-being.

ADAPTING TO CHANGE

Over the past five years, NIC has faced a rapidly shifting external landscape, impacted initially by the COVID pandemic and recently by federal and provincial directives. Primary among these is the federal government's January 22, 2024 pivot on immigration, reducing study-permit approvals for international students and post-graduation work-permit eligibility, which resulted in an unprecedented decline in international student enrolment nationwide. For NIC, this has created a 41% decline in full-time international student enrolment – from a record-high of 640 FTEs in 2024/25 to 380 FTEs in 2025/26.

This translated to a \$3.3 million reduction in tuition revenue overall for the college, straining NIC's finances and capacity to deliver programs.

Additionally, the June 10, 2025 provincial mandate letter directed NIC to review all its programs and initiatives to ensure it continues to offer only those which: remain relevant, efficient and sustainable; contribute to economic growth; and continued commitment to lasting and meaningful Reconciliation with Indigenous partners.

DIFFICULT DECISIONS

In response to financial constraints, NIC has taken steps to ensure its sustainability and uphold its commitment to students and communities. Over the first half of 2025, the college initiated a difficult but necessary organizational realignment by adjusting staffing levels to match our new enrolment and financial realities. Staffing reductions occurred across all employee groups and were achieved, to a significant extent, through voluntary measures; however, involuntary layoffs and reductions were also unfortunately required.

Concurrently, in response to the Ministry's mandate letter, the college initiated a new annual Program Impact Assessment (PIA) process. The PIA process resulted in the suspension of several programs, effective Fall 2026. Though difficult, the process supports the college's goal of focusing resources on core offerings, including those that swiftly address skilled-worker shortages. It also supports our pursuit of structural solutions, new revenue streams and cost reductions to meet funding challenges created by declining international student numbers as well as recent tariff-related economic pressures.

STRENGTH IN COMMITMENT

These tough decisions aim to preserve the overall quality, accessibility and financial health of NIC's education and services. Despite the challenges of this transition, NIC remains committed to its students and communities.

In Fall 2025, North Island College celebrated its 50th anniversary – a milestone shaped by a half-century of innovation, resilience and deep connection to community. This coincided with the opening of the college's first-ever student housing commons, located at the Comox Valley campus. The new facility, built in partnership with the provincial government as part of its "Homes for BC" housing plan, was gifted the name tul'al'txw by the K'ómoks First Nation. The tul'al'txw student housing represents the NIC's continued commitment to support learners from all regions the college serves.



Student Housing Commons
NIC Comox Valley Campus

YEAR 5 IN REVIEW CONTINUED



PLANNING OUR PATH FORWARD

Between July and December 2025, NIC undertook initial strategic planning activities, including an environmental scan and engagement with employees, students, Indigenous communities, governments, employers and community organizations across the region. This work generated valuable early insights to inform future strategic direction. As the province continues its review of the public post-secondary system, NIC is pausing further strategic planning activities, pending ministerial direction arising from that review. During this period, the college will continue to meet the requirements set out in the annual Ministry mandate letter.



Lisa Domae PhD, RPP
President and CEO,
North Island College



Nancy Arsenault PhD
Chair, North Island College
Board of Governors

Working together to support students and communities.

NIC's two overarching strategic and Indigenization plans, ***BUILD 2026*** and ***Working Together***, are supported by ***Widening Our Doorways***, ***Journeying Together***, ***The CARE² Plan***, and ***Thriving Together - People Plan***.

Through the implementation of these plans, the College ensures all learning at NIC is relevant and accessible, connects students and faculty with Indigenous perspectives and supports the mental health, wellbeing and success of all members of the college community. The six plans work collectively to realize connected goals, measures and targets which support student success, strengthen communities and foster lasting, meaningful reconciliation across the region.



Look for the *Working Together* symbol throughout this document to see how the ***BUILD 2026*** actions support the goals from NIC's first Indigenization Plan.

27 Commitments

NIC's commitments were confirmed during the 2019 consultation with employees, students and community members. In 2021, the commitments were further defined, integrated and amended to meet students' changing learning needs.

These commitments inspired our *People* action statements.

ENGAGING PEOPLE

1. Healthy and Productive Workplaces
2. People Development
3. Employee Engagement and Collaboration

These commitments inspired our *Frame, Doorways and Rooms* action statements.

SUPPORTING STUDENTS

Caring and Supportive

4. Student Well-Being
5. Student Support and Persistence

Access

6. Program Entry
7. Learning and Services
8. Pathways to Learning

Learning and Programming

9. Indigenous-Led Education
10. Community-Connected Learning
11. Self-Directed and Customized Learning
12. Global Learning
13. Program Response and Renewal

These commitments inspired our *Foundation, Windows and Roof* action statements.

STRENGTHENING THE COLLEGE

Enrolment Services

14. Brand and Identity
15. Marketing & Recruitment
16. Integrated Enrolment

Infrastructure

17. Teaching and Learning
18. Finances
19. Information Technology
20. Campuses and Centres

Leadership

21. Reconciliation
22. Diversity, Equity and Inclusion
23. Transparency and Accountability

These commitments inspired our *Environment and Communities* action statements.

ENVIRONMENT

24. Climate and Sustainability

SERVING COMMUNITIES

25. Serving the People of the Region
26. Community Engagement
27. Social and Economic Development of the Region

9 Action Statements

Our vision, while ambitious, will be realized when we turn our commitments into action statements.

This action statement was inspired by our *Engaging People* commitments.

People

1. We will recruit, encourage, develop and retain a supportive, inclusive and diverse community of employees.

This action statement was inspired by our *Strengthening the College* commitments.

Foundation

2. We will strengthen our core operations to make NIC more resilient and agile.

These action statements were inspired by our *Supporting Students* commitments.

Frame

3. We will embed caring learning services that support students in their studies.

Doorways

4. We will increase the many ways students can access education and training at NIC.

Rooms

5. We will examine and renew our programs, the types of credentials we offer and the needs of the unique communities we serve.

These action statements were inspired by our *Strengthening the College* commitments.

Windows

6. We will raise awareness about the quality and diversity of learning at NIC.

Roof

7. We will develop diverse, inclusive and accountable processes that support college employees and provide new opportunities to contribute.

These action statements were inspired by our *Serving Communities* commitments.

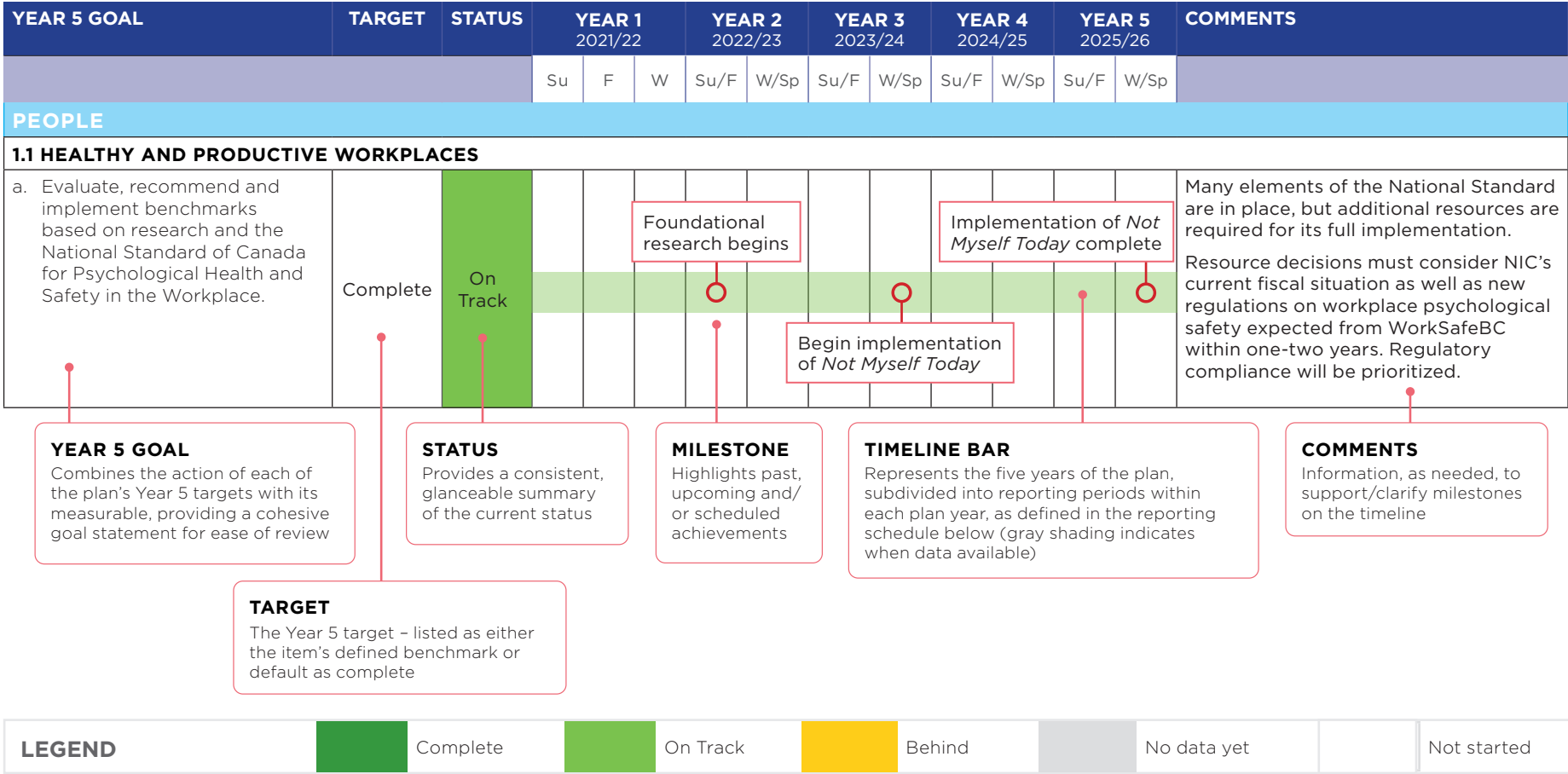
Environment

8. We will implement practices that acknowledge the cultural significance of the traditional lands on which we are gathered and sustain the planet for future generations.

Communities

9. We will serve the social and economic development needs of the people and region.

How the Dashboard Works



BUILD 2026 REPORTING

PLAN YEAR	YEAR 1			YEAR 2		YEAR 3		YEAR 4		YEAR 5	
	2021/22			2022/23		2023/24		2024/25		2025/26	
Term	Summer	Fall	Winter	Summer/Fall	Winter/Spring	Summer/Fall	Winter/Spring	Summer/Fall	Winter/Spring	Summer/Fall	Winter/Spring
Measurement Period	May to Aug 2021	Sep to Dec 2021	Jan to Apr 2022	July to December 2022	January to June 2023	July to December 2023	January to June 2024	July to December 2024	January to June 2025	July to December 2025	January to June 2026
Reporting Date	Sep 21	Jan 22	Jun 22	February 2023	June 2023	February 2024	June 2024	February 2025	June 2025	February 2026	June 2026

Current Report



People



NIC will commit to increasing the number of Indigenous employees with ongoing appointments throughout the institution, including Indigenous senior administrators.

The power of NIC lies in the strength, commitment and diversity of our people and workplaces. In our fast-changing digital world, our ability to act quickly, creatively and entrepreneurially requires a collaborative culture of growth and innovation.

We will recruit, encourage, develop and retain a supportive, inclusive and diverse community of employees.

1.1 HEALTHY AND PRODUCTIVE WORKPLACES

Positive workplaces are cultivated. Care for our employees' physical and psychological health leads to greater satisfaction, commitment and productivity. A healthy workplace promotes healthy lifestyles, safe physical environments, diverse and culturally safe and supportive work cultures and strong mental health for employees, and ultimately, the students we serve. We will instill health and wellness more intentionally into college structures and operations.

Outcome: Healthier employees working in safe and supportive workplaces

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	
PEOPLE														
1.1 HEALTHY AND PRODUCTIVE WORKPLACES														
a. Evaluate, recommend and implement benchmarks based on research and the National Standard of Canada for Psychological Health and Safety in the Workplace.	Complete	On Track												Many elements of the National Standard are in place, but additional resources are required for its full implementation. Resource decisions must consider NIC's current fiscal situation as well as new regulations on workplace psychological safety expected from WorkSafeBC within one-two years. Regulatory compliance will be prioritized.
Foundational research begins Implementation of <i>Not Myself Today</i> complete Begin implementation of <i>Not Myself Today</i>														

1.2 PEOPLE DEVELOPMENT

NIC's people are our pillars of strength and our competitive advantage. Professional, dedicated and caring employees are at the heart of our student experience. **Excellent people, working together with support and development, will realize our vision and achieve our strategic goals.**

Outcome: Thriving, inspired and productive employees

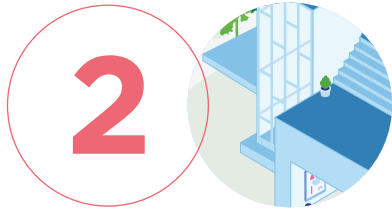
YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	
PEOPLE														
1.2 PEOPLE DEVELOPMENT														
a. Implement People Plan to develop thriving, inspired and productive employees.	Complete	Complete												<i>Thriving Together Dashboard Year 3</i> will be shared internally in October, outlining progress achieved this year. Following completion of NIC's new strategic plan, a new <i>People Plan</i> will be developed in support of the organizational strategy.

1.3 EMPLOYEE ENGAGEMENT AND COLLABORATION

All NIC employees are valued. The ability to share perspectives with colleagues across college campuses, groups and department areas creates a culture of collaboration that shares knowledge and makes NIC a more positive, engaging place to work. **We will empower people to collaborate, inspire and support each other.**

Outcome: A culture of collaboration supported by peer networks

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	
PEOPLE														
1.3 EMPLOYEE ENGAGEMENT AND COLLABORATION														
a. Develop and implement an internal communications strategy.	Complete	Complete												



Foundation

The quality of NIC's teaching and learning experiences, its financial health, information technology framework and its campuses and centres are the foundation for the delivery of NIC's education and training programs. They provide the basis necessary to achieve our vision, mission and mandate. Properly laid, the foundation also withstands the unavoidable pressures on today's operating environment. **We will strengthen our core operations to make NIC more resilient and agile.**

2.1 TEACHING AND LEARNING

Exceptional teaching and learning experiences are key to each student's academic success. While the educational landscape continues to change, we will support students' learning needs and experiences by encouraging excellence and learning within faculty groups. **We will systematically support and enhance the quality of instruction at NIC through the development of a comprehensive teaching and learning strategy.**

Outcome: Teaching excellence

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	
FOUNDATION														
2.1 TEACHING AND LEARNING														
a. Maintain or increase the target of 90% graduate and former student assessment of the quality of instruction across all programs.	≥ 90%	Complete				96%		93%		93%		97%		
b. Implement a student learning-experience survey.	Complete	Complete				Survey complete		Implementation in TT programs						
							Implementation in HHS and ASM		Implementation institution-wide					

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	
FOUNDATION														
2.1 TEACHING AND LEARNING <i>continued</i>														
c. Implement combined teaching-and-learning/digital-learning strategy.	Complete	Behind												The Roadmap will be finalized as part of the next strategic plan.

2.2 FINANCES

NIC has a long history of strong and sound financial management, in keeping with our responsibility to the Province and people of the region. This ensures our sustainability over the long term, giving confidence to students and employees, as we recover from the pandemic and guard against future challenges and threats to our financial security. **We will develop a responsive financial model to eliminate the deficit and create fiscal health.**

Outcome: Fiscal strength

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	
FOUNDATION														
2.2 FINANCES														
a. Balanced budget within three years of the pandemic ending.	Balanced	Complete												
			Projected: (\$1.5M)			(\$793K)		(\$642K)						
			Actual: \$57K			(\$741K)		\$78K						
b. Long-term financial health (positive net asset position).	> \$2.8M	Complete												
			Projected in 2021: \$3.9M			\$2.8M		\$2.1M		\$2.1M		\$2.2M		
			Actual: \$5.4M			\$4.7M		\$4.8M		\$4.3M		\$3.8M		

2.3 INFORMATION TECHNOLOGY

NIC's need for a more robust and effective Information Technology (IT) framework was reinforced throughout the pandemic. A solid network, resilient hardware and an integrated suite of applications and services for students and employees require additional investment to meet 21st-century learning needs. **We will actively and intentionally leverage our IT capacity through planning and investment.**

Outcome: Resilient, stable and secure IT services with predictable costs

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	
FOUNDATION														
2.3 INFORMATION TECHNOLOGY														
a. Implement IT Service Management (ITSM) model*.	Complete	Complete				TeamDynamix (ITSM) complete								
b. Improve NIC's cybersecurity risk-mitigation and response capabilities.	NIST CSF Score ≥ 2.9	On Track						2022 Score 1.9			2024 Score 2.7			Scoring for this cycle has been delayed as the National CyberSecurity Assessment works through a platform change. The next score is expected in late summer.
									2023 Score 2.3					

* IT Service Management Model (ITSM) is a set of policies, practices and procedures for consistently improving the processes, activities and supports required to deliver customer-service oriented technologies in alignment with business goals.

2.4 INTEGRATED ENROLMENT

Integrated enrolment planning is a collaborative, college-wide process to ensure NIC offers, administers and promotes a forward-thinking and relevant mix of program types and student spaces in the region and beyond. Important planning considerations include government priorities, labour market needs and, most importantly, student demand. **We will adjust our offerings through data-driven, program-specific, regionally responsive, collaborative enrolment planning and review that responds to student demand and guides our resourcing.**

Outcome: Optimum college-wide domestic and international enrolment

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	
FOUNDATION														
2.4 INTEGRATED ENROLMENT														
a. Define optimum enrolment for NIC.	Complete	Complete												
			Optimum enrolment established											
b. Implement enrolment targets for all programs.	Complete	Complete												
			Template implemented											
			Annual process implemented											
c. Develop and implement an integrated, strategic enrolment-management planning process.	Complete	Complete												
			Begin draft-planning process											
			Implement process											
			Initial draft plan complete											

2.5 CAMPUSES AND CENTRES

Since 1975, NIC's facilities have changed with the region's needs. Once a collection of 24 regional learning centres, NIC now operates four campuses in Campbell River, Comox Valley, Port Alberni and Micalakwila (Port Hardy) and the Ucluelet centre. In 2019, we opened the temporary St. Joe's location of the Comox Valley campus to meet burgeoning program needs. **We will review the capacity of our teaching locations, re-imagine our places, spaces and programming and support the development of living-learning communities* through student housing.**

Outcome: Thriving, inspired and integrated campuses and centres

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS	
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp		
FOUNDATION															
2.5 CAMPUSES AND CENTRES															
a. Develop Campus Master Planning concepts and share with communities.	Complete	Complete	Mixalakwila complete Port Alberni complete Campbell River complete												
b. Establish a fully operational NIC Housing Commons at the Comox Valley campus.	Complete	Complete	Tree removal/ site clearance Construction begins Housing opens Operational development begins												
c. Develop a business case for an NIC Housing Commons at the Campbell River campus.	Complete	Complete	Begin developing business case Business case to Ministry Business case complete												

* Living-learning communities are places where students live in a supported environment that directly connects them to peers and supports.

2.6 RISK MANAGEMENT

Risk is inherent in many aspects of post-secondary operations, and as we cannot eliminate all risk, a coordinated approach to risk management is critical to help us think through what might happen as we position ourselves to harness the present and embrace the future. **We will manage risk effectively in order to protect and enhance the value that NIC delivers to the community.**

Outcome: Informed decision-making and a proactive risk-management culture

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	
FOUNDATION														
2.6 RISK MANAGEMENT														
a. Develop and implement a college-wide risk-management program.	Complete	Complete												
						Framework development		Risk Appetite statement						
						ERM policy revision		Framework implemented						



NIC will establish
Indigenous-centred
holistic learning
environments for
learner success.

We will embed caring learning services that support students in their studies.

3.1 STUDENT WELL-BEING

Health and wellness begins with knowing students as individuals, treating each student fairly and equitably, and celebrating and learning from their diversity. **We will embed student well-being into programming to improve accessibility and build connections between students as they balance their responsibilities.**

Outcome: Increased student-well-being

[illegible]

3.2 STUDENT SUPPORT AND PERSISTENCE

NIC students are never alone on their educational path. While each student's situation is unique, financial stress, lack of childcare, the wrong learning path, under-developed study skills, learning struggles, interpersonal conflict and feeling a lack of belonging can all factor into their ability to reach their educational goals. **We will seamlessly integrate in-class and out-of-class experiences to support students in completing their studies.**

Outcome: Retain students with proactive support strategies

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS	
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp		
FRAME															
3.2 STUDENT SUPPORT AND PERSISTENCE															
a. Increase first-year student retention (Fall to Fall) above 47%.	> 47%	Complete	52% retention 58% retention 60% retention 57% retention 63% retention												
b. Maintain or increase the dollar amount of scholarships, bursaries, awards and emergency funds available to students.	≥ \$500K	Complete	> \$540K > \$567K > \$1.1M > \$635K > \$1M												
c. Increase # of childcare spaces above 94.	>94	On Track	Inventory of seats complete Explore expansion opportunities												The build is on track to be complete in July 2026. Childcare centre is on track to be operational for Fall 2026.



Doorways

Learning is a journey towards self-discovery, personal growth and socioeconomic prosperity. At NIC, our passionate commitment to life-long learning ensures we provide relevant and accessible learning opportunities for all. For many students, access also means valuing their life experiences and being able to choose what, how and when they progress through their studies. **We will increase the many ways students can access education and training at NIC.**

4.1 PROGRAM ENTRY

At NIC we recognize that learning happens in a variety of ways, both inside and outside traditional classrooms. We will enable more students to achieve their goals through NIC. **We will review programs to ensure they support students with multiple access points and provide pathways to learning for under-represented students.**

Outcome: Wider access to courses and programs

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	
DOORWAYS														
4.1 PROGRAM ENTRY														
a. Increase the % of full-time equivalents (FTEs)* in access** courses and initiatives above 40%.	> 40%	Complete				72%	60%	54%	51%	48%				

* Full-time Equivalent (FTE) is the metric used to measure enrolment across BC public post-secondary institutions. Full-time students count as one FTE while students taking part-time course loads count as less than one FTE.

** Access includes off-campus, non-traditional credit courses delivered at a time or place that is more available to students. This involves programs delivered off-campus, face-to-face, across the region, Adult Basic Education, Employment Transition, Joy of Lifelong Learning, dual credit and dual admission courses as well as evening and weekend courses.

4.2 LEARNING AND SERVICES

Time and place can render post-secondary learning and services inaccessible for students with multiple family and work commitments.

We will increase access to education and training by offering students flexible learning and service options.

Outcome: Serve more adult students through flexible delivery

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	
DOORWAYS														
4.2 LEARNING AND SERVICES														
a. Increase % of courses with more than one entry point per year above 27%.	> 27%	Complete				28%	28%	36%		31%		24%		Achieved, with 29% average through five years of the plan.
b. Increase the % of courses with multiple modes of delivery above 9%.	> 9%	Complete				44%	33%	27%		25%		21%		
c. Develop and implement fully operational digital service strategy.	Complete	Complete				Strategy complete				Three-year rolling action plan				
						Strategy implementation								

4.3 PATHWAYS TO LEARNING

NIC links students, community, employers, industry and educational institutions. We welcome students from educational institutions on Vancouver Island, across BC and around the world. We are a gateway for learning.

We will connect students to learning opportunities close to home and across BC.

Outcome: Seamless transitions to and from NIC

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	
DOORWAYS														
4.3 PATHWAYS TO LEARNING														
a. Maintain dual-credit enrolment above 170.	> 170	Complete				253 enrolments				184 enrolments				215 enrolments
							275 enrolments				246 enrolments			
b. Maintain or increase the # of partnership agreements each year, equal to or above 40.	≥ 40	Complete				75 partnership agreements				64 partnership agreements				63 partnership agreements
							77 partnership agreements				65 partnership agreements			



Rooms



NIC will implement intellectual and cultural traditions of Indigenous peoples through curriculum and learning approaches relevant to learners and communities.

Learning is NIC's reason for being. Our high-quality, relevant and responsive programming draws students from across BC and around the world. COVID-19 has shifted local and global industries, regional labour markets, employment rates and individual student needs.

We will examine and renew our programs, the types of credentials we offer and the needs of the unique communities we serve.

5.1 INDIGENOUS-LED EDUCATION

Serving the distinct 35 First Nations of the Nuuchah-nulth, Kwakwaka'wakw and Coast Salish traditions has strengthened NIC's programming, spaces and services. With the guidance of Indigenous leadership, Elders, students and employees, we are committed to supporting Indigenous-led education and celebrating Indigenous knowledge. **We will work collaboratively with Indigenous communities to develop and deliver unique programming that incorporates Indigenous knowledge, language and culture.**

Outcome: Indigenous-led learning

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	
ROOMS														
5.1 INDIGENOUS-LED EDUCATION														
a. Maintain or increase % of FTE Indigenous students* greater than or equal to representation in the population.	≥ 14%	Complete				19% Indigenous students				20% Indigenous students				21% Indigenous students
							20% Indigenous students			21% Indigenous students				
b. Maintain or increase % of Indigenous students satisfied with NIC's help in achieving educational goals, above or equal to 90%.	≥ 90%	Complete				90%				90%				79%
														Achieved target in three of five years of the survey.

* Inclusive of First Nations, Métis, Inuit and their communities, arts, cultures and histories in Canada.

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet ■ Not started

5.3 SELF-DIRECTED AND CUSTOMIZED LEARNING

Rapid economic and social change is being unevenly felt across the region. Students now need more accessible skills and credentials that provide access to changing economies.

We will offer individualized and customized education and training to meet the changing needs of students, industry and communities.

Outcome: Individualized advising support and customizable training or programs

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	
ROOMS														
5.3 SELF-DIRECTED AND CUSTOMIZED LEARNING														
a. Increase # of students with advising support above 425 students.	> 425	Complete				547	543	576	593	759	766	684	843	803
b. Maintain or increase # of short-term and micro-credential programs above 14.	≥ 14	Complete				24	26	26		22			23	

Global learning enriches the educational experience of all students at NIC, builds a diverse campus community and supports NIC's sustainability. It brings the world to NIC and provides all students opportunities to study, learn and gain international experience. COVID-19 is affecting student mobility worldwide, with many students beginning their studies in their home countries. We value international students' many contributions to the communities we serve and look forward to connecting international and Indigenous students with communities through learning.

Outcome: Revitalize and diversify international engagement at NIC

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet ■ Not started

5.5 PROGRAM RESPONSE AND RENEWAL

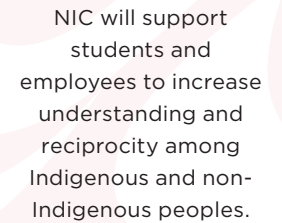
NIC's courses and programs must continuously evolve to continue to be responsive to the changing needs of students, communities, businesses and industries across the region. In a world where there are growing questions about the value and relevancy of post-secondary education, we strive to be the touchpoint for the region's students. **NIC will continue to deliver high-quality, relevant and responsive programming.**

Outcome: High-quality, relevant and responsive programming

[illegible]

* Program renewal plans provide programming and embedded services for workers, small business owners and industries negatively affected by the pandemic.

** An external review process, required by all public post-secondary institutions, Government of BC website: bit.ly/BCQAPA



6.1 BRAND AND IDENTITY

Outcome: Clearly describe who we are, what we do and for whom we do it

* Based on BC Student Outcomes Survey of Diploma, Associate Degree, and Certificate Students.

Engaging marketing, relevant recruitment and supportive advising will enable more students to meet their goals. NIC's digital presence must be responsive to a rapidly changing online landscape to effectively empower student recruitment, retention and engagement. **We will integrate marketing, recruitment and advising strategies to better serve students.**

[illegible]

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet ■ Not started



NIC will ensure governance structures recognize and respect Indigenous Peoples.

7.1 RECONCILIATION

Meaningful reconciliation with Indigenous Peoples and communities requires inclusive policies and processes that invite Indigenous participation and perspectives in NIC decision-making. **We will include Indigenous worldviews in governance processes across the College.**

Outcome: Adoption of the Truth and Reconciliation Commission's (TRC) Calls to Action for education and the UN Declaration on the Rights of Indigenous Peoples

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	
ROOF														
7.1 RECONCILIATION														
a. 75% of employees complete NIC-specific Indigenous, intercultural competency training.	≥ 75%	On Track						Framework complete		Pilot completed modules		Pilots continue		Through consultation and sharing, First Nations have helped expand the scope of the Journey to Reconciliation training significantly. Nation's approvals of the training are now complete, and teams from NIC's leadership and academic divisions as well as 19 Wing Comox have participated in program pilots. Their feedback is informing finalization of the training for the broader college community.
									Develop 3 final modules		Pilots of 7 modules underway			
b. 100% of all named program areas with clear, measurable commitments to address specific TRC Calls to Action for education.	Complete	Complete						All commitments defined						

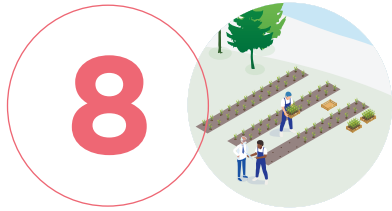
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Everybody has the right to see themselves respectfully represented in the NIC community and its places. This is a core value, central to our mission and integral to students and employees alike. **We will meaningfully foster diversity, equity and inclusion by creating safe learning and workplaces and eliminating the inequities in NIC classrooms, systems and structures.**

[illegible]

Transparent decision-making builds a culture of trust and respect. **We will facilitate open dialogue, collaboration and consultation, to manage risk, achieve our goals and obtain results.**

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	
ROOF														
7.3 TRANSPARENCY AND ACCOUNTABILITY														
a. Implement new administrative structures, teams and operational committees to meet strategic and operational needs.	Complete	Complete												
			New administrative structure											
b. Increase engagement with the North Island Students' Union (NISU).	Complete	Complete								NISU Eats in CV & PA Campuses				This MOU is on hold with the decision for NISU to end their food services (NISU Eats). Ongoing collaboration with NISU continues.
			New MOU with NISU											



Environment

The places where we live, learn, work and play matter. The incredibly biodiverse coastal mountains, ocean and forests which form the landscape we live on are key to our identities, inspire us and support the health and economies of people. **We will implement practices that acknowledge the cultural significance of the traditional lands on which we are gathered and sustain the planet for future generations.**

8.1 CLIMATE AND SUSTAINABILITY

As a forward-focused organization that improves people's futures through education and training, NIC is grateful to support people in the region in their environmental efforts. This includes the most vulnerable members of society, who disproportionately experience the impacts of climate change. **We will combat climate change through education, research and operations.**

Outcome: Climate change education and research

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	
ENVIRONMENT														
8.1 CLIMATE AND SUSTAINABILITY														
a. Reduce greenhouse gas emissions.	Complete	Complete				Upgraded lighting & hot-water heaters		Continued expanding access to online classes		New heat pump at PA campus				Housing build at Comox Valley campus meets Step 4 energy code requirements, including solar panels to reduce energy costs. Facilities' Carbon Neutral budget to be used to replace fluorescent lights at the Comox Valley, Campbell River and Port Alberni campuses.
								Purchased EV for inter-campus travel		Upgrade central cooling system at CR campus				

[illegible]



Communities



NIC will build relationships and be accountable to Indigenous communities in support of self-determination through education, training and applied research.

Communities come together through NIC. We anchor the region's communities through education, training, knowledge and innovation. We work with people, industry, Indigenous and not-for-profit organizations to enrich learning. The mutually beneficial exchange of knowledge and resources leads to healthy and thriving people and communities. It also leads to a healthy college. **We will serve the social and economic development needs of the people and region.**

9.1 SERVING THE PEOPLE OF THE REGION

Each of the communities in the region we serve is unique in their cultures, economies and access to digital technology and infrastructure. Before the pandemic, fewer people across the region were prepared for further education than the provincial average, and the pandemic may have created new obstacles on their educational path. We believe all students and communities should have access to education. **We will serve all communities, including those with barriers to participation in education and the economy.**

Outcome: Higher enrolment from within the region

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	
COMMUNITIES														
9.1 SERVING THE PEOPLE OF THE REGION														
a. Increase above 278 the # of students participating in custom regional and in-community programming.	> 278	Complete			353		374		287		380		367	

9.2 COMMUNITY ENGAGEMENT

NIC is a meeting place where communities come together and work to enrich the region's health and sustainability through education. This is possible only if we are in conversation with those around us, if we are open to hearing a diverse range of voices and if we are committed to work in concert to tackle the issues in front of us. **We will support the people and communities we serve through active collaboration and engagement.**

Outcome: To be at the heart of civic conversations

[illegible]

9.3 SOCIAL AND ECONOMIC DEVELOPMENT OF THE REGION

NIC is a publicly funded college established by the provincial government to serve the people and communities of the region. In doing so, we support the region's health and sustainability. **We will intentionally use human, financial and physical resources to promote social and economic development.**

Outcome: To be a hub for knowledge, service and innovation in the North Island

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26		COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	
COMMUNITIES														
9.3 SOCIAL AND ECONOMIC DEVELOPMENT OF THE REGION														
a. Create alumni-relations capacity.	Complete	Complete				Alumni-relations readiness assessment complete						Alumni strategy operational		
						Capacity plan complete				Initial plan updated		Alumni network surpassed goals		
b. Increase the number of active community partnerships to enhance programming.	12	Complete				31 partnerships				57 partnerships				CARTI has expanded its community partnerships by over 100% in the past five years.
								32 partnerships				55 partnerships		
c. Increase # of students involved in research projects to greater than 13 students.	> 13	Complete				13 students		30 students		32 students		33 students		The number of students engaged in applied research projects has more than tripled during the plan's timeline.



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Executive Meeting

Meeting Summary | August 14, 2026 | via Zoom

Your AVICC Executive met via Zoom on August 14th. Below is a summary of the items discussed. Please feel free to reach out with any questions.

President's Activities

I provided an update to the Executive on my activities since our last meeting. A couple of the more major highlights:

- We have been addressing **resolutions endorsed during our AVICC convention**. While all have been forwarded to UBCM for consideration at their convention, some have been identified as meeting one or more of four criteria that will exclude them from consideration at UBCM but will be included in the 2026 UBCM resolutions book appendix. The excluded resolutions endorsed at AVICC remain with AVICC for action (see the information below under AVICC advocacy for additional information). I had an interview with CBC on AVICC's letter to Minister Dix, following up resolutions in 2026 (2026-R1) and 2025 (2025-R3) on energy security in northern Vancouver Island.

UBCM Executive Meeting July 15-17

- As your AVICC representative on the UBCM Executive, I attended the UBCM Executive meetings held July 15-17. Mayor Vickey Brown also attended in her role as Director at Large.
- Mayor Brown and I had the opportunity to meet the candidates being considered to become the **new Executive Director of UBCM** and provide input to the hiring committee. I was impressed with the process and the level of engagement that occurred outside of the hiring committee. Kim Grout has been confirmed as the new Executive Director of UBCM and she will be stepping fully into her position after the upcoming convention. Gary MacIsaac will be retiring after 19 years as Executive Director of UBCM – if you see him, say thanks for his work! I've had the opportunity to see him in action both through my role on AVICC and now on the UBCM Executive and have always found him thoughtful and helpful.
- During the Executive meeting **Ministers Christine Boyle and Brittny Anderson** attended in person. The Executive reiterated concern with the **Heritage Conservation Act** and also raised concerns with the decision to not hold in-person meetings with staff during convention. We asked for updates on the **mandatory code of conduct** and the **parental leave legislation**, neither of which were passed during the most recent session. The Minister indicated she felt that the items weren't held back due to lack of support, rather there were many other issues that needed addressing. Both items are planned to come back to the fall sitting for consideration.
- The Executive discussed the final report on the **UBCM Governance Review**, which is available as part of the [2026 Resolutions Book](#). The UBCM Executive is putting forward an

Extraordinary Resolution to amend the UBCM Bylaws to address some of the findings from the review, which will be debated at the upcoming convention. I was disappointed that the Executive didn't move to address the issue of geographic representation, which to my mind was one of the main reasons behind the governance review with 80% of survey respondents saying it was important. However, the issue has been earmarked for consideration in future; I will ensure to follow it up because I think it's an important issue. As I noted, AVICC currently only has 2 representatives on the 21-member UBCM Executive; last year it was 1.

- UBCM is developing a **mental health toolkit for elected officials** which will include training, opportunities, and resources for peer-to-peer support. This work will be highlighted in a clinic on Tuesday morning of the convention (7:30-8:30 am).
- On the issue of **regional district legislation and modernization**, UBCM is working with the province to identify priority areas on which to collaborate. This is a work in progress. We have added a request for an update when we meet with Minister Boyle at UBCM.

AVICC Advocacy

- The Executive considered a **workplan for 2026-2027** including advocacy, activity around the upcoming local government election (e.g., participating in the LGLA session, reaching out to elected officials after the election etc.), and continued work on establishing internal policies.
- The Executive discussed how the change in how UBCM addresses resolutions affects advocacy at the AVICC level. The **new UBCM resolutions process** means that fewer resolutions will be accepted for debate at UBCM. We are working with other local government area association colleagues as we examine our advocacy priorities and approach.
- We discussed **two resolutions** that were endorsed at AVICC but are not going to be discussed at UBCM because they are considered **contrary to UBCM policy**. R35 (Framework for Intergovernmental Relations with First Nations) and R36 (Short-term rentals on ALR land) were both submitted directly to UBCM in 2025. Due to time constraints they were referred to the UBCM Executive for consideration which assigned a decision of Not Endorse to both. The local governments then submitted them to AVICC in 2026, where they were endorsed.

The AVICC Executive recognized the complications around advocacy on issues that are contrary to UBCM policy and determined that resolutions will need to be considered on an individual basis by the AVICC Executive. After significant discussion, which was informed by information from UBCM about why the UBCM Executive declined to endorse the resolutions, the AVICC Executive decided to action R35 by writing a letter to Minister Spencer Chandra Herbert and by requesting a Minister meeting. This decision was based on the high importance of Indigenous relations to local governments in the AVICC region which has been expressed both through endorsement of this and similar resolutions and through the member advocacy survey where this was identified as one of the top advocacy priorities. For R36 we are following up with the sponsor to better understand its intent and will discuss it again at the next Executive meeting.

- One 2026 resolution was considered **regional** by UBCM (ie. a topic they consider only relevant to AVICC). We wrote a letter to Minister Dix on **energy security in the North Island** (2026-R1 and 2025-R3) and requested a Minister meeting at UBCM.
- For the **4 resolutions** that were considered **out-of-scope** by UBCM, AVICC sent letters to Minister Parmar and Greene (and cc'd to federal Ministers Olszewski and McGuinty) calling for the retrofit of the Hercules Fleet to increase fire-fighting capacity (2026-R39); and letters to Ministers Malcolmson, Sunner, and Farnworth on student-related resolutions (R37 – student food security grant; R38 – post-secondary affordability; and R40 – student ferry fares).
- Correspondence sent and received by AVICC can be found on our website [here](#). Also see our new [AVICC Resolutions Database](#) which tracks how resolutions are actioned (the database will be updated with 2026 resolutions after the UBCM convention).
- Based on AVICC resolutions and member feedback on advocacy priorities, the Executive requested three meetings with UBCM Ministers and one meeting with Ministry staff. We will be in touch with local governments which put forward resolutions on these topics to coordinate our meetings:
 - **[Minister meeting confirmed]** Ministry of Housing and Municipal Affairs: public libraries, supportive housing residential tenancy act amendments, and regional district legislative reform
 - **[Minister meeting confirmed]** Ministry of Indigenous Relations and Reconciliation: establish a framework for intergovernmental relations between local governments and First Nations, funding Indigenous governments' engagement in local government planning activities
 - **[Minister meeting declined]** Ministry of Energy and Climate Solutions: energy certainty to support long-term economic development in northern Vancouver Island, power supply investment in the north Island
 - **[Ministry staff meeting confirmed]** Ministry of Water Land and Resource Stewardship, Ministry of Forests, and Ministry of Emergency Management and Climate Readiness: private managed forest land (PMFL) background; lack of enforcement clarity and reliance on existing legislation; and working group on data sharing, access, and coordinating response to watershed risk in PMFL

AVICC Bookkeeper Update

We have benefited from having Kathleen Spalek CPA, CMA support our development of financial policies, bookkeeping, and financial decisions since AVICC became fully autonomous from UBCM in 2023. Ms. Spalek is retiring and the Executive reviewed several options for replacement bookkeepers. The Executive decided to retain [Profit Trails Bookkeeping](#) as our new bookkeeper.

AVICC Auditor

The Executive approves the appointment of an auditor each year. Although as a society we are not required to have an audit, we do so to provide assurance to our members that our financials are in proper order. The Executive appointed KPMG as our auditor for the 2026 fiscal year.

Preliminary Planning for the 2027 AVICC Convention

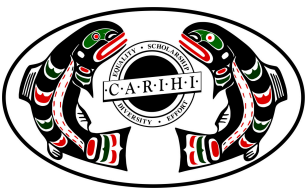
- Planning continues for the 2027 convention in [Nanaimo from April 16-18, 2027](#).
- We are still open to receiving ideas for keynote speakers/topics and workshop topics. **If you have ideas please reach out to Theresa!**
- One change we're planning for 2027 is to provide an **optional pre-convention working lunch for everyone for day 1 of the convention**. In addition to the Chiefs, Mayors, & Chairs luncheon, and the Electoral Area Directors & Friends luncheon, we will provide another option. Planning is underway – do you have suggestions for things you might find fun/interesting at a luncheon? Let us know!
- The Executive confirmed that we will continue with our new format for the **Saturday evening gathering** – instead of the traditional sit-down banquet, we will be holding an event at the **Nanaimo Museum** that will include food stations and entertainment that is sure to be fun. Hope to see you there!
- The Executive confirmed that **elections** for Executive positions will again be open to all AVICC member representatives, not just those attending the convention. We recognize that not everyone is able to attend the convention but we still want you to have the ability to vote for your representatives.

AVICC Activities at UBCM

- Each year AVICC hosts a **luncheon at UBCM** which includes wonderful food and networking, a provincial address, a presentation from next year's AVICC host community, and candidate speeches for those AVICC members running for a UBCM Executive position. I am pleased that this year we will be joined by **Randene Neill, Minister of Water, Land and Resource Stewardship**. Minister Neill will provide a brief address and then sit down for a short Q&A with me.
- During our lunch we will hear from candidates for the UBCM Executive. So far Zac de Vries is running for 3rd VP, and Vickey Brown and Will Cole-Hamilton are running for Director-at-Large. **If you are planning on running from the floor during convention, please let Theresa know** prior to the convention so we can ensure you have the opportunity to address the assembly.
- You might have seen the campaign by Gord Johns, MP for Courtenay-Alberni on **fair federal funding for BC Ferries**. Mr. Johns is holding a non-partisan rally during UBCM and is inviting MLAs and all local government electeds to gather for a photo op/rally at **1:30 pm in the plaza outside Canada Place on September 16th**. To facilitate this, the Executive supported aiming to wrap up our luncheon by about 1:20, giving time for those interested to join the rally prior to the address by Minister Brittney Anderson at 2 pm. The North Coast Local Government Association (NCLGA) will also be wrapping their luncheon up around the same time so their members can attend.

AVICC Financials

- The Executive reviewed the financial statements to June 30, 2026.
- The Executive chose to budget for a deficit for 2026, keeping dues stable (no increase) for 2026 and convention costs low while also expanding advocacy initiatives on behalf of our members.
- The 2026 AVICC convention is forecast to return a profit of approximately \$32K which is close to budget and is slightly improved from the previous report. The overall projected deficit for 2026 is now \$45,000 which is lower than budgeted.
- AVICC maintains a strong financial position, with accumulated surplus funds exceeding \$350,000 allowing us to budget for a deficit while recognizing that we need to retain sufficient funds to support AVICC work in years where an unexpected event leads to a significant reduction in income. We saw this happen the year we had to cancel our conference due to the COVID pandemic.



SEPT. 2026

Carihi Secondary: Fire Recovery Update



DEMOLITION COMPLETE, MAJOR WORK BEGINS

Gym restoration moves into construction phase while A-Wing planning and scheduling continues

As students and staff return for the 2026-2027 school year, work continues on the recovery and reconstruction of Carihi Secondary. Building permits for the gym have been submitted, site preparation is underway, and major construction is scheduled to begin in October. Planning and design work continues on the replacement of A-Wing.

Gym Repairs

The building permit application for the gym has been submitted to the City of Campbell River and is currently under review. Procurement activities and sub-trade tendering are expected to begin as the permit process advances. Gym construction will begin in October



and continue through spring 2027, followed by equipment installation, commissioning, and final occupancy preparations through summer 2027.

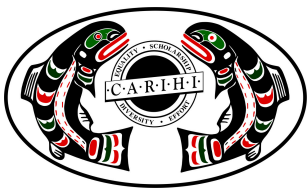
The gym is scheduled to be complete and ready for student use in time for September 2027.



WHAT YOU'LL SEE THIS MONTH

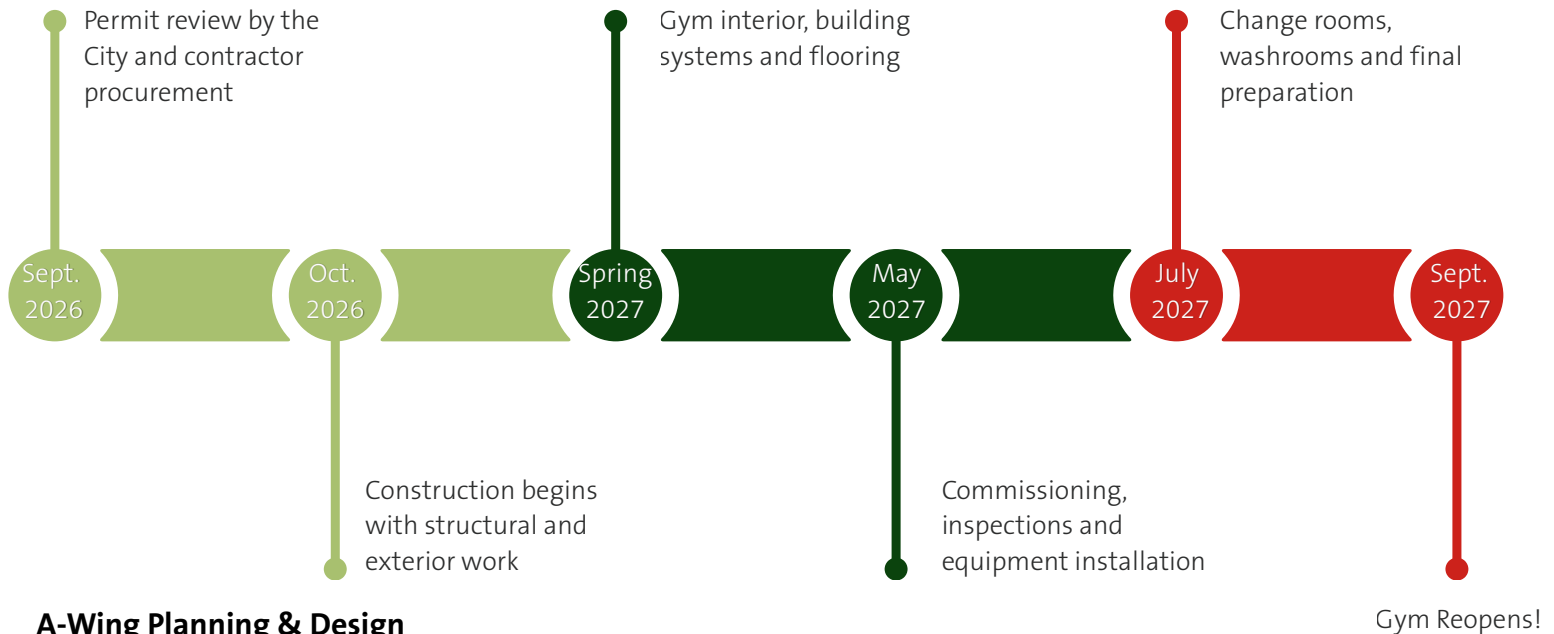
- Students using the camp kitchen for Culinary Arts classes.
- Permits for the gym restoration.
- Site prep ahead of October's gym construction start.
- Traffic patterns in and around the school are expected to remain similar to last year.
- Classes, programs and extracurricular activities continue.

Watch for future monthly updates.



Carihi Secondary: Fire Recovery Update

Gym Project Timeline



A-Wing Planning & Design

Planning and design work for the replacement of A-Wing continues to move forward. The architectural team has developed a preliminary design schedule and is advancing the project through the next phase of design and planning. While a detailed construction schedule is still being developed and timelines may continue to be refined, work on A-Wing will be concurrent to the gym repairs and the project is expected to extend through 2027 and into 2028.

The new A-Wing will be built in a new location on the school site along Dogwood Street instead of where it was

before. Geotechnical investigations identified challenges with rebuilding in the original location. The new location also provides the opportunity to add additional space for the dedicated dining area.

As the project moves forward, the district plans to share information about the new A-Wing design with students, staff, families, and the broader community. Because this is a reconstruction project instead of a new school build, the process differs from a typical capital project. Provincial funding had to be approved based on a design

that had already completed the provincial review and approval process.

While the overall design and scope have already been approved through the provincial review process, there will be opportunities for school community input on finishes, colours, and other interior design details.

Work on A-Wing will overlap with the gym reconstruction, but it is a separate project with a longer design and construction timeline. A-Wing is expected to open in September 2028.



Crews from Stemic Construction working to put the finishing touches on the camp kitchen.

Culinary Arts Program

The camp kitchen will be fully operational for the start of this school year, giving culinary arts students consistent access to a dedicated space for cooking and food preparation.

Students will continue to use a classroom for theory and food preparation activities, while the camp kitchen will support cooking and hot food instruction.

Because the camp kitchen is smaller than a standard teaching kitchen, it

cannot accommodate the entire class at one time. To support the program, the district has hired an additional responsible adult to provide supervision, allowing some students to work in the classroom while others receive hands-on instruction in the kitchen.

Last year, the program operated primarily from a regular classroom, with one day a week in the North Island College's commercial kitchen and occasional access to the school's foods room.



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OFFICE OF THE CHAIR

September 16, 2026

VIA EMAIL: village@saywardvalley.ca

Village of Sayward
652-A H'Kusam Way
Sayward, BC V0P 1R0

Attention: Mayor and Council

Dear Mayor and Council,

The Strathcona Regional District is preparing to begin the review and update of the Strathcona Accessibility Plan, and we are asking each of our current partners to confirm whether they wish to continue participating in the regional model.

Since the regional approach was established, our organizations have worked together to meet our accessibility planning obligations while sharing resources, expertise and capacity. As we approach the next version of the Plan, this review provides an opportunity to look back at the first several years of implementation, identify what has worked well and where challenges remain, and consider how both the Plan and the supporting governance, meeting and reporting structures can be improved.

Untapped Accessibility, which supported development of the original Plan, has been retained to lead the review. The process will include a workshop with project partners as well as separate engagement with the Strathcona Accessibility and Inclusion Advisory Committee (SAIAC). We hope to hold the partner workshop before the end of this calendar year.

Accessibility barriers are not always visible or apparent to those who do not encounter them in their daily lives. Features of our built environment, services, communications and organizational processes that may seem routine can create significant barriers for others. The regional partnership provides an important opportunity to learn from people with lived experience, better understand those barriers and work collectively toward communities and public services that are more accessible and inclusive.

Confirmation of Continued Participation

To continue as a partner in the regional Strathcona Accessibility Plan, **please confirm your organization's participation with Elaine Popove at epopove@srd.ca by October 31, 2026.** If you anticipate any challenges meeting this timeline, please contact Elaine as soon as possible.

By confirming continued participation, your organization is also agreeing to reimburse the SRD for its equal share of the final eligible costs of the Plan review and update, to a maximum of \$2,000 per partner. The SRD will administer the consultant contract and project costs, with final eligible costs divided equally among participating partners and invoiced once the project is complete. A response by October 31, will

allow us to confirm the participating organizations and support our goal of holding the partner workshop before the end of this calendar year.

The August 20, 2026 staff report outlining the proposed review process and partner contribution model, along with a copy of the Board resolution, is attached for your reference. The current Strathcona Accessibility Plan, along with information and links related to the *Accessible British Columbia Act*, are available on the SRD website at srd.ca/accessibility.

Thank you for your organization's participation in this work and for your continued commitment to improving accessibility across the Strathcona region.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Baker', is positioned above a horizontal line.

Mark Baker

Attached: 20260820-Accessibility-Plan-Partner-Contributions.PDF
 Certified Copy of Board resolution 792/26



STAFF REPORT

DATE: August 20, 2026

FILE: 0560-04Board

TO: Chair and Directors
Regional Board

FROM: David Leitch
Chief Administrative Officer

RE: STRATHCONA ACCESSIBILITY PLAN UPDATE – PARTNER CONTRIBUTIONS

PURPOSE/PROBLEM

To consider requesting financial contributions from the Strathcona Accessibility Plan partners toward the cost of reviewing and updating the Plan.

EXECUTIVE SUMMARY

The regional approach to the Accessibility Plan was established to reduce duplication, support collaboration and allow the partners to share resources associated with the accessibility committee, accessibility plan and public feedback process. The current members of the partnership have been appointed to represent:

- Strathcona Regional District;
- City of Campbell River;
- Village of Gold River;
- Village of Sayward;
- Village of Tahsis;
- Village of Zeballos;
- Vancouver Island Regional Library; and
- Vancouver Island West School District 84.

The *Accessible British Columbia Act* requires accessibility plans to be reviewed and updated at least once every three years. The current Strathcona Accessibility Plan was adopted in 2024. Earlier this year, the SRD initiated the review process in advance of the statutory deadline to allow the partners and the Strathcona Accessibility and Inclusion Advisory Committee (SAIAC) to assess the effectiveness of the current framework, clarify roles and responsibilities and identify opportunities to strengthen the Plan and regional approach.

At its June 2026 meeting, SAIAC received the two attached reports outlining the proposed Accessibility Plan review and recommending that consideration of the Committee's Terms of Reference, structure and role within the regional framework form part of that process.

Following that meeting, a proposal was obtained from Untapped Accessibility, the consultant that supported development of the original Strathcona Accessibility Plan. The proposed scope includes engagement with the partners and SAIAC, review of the existing regional framework and preparation of an updated Accessibility Plan. Untapped Accessibility has quoted \$12,900 to complete this work.

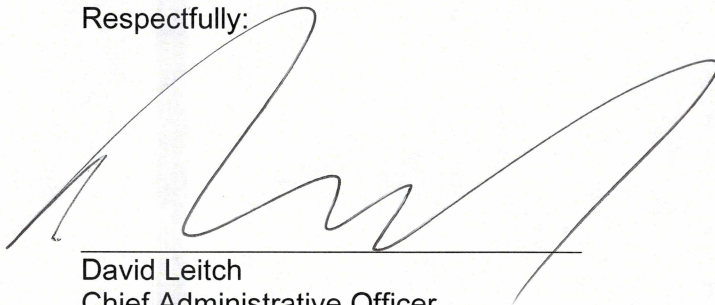
A contribution of up to \$2,000 from each partner is proposed. The maximum provides contingency for additional consultant costs and reasonable expenses required to support Committee members' full participation in the Plan update.

Once the review is complete and final project costs are known, eligible costs would be divided equally among the partners and invoices issued accordingly, to a maximum of \$2,000 per organization.

RECOMMENDATIONS

1. THAT the report from the Chief Administrative Officer be received.
2. THAT partner organizations be requested to contribute up to \$2,000 toward the cost of reviewing and updating the Strathcona Accessibility Plan.

Respectfully:



David Leitch
Chief Administrative Officer

BACKGROUND/HISTORY

In April 2023, the Regional Board directed that the requirements of the *Accessible British Columbia Act* be implemented through a regional joint accessibility committee with representation from Electoral Areas, member municipalities and other interested public sector partners. The regional approach was intended to avoid duplication, encourage collaboration and allow participating organizations to pool resources, expertise and capacity. The original implementation works also recognized the opportunity to share workload, resources and budget requirements among the partners.

The *Accessible British Columbia Act* requires an accessibility plan to be reviewed and updated at least once every three years. In updating a plan, an organization must consider public feedback and consult with its accessibility committee. Although the current Plan is not yet at the end of its three-year review period, the review is being initiated in 2026 to provide sufficient time for meaningful engagement and to address issues identified during the first years of implementation. At its June 2026 meeting, SAIAC received reports regarding both the Accessibility Plan review and the Committee's membership and Terms of Reference. The review was identified as an opportunity to:

- assess implementation of the existing Accessibility Plan;
- engage SAIAC and the partners on what has worked well and where improvements are required;
- clarify the roles and responsibilities of SAIAC, the SRD and the partners;
- consider the effectiveness of the regional governance and administrative framework;
- review the Committee's Terms of Reference and structure; and
- prepare an updated Accessibility Plan for consideration by SAIAC and the partners.

The June report identified the use of a consultant to engage separately with Committee members and partner organizations, gather feedback on the effectiveness of the current Plan and assist in preparing an updated Accessibility Plan.

Following that meeting, a proposal was obtained from Untapped Accessibility, which supported development of the original Plan. Untapped Accessibility has quoted \$12,900 to complete the proposed work. The review will require meaningful participation from SAIAC members and the partners. In addition to consultant costs, reasonable expenses may be required to support Committee members' SAIAC members' full participation in the review process.

FINANCIAL IMPLICATIONS

The current quote from Untapped Accessibility for the Accessibility Plan review and update is \$12,900. With eight partners, an equal share of the quoted consultant cost would be approximately \$1,612.50 per organization. A maximum contribution of \$2,000 per partner would establish a shared funding envelope of up to \$16,000. The additional capacity above the current consultant quote would provide flexibility to address minor changes in consultant scope and reasonable costs required to support full Committee participation in the review process.

The SRD would administer the contract with Untapped Accessibility and initially manage eligible project costs. Once the Accessibility Plan update is complete and final costs are known, the total eligible cost would be divided equally among the partners. Each partner would then be invoiced for its equal share, to a maximum of \$2,000. If final eligible project costs remain at the current quoted consultant amount of \$12,900, each partner's contribution would be approximately \$1,612.50 rather than the full \$2,000 maximum.

The SRD's share would be funded from the existing budget for Regional Accessibility Plan and Accessibility Committee implementation.

The SRD currently provides the majority of the administrative resources required to maintain the regional accessibility framework, including staff time associated with Committee coordination, records, partner liaison, public feedback administration and accessibility planning. As the regional framework matures, consideration will be given to establishing a more formal approach to sharing future direct costs associated with maintaining the regional accessibility framework.

LEGAL IMPLICATIONS

The *Accessible British Columbia Act* requires prescribed organizations to maintain an accessibility committee, accessibility plan and public feedback process. The Act requires accessibility plans to be reviewed and updated at least once every three years. In updating a plan, an organization must consider feedback received through its public feedback process and consult with its accessibility committee.

INTERGOVERNMENTAL/REGIONAL IMPLICATIONS

The regional accessibility framework brings together public sector organizations with differing populations, service responsibilities and organizational capacities. The shared approach reduces duplication, allows the partners to pool specialized resources and provides smaller organizations with access to capacity and expertise that may otherwise be difficult to maintain independently..

The SRD is currently seeking clarification from the Provincial Accessibility Directorate regarding the individual responsibilities of prescribed organizations participating in a shared regional framework, including the level of organization-specific planning or implementation detail that may be required. Any guidance received through that process can be incorporated into the Accessibility Plan review and will help clarify expectations for both the partners and SAIAC moving forward.

An equal contribution toward the direct costs of the Plan review reflects the shared benefit of the regional framework and supports a more equitable approach to maintaining it over time.

The SRD would continue to provide the lead administrative role for the regional process.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS

The Accessibility Plan and SAIAC provide formal mechanisms for people with disabilities and members of the public to identify accessibility barriers and contribute to accessibility planning. Updating the Plan provides an opportunity to ensure the regional framework remains responsive to community feedback and changing accessibility needs.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

Strategic Initiatives and Communications would continue to work collaboratively with SAIAC and the partners throughout the Accessibility Plan review. Corporate Services would support governance-related matters, including any amendments to the SAIAC Terms of Reference arising from the review.

Prepared by: Sheena Fisher, Manager, Strategic Initiatives

Attachments: 20260616-Accessibility-Plan-Review
20260618-SAIAC-Membership-and-TOR



STAFF REPORT

DATE: June 16, 2026 **FILE:**

TO: Chair and Directors,
Strathcona Accessibility and Inclusion Advisory Committee

FROM: David Leitch
Chief Administrative Officer

RE: ACCESSIBILITY PLAN REVIEW

PURPOSE

To provide the Committee (SAIAC) with information regarding the upcoming review of the Strathcona Regional Accessibility Plan.

EXECUTIVE SUMMARY

At its April 12, 2023, meeting the Regional Board considered the attached report and passed the following resolution:

Lott/Colborne: SRD 343/23

THAT the Regional District implement the requirements of the Accessible BC Act by developing a regional joint accessibility committee with representation from the electoral areas, member municipalities and other interested public sector partners.

Following the Board's direction, the Strathcona Accessibility and Inclusion Advisory Committee was established with representation from the Electoral Areas, member municipalities and partner organizations. Through the efforts of the Committee and its partners, the Strathcona Regional Accessibility Plan was developed and formally adopted in 2024, creating a shared framework to identify, remove and prevent barriers across participating organizations and broader community.

The *Accessible British Columbia Act* requires participating organizations to review and update their accessibility plans at least once every three years. While the Strathcona Regional Accessibility Plan was adopted in 2024 and is not yet due for formal review, staff are proposing to begin the review process early. Through the initial years of implementation, several opportunities have been identified to strengthen the regional accessibility framework, including clarifying roles and responsibilities, strengthening partner engagement and reaffirming commitment to the shared goals of the plan. Beginning the review process now will help ensure the plan remains current, effective and reflective of the needs and priorities of both partner organizations and Committee members.

The review will provide an opportunity for the Committee and partner organizations to reflect on implementation to date, identify successes, evaluate challenges and barriers and explore opportunities to strengthen accessibility efforts across the region. Particular attention will be given to understanding how the Committee and partner organizations can best work together to advance the goals of the plan and support meaningful implementation.

The review will also provide an opportunity to revisit the roles and responsibilities of both the Committee and partner organizations, confirm shared expectations and seek renewed

commitment to the regional accessibility framework. In addition, the Committee's Terms of Reference will be reviewed, including membership composition, the use of alternate members, meeting frequency and meeting format. The objective will be to ensure the Committee remains effective, accessible and responsive while making the best use of members' time and expertise.

To support the review process, the SRD intends to retain a consultant to engage separately with Committee members and partner organizations. The consultant will gather feedback on the effectiveness of the current plan, identify opportunities for improvement, and assist in preparing an updated Accessibility Plan for consideration by the Committee and partner organizations.

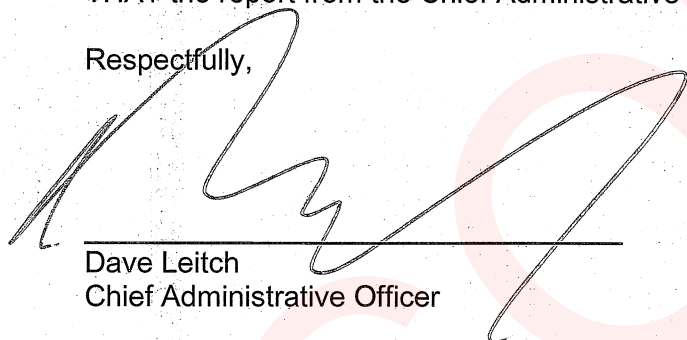
Over the coming months Committee members are encouraged to review the current Accessibility Plan and reflect on what has worked well, where challenges have been encountered and what changes may improve the effectiveness of the plan and the broader accessibility framework. Similar engagement will be undertaken with partner organizations before a draft updated plan is prepared and brought forward for review and feedback.

Once a consultant has been retained and the engagement process has been defined, additional information regarding timelines, engagement activities and opportunities for participation will be shared with Committee members and partner organizations.

RECOMMENDATION

THAT the report from the Chief Administrative Officer be received.

Respectfully,



Dave Leitch
Chief Administrative Officer

Prepared by: Sheena Fisher, Manager, Strategic Initiatives

Attachments: 2024 Accessibility Plan
20230404-BC-Accessibility-Act



STAFF REPORT

DATE: April 5, 2023

TO: Chair and Directors,
Regional Board

FROM: David Leitch
Chief Administrative Officer

FILE:

RE: ACCESSIBLE BC ACT – IMPLEMENTATION APPROACH

PURPOSE/PROBLEM

To consider how best to implement the requirements of the *Accessible British Columbia Act* for the Strathcona Regional District.

POLICY ANALYSIS

The *Accessible British Columbia Act* and Regulation came into effect on September 1, 2022. To comply with the regulations, all public sector organizations are required to establish an accessibility committee, develop an accessibility plan, and build a tool to receive feedback on their accessibility efforts. The regulation applies to the Strathcona Regional District and all member municipalities. Implementation is to occur before September 1, 2023.

EXECUTIVE SUMMARY

The attached report was considered at the November 23, 2022 meeting of the Board at which time the following resolution was passed:

Mawhinney/Lott: SRD 769/22

THAT a further report identifying options and budgetary estimates for meeting the requirements of the *Accessible British Columbia Act* be prepared for consideration by the Board.

The first step in implementing the *Accessible BC Act* is the establishment of an Accessibility Committee. The purpose of the committee is to assist local government and other public sector organizations with identifying barriers to individuals in, or interacting with, the local government and advising how to remove and prevent barriers.

To avoid potential duplication of work, organizations can work together to develop an accessibility committee, plan, and feedback tool. The Regional District could use a collaborative strategy when developing the accessibility committee and, in partnership with other public sector organizations, create a joint regional committee. This approach would encourage collaboration and the pooling of resources rather than leaving each local government in the region to devise their own solutions.

RECOMMENDATIONS

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

2. THAT the Regional District implement the requirements of the *Accessible BC Act* by developing a regional joint accessibility committee with representation from the electoral areas, member municipalities and other interested public sector partners.

Respectfully:



David Leitch
Chief Administrative Officer

BACKGROUND/HISTORY

The *Accessible British Columbia Act* and Regulation came into effect on September 1, 2022. This legislation is designed to support over 926,000 people living with some sort of disability in B.C. and to ensure meaningful participation in their community.

To comply with the regulations, all public sector organizations are required to establish an accessibility committee, develop an accessibility plan, and build a tool to receive feedback on their accessibility efforts. This work is to be underway by September 1, 2023.

Accessibility Committee

The committee, to the extent possible, should have at least half of its members:

- Be persons with disabilities
- Represent a disability-serving organization

Membership should also reflect the diversity of British Columbians and have Indigenous representation.

Diversity within the committee will allow for meaningful input from people with experience of a disability. They can share their experiences of barriers from interacting with regional public sector organizations and will have helpful information on how to eliminate those barriers.

Accessibility Plan

In developing an accessibility plan, the Regional District and potentially, partnering public sector organizations would consider how to identify, remove and prevent barriers to people interacting with their organization. The plan must be reviewed and updated at least once every three years. In developing or updating their plan, an organization must consult with its accessibility committee and consider specified principles:

- Inclusion
- Adaptability
- Diversity
- Collaboration
- Self-determination
- Universal design

Feedback Mechanism

The accessibility regulations require that a process for receiving comments from the public on the organization(s)' accessibility plan and the barriers individuals experience within or when interacting with the organization(s). Once feedback is received, a staff member would review it and forward information to the accessibility committee.

To support organizations who are required to implement the *Accessible British Columbia Act*, the Disability Alliance of BC has recently developed toolkits and templates to assist public sector organizations in establishing their committees and developing plans.

ALTERNATIVES

The Regional District has options when determining the scope and strategy to comply with the *Accessible BC Act*. Multiple organizations may work together to develop an accessible plan, committee, and feedback mechanism. The BC Government Accessible BC Frequently Asked Questions document encourages organizations to collaborate with other organizations including municipalities within a region. The Disability Alliance also recommends this approach where feasible.

The alternatives below outline potential committee composition options.

1. That the Regional District implement the requirements of the *Accessible BC Act* by developing a separate accessibility committee for each of the electoral areas.
2. That the Regional District implement the requirements of the *Accessible BC Act* by developing a single accessibility committee for all the electoral areas.
3. That the Regional District implement the requirements of the *Accessible BC Act* by developing a regional accessibility committee with representation from the electoral areas and member municipalities.
4. That the Regional District implement the requirements of the *Accessible BC Act* by developing a regional joint accessibility committee with representation from the electoral areas, member municipalities and other interested public sector partners.

Regardless of the composition of the committee, the next steps required to form a committee include:

1. Develop an Accessibility Committee Terms of Reference and application process.
2. Obtain approval for the Terms of Reference.
3. Create and implement a committee recruitment strategy.
4. Screen and appoint committee members.
5. Host first meeting (ideally before September 1, 2023)

FINANCIAL IMPLICATIONS

The BC Government has budgeted \$3 million over three years to support organizations to meet the legal requirements. These funds will be administered by the Disability Alliance of BC.

Where possible, the Regional District will access other funding sources for the development and implementation of the Accessibility Plan.

In 2023, budget expenses will include the recruitment of committee members, host 1-2 meetings, potential honorariums and hiring a facilitator to assist with the development of a plan. These costs can be shared among partnering organizations if a joint regional approach is pursued.

LEGAL IMPLICATIONS

Organizations that fail to comply with the *Accessibility BC Act* can be fined up to \$250,000.

INTERGOVERNMENTAL/REGIONAL IMPLICATIONS

A joint regional committee would avoid duplication of work, encourage collaboration and reduce volunteer burnout. Partnering with member municipalities will help organizations share the workload, resources and budget requirements.

Initial discussions at the staff level from all member municipalities support a regional approach to addressing the requirements of the *Accessibility BC Act*. Smaller municipalities have expressed concerns over their ability to meet the committee member composition requirements. The Vancouver Island Regional Library has also expressed interest in partnering on a regional committee. Formal confirmation of participation will be obtained if a regional approach is approved. Other public sector organizations would also be contacted.

An *Accessibility BC Act* staff report for the City of Campbell River Council is scheduled for the April 27, 2023 council agenda.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS

In addition to complying with the *Accessibility BC Act*, the establishment of a committee and plan will help purposely build a more inclusive environment for all citizens of the Regional District.

Prepared by: Renée LaBoucane, Manager Strategic Initiatives

Attachments: [Accessible BC Act](#) FAQs
Copy of November 18, 2022 report to the Board



Frequently asked questions about the Accessible B.C. Regulation for organizations

Learn more about what the Accessible B.C. Regulation means for included organizations.

On this page:

- [What is the Accessible British Columbia Regulation?](#)
- [When does the regulation come into effect?](#)
- [When will organizations be required to meet the requirements?](#)
- [Are there requirements about the composition of accessibility committees?](#)
- [What should the accessibility plan contain?](#)
- [Are organizations required to submit accessibility plans to government?](#)
- [What strategies can help organizations tailor Part 3 requirements to their organization?](#)
- [What support or resources are available to help my organization comply with Part 3 requirements?](#)
- [Does being listed in the regulation automatically mean that future accessibility standards will apply to our organization?](#)
- [Will our organization be required to make physical upgrades to our building\(s\)?](#)
- [Where can I learn more about the Accessible B.C. Act?](#)

What is the Accessible British Columbia Regulation?

It requires organizations listed in the regulation to meet the requirements of Part 3 of the Accessible British Columbia Act. Government and listed organizations must establish:

1. An accessibility committee
2. An accessibility plan
3. A tool to receive feedback on accessibility

When does the regulation come into effect?

The regulation comes into effect Sept. 1, 2022.

When will organizations be required to meet the requirements?

All organizations will have at least one year from when they are listed in the regulation to when they must comply. For organizations in the first phase, they must comply by September 1, 2023. For organizations in the second phase, this date is September 1, 2024.

[Check out our new site](#)

Are there requirements about the composition of accessibility committees?

Accessibility committees, to the extent possible, should have at least half of its members:

- Be persons with disabilities
- Represent a disability-serving organization

Membership should also reflect the diversity of British Columbians and have Indigenous representation. Committees may include members from inside or outside of the organization.

What should the accessibility plan contain?

An accessibility plan should outline how the organization will identify, remove and prevent barriers to people in the organization or interacting with it. The plan must be reviewed and updated at least once every three years.

In developing or updating their plan, an organization must consult with its accessibility committee and consider specified principles:

- Inclusion
- Adaptability
- Diversity
- Collaboration
- Self-determination
- Universal design

In updating their plan, an organization must also consider comments received through its public feedback mechanism.

Are organizations required to submit accessibility plans to government?

No. Organizations are not required to submit accessibility plans to government. However, organizations must make their accessibility plan available to the public, for example by publishing it on their website.

What strategies can help organizations tailor Part 3 requirements to their organization?

There are several strategies the organization could use to come into compliance, including:

- Organizations that have an existing accessibility committee, plan or public feedback tool may use them
- Organizations may adapt an existing plan (such as a diversity and inclusion plan), committee, or feedback tool
- Two or more organizations could work together to develop an accessibility plan, committee, or public feedback tool jointly.

[Check out our new site](https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/accessibility/legislation/faq)

The intent is to avoid potential duplication of work and encourage collaboration. For example, some local organizations may already be pooling accessibility resources and merging related advisory committees (like [North Shore Advisory Committee on Disability Issues](#)).

What support or resources are available to help my organization comply with Part 3 requirements?

Government is providing \$3 million over three years to support organizations to meet the legal requirements. Funds will be administered by Disability Alliance of BC.

Does being listed in the regulation automatically mean that future accessibility standards will apply to our organization?

No. The requirements under Part 3 of the Act are for:

- An accessibility committee
- An accessibility plan
- A tool to receive feedback on accessibility

The Accessible B.C. Act establishes a process for accessibility standards to be developed and adopted as regulations. Each regulation will clearly identify which organizations or class of organization it applies to.

Will our organization be required to make physical upgrades to our building(s)?

No. While organizations are encouraged to make upgrades that will enhance accessibility, physical upgrades are not required under the Accessible British Columbia Regulation.

Where can I learn more about the Accessible B.C. Act?

For more information about the Accessible B.C. Act please consult:

- [Accessible B.C. Act](#) (full Act)
- [Accessible B.C. Act](#) (in force)
- [Accessible B.C. Regulation](#) comes into force September 1, 2022
- [Plain Language summary of the Accessible B.C. Act](#)
- [Timeline for implementation](#) (PDF).

[Check out our new site](#)



STAFF REPORT

DATE: November 18, 2022

FILE: 0550-04 Board

TO: Chair and Directors,
Regional Board

FROM: Dave Leitch
Chief Administrative Officer

RE: ACCESSIBLE BRITISH COLUMBIA ACT

PURPOSE/PROBLEM

To consider the implications to the Strathcona Regional District of the *Accessible British Columbia Act* that was recently enacted by the Province of BC.

EXECUTIVE SUMMARY

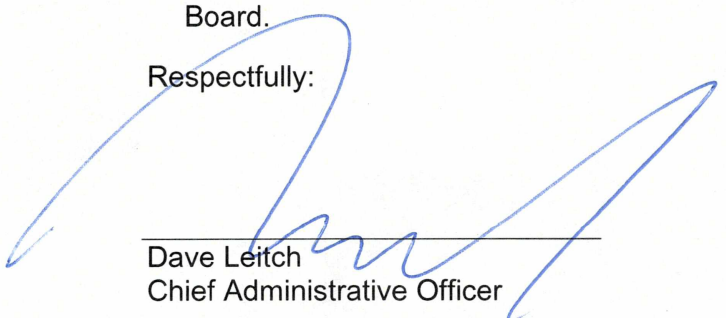
The Province of BC has recently enacted the *Accessible British Columbia Act* which has specific implications for local government including the development of an accessibility committee, accessibility plans and a mechanism for public feedback. Additional details regarding these requirements are contained in the legislation and the attached backgrounder provided by the law firm of Young Anderson.

Since the deadline to comply with the statutory requirements of this legislation is September 1, 2023 the Board may wish to consider obtaining further details before moving forward on implementation measures. For example, it is currently unknown if the Regional District needs to develop separate accessibility plans and accessibility committees for each electoral area, or whether a corporate-wide approach would meet the requirements of the statute. That information may be useful as budgetary estimates for the upcoming financial plan discussions are developed.

RECOMMENDATION

1. THAT the report from the Chief Administrative Officer be received.
2. THAT a further report identifying options and budgetary estimates for meeting the requirements of the *Accessible British Columbia Act* be prepared for consideration by the Board.

Respectfully:



Dave Leitch
Chief Administrative Officer

Prepared by: T. Yates, Corporate Services Manager

Attachments: *Accessible British Columbia Act* and backgrounder

BC Legislation Establishes New Accessibility Requirements for Local Governments

On April 14, 2022, the Accessible British Columbia Regulation, B.C. Reg. 105/2022 (the "Regulation") was enacted. The Regulation confirms that various organizations including local governments are subject to certain accessibility requirements under the Accessible British Columbia Act, S.B.C. 2021, c. 19 (the "Act"), which was developed to establish certain standards to promote accessibility and reduce barriers to full participation in society.

Accessibility Requirements

a) Accessibility Committees

Pursuant to the Act and the Regulation, all local governments are required to establish an accessibility committee for the purposes of assisting the local government with identifying barriers to individuals in, or interacting with, the local government; and advising the local government on how to remove and prevent such barriers. The Act defines "barriers" as "anything that hinders the full and equal participation in society of a person with an impairment," and recognizes that barriers can be "caused by environments, attitudes, practices, policies, information, communications or technologies," and "affected by intersecting forms of discrimination." The Act requires that, to the extent possible, at least half of the members of each accessibility committee must be persons with disabilities or representing a disability-serving organization, and at least one member must be an Indigenous person. Accessibility committees will be responsible for development accessibility plans for the "identification, removal and prevention of barriers" for individuals seeking access to services.

b) Accessibility Plans

Additionally, effective September 1, 2022, the Act requires local governments, in consultation with their accessibility committee, to develop an accessibility plan for the purpose of identifying, removing and preventing barriers to individuals in, or interacting with, the local government. The accessibility plan, which must be reviewed and updated at least once every three years, must consider the principles of inclusion, adaptability, diversity, collaboration, self-determination, and universal design.

c) Public Feedback

Also effective September 1, 2022, the Act requires local governments to implement a mechanism for public feedback in relation to its accessibility plan and barriers to access in the organization generally. There is currently no guidance in the Act regarding the required process for receiving public comments and feedback, so this mechanism may be tailored to the needs of each local government.

Compliance with Accessibility Requirements

Local governments will have until September 1, 2023, to comply with the requirements of the Act to establish an accessibility committee, an accessibility plan, and a public feedback mechanism. Directors designated by the Minister under the Act will have broad powers to ensure compliance with the Act, including the power to require inspections and impose monetary penalties of up to \$250,000 for non-compliance.

Local government employers should ensure that they comply with the requirements under the Act by establishing an accessibility committee, an accessibility plan, and a public feedback mechanism. For more information or with assistance in compliance with the Act, feel free to contact the lawyers at Young Anderson.

Julia Tikhonova & Carolyn MacEachern ✍



ACCESSIBLE BRITISH COLUMBIA ACT

Published by Quickscribe Services Ltd.

Updated To:
[includes 2021 Bill 6, c. 19 (B.C. Reg. 105/2022) amendments (effective September 1, 2022)]

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ACCESSIBLE BRITISH COLUMBIA ACT
CHAPTER 19 [SBC 2021]

[includes 2021 Bill 6, c. 19 (B.C. Reg. 105/2022) amendments (effective September 1, 2022)]

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PART 1 – Interpretation

Definitions

1. In this Act:

"accessibility committee" means a committee under section 9 *[accessibility committee]*;

"accessibility plan" means a plan under section 11 *[accessibility plan]*;

"barrier" has the meaning given to it in section 2 *[barriers]*;

"director" means the director designated under section 21 *[director]*;

"disability" means an inability to participate fully and equally in society as a result of the interaction of an impairment and a barrier;

"impairment" includes a physical, sensory, mental, intellectual or cognitive impairment, whether permanent, temporary or episodic;

"Indigenous peoples" has the same meaning as in the *Declaration on the Rights of Indigenous Peoples Act*;

"provincial accessibility committee" means the government's accessibility committee;

"technical committee" means a committee under section 15 *[technical committees]*.

2021-19-1.

Barriers

2. (1) For the purposes of this Act, a barrier is anything that hinders the full and equal participation in society of a person with an impairment.
- (2) For certainty and without limiting subsection (1), barriers can be
- (a) caused by environments, attitudes, practices, policies, information, communications or technologies, and
 - (b) affected by intersecting forms of discrimination.

2021-19-2.

PART 2 – Recognition and Accountability

Part 2: Division 1 – Recognition

Minister to promote accessibility

3. (1) The minister must promote accessibility in British Columbia.
- (2) Without limiting subsection (1), the minister may, subject to the regulations, pay a grant to a person for the purpose of identifying, removing or preventing barriers.

2021-19-3.

Recognition of AccessAbility Week

4. The prescribed week in each year is AccessAbility Week throughout British Columbia.

2021-19-4.

Recognition of sign languages

5. Sign languages are recognized as the primary languages for communication by deaf persons in British Columbia, including, without limitation,
 - (a) American Sign Language, and
 - (b) Indigenous sign languages.

2021-19-5.

Part 2: Division 2 – Accountability

Annual reports

6. (1) The minister must publish a report for each fiscal year of the government that describes the actions taken in that year by the minister and the provincial accessibility committee to implement this Act and the regulations.
- (2) A report under subsection (1) for a fiscal year must be published by September 30 in the following fiscal year.

2021-19-6.

Independent reviews

7. (1) The minister must, by appointing a person in accordance with subsection (2), initiate a review of the effectiveness of this Act and the regulations
 - (a) by March 31, 2026,
 - (b) within 5 years after the first appointment, and
 - (c) at least every 10 years thereafter.
- (2) An appointment under subsection (1) must require the person appointed to

- (a) carry out the review in accordance with terms of reference, if any, specified in writing by the minister,
 - (b) in carrying out the review, consult with representatives of at least the following groups:
 - (i) persons with disabilities;
 - (ii) individuals and organizations that support persons with disabilities;
 - (iii) Indigenous peoples;
 - (iv) individuals and organizations that are subject to or affected by Part 3 *[Accessible Organizations]*;
 - (v) individuals and organizations that are subject to or affected by the regulations, and
 - (c) submit to the minister a report that sets out
 - (i) the findings of the review, and
 - (ii) the recommendations, if any, of the person appointed on how to improve the effectiveness of the Act and the regulations.
- (3) The minister must lay a report under subsection (2) (c) before the Legislative Assembly as soon as practicable and, promptly after doing so, must publish the report.

2021-19-7.

PART 3 – Accessible Organizations

Application

8. This Part applies to the following organizations:
- (a) the government;
 - (b) a prescribed organization and an organization in a prescribed class of organizations.

2021-19-8.

Accessibility committee

9. (1) An organization must establish a committee to
- (a) assist the organization to identify barriers to individuals in or interacting with the organization, and
 - (b) advise the organization on how to remove and prevent barriers to individuals in or interacting with the organization.
- (2) An accessibility committee must, to the extent possible, have members who are selected in accordance with the following goals:
- (a) at least half of the members are
 - (i) persons with disabilities, or
 - (ii) individuals who support, or are from organizations that support, persons with disabilities;
 - (b) the members described in paragraph (a) reflect the diversity of persons with disabilities in British Columbia;
 - (c) at least one of the members is an Indigenous person;
 - (d) the committee reflects the diversity of persons in British Columbia.

2021-19-9.

Provincial accessibility committee

10. (1) The provincial accessibility committee is to consist of up to 11 members appointed by the minister in accordance with section 9 (2) [accessibility committee] and this section.
- (2) An individual may be appointed under subsection (1) for a term of up to 4 years and may not be appointed for more than 2 consecutive terms.
- (3) The provincial accessibility committee is subject to the direction of the minister.

2021-19-10.

(ADD) Accessibility plan

Sep
01/22

11. (1) An organization must develop a plan to identify, remove and prevent barriers to individuals in or interacting with the organization.
- (2) An organization must review and update its accessibility plan at least once every 3 years.
- (3) In developing and updating its accessibility plan, an organization must consider the following principles:
- (a) inclusion;

- (b) adaptability;
 - (c) diversity;
 - (d) collaboration;
 - (e) self-determination;
 - (f) universal design.
- (4) In developing its accessibility plan, an organization must consult with its accessibility committee.
- (5) In updating its accessibility plan, an organization must
- (a) consider any comments received under section 12 *[public feedback]*, and
 - (b) consult with its accessibility committee.
- 2021-19-11 (B.C. Reg. 105/2022).

(ADD) **Public feedback**
Sep
01/22

12. An organization must establish a process for receiving comments from the public on
- (a) the organization's accessibility plan, and
 - (b) barriers to individuals in or interacting with the organization.
- 2021-19-12 (B.C. Reg. 105/2022).

PART 4 – Accessibility Standards

Part 4: Division 1 – Accessibility Standards

Accessibility standards

13. (1) The Lieutenant Governor in Council may make regulations respecting the identification, removal or prevention of barriers.
- (2) Without limiting subsection (1), the Lieutenant Governor in Council may make regulations under that subsection in relation to any of the following:
- (a) employment;
 - (b) delivery of services;
 - (c) the built environment;
 - (d) information and communications;
 - (e) transportation;
 - (f) health;
 - (g) education;
 - (h) procurement.
- (3) For certainty, the authority to make regulations under this section is not limited by Division 2 [Standards Development].

2021-19-13.

Part 4: Division 2 – Standards Development

Standards development

14. If the minister directs the provincial accessibility committee to develop a proposed accessibility standard, the committee must
- (a) develop the proposed accessibility standard in accordance with
 - (i) this Division and the regulations, if any, and
 - (ii) any general or specific directions of the minister, and
 - (b) submit the proposed accessibility standard to the minister.

2021-19-14.

Technical committees

15. (1) The minister may establish a technical committee to assist the provincial accessibility committee to develop a proposed accessibility standard.
- (2) The minister may appoint any of the following to a technical committee:
- (a) members of the provincial accessibility committee;

- (b) other individuals as the minister considers necessary or advisable.
- (3) A technical committee is subject to the direction of the provincial accessibility committee.

2021-19-15.

Consultations

16. In developing a proposed accessibility standard, the provincial accessibility committee must consult with representatives of at least the following groups:
- (a) persons with disabilities;
 - (b) individuals and organizations that support persons with disabilities;
 - (c) Indigenous peoples;
 - (d) organizations that might be affected by the standard;
 - (e) ministries of the government that might be affected by the standard.

2021-19-16.

Accessibility principles

17. In developing a proposed accessibility standard, the provincial accessibility committee must consider the following principles:
- (a) inclusion;
 - (b) adaptability;
 - (c) diversity;
 - (d) collaboration;
 - (e) self-determination;
 - (f) universal design.

2021-19-17.

Relevant laws, standards and norms

18. In developing a proposed accessibility standard, the provincial accessibility committee must consider
- (a) relevant laws of British Columbia,
 - (b) relevant standards enacted or proposed in other jurisdictions, and
 - (c) the United Nations Convention on the Rights of Persons with Disabilities.

2021-19-18.

Rights of Indigenous peoples

19. In developing a proposed accessibility standard, the provincial accessibility committee must consider
- (a) the rights recognized and affirmed by section 35 of the *Constitution Act, 1982*, and

- (b) the United Nations Declaration on the Rights of Indigenous Peoples.

2021-19-19.

Publication and recommendation of proposed standards

20. The minister must

- (a) publish a proposed accessibility standard developed and submitted under section 14 *[standards development]*, and
- (b) after making any changes to the proposed accessibility standard that the minister considers necessary or advisable, recommend to the Lieutenant Governor in Council that a regulation based on that standard be enacted under section 13 *[accessibility standards]*.

2021-19-20.

PART 5 – Not yet in force

21. to 25. Not yet in force

21. to 25. *[Not yet in force]*

COPY

PART 6 – Not yet in force

26. and 27. Not yet in force

26. and 27. *[Not yet in force]*

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PART 7 – General

Accessible formats

28. A person who is required under this Act to publish a record must, on request, provide the record in a prescribed accessible format
- (a) at no charge, and
 - (b) within a reasonable period of time.

2021-19-28.

Remuneration of provincial committees

29. In accordance with the general directives of Treasury Board, the minister may
- (a) reimburse or pay an allowance to members of the provincial accessibility committee or a technical committee for reasonable travelling and out-of-pocket expenses necessarily incurred in carrying out their duties, and
 - (b) pay remuneration to
 - (i) members of the provincial accessibility committee, or
 - (ii) members of a technical committee who are
 - (A) members of the provincial accessibility committee, or
 - (B) persons with disabilities.

2021-19-29.

Consultants and specialists

30. (1) The minister may, for the purposes of this Act, engage or retain consultants or specialists that the minister considers necessary and may determine their remuneration.
- (2) The *Public Service Act* does not apply to a person engaged or retained under subsection (1).

2021-19-30.

Section 5 of *Offence Act* does not apply

31. Section 5 of the *Offence Act* does not apply to this Act or the regulations.

2021-19-31.

Regulations

32. (1) The Lieutenant Governor in Council may make regulations referred to in section 41 of the *Interpretation Act*.
- (2) Without limiting subsection (1), the Lieutenant Governor in Council may make regulations as follows:
- (a) respecting any matter for which regulations are contemplated by this Act;
 - (b) respecting grants under section 3 [*minister to promote accessibility*], including, without limitation,
 - (i) restricting the purposes, amounts or recipients of those grants, and

- (ii) respecting the terms and conditions on which the grants may or must be given;
 - (c) prescribing for the purposes of section 8 (b) *[application of Part 3]* a person, agency or other body or a class of persons, agencies or other bodies;
 - (d) respecting the establishment and functions of accessibility committees, the development, contents and form of accessibility plans and the process for receiving comments under section 12 *[public feedback]*;
 - (e) requiring persons to whom Part 3 *[Accessible Organizations]* does not apply to prepare plans described in section 11 (1) *[accessibility plan]* and respecting the development, contents and form of those plans;
 - (f) respecting the development of proposed accessibility standards under sections 14 to 19 *[standards development, etc.]*;
 - (g) without limiting paragraphs (d) and (f), respecting what is to be considered in considering a principle referred to in sections 11 (3) *[accessibility plan]* or 17 *[accessibility principles]*;
 - (h) respecting monetary penalties under section 23 *[monetary penalties]*, including, without limitation,
 - (i) prescribing a limitation period for imposing a monetary penalty and evidentiary matters in relation to that period,
 - (ii) subject to section 23 (3), prescribing the minimum or maximum amount of a monetary penalty that may be imposed for specified contraventions, or a manner of calculating those amounts,
 - (iii) authorizing administrative penalties to be imposed on a daily basis for continuing contraventions,
 - (iv) prescribing time limits for paying monetary penalties, and
 - (v) prescribing the consequences of failing to pay a monetary penalty, which may include, but are not limited to, imposing additional penalties;
 - (i) respecting appeals under section 27 *[appeals to tribunal]*, including, without limitation,
 - (i) prescribing a tribunal established or continued under another Act for the purposes of that section, and
 - (ii) applying provisions of the *Administrative Tribunals Act* to an appeal or the tribunal;
 - (j) respecting publication of anything that is required to be published under this Act and prescribing formats as accessible formats for the purposes of section 28 *[accessible formats]*.
- (3) A regulation under this Act may do one or more of the following:
- (a) delegate a matter to a person;
 - (b) confer a discretion on a person;
 - (c) make different regulations in relation to different classes of persons, things, circumstances or other matters;
 - (d) adopt by reference, in whole, in part or with any changes considered appropriate, a regulation, code, standard or rule
 - (i) enacted as or under a law of another jurisdiction in or outside Canada, or
 - (ii) set by a provincial, national or international body or any other code-, standard- or rule-making bodyas the regulation, code, standard or rule stands at a specific date, as it stands at the time of adoption or as amended from time to time.

- (4) The authority to make regulations under this section does not limit and is not limited by the authority to make regulations under section 13 *[accessibility standards]*.

2021-19-32.

COPY

Commencement

Commencement

33. 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 11 and 12	By regulation of the Lieutenant Governor in Council
3	Sections 21 to 27	By regulation of the Lieutenant Governor in Council

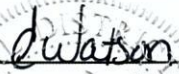


CERTIFIED COPY OF BOARD RESOLUTION

Strathcona Accessibility Plan Update - Partner Contributions

Sinnott/Chapman: THAT partner organizations be requested to contribute up to \$2,000 toward the cost of reviewing and updating the Strathcona Accessibility Plan.
SRD 792/26

I hereby certify the foregoing to be a true and correct copy of Resolution #SRD 792/26, passed by the Board of the Strathcona Regional District at its regular meeting held on August 26, 2026.



Edith Watson
Deputy Corporate Officer
Dated at Campbell River, BC
this 13th day of September, 2026

(Faint circular official seal of the Strathcona Regional District is visible in the background.)



Tel: 604-273-5722 | **Fax:** 604-273-5762 | **Toll Free:** 1-866-273-5766 | **Toll Free Fax:** 1-866-273-5762
105 - 21900 Westminster Hwy., Richmond, BC V6V 0A8
info@apbc.ca | www.apbc.ca

September 2026

Community Paramedicine in British Columbia

Dear Mayor and Council,

On behalf of the Ambulance Paramedics of BC (APBC), representing more than 6,000 paramedics, emergency dispatchers and call takers across British Columbia, I am writing to make you aware of a significant development in BC's Community Paramedicine program.

Community Paramedicine was launched in 2015 to help stabilize paramedic staffing in rural and remote communities while addressing gaps in local healthcare. Working primarily in patients' homes and communities, Community Paramedics support people with chronic conditions, falls prevention, medication management, home health monitoring, opioid education and palliative care, while remaining available to respond to urgent calls when needed.

The program demonstrated its value early. By January 2019, Community Paramedics had cared for nearly 1,600 patients and completed more than 19,600 home visits. During those same shifts, they also responded to 346 acute 911 calls. BCEHS's own evaluation called Community Paramedicine a "success story" and recommended that the program be thoughtfully sustained and further developed.

The Concerning Change

Unfortunately, that development has not happened. Today, 78 of the original 103 Community Paramedic positions are vacant, and these positions have not been posted for years. In practical terms, 80 communities, and their surrounding areas, are without access to the Community Paramedicine service intended for them.

Rather than rebuilding and modernizing the program, BCEHS is now proposing to move the remaining Community Paramedics away from their long-established community and in-home healthcare role and toward primarily responding alone to 911 calls. BCEHS describes this as increasing workload and augmenting emergency response. We believe it represents a fundamental departure from the purpose of the program.

Community Paramedics have always supported emergency response when needed. The issue is not whether they should assist with serious 911 calls. The concern is whether emergency response becomes their primary role, displacing the scheduled home visits, preventative care and local relationships that make Community Paramedicine different.

Our Position

APBC believes Community Paramedicine should be **rebuilt and expanded, not repurposed.**

Healthcare needs have changed considerably since this program was created. Rural, remote and Indigenous communities continue to face primary care shortages, hospital pressures, homelessness, mental health issues,

addiction and temporary emergency department closures. Rather than narrowing the Community Paramedic role, we believe BCEHS and PHSA should be looking at how these highly experienced paramedics can do more.

That means restoring vacant positions, developing their clinical scope and creating new pathways that allow Community Paramedics to meet more patient needs closer to home, while keeping preventative and community-based care at the heart of the program.

We recognize that healthcare programs need to evolve, and APBC is open to discussing efficiencies and changes to Community Paramedicine to meet the needs of patients and the evolving healthcare system. What we cannot support is allowing a successful program to decline and then fundamentally changing its purpose without first examining what it could become.

Communities Should Have a Voice

Community Paramedicine works because it is local. CPs build trusted relationships with patients, families, healthcare providers and community leaders. Yet these changes are moving forward without meaningful consultation with the Community Paramedics doing the work or the communities they serve.

We have asked the provincial government to help ensure BCEHS and PHSA pause these changes and bring the appropriate parties together. We believe local governments, Indigenous communities, frontline Community Paramedics, APBC, health authorities, BCEHS/PHSA and the Ministry of Health should all have a voice in determining the future of this program.

This does not need to become a dispute between communities and the Province. There is an opportunity to work together, modernize Community Paramedicine and make it an even more valuable part of BC's healthcare system.

We would welcome the opportunity to connect with you at UBCM, hear what is happening in your community and discuss what the future of Community Paramedicine could look like.

Community Paramedicine is about providing the right care, closer to home, before a health issue becomes an emergency. We believe that is worth protecting.

Sincerely,



Jason Jackson

President

Ambulance Paramedics of BC / CUPE 873

media@apbc.ca

JJ/ac/MoveUp

From: [CFD Info CFD:EX](#)
To: [Sayward Finance-Admin](#)
Subject: Letter from the Honourable Jodie Wickens, Minister of Children and Family Development
Date: September 17, 2026 9:47:46 AM
Attachments: [image001.png](#)

VIA E-MAIL
Ref: 312352

Mayor Mark Baker
Village of Sayward
E-mail: village@saywardvalley.ca

Dear Mayor Baker and Council:

As Minister of Children and Family Development, I am delighted to once again proclaim October as Foster Family Month in British Columbia. This year marks the 36th anniversary of Foster Family Month, providing an important opportunity to recognize and celebrate the remarkable contributions of family and foster caregivers across our province. I am honoured to express my sincere gratitude for their unwavering dedication and commitment to supporting children and youth in care.

Caregivers of all kinds demonstrate extraordinary compassion and generosity by opening their hearts, homes, and lives to children and youth who need support. By providing a safe and nurturing environment for these young people, they help them cope with what can be very difficult times, and also help them begin to heal and work through the challenges they have experienced.

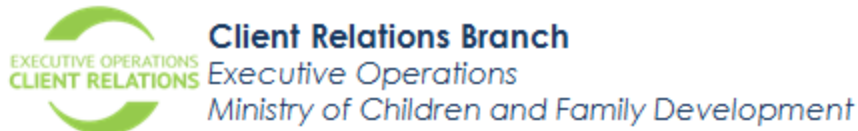
Over the years, I have had the privilege of meeting many exceptional caregivers whose kindness, compassion and dedication to the children and youth they care for has left a lasting impression on me. Their willingness to provide love, stability, and hope during challenging times makes a meaningful difference in the lives of children, youth, and families throughout British Columbia.

Please join me in celebrating these caregivers for the crucial role they play in all our communities, and for the selfless work they do for the children, youth, and families of British Columbia.

Sincerely,

Jodie Wickens
Minister of Children and Family Development

Sent on behalf of the Minister by:



This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any attachments and contact the Client Relations Branch, Ministry of Children and Family Development at: MCF.Info@gov.bc.ca.

From: [Carmel Slusarenko](#)
To: [CFO](#); [CAO Sayward](#)
Cc: [Jamie Slater](#); [Eileen Gillette](#)
Subject: VIRL 2027-2031 Five-Year Financial Plan
Date: Tuesday, September 15, 2026 11:01:04 AM
Attachments: [image.png](#)
[VIRL 2027 Budget Infographic.pdf](#)

Please see the following message being sent to you on behalf of VIRL Director of Finance, Jamie Slater:

Good day,

At its September 12 meeting, the Vancouver Island Regional Library (VIRL) Board of Trustees adopted the organization's [2027-2031 Five-Year Financial Plan](#).

Members of the regional library system will contribute \$37.6M in total for this shared service in 2027. This is an overall increase of 4.33% over 2026, which also includes asset management contributions, and is the lowest levy increase for VIRL in five years.

In accordance with the legislated apportionment calculation, the total 2027 levy contribution from the Village of Sayward will be \$19,300.

The apportionment calculation, which is outlined in the [BC Library Act](#), splits the VIRL levy based on population and converted assessed values. If your municipality or regional district saw population and assessed value changes that were higher or lower than the average of all VIRL members, then your levy may be higher or lower than the 4.33%.

Attached is an infographic that further explains the apportionment calculation and how VIRL is funded. You may find this helpful in answering any related questions from taxpayers. Please feel free to distribute this document to the public.

VIRL delivers tremendous economies of scale and significant returns on investment by working with 38 local governments across a 42,000 km² service area. Our collective services include free access to dynamic programming and events, essential community spaces at 39 branches, and the third largest public library collection in BC, featuring downloadable books, audiobooks, digital news, streaming services, children's materials, and much more.

Thank you for the role your membership continues to play in supporting VIRL to light the way for literacy and lifelong learning, affordability and livability, skills and workforce

development, innovation, and equitable access to services for the half a million people we serve.

Please share this email with relevant staff, and do not hesitate to contact me with questions or for further information.

Sincerely,

Jamie Slater
Director, Finance



Carmel Slusarenko

Vancouver Island Regional Library

mobile: [250-616-1071](tel:250-616-1071)

web: virl.bc.ca

Grateful to live and work on the traditional territory of the Indigenous peoples of each of the communities represented by Vancouver Island Regional Library.

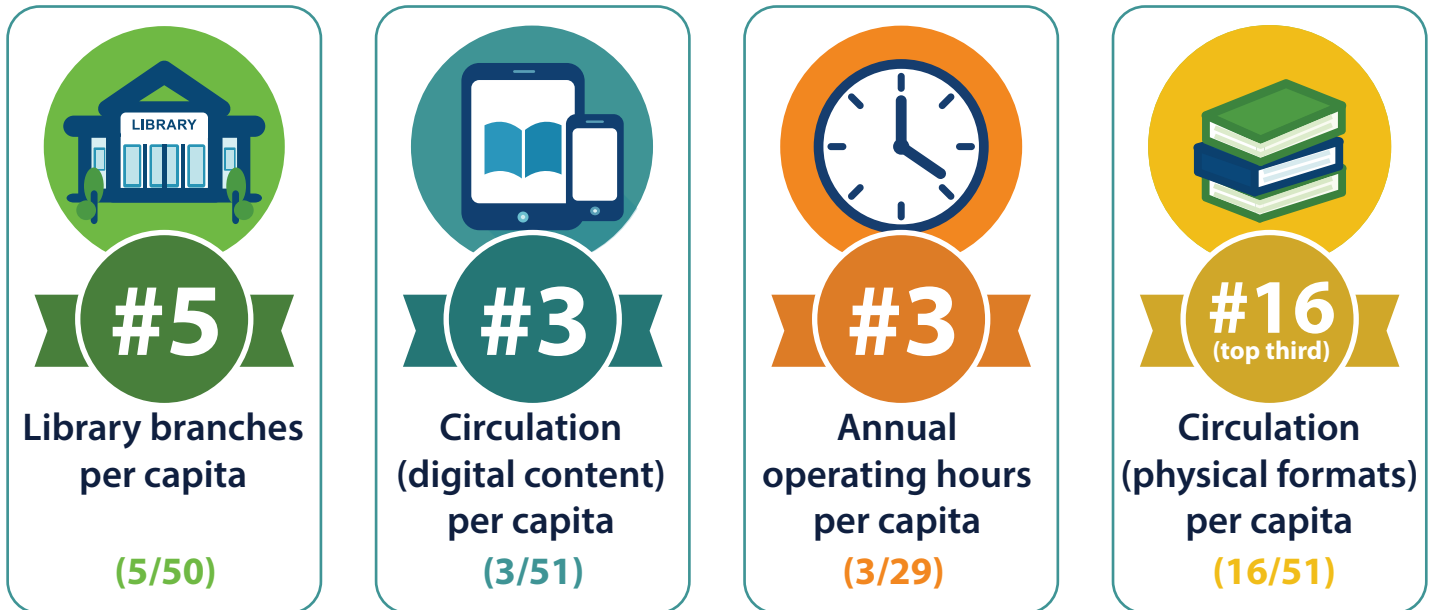
This email may contain confidential information intended only for the individual or entity named. If the reader is not the intended recipient, or the agent responsible to deliver it to the intended recipient, you are hereby notified that any review, dissemination, distribution or copying of this communication is prohibited. If this email was received in error, please immediately notify us by reply email and delete the original message.



Public investment *for bright futures* in BC

Strong performance makes a difference in every community we serve. Here's how:

Vancouver Island Regional Library ranks among the top library systems in Canada in four critical areas:



*source: CULC 2024 annual member survey data

BUDGET HIGHLIGHTS FOR 2027

	Population Served	505,178
	Levy for 2026	\$37.6M
	Average Cost Per Capita	\$74.44
	Operating Budget	\$35.2M
	Capital Budget	\$4.2M
	Levy Change Per Capita	3.53%
	Total Budget	\$39.4M

Pkg. Pg.112

VIRL BUDGET & FUNDING OVERVIEW

TRANSPARENT, ACCOUNTABLE, COMMUNITY-FOCUSED

Overview: 2027 Budget Highlights



Overall 4.33% levy increase
(lowest levy increase in 5 years)



Legislated apportionment
calculation based on
population & assessed value



Do you know how the Vancouver Island Regional Library District is funded?



With the funding apportionment formula established by the Province of British Columbia in the Library Act... what portion of funding is provided by each level of government?



Local governments contribute 95% of our Regional Library District's total funding.

The Province of British Columbia contributes 5%.

Source: www2.gov.bc.ca



Understanding the Regional Library Funding Model



VIRL is one of three Regional Library Districts defined in the Library Act. The Act **establishes that public library services must be universal and free.**



The Province establishes the funding apportionment formula in the Library Act, while the VIRL Board approves the annual budget and determines the total levy to be collected from member local governments.



VIRL's Board-approved budget is apportioned **50%** based on converted land value and **50%** based on population.



14 September 2026

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

Dear Mayor and Council:

Re: British Columbia Youth Parliament, 98th Parliament

The British Columbia Youth Parliament will hold its 98th Parliamentary Session in Victoria at the Provincial Legislative Chambers from December 27 to 31, 2026.

The Youth Parliament is a province-wide non-partisan organization for young people ages 16 to 21. It teaches citizenship skills through participation in the parliamentary session in December and continuing involvement in community service activities throughout the year. **Youth Parliament is a one-year commitment.**

I invite you to encourage eligible youth from your municipality or region to apply to sit as members of the Youth Parliament. BCYP is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community. If your municipality sponsors a “youth of the year” award or has a municipal youth council, young people with that sort of initiative and involvement are ideal candidates for BCYP.

Each applicant who is accepted to attend as a member of BCYP must pay a **\$600** registration fee. Thanks to private donations and fundraising, a portion of the cost is subsidized and includes transportation and accommodation for all members. We encourage municipalities or youth councils to contribute towards the application fee for applicants who are in financial need.

If the approval of financial support causes any delay, we encourage the applicant to send in their forms on time along with a note saying that the cheque will arrive after the deadline. In this case, if we receive the completed form and personal statement before the deadline, it will be considered received on time. If you are not able to aid, a limited number of bursaries are available for applicants who cannot meet the expense of the registration fee. Requesting financial assistance will not affect an applicant's chance of being selected as a member. (See <https://bcyp.org/session>)

Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Marriott Hotel in Victoria. During that time, participants are supervised by members of the Board of Directors of the Youth Parliament of B.C. Alumni Society and other youth parliament alumni. In addition, transportation to and from Victoria will be provided for all members who require it.

This year, the application is an online application and can be found on our website at <https://bcyp.org/applying/>. I have included a brochure about BC Youth Parliament with this letter. Our promotional poster is also available online on our website, which I encourage you to display, and to make the application form and brochure available to interested students. If you require more forms, please feel free to make copies, and if you require more brochures or posters, please contact me.

All application forms must be received by October 30, 2026. Selected applicants will be notified in mid-November. If you require more information, please contact me by e-mail as indicated above. You may also visit our website at www.bcyp.org.

Yours truly,

Ambrose Yung
Registrar, Youth Parliament of BC Alumni Society

Who We Are

British Columbia Youth Parliament (BCYP) is about youth taking responsibility and initiative to make a positive impact in their communities. BCYP is a non-profit, non-partisan parliamentary education and service organization. BCYP is an extraordinarily unique organization - for youth and by youth.

For a full year, 97 members pool their resources, creativity and determination for a common purpose: to advance, better and improve the youth of British Columbia. BCYP bring together youth from across the Province and unites them to fulfill the motto of "Youth Serving Youth". The youth of BCYP reach out and make a difference across British Columbia.

Why?

Because they can!

And more importantly, because they care.



BCYP is unique in that it is not simply a "mock" or model parliament - the legislation members debate translate into real action in the community.



est. 1924

CONTACT US

For more information on BCYP and its projects, visit our website:

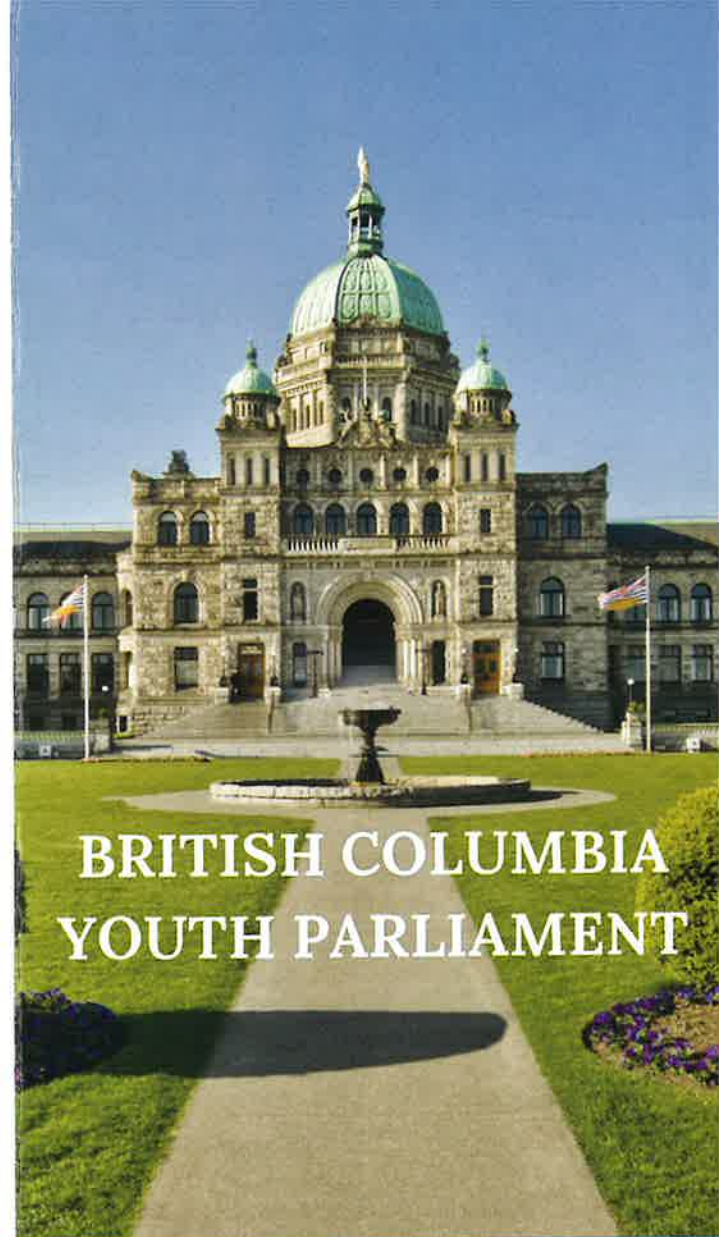
www.bcyp.org

or contact the Premier:

premier@bcyp.org

For application info contact our Registrar:

registrar@bcyp.org



**BRITISH COLUMBIA
YOUTH PARLIAMENT**

Youth Serving Youth

for over 95 years

BCYP's Origin

British Columbia Youth Parliament (BCYP) began as the TUXIS Older Boy's Parliament in 1924. It became the BC Youth Parliament in 1974, upon the admittance of girls, and 2025 marked its 96th Session.

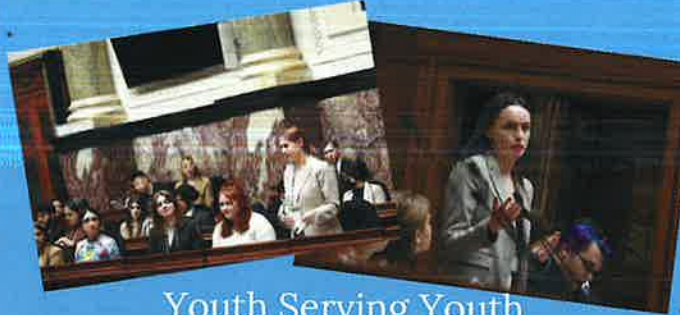
Each year, between December 27th and 31st, 97 youth from across BC gather at the Legislative Chambers in Victoria for BCYP's annual session. Members sit as independents; they do not represent any political party and they vote according to their own consciences. They learn about parliamentary process, debate topics of interest, and plan activities for the coming year.

Proposed activities are presented in the form of government bills. The date is led by a Cabinet of experienced youth parliamentarians who spend months before preparing to present their plans. First-time members are also able to raise issues through debate on government legislation and by writing and presenting Private Members' Resolutions dealing with issues ranging from local to international in scope.

Once BCYP's bills are passed they must be put into effect. This is where BCYP differs from other youth parliaments in that BCYP is not a "model" or "mock" parliament - the legislation members pass translates directly into positive action in the community.



* Photo by Chad Hipolito - www.hipphotography.com



Youth Serving Youth

BCYP members organize and execute group service projects around the province. Members come together to volunteer with different organizations, special events or provide service to the community. They volunteer with summer camps, food banks, charity walks, soup kitchens, community support services, and other service organizations.

Additionally, across British Columbia through the year, individual members of BCYP perform solo acts of service in their communities and lend a hand through their involvement with other organizations. BCYP members help others in their communities in a myriad of ways, limited only by their imaginations and the will to carry out the projects they envision.



Fundraising

Each year, BCYP organizes a variety of fundraising events across the province. Members work in groups and in their communities to raise funds required to run BCYP projects and cover operations costs. They also engage in service-related fundraising working in groups and individual to raise money for a variety of causes.

Members participate in a variety of fundraisers such as pledge events, Krispy Kreme donut sales, and silent auctions. Members also solicit donations from local businesses and prominent members of their local communities.

Regional Youth Parliaments

To increase the number of youths who are able to participate in Youth Parliament activities, BCYP members organize and run Regional Youth Parliaments (RYPs) in various regions of the province. Through these events, BC Youth Parliament furthers its goals of promoting community service, education in the parliamentary process, and training in public speaking and debating.

More local in scope than BCYP, RYPs are weekend-long Sessions aimed at high school students between ages of 14 and 18. RYP members gather to discuss local, national, and international issues in a parliamentary setting.



Camp Phoenix

Camp Phoenix is BCYP's most ambitious project. It involves BCYP members organizing and running a summer camp for children from across BC who would otherwise be unable to live the summer camp experience. It is about pushing our limits and redefining terms like "hard work" and "commitment". It is about truly making a huge difference in the community.

This project is fully initiated, developed, and staffed by volunteer members of our organization. Our fundraising and efforts throughout the year come together to send up to 50 children aged 8-12 to enjoy a very special week of their summer and their lives. Camp Phoenix moves to different campsites across BC so that it provides the opportunity for children from all regions of the province to attend. This major project can comprise almost half of BCYP's annual budget.



Plg Pg 116



Newcastle Creek Landslide Review, Sayward, BC

September 17, 2026 | Revision #2

Submitted to: Strathcona Regional District

Prepared by: McElhanney Ltd.

Contact

Nick Bruce, P.Eng.
Project Engineer
250.631.4066
nbruce@mcelhanney.com

Address

1196 Dogwood Street,
Campbell River BC Canada,
V9W 3A2

Prepared by

Johannes Fischer, P.Eng.

Reviewed by

Nick Bruce, P.Eng.
September 18 2026

Our file: 2221-49785-00

A stylized topographic map with contour lines in shades of green and brown, showing a mountainous landscape. The map is partially visible at the top of the page.

Your Challenge. Our Passion.



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1. Introduction

McElhanney is pleased to provide this preliminary geotechnical review of a landslide that reportedly occurred on October 23, 2025, immediately south of Newcastle Creek, approximately 500 m upstream of the existing water reservoir and treatment plant that services the Village of Sayward (VoS).

It is understood that the Strathcona Regional District (SRD) requires assessment of the recent landslide and a geotechnical report that summarizes a background review, characterizes the slide, discusses related hazards, outlines mitigation concepts to inform planning for secure a water source, and discusses debris removal.

Newcastle Creek serves as the historic potable water source of the village of Sayward. Considerable infrastructure is located within the watershed and the Village relies solely on the creek to supply water for the community. The 2025 slide caused significant interruptions to the Village's water supply. Characterizing the risk to the watershed will help guide future planning around water source, risk mitigation and infrastructure planning.

This assessment is intended to be preliminary and has been conducted in accordance with our proposal of January 4, 2026, our proposal number 2221-919999-00. Authorization to proceed with this assessment was completed on February 2, 2026.

2. Background

2.1. WATERSHED CHARACTERIZATION

Newcastle Creek is a short coastal watershed, approximately 5 km long, with no large lake, glacier, or apparent surface storage feature within the contributing catchment. Detailed hydrological analysis and source-water risk assessment are outside the scope of this report. However, based on the available information, the watershed is characterized by steep terrain, a confined rocky channel, and a series of canyon sections with heavily vegetated and treed valley flanks.

Forestry and logging activities are historic and ongoing land uses within the Newcastle Creek watershed. No other significant anthropogenic activities were identified in the watershed upstream of the Village's water intake during this preliminary review.

Newcastle Creek is the Village of Sayward's potable surface water source and has historically supplied the Village. A former impoundment dam was located approximately 600 m upstream of the current road bridge. In 2018, a new Water Treatment Plant (WTP) and water tower were installed. The legacy dam was removed in 2022 and replaced with a new low-head intake structure approximately 100 m upstream.

The October 23, 2025 landslide disrupted the Village's water supply by rapidly altering flows in Newcastle Creek and increasing turbidity and total suspended solids. Conditions at the WTP raw water intake exceeded the treatment system's normal operating range. Reported impacts included initial flows below minimum intake levels, followed by higher flows that exceeded the intake sluice capacity. Elevated turbidity and suspended sediment concentrations were also beyond the WTP's treatment capability, disrupting treatment processes and prompting the VoS to issue public water conservation notices.

2.1. WATER TREATMENT

The current WTP relies on a Dissolved Air Floation (DAF) system and was constructed in 2022. DAF plants often have a design limit of approximately 50 NTU's of turbidity. Beyond this limit treatment becomes ineffective, the introduction of solids and the risk of exposure to pathogens increase, necessitating a flushing and disinfection program. Long term and repeated introduction of solids into the system also increases the risk of persistent coliform test failures due to sediment in the distribution system. Turbidity levels of 50 NTUs does not represent a high level of turbidity and introduction of even a small amount of sediment to the source water can easily result in exceedances.

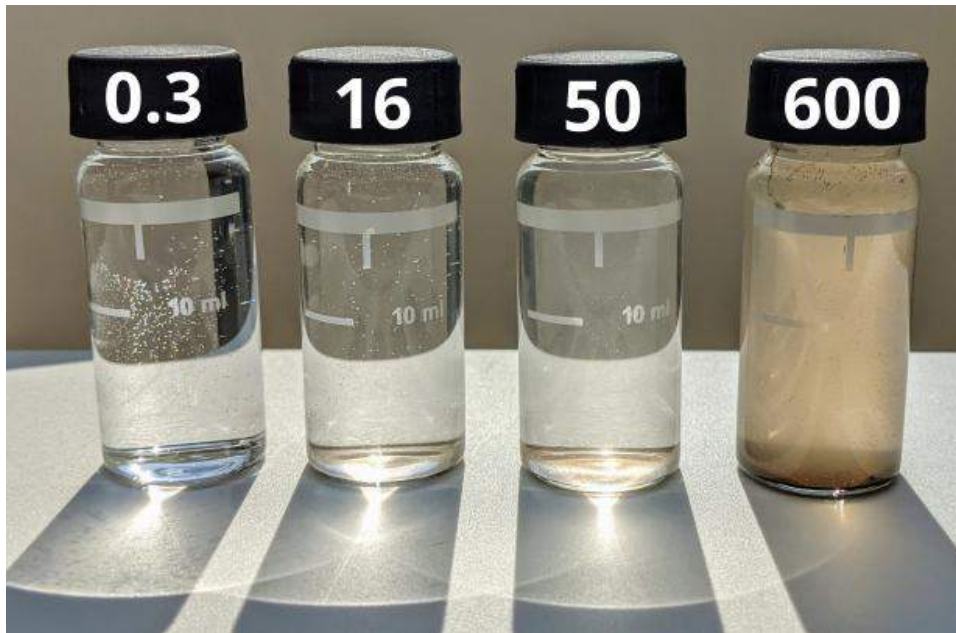


Photo 1: Four solutions with turbidity measurements of 0.3, 16, 50 and 600 NTU as labelled on the vial caps. (<https://freeup.world/turbidity/>, accessed on August 17, 2026)

The treatment system could be upgraded with additional mitigation equipment such as a rough in filter system. The cost of engineering design, construction, equipment, and installation, including construction of a filter building or a ballast flocculation clarifier, would be in the order of approximately \$700,000. Alternately, sensor systems could be installed in the water intake weir to automatically alert operators of water conditions outside of the treatment plants treatment capabilities and shut down water treatment processes to protect the treatment plant equipment.

2.2. DOCUMENT REVIEW

Several reports were provided by the La-kwa sa muqw Forestry Limited Partnership with regards to forestry harvesting activity assessments conducted in the New Castle watershed.

We acknowledge and appreciate the effort and cooperation of La-kwa sa muqw Forestry Limited Partnership in providing historical information and meeting with the Village and its representatives.

These reports were reviewed by McElhanney for relevant background information. These documents are briefly summarized below:

Jamie Alguire, P.Eng. RPF, *Terrain Stability Assessment for Cutblocks 31513 & 31519, Newcastle Creek Area, Mid Island Forest Operation*, Maritime Pacific Engineering Ltd., September 11, 2019.

- This report presented potential terrain stability hazards, occurrences, and unsafe conditions with respect to harvesting and road construction within cut blocks near the slide area. It provides recommendations with the objective of minimizing the potential for harvesting and road construction-related slope instability in accordance with the Forest and Range Practices Act (FRPA) and Forest Planning and Practices Regulation (FPPR)

Jamie Alguire, P.Eng. RPF, *Terrain Stability Assessment Addendum for Cutblocks 40785 & 40786, Newcastle Community Water Shed, Mid Island Forest Operation*, Maritime Pacific Engineering Ltd., February 12, 2025.

- This report discussed the potential for landslide occurrence, sediment delivery potential, potentially unsafe conditions, and possible consequences with respect to proposed timber harvesting and road construction.
- It provided revised rationales and ratings from the original terrain stability report by MPE, dated February 23, 2023, in response to a report by Glynnis Horel P.Eng (2023).
- This report includes mapping and a brief review of five historical landslides in the Newcastle Creek valley, that were initiated in unharvested areas. It concluded that landslides were likely natural and not related to harvesting operations.

G.M. Horel P.Eng., *Tree Farm License 39-2 Update to Watershed Management Strategies*, G.M. Horel Engineering Ltd., May 28, 2023. (Only excerpts provided.)

- Copies of sections 2.2, 2.5, 2.7, and 8.5 were received from the client and reviewed. It provides a physical description of the Community Watershed (CWS).
- Relevant highlights include brief discussion of historical landslides within the CWS.
- Water quality in Newcastle Creek is also discussed. It's noted that the watershed mainstem has a confined channel section with probable high transport potential. Water quality monitoring results conducted from 2003 to 2005 indicated that eight high turbidity events occurred, with events



ranging from 9 hours to 85 hours. The report indicated that these events were caused by natural background events that resulted in erosion of stream channel beds and banks, and bedload transport.

- Potential turbidity events include natural landslides, in addition to landslides from road sections on steep slopes and newly harvested areas on steep slopes.

2.3. FIELD REVIEW

The subject landslide area and immediately surrounding areas were surveyed with a LiDAR drone that collected point cloud data and high-resolution orthographic photos. The purpose of the drone scans was to review post failure conditions, characterize landslide debris and volume, and provide a baseline surface for comparative scans in the future.

A site visit was completed by McElhanney's geotechnical engineer on May 15, 2026. During this site visit, conditions at the reservoir and upstream of these facilities were reviewed. The October landslide was also reviewed from vantage points north of Newcastle Creek.

Signs of surficial creep of shallow till soil on inferred bedrock was noted along either side of the creek in steeper graded areas. These signs include 'J' bending growth in trees, leaning trees, and areas with hummocky ground surfaces. Significant areas adjacent to the south side of the creek also appeared to be subject to windthrow within the last decade.

2.4. GEOLOGY

The Geological Survey of Canada Map for Southwest British Columbia (Open File 837, 1982) was reviewed. That map showed the vicinity of Newcastle Creek to comprise continuous glacial till cover with thicknesses up to 10 m on the valley floor and lower slopes. Steeper upslope areas also contain till cover with thicknesses of 1 to 3 m. Higher elevations were mapped as rock with discontinuous colluvium and till cover. Unconsolidated sediments at these elevations are generally less than 3 m thick. Glacial till descriptions and observed exposures in the field comprised mainly unsorted sand and silt, with gravel, cobbles and boulders.

2.5. TOPOGRAPHY

The banks on either side of Newcastle Creek in the vicinity of the water reservoir, were often steeper than 100% with some portions comprising near vertical rock bluffs. Terrain immediately to the south of Newcastle Creek where the October landslide occurred, was generally steeper than 60% with intermittent rock bluffs that were near vertical. Slopes were incised with very steep sided gullies that drained into the creek.

2.6. AIR PHOTOS

Historical air photos of the Newcastle Creek watershed were obtained from the online GeoBC imagery library. These photos were taken at 1 to 9 year intervals from the years 1965 through to 2019. Evidence of probable landslide activity, such as bare soil or rock, absence of trees, smaller trees, or different vegetation colours corresponded with landslides documented in the previous reports reviewed. These



landslides appeared to be initiated within the 200 to 800m elevation range on slopes steeper than 60%, and were also documented in the above referenced terrain stability assessments.

A summary of the photos viewed where significant changes were observed, is tabled below. Areas subject to landslides did not appear to be near recent harvesting activities, with the exception of the landslide noted on the 1976 air photo.

Air Photo Highlights		
Date (YYYY-MM-DD)	Photo Numbers	Comments
2019-08-04	BCD19426_169	Significant patches of fallen trees within a ~400 m wide band immediately adjacent to and south of Newcastle Creek. Does not appear to be the result of harvesting. Possible windthrow or disease inferred.
1976-06-06	BC5712_231	New landslide north of Newcastle creek, ~1.5 km west of the subject landslide, within recently logged area. Two parallel landslide paths from same source, bisected by resource road. Combined lengths of source, run out path and depositional zone roughly 300 to 400 m.
1965-07-28	BC4329_181	Fresh landslide path located ~700 m east of the October 2025 landslide. Appears to have occurred within the previous year. Combined length of source, runout path and depositional zone roughly 830 m long. Older landslide path (~10 to 15 years before photo taken) located 160 m west of October 2025 landslide and roughly 700 m long.

3. Landslide characterization

3.1. GENERAL CONDITIONS

Documented landslides in this valley appeared to be natural events that occurred on bedrock-controlled slopes with thin glacial till cover in areas that were steeper than 60% (30°) between 300 to 800 m of elevation. Landslides were initiated within gullies or within patches of downed trees. Drainage gullies were typically steep sided and presented favourable conditions for debris flows during wet conditions. Most landslides within this part of the valley appeared to terminate within Newcastle Creek or just above the creek where converging gully side slopes restricted further downslope movement of larger debris. Based on post failure field observations, the subject slide may be characterized as a debris flow due to rapid movement and the large volume of woody debris that was partially transported downstream.

Areas impacted by tree fall due to windthrow or disease, such as fungal infections, are at greater risk of slope failure due to the removal of tree canopies and living root systems that shield understory and erodible soils from precipitation as well as reduce rainwater infiltration. Uprooted trees loosen and expose



the root horizon soils to surface flows and precipitation that increases soil moisture and reduces soil strength. Areas of windthrow were noted in the reports from Maritime Pacific Engineering (MPE). Air photos and Google Earth imagery from August 2019 also showed a 300 to 500m wide swath of intermittent patches of fallen trees. These areas of inferred windthrow paralleled the south bank of Newcastle Creek, beginning 250m west of Sayward Rd to approximately 2 km upstream.

3.2. OCTOBER 2025 LANDSLIDE

The air photos and LiDAR survey show that the October landslide originated from an approximately 50 m by 70 m patch of downed trees at an elevation of ~430m. Those downed trees were generally oriented in an east/west direction suggesting that windthrow may have been the cause, rather than disease or previous landslide. There is a possibility that disease, may have been a contributing factor to this area of treefall. However, verifying the cause intermittent patches of tree fall are beyond the scope of this report and the expertise of the authors.

The landslide path was approximately 50 m wide and 450 m long. The topography along the path was relatively uniform with an average slope of approximately 60%. The slide debris veered to the east within the Newcastle Creek channel and was strewn downstream in the channel for approximately 150m. The debris deposit comprised mainly large woody debris with silty sand soil. Very approximate estimates based on a comparison of LiDAR surfaces from 2019 and 2026 indicated a debris volume in the order of 3,000 m³.

4. Discussion and Recommendations

Landslides along both sides of the Newcastle Creek valley appear to have been primarily natural events that have been occurring on terrain steeper than 60%. The resulting slide debris comprises large woody debris and silty sand that is mostly deposited in the creek channel. Landslide initiation areas typically lie within steep gullies or patches of previously fallen trees. Potential contributing factors to slope instability in this valley may also include high intensity precipitation events, windthrow, disease, and activities connected to tree harvesting operations.

It's expected that landslides will continue to occur, resulting in continued intermittent high turbidity events in Newcastle Creek. Sound forest management practices may be applied to reduce the risk of forestry activity related risk attributes or to reduce existing risk, as presented in the *Terrain Stability Assessment for Cutblocks* reports. This could include helicopter logging or restoration of access roads to natural repose conditions. However, mitigation of natural landslide events would be difficult if not impossible. Climate change modelling¹ predicts increasingly higher intensity precipitation events during winter months and warmer, drier summers with an increased risk of forest fires which concurrently may increase the risk of slope instability. Considering these factors, it may be inferred that landslide frequency will likely

¹ Government of British Columbia, *BC Climate Change Science Overview*, https://www2.gov.bc.ca/assets/gov/environment/natural-resource-stewardship/nrs-climate-change/mitigation/carbon-offsets/climate_change_science_page_dls.pdf, Accessed July 6, 2026.



increase in coming years and that the most effective solution for consistent water quality is finding another less vulnerable primary water source for the Village of Sayward.

5. Log and Debris Removal

Risk related to leaving the logs and debris in their current location include a further restriction in creek channel widths increase channel velocities. This can result in increased bank erosion, channel erosion or remobilization of trapped sediment with the debris pile (debris flow). Any of the above scenarios would have serious negative effects on the water quality and/or endanger the water treatment plant intake infrastructure. A detailed hydro morphology analysis and risk assessment study would be required to evaluate the ongoing risk to the community. This study would evaluate stream velocities, and flow depth to determine scour and deposition areas as well as the probability of mobilization of debris. Similar studies for communities in the recent past (2022) cost approximately 15-20 thousand dollars.

To mitigate the immediate risk of turbidity for the Village's water supply, removal of debris and logs from the creek is recommended. The log debris in the creek, although a natural process, represents a risk for interruption or damage to the water system. McElhanney has discussed the removal approach with La-kwa sa muqw Forestry Limited Partnership and it was agreed that a grapple yarder and crew would likely be the most practical way to remove the woody debris from the creek. This approach would require the creation of an access trail from the nearby resource road to the site and removal of hazard trees on both sides of the creek to allow safe access and visibility for yarding operations. A back-spar equipped hoe could be used on the far bank. If not, spar trees on the south bank would be required, anchored to the north bank. A excavator at the landing site would be needed to manage debris, sort material, and load trucks. A buckler would be required to cut logs to a suitable size for transport.

Risks associated with the debris removal operations include:

- Work within the slide zone. Oversight by a geotechnical engineer is recommended to mitigate risks to worker safety.
- Safely traversing lines across the creek could be challenging given the existing debris load.
- Risk of triggering debris movement during log removal due to intertwined nature of debris.
- Environmental damages – work will need to be done with appropriate permitting and environmental oversight to mitigate environmental risks
- Increased short-term turbidity events that exceed the treatment capacity of the Village's water supply. It is anticipated that the Village's treatment plant will need to be taken off-line during the debris removal activities.

Removal of the debris is estimated to take approximately 3 days, with an estimated cost of \$200,000 plus 40% contingency (Class D). This is based on the following assumptions:

- Reasonable site access and no major complications.



- Estimated 3,000 m³ of woody debris to be removed based upon LiDAR survey.
- Soil and log removal to be from the creek only, no removal of material on the slope or slope stability works is included.

No environmental compensation or restoration work is included in the scope.

6. Environmental Assessment

Find attached in Appendix C the environmental assessment of the Newcastle Creek slide. The report includes general characterizing of the creek's habitat, permitting requirements and general procedures if works are to occur in the creek.

7. Sayward Water Source Risk

No direct risk assessment on the Village of Sayward's water source risk was conducted. The above conclusions suggest an ongoing risk to stability of the water source quality, interrupting supply, and risk to disruption of water source intake structures. As the risk is ongoing, likely reoccur and not easily mitigated the owners should take immediate steps to implement remote water quality monitoring to safeguard treatment process and reservoir supply. Further engineering studies should be engaged for risk mitigation including an assessment of alternative sources. Find attached in **Appendix D** McElhanney's brochure on the technical and regulatory step to development of ground water sources.

8. Risk Summary Section

The Newcastle Creek watershed presents ongoing risks to the Village of Sayward's potable water supply due to the potential for future landslides, debris flows, elevated turbidity, and damage or disruption to intake and treatment infrastructure. The following table summarizes the primary risks identified during this preliminary review, along with potential consequences and recommended mitigation or follow-up actions.



Risk Item	Potential Consequence	Relative Risk	Recommended Action
Future landslides or debris flows	Renewed delivery of sediment and woody debris to Newcastle Creek, with potential interruption to water supply.	High	Complete debris removal, maintain geotechnical review of unstable areas, and evaluate alternative or supplemental water sources.
Elevated turbidity and suspended solids	Treatment plant shutdowns, boil water advisories, and reduced reliability of the potable water system.	High	Install remote turbidity and flow monitoring and consider pretreatment upgrades or operating controls to protect the treatment system.
Damage to intake infrastructure	Loss of intake function, emergency repairs, and possible extended service disruption.	Moderate to High	Review intake vulnerability and consider physical protection, operational shutdown triggers, and contingency response procedures.
Environmental impacts during debris removal	Short-term disturbance to fish habitat and water quality during in-channel work.	Moderate	Complete required permitting and carry out work with environmental monitoring and appropriate sediment-control measures.
Long-term reliance on Newcastle Creek	Continued exposure to watershed instability and limited redundancy in the potable water supply.	High	Advance evaluation of alternative groundwater or supplemental water sources to improve supply resilience.

9. Conclusion

The October 2025 landslide in the Newcastle Creek watershed has demonstrated a clear and ongoing risk to the Village of Sayward's potable water supply. Newcastle Creek is the Village's primary surface water source, and the landslide resulted in rapid changes to creek flows, elevated turbidity and total suspended solids, and disruptions to water treatment operations. These impacts confirm that future landslide or debris-flow events within the watershed have the potential to affect source water quality, treatment reliability, and public health protection.

McElhanney's review included available background reports, air photos, LiDAR data, site observations, and previous information regarding terrain stability and watershed conditions. The review indicates that landslides have occurred historically within the Newcastle Creek watershed and that many appear to be natural events associated with steep, bedrock-controlled slopes, thin till cover, gullies, windthrow, and



high-intensity precipitation. While forest management practices can help reduce risks associated with roads and harvesting areas, mitigation of natural landslide events within the watershed would be difficult, costly, and may not be feasible.

Removal of the current woody debris and associated material from Newcastle Creek is recommended to reduce the immediate turbidity risk to the Village's water supply. The debris removal approach, estimated cost, and key assumptions are outlined in this report. However, debris removal should be understood as an immediate risk-reduction measure only; it will not eliminate the broader risk of future landslides, debris flows, or turbidity events affecting the creek and water intake infrastructure.

Environmental considerations and permitting requirements for work within Newcastle Creek are summarized in **Appendix C**. Debris removal should be completed with appropriate environmental oversight, permitting, and construction procedures to reduce impacts to fish habitat, water quality, and downstream users. It is expected that short-term turbidity increases may occur during removal activities, and the Village should plan for possible temporary treatment interruptions during the work.

Given the ongoing nature of the watershed risk, immediate implementation of remote water quality monitoring is recommended to provide early warning of turbidity and flow changes that could affect treatment operations and reservoir supply. Additional engineering review should also be completed to assess risk mitigation options for the existing intake and treatment system.

In the longer term, the Village should continue to evaluate alternative or supplemental water sources that are less vulnerable to landslide-related turbidity and debris impacts. A groundwater source assessment, as outlined in Appendix D, may be one practical next step toward improving long-term water supply resilience and reducing reliance on Newcastle Creek as the sole potable water source.



10. Closure

The attached Statement of Limitations for Geotechnical Services, provided in **Appendix A**, applies to this report and is hereby incorporated herein.

We trust this preliminary geotechnical review is sufficient for your present needs. Please do not hesitate to contact us if you have any questions or require additional information.

Respectfully submitted,

McElhanney Ltd.

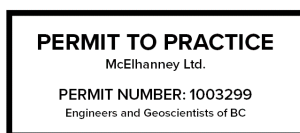
Prepared by:

Reviewed by:

Johannes Fischer, P.Eng.
Geotechnical Engineer

Nick Bruce, P.Eng.
Project Engineer

Date	Status	Revision	Author
September 18, 2026	FINAL	2	J. Fischer, P.Eng.



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/planning/etc 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 site assessment/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



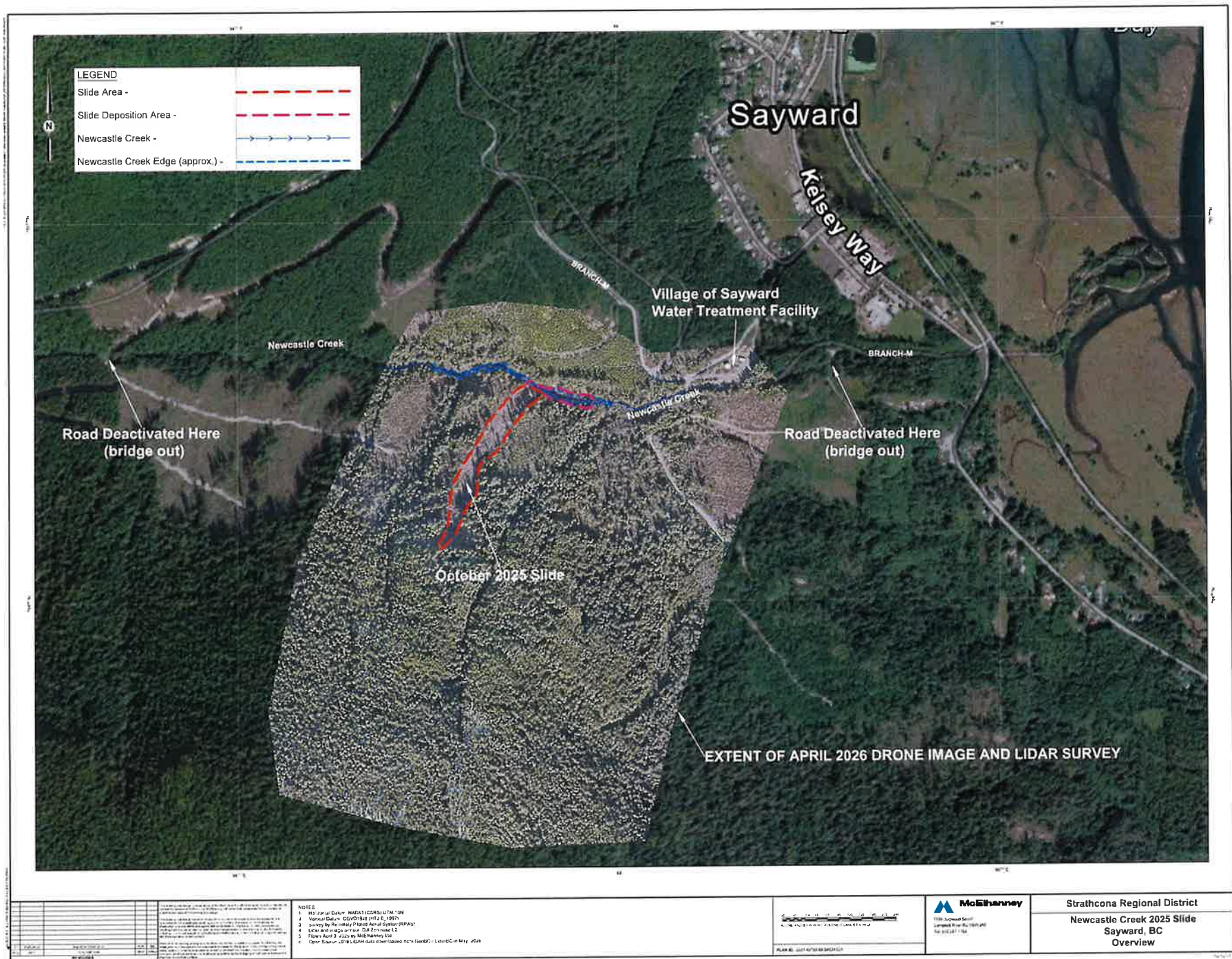
this report, or any part thereof. This restriction of liability includes decisions made to purchase, finance or sell land or with respect to public offerings for the sale of securities.

Construction Cost Estimates. This construction cost estimate has been prepared using the design and technical information currently available, and without the benefit of (Survey? Geotechnical? Environmental? Other?) 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.

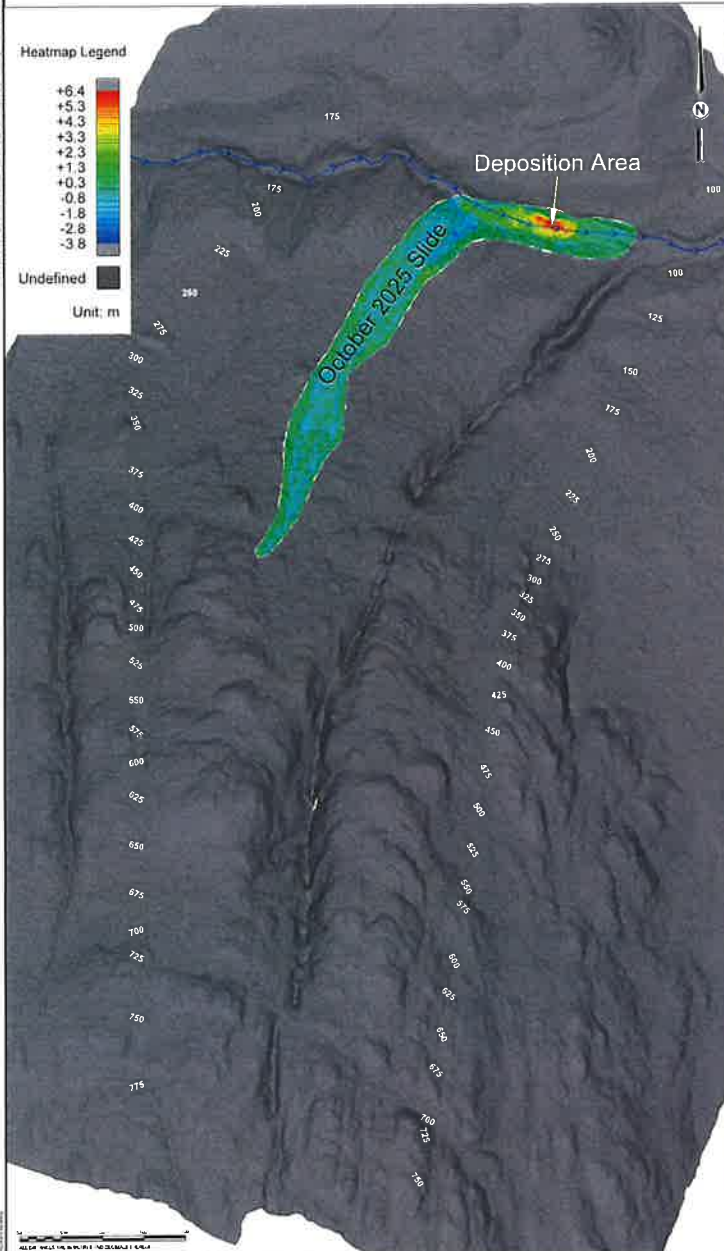


APPENDIX B

Drawings SKH-001, SKH-002, SKH-003



Surface Difference: April 2026 LIDAR vs. LIDAR BC 2019 (Open Source)



NO.	DATE	DESCRIPTION	BY	CHECKED
1	2026-05-01	Final Report	J. Smith	M. Jones
2	2026-05-01	Final Report	J. Smith	M. Jones
3	2026-05-01	Final Report	J. Smith	M. Jones
4	2026-05-01	Final Report	J. Smith	M. Jones
5	2026-05-01	Final Report	J. Smith	M. Jones
6	2026-05-01	Final Report	J. Smith	M. Jones
7	2026-05-01	Final Report	J. Smith	M. Jones

NOTES

- Horizontal Datum: NAD83 (CGRS) UTM 10N
- Vertical Datum: CGVD11 Bath (HTS) 10N
- Contour Interval: 25m
- Survey by Remotely Piloted Aerial System (RPAS)
- Slide and Image Service: DLI ZeroPoint L2
- Flown: April 8, 2026 by McIlhenny Ltd
- Open Source: 2019 LIDAR data downloaded from DataBC - Last updated in May 2026

RPAS (Drone) Image of Slide - April 2026



SLIDE INFORMATION	McIlhenny	Strathcona Regional District
1. Estimated Volume displaced: 5100 m ³	McIlhenny	Strathcona Regional District
2. Estimated Volume in deposit area: 8440 m ³	McIlhenny	Strathcona Regional District
3. Length of slide: 141m	McIlhenny	Strathcona Regional District
4. Change in elevation: 32m	McIlhenny	Strathcona Regional District
5. Slide direction: 47.5m	McIlhenny	Strathcona Regional District
6. Approximate area (m ²): 2.8 ha	McIlhenny	Strathcona Regional District
7. Approximate area (m ²): 33,000m ²	McIlhenny	Strathcona Regional District

McIlhenny

Strathcona Regional District

Newcastle Creek 2025 Slide, Seyward, BC

APPENDIX C

Environmental Assessment

TECHNICAL MEMO

To

Shaun Koopman, Manager of Emergency Services
Strathcona Regional District

From

Sandra Hemstock, M.Sc., R.P.Bio.
Senior Biologist / Greenfield Services

Re

Fisheries Habitat Values for the East Newcastle
Creek Slide

Date

April 15, 2026

1. Introduction

McElhanney Ltd. (McElhanney) has provided Qualified Environmental Professional (QEP) services to Strathcona Regional District (SRD) in support of a desktop assessment of fish habitat values in response to a landslide and debris flow that has impacted East Newcastle Creek. This technical memo will support an emergency permit submission to Fisheries and Oceans Canada (DFO) to support work to remove the debris jam from the creek.

2. Project Description

In late October 2025, a significant landslide occurred in Newcastle Creek near the Village of Sayward, resulting in elevated turbidity levels in the creek for several days. The Village's Public Works team responded by actively monitoring the water intake and Water Treatment Plant (WTP) operations, temporarily shutting down the WTP whenever turbidity levels were high or anticipated to rise. This approach ensured continued safe operation of the water plant and distribution system for the community.

Following the event, the Strathcona Regional District (SRD), at the Village's request, coordinated a drone survey of the Newcastle Creek watershed upstream from Sayward's WTP with Campbell River Search & Rescue (CRSAR). The survey revealed a substantial logjam upstream of the water treatment facility, raising concerns about potential downstream impacts should the logjam, or portions of it, become dislodged and affect the Village's water intake infrastructure.

While the specific cause of the Newcastle Creek landslide remains undetermined, possible contributing factors include steep slopes, heavy rainfall, previous logging activities, road construction, or a combination thereof. Given the uncertainty, there is concern that this event may signal increased risk of further landslides within the watershed. Photographs 1 and 2 depict the logjam and landslide.

Note: McElhanney's QEP has not been to site to photograph or review the landside and associated logjam and images provided from publicly available resources.



Photograph 1: Image from the SRD website taken in October 2025 showing the logjam in Newcastle Creek



Photograph 2: Image from the SRD website taken in October 2025 showing the landslide conditions

The primary objectives of this project are to conduct a scientific assessment to determine the cause of the landslide and evaluate the risk of additional slope instability in the area. Based on these findings, the project will focus on removing logjams and other debris that threaten downstream infrastructure, particularly the Village of Sayward's water intake system and Water Treatment Plant. Protecting these assets is critical for ensuring the ongoing safety and reliability of the community's water supply.

The SRC is seeking Emergency Management & Climate Readiness (EMCR) funding to facilitate technical assessments of the landslide, with the objective of determining appropriate remediation and mitigation strategies to safeguard Sayward's long-term drinking water supply. This technical memorandum is intended to support permit applications under the federal *Fisheries Act* and the provincial *Water Sustainability Act*, specifically regarding the removal of the logjam in the creek. Restoration activities are anticipated to include log removal, potential riparian vegetation clearance to ensure access, and, depending on post-removal creek conditions, habitat restoration may be necessary. Project details will be further refined as work progresses.

3. Summary of Fish Habitat Conditions

McElhanney received a February 2018 Environmental Assessment report (D Clough Consulting, 2018) detailing baseline conditions of New Castle Creek before the debris flow. The assessment in 2018 included a field assessment under winter conditions by a Registered Professional Biologist. A summary of key details is included below.

East Newcastle Creek originates on the slopes of Newcastle Peak at an elevation of 1,330 metres and flows as a steep coastal watercourse. The creek's main channel extends roughly 3 kilometres, draining a watershed of about 1,260 hectares. It can be divided into three distinct reaches, characterized by variations in gradient and accessibility for fish. While the watershed has a history of logging, no active forestry operations were noted during surveys conducted in 2018. Coho salmon (*Oncorhynchus kisutch*) are present in the lower reaches, and resident populations of Coastal cutthroat trout (*O. clarki clarki*) and Dolly varden (*Salvelinus malma*) occupy all but the steepest sections of the creek. **Table 1** summarizes the fish habitat in each reach assessed.

The three distinct reaches previously identified in the 2018 report are depicted on **Figure 1** which also illustrates the location of the Newcastle Dam. The creek has been classified as fish-bearing in the section affected by the slide, according to desktop information from the historical report and a review of provincial database information.

Table 1. Fish habitat summary as identified in the 2018 Environmental Assessment (D Clough Consulting, 2018)

Reach	Length	Gradient	Morphology	Channel Width	Riparian Cover	Fish Habitat
1	500 m	3%	Lowest reach, salmon access ends at cascade barriers in Reach 2. The lower portion of the reach is likely tidally influenced.	7.5 m	Canopy was 15 – 30 m wide of second growth Hemlock, Sitka spruce, Western redcedar, and Douglas fir	Year-round habitat with spawning gravel and deep pools with large woody debris (LWD). Coho and Cutthroat Trout juvenile fish were observed in pools and ditches in this reach
2	300 m	21%	Located in a 5 to 20 m deep bedrock canyon. Cascades and waterfalls that ends at a rock	5 – 10 m	Above the ravine is a secondary growth forest with veteran trees over 2.0 m in diameter	Waterfalls reach up to 7 m in height, restricting movement for anadromous

Reach	Length	Gradient	Morphology	Channel Width	Riparian Cover	Fish Habitat
			outcrop that supports a dam.		with the same species composition as Reach 1.	species. Limited fish habitat due to gradient and fast flows.
3	2900 m (2.9 km)	8 – 25%	Located upstream of Newcastle Dam. Backwater pool upstream of dam to approximately 100 m. Above the pool is a boulder riffle that steadily increases in gradient from 8% to 25 %. Several tributaries join the main channel in this reach.	10 m	No details provided. Aerial photograph review shows coniferous secondary growth forest with differing ages of regenerating cut blocks.	Gradient fish barrier on the main channel at 300 m upstream of the dam. Mainstem and tributaries too steep to support fish habitat.



Figure 1. Red Outlines the Slide Area, Highlighting Newcastle Creek's Three Reaches: Reach 3 (Yellow), Reach 2 (Green), and Reach 1 (Purple).

Provincial data identified East Newcastle Creek as a third order stream with a stream magnitude of 7 (WBID 309755) (Province of BC, 2026). The report notes that Coho salmon and Threespine stickleback (*Gasterosteus aculeatus*) are present in the stream. The landslide area, as outlined in red on the figure, is above Reach 3, which is a steep gradient portion of the river located above the dam and a series of waterfalls. There is minimal habitat for anadromous fish in this reach of the stream, however resident fish

species have been previously identified (such as stickleback). Note that there is a recorded incidental occurrence of Coho around the slide in 2019 as reported in provincial databases (Province of BC, 2026)

McElhanney has reviewed the Aquatic Species at Risk Map (Government of Canada, 2025) and Newcastle Creek is not mapped as having Critical Habitat for species at risk.

The Site is located in the Coastal Western Hemlock Very Wet Maritime (CWHvm1) biogeoclimatic zone. Logging has altered species composition in the region of the slide, however, under natural conditions the vegetation communities would be comprised of Western hemlock (*Tsuga heterophylla*) and Western red cedar (*Thuja plicata*). Understory species would consist of salal (*Gaultheria shallon*) and Red huckleberry (*Vaccinium parvifolium*) (Nuszdorfer, Klinka, & Demarchi, 1991). If riparian vegetation requires removal to facilitate safe access to the logjam, field verification surveys may be required to assess the conditions of the riparian vegetation prior to removal, as well as their habitat values for a variety of wildlife species, including avian species.

4. Pathway of Effects

Although the specifics regarding the most secure and efficient method for addressing the logjam will be determined during a subsequent phase of this project, it is acknowledged that the anticipated Pathway of Effects, as outlined by DFO, are as follows:

- Use of machinery on land/alteration of riparian vegetation,
- Use of machinery in water, and
- Removal of materials and aquatic vegetation from water.

The restoration project aims to rehabilitate fish habitat that has been severely impacted by the landslide. However, the condition of the underlying creek channel at this site will remain uncertain until the logjam is removed, and further restoration measures may be necessary if additional degradation is identified. The primary objectives of the restoration are to eliminate fish barriers created by the logjam and to safeguard downstream infrastructure against potential damage should the logs become mobilized.

5. Avoidance and Mitigation Measures

DFO's Measures to Protect Fish and Fish Habitat (DFO, 2025a), where applicable, will be implemented to maintain compliance with the Federal *Fisheries Act*. These measures are intended to avoid causing the death of fish and the harmful alteration, disruption, or destruction of fish habitat. If applicable, the In-Water Site Isolation Standard (DFO, 2025b) (DFO, 2025a) will be followed for any stream isolation works in combination with the Interim Standards for Water Intake End-of-Pipe Fish Screens (DFO, 2026a) and Fish Capture and Relocation (DFO, 2026b) during any dewatering activities (if necessary). In addition, the Planning for Land-Based Erosion and Sediment Control Interim Standard (DFO, 2026c) will be applied wherever necessary.

5.1. TIMING

- Given that the removal of a logjam can be deemed as emergency response efforts, adherence to the recommended Least Risk Timing Window will likely be waived; however, for reference, in water works conducted between **June 15th to September 15th** present the lowest risk for aquatic species, particularly for Coho salmon.
- The duration of in-water work will be minimized.
- In-water work should be conducted during a period of low flow where possible.
- Work will be scheduled to avoid wet, windy, and rainy periods that may increase erosion and sedimentation.

5.2. BEST MANAGEMENT PRACTICES

- Construction will be completed in accordance with applicable best management practices, the Measures to Protect Fish and Fish Habitat (DFO, 2025a), and DFO's Standards, including:
 - Final Standards:
 - In-Water Site Isolation (DFO, 2025b),
 - Interim Standards:
 - Water Intake End-of-Pipe Fish Screens (DFO, 2026a),
 - Fish Capture and Relocation (DFO, 2026b),
 - Planning for Land-Based Erosion and Sediment Control (DFO, 2026c).
- Construction will be completed in accordance with any project-specific environmental management plans – including the use of qualified personnel to monitor construction works (e.g., QEP).

5.3. OPERATION OF MACHINERY

- Material, equipment, and machinery will arrive at the site washed, free of fluid leaks, and clean of foreign materials (i.e., invasive species and noxious weeds).
- Machinery and equipment will not be cleaned, serviced, fuelled, or stored within 30 m of the watercourse.
- Environmentally friendly lubricants and hydraulic fluids will be used.
- Whenever possible, machinery will be operated on land above the ordinary high-water mark (OHWM) in a manner that minimizes disturbance to the banks and bed of the water body.
- Material used in a fish bearing watercourse will be handled and treated in a manner to prevent the release of leaching of substances into the water that may be deleterious to fish.
- A Construction Environmental Management Plan (CEMP) (or related document) will be developed by the responsible contractor to direct pollution control measures, including spill prevention and recommended remediation measures.
- A site-specific Spill Prevention and Response Plan will be developed and implemented and have all components (i.e., spill kits) on-site always in the event of a spill.
- Fuel, motor lubricants, other hazardous substances, and washrooms will be located at least 30 m away from a watercourse.

- All fuels, oils, lubricants, and other petroleum-based products will be stored on or in secondary containment that will be capable of holding at least 120% of the product's volume.
- All hazardous substances and waste dangerous goods will be stored on or in secondary containment until proper disposal occurs.
- Emergency spill kits and spill/drip trays will be readily available on-site.
- All spills will be reported to the SRD and Provincial reporting authority as soon as possible.
- All construction/demolition materials will be removed from the site once work is complete.

5.4. RIPARIAN VEGETATION REMOVAL AND RE-VEGETATION

- Where possible, approaches to the water body will be constructed such that they are perpendicular to the watercourse to minimize loss or disturbance to riparian vegetation.
- An appropriate vegetative buffer (i.e., set-back) from the OHWM will be established, and temporary workspaces (such as laydown areas) will be located outside the buffer.
- Clearing of riparian vegetation will be minimized and remain within the marked construction limits. Existing trails, roads, or cut lines will be used wherever possible to avoid disturbance to the riparian vegetation and prevent soil compaction. When practicable, pruning or topping the vegetation will be done instead of grubbing/uprooting.
- The use of access mats will be considered to proactively prevent impacts to riparian vegetation and soils.
- Disturbed areas will be revegetated as soon as possible upon completion with appropriate native grass trees and shrubs like those present on-site, if possible.
- If seasonality prevents immediate revegetation, the use of supplemental Erosion Sediment Control should be considered to limit erosion risks.
- Herbicides and fertilizer will not be used.

5.5. ISOLATION

It is unclear whether isolation measures will enable logjam removal. If stream channel restoration is needed after debris removal, isolation may be required. Below are best practices for site isolation measures:

- All in-water work and fish salvage will be completed in an isolation:
- Isolation methods could include turbidity curtain, cofferdams, steel sheet piles, or diversion channels.
- To avoid harm to fish, passive de-fishing methods may be employed, including dip nets, pole seines and minnow traps.
- The Standard for In-Water Site Isolation (DFO, 2025b) will be followed.
- Isolation method will be clean and free of debris and capable of accommodating 1 in 5-year flood events.
- Non-earthen material will be used to construct the isolation.
- Downstream flow will be maintained at all times during site isolation.
- A QEP will be retained to ensure appropriate protocols are applied, and applicable permits for relocating fish are obtained. A Fish Capture and Release Plan which follows the Interim Standard for Fish Capture and Relocation (DFO, 2026b) will be prepared and implemented by a QEP, within an isolated/enclosed area at the work site in accordance with the conditions of the Scientific Fish Collection Permit obtained from Front Counter BC.

- The Fish Capture and Release Plan will be subject to any supplemental conditions imposed by DFO.
- Fish may need to be relocated again, should flooding occur on the site.
- If a pump is used, intakes will be sized and screened to prevent fish entrapment and debris blockage; it will follow the Standard for Water Intake End-of-Pipe Fish Screens (DFO, 2026a).
- Sediment will be allowed to settle within the isolation prior to the removal of the structure.
- A Turbidity Monitoring Program will be developed and implemented to support this effort.

6. Closing

We trust the information provided meets your needs at this time. Should you have any questions, please contact the undersigned.

Sincerely,

Prepared by:



Sandra Hemstock, M.Sc., R.P.Bio.
Senior Biologist
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Reviewed by:



Kieran Pinder, M.Sc., R.P.Bio.
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APPENDIX D

Groundwater Source Assessment Program



Navigating Groundwater Supply Development with Confidence

How Can We Help

McElhanney's hydrogeology team delivers expert technical and advisory services to support clients through every stage of groundwater source development. Using a phased approach, we gather critical data at each step to guide informed decisions. While every site presents its own challenges and opportunities, the following outlines the typical process we follow to develop reliable groundwater sources.



Phase 1: Desktop Review & Work Plan Development

The typical scope involves gathering and reviewing data from publicly available sources (like government websites) and from any previous site investigations that produced geological information, water well records, well yield data, and water quality information.

Outcomes:

Advise the client on locations, depths, and types of potential or designated aquifers; potential conflicts or interference with other groundwater users; potential risks to groundwater quality; and any foreseen challenges obtaining required water use authorizations from regulating authorities.

Set expectations regarding potential well yields, groundwater exploration and testing costs, and any uncertainty or challenges with sourcing adequate groundwater to meet the project need.





Phase 2: Well Drilling & Preliminary Testing

Following a successful outcome of Phase 1, the next step is well drilling. If significant data gaps and uncertainties were identified in the Phase 1 planning stage, Phase 2 is considered exploratory drilling to further assess groundwater supply feasibility. Typical scope for this phase includes preparing a drilling work plan, overseeing hydrogeological aspects of well drilling, advising on procurement of a suitable well drilling contractor, and liaison with the well drilling contractor.

Outcomes:

Estimated well yield and preliminary water quality, which are used to assess whether groundwater quantity and quality are suitable for the project and inform Client decisions about whether to move forward with groundwater supply development.



Phase 3: Source Development & Further Testing

Phase 3 proceeds following the success of Phase 2: preliminary water quality and quantity warrant further testing and assessment to support water system and treatment designs, licensing, and permitting, as applicable. Typical scope for Phase 3 includes preparing a well testing work plan, liaison with a suitable well pump contractor, and analysis of aquifer testing and water quality data.

Outcomes:

- Assessment of long-term / sustainable well yield to support average daily and annual production rates. This informs pump sizing, pumping rates, and water system design.
- Assessment of risk of saltwater intrusion (coastal areas) to inform maximum pumping rates.
- Water quality to inform treatment design, if required.
- Information and analysis to support regulatory requirements.



Phase 4: Technical Support for Permitting, Licensing, Design & Construction

The hydrogeology team provides technical and regulatory support with licensing and/or permitting, as applicable to the project and proposed water use, and liaises with the engineering teams, as needed, to support water treatment, storage and distribution system design, and construction.



Contact

Nick Bruce. P.Eng

250.631.4066

nrbuce@mcelhanney.com





REPORT TO COUNCIL

To: Mayor and Council
From: Keltie Chamberlain, MCIP, RPP
Land Use Planner II, Community Services
Strathcona Regional District
With input from Andrew Young, MCIP, RPP
Chief Administrative Officer
Subject: **Proposed Amendments to Village of Sayward Zoning Bylaw No. 309, 2000**
Meeting date: September 22, 2026

PURPOSE

To consider Bylaw 526 that would, if adopted, amend the Village of Sayward Zoning Bylaw No. 309, 2000 (as amended), to permit accessory buildings only when a principal structure exists or is under construction with an approved building permit.

BACKGROUND

Zoning Bylaws regulate the principal use(s), buildings and structures and permitted accessory use(s), buildings and structures within specific zones, among other regulations that control how land is developed. The Village's Zoning Bylaw currently permits accessory buildings where no principal building exists and limits the size of the accessory building to 60.0m² (645.8ft²) in area for storage of personal effects when there is no principal use/structure.

Accessory buildings, when permitted without a principal structure face risks of unauthorized human habitation, storage accumulation, and increased enforcement burdens. Further, unauthorized living can escalate to the improper placement of recreational vehicles on a vacant lot without property sewage, water hookups, or residential building permit, notwithstanding that the use of an accessory building or structure for human habitation is prohibited in all zones.

Given the health, safety, and enforcement issues that can arise, municipal zoning bylaws often restrict accessory buildings to properties with an existing principal building or where one is being constructed under an approved building permit.

The Village of Sayward Zoning Bylaw defines "Accessory to" as:

A use customarily incidental to the permitted use of land, buildings or structures located on the same lot.

And defines “Permitted Accessory Use” as:

A use that is ancillary to the permitted principal use of the land, building or structure located on the same parcel, or on a parcel contiguous to a parcel on which the principal use is situated when both parcels are owned by the same person and both parcels have the same zoning.

The definition of “Permitted Accessory Use” above is interpreted to allow a property owner who owns two adjacent properties to construct an accessory building on the second lot without a principal use (in other words which would be located on the adjacent lot). However, the definition does otherwise permit an accessory building to be constructed on a parcel unless a principal use (i.e., building or structure) already exists on it.

DISCUSSION

Permitting an accessory building on a parcel of land without a principal building is an approach that can be implemented in rural areas with large lots and greater variety of uses, including agricultural uses. Lots located outside the Village of Sayward (the Village), for example within the Strathcona Regional District, often have accessory buildings built on them without requiring a principal use (building or structure) to be in place.

However, within more developed areas and village centres where lots are typically smaller (less lot area) or are intended to be developed as a continuation of residential neighbourhoods, the presence of isolated accessory building/s can negatively impact neighbourhood character and visual harmony. Furthermore, isolated accessory building/ buildings may negatively impact the value of nearby properties particularly if the remainder of the underdeveloped parcel is left vacant and unsightly. The reduced residential density may also negatively impact municipal tax revenues in the future until such time that the property is actually developed.

Currently, Section 401.1) of the Village’s Zoning Bylaw permits the construction of an accessory building, which could be a garage, shop, or shed up to an area of 60.0m² (645.8ft²), with no principal building in place. Restricting accessory building use to lots where a principal use/structure exists is a common approach within municipal zoning bylaws to address multiple challenges. Restricting the use ensures that secondary structures and activities are in support of the main property use and subordinate to the primary use rather than operating independently. Restricting the use also assists in avoiding unauthorized habitation of accessory buildings that do not meet the safety regulations of the BC Building Code regarding occupancy. In addition, ensuring that a primary use/structure exists on property before permitting an accessory building to be constructed helps ensure that residential neighbourhoods, as well as other parts of the municipality, are visually attractive and project a consistent appearance (e.g., single family dwelling unit / low density residential).

Accessory buildings typically rely on water and sewage system hookups, and electrical service connections to the principal (main) building. Managing infrastructure and utilities becomes an enforcement challenge where a principal use / building is not in place.

The Village of Sayward Official Community Plan (OCP) supports village design that encourages cohesiveness aimed at enhancing the beauty of the Village. Through designing, organizing, and regulating land use, the built environment, and infrastructure, a predictable pattern of development has been built up that helps achieve cohesiveness. The Village can continue to maintain that cohesiveness by reinforcing predictable development including restricting the development of accessory (uses) buildings and structures to those properties when a principal building and structure exists.

The proposed amendment to Section 401 General of the Village of Sayward Zoning Bylaw is as follows:

Remove the existing provision:

In those zones where accessory buildings are permitted and no permitted principal use exists, an accessory building may be constructed on a parcel provided the building is no greater than 60.0m² (645.8ft²) in total floor area and is used solely by the owner of the same parcel for the storage of personal effects.

And replace that provision with:

- 1) Unless otherwise specified a building or structure accessory to the permitted use of a parcel of land is permitted in each zone, provided that:
 - a) the principal use exists on the parcel of land; or
 - b) a building for the purpose of the principal use has been constructed, or is in the process of being constructed, on the parcel of land through an active building permit.

In cases where development of accessory building/s currently exists on a parcel of land or exists on an adjacent lot owned by the same person, the accessory building would be considered legal non-conforming as it was constructed under Zoning Bylaw regulations prior to this amendment. All future development of accessory buildings would require that a principal building exists on the parcel or that a principal building is being constructed on it.

Options

The following list of options is not intended to be exhaustive or detailed but is provided to assist Council with discussion of potential options.

1. Do not amend the Zoning Bylaw – this would mean:
 - a. Continuing to allow accessory buildings to be built up to 60.0m² (645.8ft²) in size without requiring a principal building to be in place or under construction.

- b. Development is not predictable and construction of principal buildings can be completed after construction of accessory buildings with no associated time frames.
 - c. Lots will continue to be developed with accessory buildings (maximum 60m²) which are not ancillary to a principal building, creating partially developed lots within neighbourhoods.
 - d. Increased likelihood of unapproved habitation of accessory buildings, infrastructure challenges, and bylaw enforcement burdens for the municipality.
2. Village of Sayward amends its Zoning Bylaw to allow the construction of accessory buildings only on lots where a principal building already exists or where the principal building is under construction with an active building permit – this would:
- a. Encourage the development of principal buildings (uses) on lots prior to accessory buildings which will help ensure the Zoning Bylaw provisions are being implemented.
 - b. Help reinforce the predictable development of lots.
 - c. Support improved neighbourhood character in residential areas with dwelling units visually represented on lots.
 - d. Result in more control over density and help avoid unauthorized living within accessory buildings.
 - e. Help support infrastructure financing and predictability.
 - f. Reduce bylaw enforcement challenges on partially developed parcels of land.

CONCLUDING REMARKS AND RECOMMENDATIONS

As noted, the Village of Sayward's Zoning Bylaw currently permits accessory buildings up to a maximum area of 60.0m² (645.8ft²) on a parcel of land where a principal building does not exist. This provision has resulted in demonstrated challenges within the Village of Sayward, including development occurring in an unpredictable manner, unauthorized habitation of accessory buildings, and bylaw enforcement burdens.

The proposed amendments to the Village's Zoning Bylaw described in this report are intended to ensure that accessory building uses are clearly ancillary to the principal building uses on the lot. The proposed amendment if approved by Council will help address the challenges described in this report and bring the Village's Zoning Bylaw into alignment with other comparable municipalities of the same size.

Recommendation/s

THAT Council

1. Gives first and second reading to Village of Sayward Zoning Bylaw, 2000, Bylaw No. 309, Amendment No. 526; and
2. Directs staff to schedule a public hearing for Village of Sayward Zoning Bylaw, 2000, Bylaw No. 309, Amendment No. 526.

Respectfully submitted,



Keltie Chamberlain, MCIP, RPP
Land Use Planner II, Community Services
Strathcona Regional District

Approved for Council package

Andrew Young, MCIP, RPP
Chief Administrative Officer &
Corporate Officer

Attachment/s:

1. Zoning Bylaw No. 309, 2000, Amendment Bylaw No. 526, 2026

BYLAW NO. 526

A BYLAW TO AMEND

VILLAGE OF SAYWARD ZONING BYLAW No. 309, 2000

WHEREAS the Council for the Village of Sayward has, by Bylaw No. 309, adopted zoning regulations to regulate the location and use of land, buildings and structures, including the surface of the water pursuant to Part 14 of the *Local Government Act*;

AND WHEREAS the Council for the Village of Sayward wishes to amend the “Village of Sayward Zoning Bylaw No. 309, 2000” (as amended) having due regard to the requirements of the *Local Government Act*;

AND WHEREAS the Council wishes to amend the aforesaid Bylaw No. 309 (as amended) having due regard to the requirements of the *Local Government Act*;

NOW THEREFORE BE IT RESOLVED that the Municipal Council of the Village of Sayward, in open meeting assembled, hereby enacts as follows:

Amendments

1. Bylaw No. 526, the Village of Sayward Zoning Bylaw 2000, Bylaw No. 309, is hereby amended as set out in Schedule ‘A’, attached to and forming part of this bylaw.

Citation

2. This bylaw may be cited for all purposes as the Village of Sayward Zoning Bylaw No. 309, 2000, Amendment Bylaw No. 526, 2026.

READ A FIRST TIME ON THE ____ DAY OF _____, 2026

READ A SECOND TIME ON THE ____ DAY OF _____, 2026

PUBLIC HEARING HELD ON THE ____ DAY OF _____, 2026

READ A THIRD TIME ON THE ____ DAY OF _____, 2026

RECONSIDERED, FINALLY PASSED AND ADOPTED ON THE ____ DAY OF _____, 2026

Mayor

Corporate Officer

Schedule “A”

THAT Village of Sayward Zoning Bylaw No. 309, 2000 (as amended) be further amended by:

1. Removing and Replacing “Section 401.1) General” with the following provisions:
 - 1) Unless otherwise specified, uses, buildings or structures accessory to the permitted use of a parcel of land are permitted in each zone, provided that:
 - a) the principal use is being performed on the parcel; or
 - b) a building for the purpose of the principal use has been constructed, or is in the process of being constructed, on the parcel through an active building permit.



STAFF REPORT

To: Mayor and Council
From: Andrew Young, MCIP, RPP, Chief Administrative Officer
Subject: **Permissive Tax Exemptions 2027**
Meeting date: August 18, 2026

BACKGROUND

A permissive tax exemption (PTE) is a means for Council to support organizations within the community which further Council's objectives of enhancing quality of life (economic, social, cultural) and delivering services economically. A balance is necessary between supporting local non-profit organizations (PTE recipients) and limiting the tax burden on other residents and organizations arising from the exemptions.

Section 224 of the *Community Charter* outlines the authority for permissive tax exemptions. A bylaw under this section must come into force on or before October 31st for the exemption to be valid for the following year.

One (1) permissive tax exemption granted by Council in 2024 is due to expire in 2026:

- a) **Sayward Futures Society**, 16 Sayward Rd, District Lot 304, Sayward Land District, PT DL 304 AS SHOWN IN RED ON DD 39449I PID 009-664-599. – **100% exemption**

The following schedule will be used by staff to complete the PTE process for 2027:

Schedule	Action
August 1, 2026	Deadline for applications.
August 18, 2026	Staff Report to Council to consider exemptions.
September 8, and 22, 2026	Bylaw, if required, brought to Council.
October 31, 2026	Deadline for Staff to advise BC Assessment Authority of any permissive tax exemptions for 2027.

DISCUSSION

Advertising occurred in the Sayward News for any additional interested parties wishing to apply. Staff received one application as follows.

Sayward Futures Society

Staff have determined that the application is complete.

- Sayward Futures Society (SFS) has asked for a 4-year exemption (2027-2030 inclusively, note an exemption already exists for this organization which is due to expire at the end of 2026).
- The value of the exemption (100% exemption) for 2026 is \$9,957.05*
 - * This amount does not include the amounts exempted relating to other agency collections such as the Regional District, Hospital District, Municipal Finance Authority, BC Assessment, library, school, and police taxes.
- SFS provides a general benefit to the community using its land/building to which the exemption would apply and is eligible under the *Community Charter* for a permissive tax exemption.
- Financial Position for the past three years is as follows:

Sayward Futures Society				
	Revenue	Expenses	Surplus	Net Assets
2023	\$ 99,628	\$ 149,318	-\$ 49,690	\$ 140,289
2024	\$ 114,615	\$ 149,524	-\$ 34,909	\$ 105,380
2025	\$ 1,096,032	\$ 110,285	\$ 985,747	\$ 1,091,127
Note: adjusting for the \$1,000,000 REDIP grant received in 2025 and allocated for Wharf repairs, 2025 Net Surplus is -\$14,253 and 2025 Net Assets is \$91,127.				

Staff note that several municipalities make the PTE process an annual task for Council, and PTEs are then authorized for one year only. However, in smaller municipalities it is common that PTEs are granted for multiple years to reduce the administrative burden. Council is authorized to grant a PTE exceeding one year (up to a maximum of 10 years) where it is demonstrated that the services/benefits the applicant offers to the community are of a duration exceeding one year.

Next steps

Subject to Council's direction, staff will prepare a permissive tax exemption bylaw for Council consideration at the next regular council meeting. If the bylaw is adopted, it must then be received by the BC Assessment Authority by or before October 31, 2026 to be applied to the 2027 assessment roll.

In addition, section 227 of the *Community Charter* requires that the details of the proposed permissive tax exemption bylaw be posted and advertised in a local newspaper once each week, for two consecutive weeks, prior to adoption. This notice must identify the property or properties that will be subject to the bylaw, describe the proposed exemptions, state the number of years that the exemptions may be provided, and provide an estimate of the amount of taxes

that would otherwise be imposed on the property if it were not exempt for the year in which the proposed bylaw is to take effect and for the following two years.

Options

1. Grant the four-year permissive tax exemption request.
2. Grant a permissive tax exemption which is shorter in duration.
3. Grant a partial/percentage permissive tax exemption, for example only exempt 75% of the assessed value of the property.
4. Decline the request and do not grant a tax exemption.

RECOMMENDATION/S

THAT COUNCIL directs staff to prepare a Permissive Tax Exemption bylaw for Council to consider at a future meeting regarding the property held by the Sayward Futures Society that is located at 16 Sayward Road, Sayward, BC which is legally described as PID 009-664-599, District Lot 304, Sayward Land District, PT DL 304 AS SHOWN IN RED ON DD 39449I, based on Option 1, 2, Or 3 above) at the next available Council meeting; or decline the request from the Sayward Futures Society.

Respectfully submitted,

Approved for Council package

Andrew Young, MCIP, RPP
Chief Administrative Officer

Attachment:

- 1. Sayward Futures Society permissive tax exemption application***

From: [Treasurer](#)
To: [CAO Sayward](#); [Sayward Finance-Admin](#)
Subject: Sayward Futures Society Permissive Tax Exemption application
Date: July 8, 2026 5:55:35 AM
Attachments: [image.png](#)
[Financial Information December 31,2023 Ayward Futures Society.pdf](#)
[Financial Information December 31,2024 Sayward Futures Society.pdf](#)
[Financial Information December 31,2025 Sayward Fututres Society.pdf](#)

☐ [20260624 Permissive Tax Exemption Application -Sayward Futures Society \(not signed\) 1.docx](#)

Hello CAO Young

Please find attached for your review a copy of the Sayward Futures Society application for Permissive Tax Exemption along with financial information for the past three years. If you require any additional information, please do not hesitate to reach out and we will be happy to connect and provide more detail.

We are hoping that Council considers a four (4) year Permissive Tax Exemption to Sayward Futures Society as they did in 2024 to other organizations doing amazing work in our community. This allows the organization the opportunity to be able to better plan work ahead as our operating budget would be more defined. Every year, our Board of Directors gets together for strategic planning based on funding available as we determine what services we will be able to offer. We are very pleased to be part of the growth in Sayward, with over 6000 people per year now visiting the Kelsey Bay Wharf as well as hosting the Kusam Klimb, BC's second largest endurance race bringing over 1500 people to our community.

Sayward Futures Society Continues to be focused on introducing the world to Sayward and it is with the support of the Village of Sayward that we are able to continue this work.

Thank you for your consideration.

Ken McRae
Treasurer, Sayward Futures Society

Office: 250-282-0018
Direct: [REDACTED]
Email: treasurer@SaywardFutures.ca



SAYWARD FUTURES SOCIETY
Our Community, Our Future

Appendix "A" – Permissive Tax Exemption Application Form

APPLICATION FOR PERMISSIVE TAX EXEMPTION

1.) Full name or title of organization:

Sayward Futures Society

2.) Society number/non-profit number, or registered charity number:

S-42454

3.) Mailing address of the organization (including Postal Code):

PO Box 143 Sayward BC V0P1R0

4.) Application contact (name, phone, e-mail address):

NAME: Ken McRae

PHONE NO: [REDACTED]

EMAIL: treasurer@saywardfutures.ca

5.) Name and phone number of two other officials in organization (i.e. Pastor, President, Manager, Director, etc.)

1. Name: Ken Vincent

Title: Director

Phone No.: [REDACTED]

E-mail: ken.v@saywardfutures.ca

2. Name: Patti Vincent

Title: Director

Phone No.: [REDACTED]

Email: patti.v@saywardfutures.ca

6.) Property address:

16 Sayward Rd Sayward BC V0P1R0

7.) Folio number:

2.7410.000

8.) The lands are registered in the name of:

Sayward Futures Society

(In the case of a Society, Corporation, Association, please include a copy of the Certificate of Title)

9.) The exemption claimed under Section 224 –226 is pursuant to Subsection 1, Clause

(225) *(Please supply the relevant clause designation from Section 224-226, see attached)*

10.) The gross floor area of the building:

1020 sq ft

11.) We require a current site plan of the property indicating the grounds and buildings and their uses. This would include buildings, storage buildings, walkways, parking lot, playgrounds, bush areas, etc. Show dimensions.

12.) What is the principal use of the property?

The Kelsey Bay Wharf is owned and operated by Sayward Futures and is open to the public year-round as of this application. On the wharf there is a building that is now the Sayward Visitor Centre featuring a fully flagged network approved visitor centre, recognized by Destination BC but not funded in any way by Destination BC. Also, as part of the operation is a gift shop featuring both local and Vancouver Island artisans who may not otherwise have a vehicle to sell their products.

Kelsey Bay Wharf also offers locals and visitors the opportunity to learn more about the area in terms of history, flora and fauna. DFO has a hydrophone in place and MERS often comes to the site when doing work to protect whales. The public is often seen fishing off the wharf as well and we also take moorage inquiries.

While most directors operate out of home-based offices, this building is also used as a base of operations for other work the organization does. This includes maintaining 4 recreation sites and trails for RSTBC as well as Bill's Trail and the Kusam Klimb event, BC's second largest endurance race.

13.) Is any part of the building or of the property used or rented by commercial or private operators or by any group other than your organization? If yes, please disclose below:

Mowi Canada is currently the only commercial operator that has loading and unloading business with the Kelsey Bay Wharf. While this business is down substantially year over year owing to the current political climate, we welcome this revenue stream as all proceeds go into a reserve account allocated to wharf repairs only. Sayward Futures was successful in its application towards a REDIP grant application that will allow for major repairs to the wharf as the operating account was falling short on deferred maintenance. Again, REDIP funds (80% grant) and MOWI proceeds are reserve funds and cannot go to general operating.

14.) Please provide details of other activities on your property; such as daycare centres, catering and hall rental, thrift/gift shop.

The following information is required for each activity:

- Hours per day and/or days per week of operation
- Fees or charges
- Approximate number of participants/patrons
- Is the activity operated by a church or by an outside organization?

Sayward Futures Society operates the Sayward Visitor Centre at the Kelsey Bay wharf, supplying information to visitors and featuring locally made arts and crafts in its retail area. The Sayward Visitor Centre was recently granted full network status allowing for greater access to resource material, training and updates. That said, the Visitor Centre does NOT receive any funding from Destination BC, The Village of Sayward or Sayward Valley area A which is unique for a visitor centre. Generally, this service is generally funded in whole or part by the communities they

serve.

In this way, retail operations offset costs and last year the retail revenue against all costs broke even which was nice to see. In years past, this was not the case and there was draw downs against operating reserves (now fully depleted).

The Kelsey Bay Wharf is currently open to the public year-round, 24 hours a day. There are no fees or charges for use.

The Sayward Visitor Center is open seasonally (Summer months) seven days a week, from 10:00 AM until 6:00 PM daily and generally opens weekends only during early summer and fall. Visitors to our area are on a steady increase and the Sayward Visitor Center now realizes over 6000 users annually.

With all Sayward Futures Society does, to date the organization only has one seasonal paid employee to operate the gift shop, combined with volunteers. All other activities, whether it is work to maintain local recreations sites and trails, hosting events like Ribs, Bibs and Kids as part of the Kusam Klimb, Kusam Klimb trail maintenance or running other events both past and present for the community is all thanks to volunteers.

15.) a.) How is your organization non-profit?

Sayward Futures was incorporated as a Non-Profit Society on December 11, 2000 and is a recognized organization in "good standing."

b.) How is your organization a complementary extension to Village services and programs?

Sayward Futures Society (SFS) has a Partnership Agreement with Recreational Sites and Trails BC to maintain four recreations sites in our immediate area including Stewart Lake, Tlowlis Lake, Santa Maria and Elk Creek. Further, the organization maintains the "Bills Trail" network along with the legend Bill W himself and has contracted Coastline Endurance Running to run the Kusam Klimb that brings over 1500 people annually to our area. SFS also hosts community events like Ribs Bibs and Kids as part of the Kusam Klimb event with food, music and other organizations that help promote the Sayward Region. SFS owns and operates the Kelsey Bay wharf that is open to the public and operates the Sayward Visitor Centre. SFS also focuses on seeking grant funding where possible, allowing for new and/or continued amenities for Sayward and has several large-scale projects underway.

Sayward Futures Society has also historically hosted Canada Day and the Christmas Light Up events year over year for the Village of Sayward and has fund-raised extensively to make these events possible. Funding for these two events has since not been available but the organization endeavours to continue to offer events for the community where funding and volunteer labour allows.

c.) How is your organization accessible to the public?

Sayward Futures Society has managed to keep the Kelsey Bay Wharf open to the public 24 hours a day 7 days a week through strategic investment into maintenance. Thankfully, the Province of BC has recognized the importance of this asset and has awarded a grant to SFS to rehabilitate the wharf, with work starting just after Labour Day 2026.

The Visitor Centre is completely funded by SFS, which is unique to our area as many visitor centres are funded entirely by the communities they serve. This centre is open seven days a week seasonally, offering information about the Sayward area and North Vancouver Island and allows space for local artisans to sell their items locally.

SFS also maintains a variety of recreation sites and trails in the area and hosts the second largest endurance race in BC bringing over 1500 people to our area in a single weekend which is a great boost to our local economies.

d.) How is your organization used primarily by Sayward residents?

The Kelsey Bay Wharf is well loved by the community and is used frequently for fishing, whale watching and just spending some time enjoying amazing views. 15.C. response also applies to locals being trail networks, community events and the Kusam Klimb.

16.) Other activities which may be pertinent to your application:

Sayward Futures Society has always operated on an aggressive budget and is severely impacted by cost increases and when faced with funding shortfalls. It is for this reason we are hoping that Council consider a four (4) year tax exemption as awarded to other organizations in the community. This allows for planning further out than one year as we look annually at what can be achieved for the community with dollars in hand.

There was some confusion in previous years with assumptions that retail proceeds or income in from other means provide for a year over year surplus. It does not. We have, however, been able to keep the doors open year over year. SFS also has purchased insurance at the wharf allowing for 24/7 public access and this is another rising cost.

Another goal the organization has is to work with funders to further work in Bill's Trail Network with have mixed use trails and replacing some bridges and other infrastructure. While this is ongoing, each step requires a substantial funding model to allow the next phase of work. It also involves many volunteer hours to get this work done.

17.) Has there been any change in the status or use of the buildings or property in the last 12 months?

Yes – the Sayward Futures facilities on the Kelsey Bay wharf known as the Sayward Visitor Centre have recently been accredited as a Destination BC full network status visitors centre. This did not come with additional funding but is an accomplishment.

Through volunteer labour and fundraising, we were also able to do a light renovation to the retail space and we hope for success in future grant applications to address the building further in the year ahead.

18.) CHURCHES ONLY complete the following additional questions:

NA

(i) What is the seating capacity of the church?

Permanent: _____

Portable: _____

(ii) What is the gross floor area of the

Church: _____

Hall: _____

Other Buildings: _____

Total Gross Floor Area: _____

(iii) Every building on the lands is in use and continues to be set aside for public worship or for a Church Hall.
Yes _____ No _____

On behalf of ____Sayward Futures Society_____, I/we
hereby declare that all the information presented and provided with this application is true and correct.

Should a permissive tax exemption be granted on the above listed property, I am agreeable to the following terms:

- 1.) If the property is sold prior to the exemption expiration, the organization will remit to the Village an amount equal to the taxes that would have otherwise been payable to the Village by a non-exempt owner.
- 2.) The property use will be in compliance with applicable municipal policies and bylaws.
- 3.) The organization will publicly acknowledge the permissive tax exemption granted by the Village.

DATED THIS _24th_ DAY OF _June_ 2026.

Authorized Signature: _____

NOTE:

1. The personal information on this form is collected for the purpose of an operating program of the Corporation of the Village of Sayward as noted in Section 26 (c) of the Freedom of Information and Protection of Privacy Act (FOIPPA). If you have any questions about the collection and use of this information, please contact the CAO at 250-282-5512

2. The Application for Permissive Tax Exemption must be received by 1st of August in the year prior to the taxation year(s) for which exemption is requested in order to be included on the applicable annual Permissive Tax Exemption Bylaw. i.e. An application for a permissive tax exemption for the year 2020 or years 2020 to 20__ must be received by the 1st of August of 2019, the year prior to year one of the tax exemption period.

3. Permissive Tax Exemption Applications are to be submitted to: Village of Sayward, Box 29, 652 H'Kusam Way, Sayward, B.C. V0P 1R0

EXCERPT FROM SECTION 4 OF THE *COMMUNITY CHARTER* (ATTACHMENT TO APPLICATION)

General Statutory Tax Exemptions

Section 220

(see full text in the *Community Charter*)

Unless otherwise provided in this Act or the Local Government Act, the following property is exempt from taxation to the extent listed:

- a) land, improvements or both vested in or held by Provincial Government,
- b) land, improvements or both vested in or held by municipality (i) the municipality, or the municipality jointly with another municipality or regional district,
- c) land, improvements or both exempt from municipal taxation by another Act,
- d) land, improvements or both (i) of a public library under the *Library Act*, or vested in or held by a municipality and occupied by a public library under the *Library Act*,
- e) land, improvements or both of an Indian ... except for municipal taxes,
- f) land, improvements or both held in trust (i) by Crown for Indian band and (ii) are not leased or occupied by non-band member,
- g) land actually used and occupied for the interment of the dead and improvements used by cemetery, mausoleum and columbarium (municipal portion only),
- h) a building set apart for public worship owned and used by church (municipal portion only),
- i) a building that was constructed with the assistance of aid granted by the Provincial government after Jan 1, 1947 but before April 1, 1974 owned and used by non-profit society for elderly citizens home (municipal portion only),
- j) a building set apart and used solely as a hospital,
- k) land and improvements for future hospital requirements,
- l) land and improvements owned by private schools,
- m) fruit trees,
- n) farm improvements to a maximum of assessed value of \$50,000,
- o) dwellings, fixtures and machinery used to operate a farm,
- p) improvements used for emergency protection,
- q) sewage treatment plants, manure storage facilities, effluent reservoirs, effluent lagoons, deodorizing equipment, dust and particulate matter eliminating equipment,
- r) floating dry dock if the dry dock has lift capacity of greater than 20000 tonnes.

Section 221

(see full text in the *Community Charter*)

Grandparented pollution abatement exemptions

Section 221.1

(see full text in the *Community Charter*)

Grandparented dust and particulate matter eliminator exemptions

Section 222

(see full text in the *Community Charter*)

Phased farm property tax exemption – for property that has been newly incorporate into a municipality that was prior to incorporation exempt from taxes under the Taxation Rural Area Act. Exempt from taxes for five years on sliding scale that is reduced by 20% per year.

Section 223

(see full text in the *Community Charter*)

Exemptions under regulations (see full text in the *Community Charter*)

Land and Improvements assessment classification 4, 5, or 6

Division 7 Permissive Exemptions

(see full text in the *Community Charter*)

Section 224

(see full text in the *Community Charter*)

A council may by bylaw exempt land and improvements from the municipal portion of taxes, subject to conditions and for a specific period, the following:

- (a) land or improvements that are owned or held by a charitable, philanthropic or other not for profit corporation and that Council considers are used for a purpose that is directly related to the purposes of the corporation
- (b) land or improvements that are owned or held by a municipality, regional district or other local authority and that council considers are use for a purpose of the local authority
- (c) land or improvements that council considers would be exempt under section 220 were it not for a secondary use
- (d) the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by a corporation or organization if the land and improvements are owned by a public or local authority and the land and improvements are used by the corporation or organization for a purpose for which a tax exemption could be provided if the land and improvements were owned by that organization or corporation
- (e) the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by a corporation or organization if the land and improvements are owned by a person providing a municipal service under a partnering agreement, an exemption under section 225 would be available, the partnering agreement contemplates a tax exemption and the land and improvements are used by the corporation or organization for a purpose for which a tax exemption could be provided if the land and improvements were owned by that organization or corporation
- (f) land surrounding a building that is used for a church; a church hall and the land surrounding the hall
- (g) land or improvements used or occupied by a religious organization for public worship or hall
- (h) land surrounding seniors homes, hospitals and private schools
- (i) land or improvements owned or held by athletic or service club, and used as a public park, recreation ground or for public athletic or recreational purposes
- (j) land or improvements owned, held and operated as a private hospital, licensed community care facility, or registered assisted living residence.

Section 225

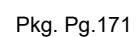
(see full text in the *Community Charter*)

Authority to exempt eligible partnering, heritage, riparian, cemetery or golf course property for any period. Must have the ability to make agreements with property owners regarding the extent of the exemption and the conditions under which it may be offered. – maybe required to register a restrictive covenant against the property or repay the exemption under specific conditions

Section 226

(see full text in the *Community Charter*)

Revitalization tax exemptions. Must be a designated revitalization area under the OCP with set objectives. The exemptions are limited to an increase in assessed value that are due to new or altered improvement and are for a maximum 5 years.



TITLE SEARCH PRINT

File Reference:

****CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN****

Land Title District
Land Title Office

VICTORIA
VICTORIA

Title Number
From Title Number

ET41449
39449I

Application Received

2002-04-19

Application Entered

2002-04-22

Registered Owner in Fee Simple

Registered Owner/Mailing Address:

SAYWARD FUTURES SOCIETY, INC.NO. 42454
601 KELSEY WAY
P.O. BOX 143
SAYWARD, BC
VOP 1R0

Taxation Authority

Courtenay Assessment Area
Sayward, Village of

Description of Land

Parcel Identifier:

009-664-599

Legal Description:

THAT PART OF THE BED OF THE SEA ADJOINING HIGH WATER MARK OF DISTRICT LOT 304, SAYWARD DISTRICT COMMENCING AT A POINT AT HIGH WATER MARK, IN THE CENTRE OF THE PRESENT WHARF APPROACH, DISTANT 948.6 FEET IN A DIRECTION SOUTH FIFTEEN DEGREES TWENTY FOUR MINUTES EAST FROM THE NORTH EAST CORNER OF SAID DISTRICT LOT, THENCE NORTH EIGHTY EIGHT DEGREES TEN MINUTES EAST 28 FEET, THENCE NORTH TWENTY ONE DEGREES FIVE MINUTES WEST 95.2 FEET, THENCE NORTH SIXTY EIGHT DEGREES FIFTY FIVE MINUTES EAST 10 FEET, THENCE NORTH TWENTY ONE DEGREES FIVE MINUTES WEST 70 FEET, THENCE SOUTH SIXTY EIGHT DEGREES FIFTY FIVE MINUTES WEST 68 FEET, THENCE SOUTH TWENTY ONE DEGREES FIVE MINUTES EAST 70 FEET, THENCE NORTH SIXTY EIGHT DEGREES FIFTY FIVE MINUTES EAST 20 FEET, THENCE SOUTH TWENTY ONE DEGREES FIVE MINUTES EAST 82 FEET TO HIGH WATER MARK, THENCE NORTH EIGHTY EIGHT DEGREES TEN MINUTES EAST 12.2 FEET MORE OR LESS TO THE POINT OF COMMENCEMENT AS SHOWN IN RED ON PLAN DEPOSITED UNDER DD 39449I

Legal Notations

NONE

Charges, Liens and Interests

NONE

Duplicate Indefeasible Title

NONE OUTSTANDING

	Village of Sayward	
	Title: Permissive Property Tax Exemption Policy	Policy # 300-01
	Category: Finance	

1.0 PURPOSE

A permissive tax exemption is a means for Council to support organizations within the community which further Council's objectives of enhancing quality of life (economic, social, cultural) and delivering services economically. This policy guides identification of organizations meeting Council's objectives.

Division 7 of Part 7 of the *Community Charter* provides for permissive tax exemptions for Land and Improvements owned or held by a variety of not-for-profit organizations providing services which Council considers directly related to the purposes of the organization. It also provides for permissive exemptions for some properties which are additional to statutory exemptions under Section 220, such as church halls or land surrounding places for public worship.

2.0 POLICY

This policy is intended to provide guidance in the evaluation of applications for exemption from property taxes pursuant to the *Community Charter*. The total amount of revenue to be set aside to finance permissive tax exemptions will be discussed by Council annually during the development of the Financial Plan.

3.0 DEFINITIONS

- a. Statutory Property Tax Exemption: non-discretionary exemption from payment of property taxes pursuant to Section 220, Division 6, Part 7 of the *Community Charter*;
- b. Permissive Property Tax Exemption: discretionary exemption from payment of property taxes pursuant to Sections 224-226, Division 7, Part 7 of the *Community Charter* and granted by Council bylaw.

4.0 PROCEDURES

4.1 Process

Council will consider applications for permissive tax exemptions annually. The opportunity to apply will be advertised 2 times in Sayward News and letters will be mailed to tax exemption recipients designated in the preceding tax year.

Applications must be submitted to the Chief Administrative Officer using the prescribed application form (Appendix "A") before August 1st of each year, to be considered for the following taxation year. The CAO will review the applications for completeness and arrange contact with applicants for additional information as necessary.

Application submissions must include:

- Copy of Audited Financial Statements or Financial Statements prepared by an accountant for last 3 years,
- Copy of state of title certificate or lease agreement, as applicable,
- Description of programs/services/benefits delivered from the subject lands/improvements including participant numbers, volunteer hours, benefiting groups/individuals/special needs populations, fees charged for participation,
- Description of any 3rd party use of the subject land/improvements including user group names, fees charged, conditions of use.

The CAO will present a summary report of the applications, relative to the eligibility criteria, to Council and arrange for delegations to attend Council meeting if necessary.

Staff will draft a Permissive Tax Exemption Bylaw for the year incorporating Council's direction regarding the year's applicants. To apply to taxation in a particular year, the bylaw must be passed on or before October 31st of the preceding year.

Appendix "B" provides a template for advertising the Permissive Tax Exemption Bylaw as required by Section 227 of the *Community Charter*.

4.2 Eligibility Criteria

(a) Subject Property must be one of:

- Land and/or improvements eligible for tax exemption under Division 7 of Part 7 of the *Community Charter*;
- Land and/or improvements ancillary to a statutory exemption under Divisions 6 of Part 7 of the *Community Charter*.

(b) Nature of organization must be:

- Non-profit organization,
- Charitable/philanthropic organization,
- Athletic or Service Club/Associations,
- Care facility/licensed private hospital,
- Partner of the municipality by agreement under s. 225 of the *Community Charter*,
- Other local authority,
- Organization eligible for exemption under s. 220 or 224.

(c) The applicant organization's use of the land/improvements must benefit the community in one or more of the following ways:

- provides recreational facilities for public use,
- provides recreation programs to the public,
- provides programs to and/or facilities used by youth, seniors or other special needs groups,
- preserves heritage important to the community character,
- preserves an environmentally, ecologically significant area of the community,
- offers cultural or educational programs to the public which promote community spirit, cohesiveness and/or tolerance,
- offers services to the public in formal partnership with the municipality.

4.3 Duration of Exemption

Tax exemption bylaws must specify the period to which the exemption applies and any other conditions applicable to the exemption. Eligible organizations may be considered for tax exemptions exceeding one year (to a maximum of 10 years) where it is demonstrated that the services/benefits they offer to the community are of a duration exceeding one-year (i.e. for the period of the tax exemption).

4.4 Extent, Conditions, and Penalties

(a) Council may designate only a portion of the land/improvements as exempted where the following circumstances exist:

- A portion of the land/improvements is used by the private sector and/or organizations not meeting Council's exemption criteria.

- (b) Council may impose **conditions** on the exempted land/improvements with the applicant organization, including but not limited to:
- registration of a covenant restricting use of the property,
 - an agreement committing the organization to continue a specific service/program,
 - an agreement committing the organization to have field/facilities open for public use for certain times or a total amount of time,
 - an agreement committing the organization to offer use of the field/facility to certain groups free of charge or at reduced rates,
 - an agreement committing the organization to immediately disclose any substantial increase in the organization's revenue or anticipated revenue (e.g. receives large operating grant from senior government).
- (c) Council may impose **penalties** on an exempted organization for knowing breach of conditions of exemption, including but not limited to:
- revoking exemption with notice,
 - disqualifying any future application for exemption for specific time period,
 - requiring repayment of monies equal to the foregone tax revenue.

5.0 REFERENCES / POLICY INTEGRATION

Community Charter:

Part 7 – Municipal Revenue:

- Division 6 — Statutory Exemptions:
 - Section 220 General statutory exemptions
- Division 7 – Permissive Exemptions:
 - Section 224 General authority for permissive exemptions
 - Section 225 Partnering, heritage, riparian and other special exemption authority
 - Section 226 Revitalization tax exemptions
 - Section 227 Notice of permissive tax exemptions

Government of BC Ministry of Community, Sport and Cultural Development website:

http://www.cscd.gov.bc.ca/lgd/gov_structure/community_charter/finance/permissive_exemptions.htm

6.0 APPROVAL HISTORY

ISSUED BY: CAO	APPROVED BY: Mayor & Council	RESOLUTION NO:	DATE: July 2004
REVISED BY: CFO	APPROVED BY: Mayor & Council	RESOLUTION NO: R19/92	DATE: April 16, 2019

Signed by:

Mayor: Original signed by "J. MacDonald"	CAO: Original signed by "L. Clark"
Date: 19 November 2019	Date: 19 November 2019



REPORT TO COUNCIL

To: Mayor and Council
From: Jennifer Redshaw, Office Administrator
Subject: **Grant in Aid Request – Sayward Community Health Society – Seniors Lunches 2026-2027**
Meeting date: September 8, 2026

PURPOSE

To seek Council support for the *Sayward Community Health Society – Seniors Lunches 2026-2027*.

BACKGROUND

Policy # 300-08 - *Grant in Aid Policy* establishes guidelines for providing financial or in-kind assistance to community groups and non-profit organizations that benefit the community. Grants in aid and in-kind grants demonstrate Council's support of community groups which provide beneficial programs, services, or projects to the community. The policy, along with an established Grant in Aid budget, provides Council with a framework and resources to serve the community within its capacity.

DISCUSSION

Council previously approved a grant in aid request for the Sayward Community Health Society (SCHS) to host bi-monthly lunches free to senior citizens residing in the Village of Sayward and the greater Sayward area. This Grant in Aid included use of the Kelsey Centre gymnasium and kitchen and expired June 30, 2026. Staff have received a new Grant in Aid application from SCHS, dated August 19, 2026, which is attached to this report.

SCHS is requesting approval to continue hosting seniors' luncheons in the Kelsey Centre gymnasium every four weeks, rather than the previous bi-monthly schedule. The program would utilize the kitchen and bar facilities for the preparation and service of meals. Food for the luncheons is acquired through donations and ongoing purchases made throughout the month. Accordingly, access to the kitchen between luncheons is required to allow for the safe storage of food items in the kitchen refrigerator, freezer and designated cupboards. In addition, SCHS has indicated that, where facility bookings permit, access to the gymnasium on the day prior to each luncheon would be preferred to allow for set up of tables and chairs in advance of the event.

The requested facility usage period is from **September 2026 – June 2027**, with the first luncheon anticipated to be held September 23, 2026.

Financial Information

Currently, the Kelsey Recreation Centre is closed for programming but remains open for private, not-for-profit, and corporate rentals. Individuals or groups wishing to use the facility are subject to the fees outlined in **Bylaw No. 451 Fees & Charges Bylaw**. An excerpt from the bylaw, specifically *Schedule C – Kelsey Centre*, is attached to this report.

The value of providing this grant in aid (foregone revenue) is outlined below:

Gym Rental \$100.00 (3 hours @ \$50.00/hour) x 10 events	\$1,500.00
Kitchen Rental \$100.00 flat fee x 10 events	\$1,000.00
Bar Rental \$100.00 flat fee x 10 events	\$1,000.00
Total	\$3,500.00

RECOMMENDATION/S

1. THAT COUNCIL approves the grant in aid request from the Sayward Community Health Society – Seniors Lunches 2026-2027, dated August 19, 2026.

Alternatives

2. THAT COUNCIL denies the grant in aid request from the Sayward Community Health Society – Seniors Lunches 2026-2027, dated August 19, 2026.
3. THAT COUNCIL directs staff to take another action deemed appropriate by Council.

CONCLUSION / COMMENTS

Staff support recommendation #1.

Respectfully submitted,



Jennifer Redshaw, Office Administrator

Approved for Council package

Andrew Young, MCIP, RRP
Chief administrative Officer

Attachments:

1. Policy # 300-08 - *Grant in Aid Policy*
2. Grant in Aid Application – Sayward Community Health Society – Seniors Lunches
3. Bylaw No. 451 Fees & Charges Bylaw - *Schedule C - Kelsey Centre*

	Village of Sayward	
	Title: Grant in Aid Policy	Policy # 300-08
	Category: Finance	

1.0 PURPOSE

To establish a policy and guidelines whereby financial or in-kind assistance can be provided to community groups and non-profit organizations who provide services or a benefit to the community, and any aspect of the community. Grants in aid and in-kind grants demonstrate Council's commitment to working with community groups which provide beneficial programs, services, or projects to the community while at the same time recognizing the financial constraints impacting the Village's ability to provide funding to these groups.

2.0 POLICY

This policy shall apply to all areas within the Village of Sayward ("Village") municipal boundaries. The Village recognizes the many not-for-profit organizations that provide valuable contributions to our community and this policy establishes eligibility requirements. Council will treat all organizations and groups fairly and consistently. The aim is to provide modest levels of support and assistance to community non-profit organizations.

3.0 DEFINITIONS

Benefitting area: means the Village of Sayward administrative/municipal boundary area.

Community group: includes voluntary groups, neighbourhood associations, service clubs, or other groups of individuals that are not registered with BC Corporate Registry and operate with no constitution or bylaws or any paid staff.

In-kind grant: means the provision of municipal property/facilities, materials or resources to an applicant, the waiver of permits or fees, and does not include the provision of cash funds to, or on behalf of, the applicant. While cash funds are not provided in relation to in-kind grants, it is recognized that such grants will involve either an expense or foregone revenue for the municipality. Each application for in-kind grants will include the estimated value of the application under consideration.

Registered non-profit organization: includes an organization, a society, an association, a registered charity, a cooperative or other group, either incorporated or unincorporated, registered with the BC Corporate Registry.

Village: means the Village of Sayward.

4.0 PROCEDURES

4.1 Who Can Apply

- a.) The applicant must be a registered non-profit organization or community group of the benefitting area;
- b.) The registered non-profit organization or community group must be locally based in the Village or must otherwise provide services or benefits to the Village. The grant in aid or in-kind grant requested must provide a specific service or benefit to the community or any aspect of the community.
- c.) The registered non-profit organization or community group must be financially and administratively sound.

d.) Each applicant requesting a monetary grant in aid must demonstrate there is a need for financial assistance and that adequate funding from other sources is not available.

e.) All applicants that receive a grant in aid must provide a written report to Council that outlines the success of their activity and how the grant in aid funds were used within 12 months of the date the grant in aid is issued. Applicants that receive an in-kind grant are also encouraged to provide a written report to Council.

4.2 Application Restrictions

a.) Industrial, commercial, and/or business organizations are not eligible to apply.

b.) Grant in aids may not be used to subsidize activities that are the responsibility of senior levels of government.

c.) The grant in aid may not cover any of the following expenses:

i.) remuneration;

ii.) capital improvement to rented or leased premises; or

iii.) private enterprise

d.) Grant in aids cannot be used for political purposes or to fund groups or organizations whose primary purpose is of a political nature.

4.3 Application Process

a.) All qualifying organizations are required to complete the Grant-In-Aid application form attached to this policy as Appendix "A". Applications should include a summary of how the grant in aid will be used if granted. It should be noted that organizations may be required to make a presentation or provide further documentation to Council before any decisions are made.

b.) Incomplete applications will not be accepted and will be returned to the applicant.

c.) Village staff will present the application along with any background information to Council with a request for decision.

c.) All applicants will receive notification of the status of their application once reviewed by Council.

d.) The Village reserves the right to request a full accounting of any and all expenditures of authorized grant in aid funds.

4.4 Approval Criteria

a.) Purpose for which funding is requested;

b.) Overall benefit to the community as a whole, or any aspect of the community;

c.) Amount of the grant requested; and

d.) Whether or not there is available funding and/or resources for the grant requested.

4.5 Yearly allocation for grant funding

The amount of funds available for grant in aids/donations shall be determined by Council during the Financial Plan process each year. Council will retain the right to make the final decision on both the overall grant allocation and the individual grant.

5.0 REFERENCES /POLICY INTEGRATION

- *Fraser Valley Regional District*, Electoral Area Grant in Aid Guidelines and Application
- *City of West Kelowna*, Grants in Aid Policy
- *City of Rossland*, Community Grant Funding

6.0 APPROVAL HISTORY

ISSUED BY: CFO	APPROVED BY: Mayor & Council	RESOLUTION NO: R23/219	DATE: August 15, 2023
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Signed by:

Mayor: Original signed by “Mark Baker”	Corporate Officer: Original signed by “Lisa Clark”
Date: 7 September 2023	Date: 7 September 2023

Appendix A – Application for Grant in Aid



Village of
Sayward

Name of Organization	Sayward Community Health Society
Address of Organization	601 Kelsey Way, Sayward, VOP1R0
Full Mailing Address	Po Box 33, Sayward, BC, VOP1R0
Telephone Number & Email	778 348 1532
Contact Person/Title	Angie Hubbert Director / Treasurer.

Primary purpose of organization: raise money to pay the bills to keep the Sayward Primary Healthcare clinic running, and assist in programs to improve the health of residents

Event or reason for request: Seniors lunches program. (community kitchen)

Date of event: Once a month, September 2026 to June 2027.

Amount of grant requested (or items requested if in-kind): use of the Kelsey Centre gym, back kitchen and bar area to provide lunches for seniors to combat food insecurity, provide adequate nutrition and provide socialisation.

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

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

Have you received a previous grant in aid from the Village?



Yes



No

Applicant's signature: A.M. Hubbert Date: 19th August 2026

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

Budget for seniors lunches September 2026 – June 2027

We are going to have to go to once a month for this coming period, due to lack of volunteers, and health concerns.

Prices have gone up, so we are now looking at \$200 per lunch.

10 x lunches @ \$200 + \$2000.

Financial Statement SCHS year end 31st August 2025

The Community Kitchen is financed by grants and donations, it is not paid for by SCHS funds.

Community Kitchen	Amount c/f 7291.06	Outgoings	Details		
30/09/2024	20.32		Interest		
10/10		409.03	Oct lunch		
16/10/2024		107.36	2nd Oct lunch		
31/10/2024	20.07		Interest		
08/11/2024		194.81	Nov lunch		
18/11/2024		500	Cash on hand due to AH absences	2nd Nov lunch cancelled	2nd Jan lunch cancelled
30/11/2024	17.88		Interest		
30/12/2024	17.01		Interest		
31/01/2025	15.68		Interest		
28/02/2025	14.2		Interest		
31/03/2025	15.66		Interest		
30/04/2025	14.27		Interest		
31/05/2025	14.78		Interest		
27/06/2025		193.85	June lunch		
30/06/2025	14.29		Interest		
31/07/2025	14.39		Interest		
31/08/2025	14.42		Interest		
	192.97	1405.05			
C/F	7291.06				
Totals	\$7,484	1405.05	Total on hand 31/08/2025	\$6,078.98	

Cash on hand @ 31st July 2026- \$5155.40.
Year end financials not yet prepared.

Bylaw 524,
2026

SCHEDULE C
KELSEY CENTRE

ROOM RENTAL *	FEE	SECURITY DEPOSIT
Bar (renter responsible for own supplies and permit) <i>available only in conjunction with a Gym rental</i>	\$100.00 flat fee	\$100.00
Gym	\$50.00/hour minimum two hours	\$200.00
Kitchen - use of all existing equipment <i>available only in conjunction with a Gym rental</i>	\$100.00 flat fee	\$100.00
Multipurpose room	\$25.00/hour minimum two hours	\$100.00

* Tables and chairs included in room rental. Renter responsible for table and chair set up & tear down.

* Facility Rental Agreement and Event Insurance required. Contact the Village Office for more details.



For: Mayor and Council
Prepared by: Jennifer Redshaw, Office Administrator
Subject: **Weight Room Reimagined**
Meeting date: September 22, 2026

PURPOSE

To seek Council direction on a proposal to reopen the currently closed Kelsey Recreation Centre Weight Room (Weight Room) and provide controlled public access through a monthly membership program.

BACKGROUND

This report outlines a proposal to reopen the currently closed Kelsey Recreation Centre Weight Room (Weight Room) and provide controlled public access through a monthly membership program. Staff have investigated the operational requirements and obtained quotations for improving security, safety, and access to the Weight Room. These measures would allow patrons to access the facility in a secure and controlled manner while minimizing staffing requirements.

Staff have received several inquiries from residents and visitors regarding the availability of the facility, indicating a demand for accessible, affordable, and convenient fitness opportunities within the municipality.

DISCUSSION

Regular physical activity is known to contribute to improved physical and mental health outcomes. Providing access to fitness equipment supports healthy lifestyles and aligns with municipal objectives related to recreation, health, and community well-being. By restoring and improving access to the Village's Weight Room, residents would have local access to fitness facilities that would help reduce exercise barriers for residents as well as the need to travel to other communities.

The Weight Room represents an existing municipal investment. Reopening the space would support utilization of Kelsey Recreation Centre facilities without the need for dedicated recreation staff and provide a valued service to the community.

A monthly membership program would generate ongoing revenue that would offset operating costs, maintenance expenses, and future equipment replacement requirements.

Operational Considerations

The proposed model is designed to operate with minimal staffing requirements by providing member access to the Weight Room outside of municipal office hours. Existing administration staff would manage memberships, program access cards, and field customer inquiries as part of existing municipal office operations. Currently the Office Administrator is the sole staff member responsible for front-counter services; when that employee is absent due to vacation or illness, the municipal

office is often closed to the public.

The Weight Room is located on the lower level of the Kelsey Recreation Centre adjacent to the Council Chambers. Activity within the Weight Room can generate noise from machines and free weights that may be audible within the Council Chambers.

Weight Room patrons would enter the Kelsey Recreation Centre through the Council Chambers exterior entrance and use the washroom facilities located in the hallway adjacent to the administrative offices. Entry to the Weight Room would be controlled through a card access system installed on the applicable entry doors. Members would be issued a personal access card permitting entry during designated operating hours. The system would restrict access to authorized users, record member access activity, while enhancing overall security and accountability, without the need for dedicated staffing. In addition, a security camera would be installed in the lower-level public entrance serving the Council Chambers to improve user safety, verify facility usage and ensure compliance with facility policies. Two security cameras are currently installed inside the Weight Room.

The proposed Weight Room schedule below balances desired early morning opening and later evening closing times with the need to complete janitorial and maintenance activities while minimizing potential disruptions to regularly scheduled Council meetings in the Council Chambers.

	<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
<i>open</i>	8:00am	6:00am	10:00am	6:00am	6:00am	10:00am	8:00am
<i>close</i>	4:00pm	8:00pm	4:00pm	8:00pm	8:00pm	4:00pm	4:00pm

Drop-in access would be available only during regular municipal office hours (Monday-Friday 9:00am-4:00pm, excluding the lunch closure 12:00pm-1:00pm and all statutory holidays). Drop-in patrons would not be issued an access card; instead, administrative staff would provide access by escorting patrons to the Weight Room and unlocking the facility for them.

Proposed Fee Structure and Membership Requirements

Revenue would be generated through monthly membership fees and drop-in fees. Based on community uptake, these fees may recover a significant portion of operational costs while providing a valuable public service.

Since the Village of Sayward bears the whole cost of the maintenance of the Kelsey Recreation Centre, it is suggested that Village of Sayward residents enjoy a lower membership fee than non-residents. It is also suggested that membership fees for First Responders and Village of Sayward employees align with the Village of Sayward residents' membership fees as they provide essential services to the municipality.

Proposed membership fees:

\$40.00 + gst Monthly Membership – Village of Sayward resident

\$40.00 + gst Monthly Membership – First Responders (RCMP, Fire Dept, BCEHS) & Village employees

\$50.00 + gst Monthly membership – Non-Village of Sayward resident

\$10.00 + gst Drop-in Fee – same fee regardless of residency

Additional fees:

\$10.00 + gst Access card fee – one-time fee at registration

\$10.00 + gst Replacement Access card fee – (lost cards will be deactivated)

Restricting Weight Room usage to individuals 18 years of age and older would provide several operational, safety, and liability benefits, particularly when the facility is intended to operate with no supervision and extended access hours.

Monthly membership fees would be due prior to the 23rd of the month, for the following month. This would provide Administration staff with sufficient time to process payments, renew active access cards and deactivate access for members whose fees have not been paid. Establishing a payment deadline before month-end would also accommodate situations where the end of the month falls on a weekend or statutory holiday, when the municipal office is closed.

Monthly Membership patrons would be required to:

- Be over the age of 18
- Provide proof of age, identity, and address
- Provide proof of First Responder status (if applicable)
- Complete a membership registration
- Sign a comprehensive liability waiver and code of conduct. Members would acknowledge facility rules and assume responsibility for exercising within their own abilities.
- Pay applicable monthly membership fees prior to 23rd of the month, for the following month.
- Pay a one-time \$10.00 access card fee (replacement card fee: \$10.00).

A Drop-in patron would be required to:

- Be over the age of 18
- Sign a comprehensive liability waiver and code of conduct. Users would acknowledge facility rules and assume responsibility for exercising within their own abilities.

Financial Considerations

Re-opening the Weight Room with a strong focus on safety and security would require several one-time start-up expenditures. These include the installation of an additional camera, a card access system and air circulation fans; replacement of locks to secure the administrative area; minor repairs to existing fitness equipment; legal review of liability waivers; and general maintenance and deep cleaning of the facility. The total estimated cost of these improvements is \$6,935.

The 2026 Kelsey Recreation Centre repair and maintenance budget is \$7500 of which \$5,787 remains available as of August 31, 2026. Assuming no additional expenditures are required from this budget line in 2026, the estimated net cost to re-open the Weight Room would be \$1,148.

Potential revenue is difficult to forecast due to uncertainty regarding membership uptake. However, the operating hours that accommodate early morning and evening use are expected to increase accessibility and appeal to a broader range of users. Maintaining affordable membership rates also supports participation, making fitness activities accessible to more people. A sample revenue projection is provided below.

	#/month	monthly revenue	Annual revenue
\$40 membership	20	\$800	\$9,600
\$50 membership	15	\$750	\$9,000
\$10 drop-in fee	10	\$100	\$1,200
total	45	\$1,650	\$19,800

Annual operating costs would include custodial labour, utility costs, bottled water for the water cooler, cleaning supplies and routine equipment maintenance. Regular cleaning and maintenance schedules would be implemented to ensure the facility remains safe, clean and in good working order.

No additional administrative labour costs are anticipated. However, staff time required to advertise the program, administer memberships, issue access cards, process drop-in admissions, and monitor usage and expenditures would place additional demands on existing administrative resources and reduce the time available for other administrative duties.

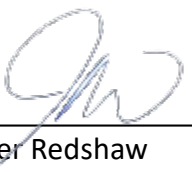
CONCLUSION

Reopening the Kelsey Recreation Centre Weight Room through a controlled membership program represents an opportunity to improve community wellness, increase utilization of existing municipal facilities, and generate revenue to support the service. The addition of security cameras and card access technology provides a practical and cost-effective method of managing access while maintaining accountability and user safety. With appropriate policies and oversight, the program can offer residents an affordable, local fitness option.

RECOMMENDATION/S

1. THAT Council approves the Weight Room reopening costs and proposed user fees as outlined in this report.
2. THAT Council authorizes staff to establish and implement membership fees, operating procedures, user agreements, and facility rules for the Weight Room with a proposed opening date of December 1, 2026.
3. THAT Council directs staff to monitor Weight Room operations and financial performance and provide a report back to Council after the first three months of operation.

Respectfully submitted,



Jennifer Redshaw
Office Administrator

Approved for Council package

Andrew Young, MCIP, RPP
Chief Administrative Officer &
Corporate Officer



STAFF REPORT

For: Mayor and Council
Prepared by: Shaun Koopman – Manager of Emergency Services
Strathcona Regional District (SRD)

With input from: Andrew Young, MCIP, RPP
Chief Administrative Officer – Village of Sayward

Subject: **Regional Grant Opportunity – UBCM Foundations of Disaster Risk Reduction**

Meeting date: September 22, 2026

PURPOSE

To seek Sayward Council's support for a regional grant application to the Foundations of Disaster Risk Reduction grant program through the Union of BC Municipalities.

BACKGROUND

To consider a regional grant application to the Foundations of Disaster Risk Reduction grant program from the Union of BC Municipalities (UBCM). This application would be in partnership with the Strathcona Regional District (SRD) and other municipalities and First Nations in order to provide the Village with a Hazard, Risk and Vulnerability Analysis and enable the Village to continue benefitting from the SRD's term Community Disaster Awareness Assistant staff position.

DISCUSSION

The Community Emergency Preparedness Fund (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies. The intent of the Foundations of Disaster Risk Reduction funding stream is to reduce public safety risks from natural hazards and climate-related events by improving the understanding of risk and risk reduction options and developing plans and designs to enable the implementation of risk reduction solutions. The grant application deadline is November 20, 2026 and provides 100% funding for eligible activities. Funding is divided into four categories:

- Category 1: Risk Assessments and Hazard Mapping (\$200,000)
- Category 2: Risk Mitigation Plans (\$100,000)
- Category 3: Structural Planning and Design (\$150,000)
- Category 4: Land Use Planning, Education, Monitoring Equipment, and Temporary Mitigation Equipment (\$100,000)

Staff have been in correspondence with the UBCM about the ability of this grant to be utilized mitigate the effect of the Newcastle Creek Landslide. Unfortunately, the options recommended by McElhanney such as upgrading the Water Treatment Plant with additional mitigation equipment such as a rough in filter system or evaluation of alternative groundwater or supplemental water sources for the Village are not eligible items under this grant. McElhanney stated the landslide risk in the Newcastle Creek Watershed cannot realistically be mitigated through methods such as reinforcing slopes with vegetation or engineering structures.

It is recommended that Category 1 be utilized to undertake a Hazard, Risk and Vulnerability Analysis, which would be completed in early 2028. The Strathcona region faces various natural and anthropogenic hazards, with changing climate and community dynamics adding to the complexity. By taking proactive steps, the region can enhance its resilience to these hazards. Implementing a robust framework for disaster risk reduction is crucial, offering an opportunity to transform emergency management, increase resilience to stressor and shock events, and improve overall livability and health. The Hazards, Risk, and Vulnerability Analysis (HRVA) is a key tool for understanding and addressing priority hazards. The objectives of the HRVA are specifically to:

1. Characterize and prioritize hazards that are relevant for the Strathcona region as well as each member municipality.
2. Identify key vulnerabilities and risk associated with priority hazards.
3. Inform risk reduction and resilience measures.
4. Build capacity and resilience via workshops and engagement.

On May 11, 2026 the *Emergency and Disaster Management Regulation (BC Reg. 235/2023)* was amended by Order of the Lieutenant Governor in Council 186 and these new requirements come into force in January of 2027. Order 186 states that municipalities must prepare risk assessments in accordance with *Section 51* of the *Emergency and Disaster Management Act (EDMA)* in relation to lands within municipal boundaries. The EDMA establishes obligations for local authorities to consult and cooperate with Indigenous governing bodies when preparing or revising risk assessments and emergency management plans. These obligations reflect the rights of Indigenous peoples and the importance of working towards harmonization and coordination of emergency management across B.C. The EDMA also includes language regarding mandatory compliance and enforcement. It further includes certainty regarding the Minister's powers to ensure compliance and enforcement. Penalties issued under this Act for non-compliance may be up to \$1 million. Penalties for decision-makers who pursue willful non-compliance are up to \$300,000 and

imprisonment [Section 153(2)]. A new regulation specific to this topic is still to be introduced. Utilizing this grant to develop a HRVA will ensure the Village's compliance with Section 51 of the EDMA. It is anticipated that the HRVA would be completed by the spring of 2028.

Currently there is no provincial regulation for when a HRVA must be updated. The recognized best practice is for a HRVA to be re-evaluated and updated when significant changes occur in local hazard landscapes.

It is recommended that the Category 4 funding stream be utilized to continue the employment of the SRD's Community Disaster Awareness Assistant term staff position from September 2027 to September 2028 in order to assist with educating the public about reducing risks from natural and climate-related hazards. The Regional District has staffed this term position with grant funding since December 2025. The current regional grant funding for this position expires on September 15, 2027.

In order to be considered as a partner, the Village of Sayward is required to submit a Council Resolution that clearly states that they authorize the Strathcona Regional District receive and manage the funds on behalf of the Village.

RECOMMENDATION/S

1. THAT as part of the Village of Sayward's ongoing work in relation to emergency planning that an application for financial assistance under the Community Emergency Preparedness Fund 2026 Foundations of Disaster Risk Reduction grant be authorized for submission to the UBCM, in collaboration with the Strathcona Regional District; and
2. THAT the Village of Sayward agrees to the Strathcona Regional District submitting an application on their behalf, and that if funded, agrees to the Strathcona Regional District managing the grant and being the recipient of all funding.

Respectfully submitted,

Report Prepared by

Shaun Koopman
Manager of Emergency Services
Strathcona Regional District (SRD)

Approved for Council package

Andrew Young, MCIP, RPP
Chief Administrative Officer
Village of Sayward

Attachments: A – Section 51 of the Emergency and Disaster Management Act (Risk Assessments)
B – Order of the Lieutenant Governor in Council 186
C – May 11, 2026 Province of BC News Release
D – Community Disaster Awareness Assistant Job Description

Attachment A – Section 51 of the Emergency and Disaster Management Act (Risk Assessments)

Risk assessments

- 51 (1) In this section and section 52, "**vulnerable**", in relation to an individual, animal, place or thing, or a class of individuals, animals, places or things, means the following:
- (a) particularly susceptible, due to physical or geographic location or environmental factors, or other similar factors, to the adverse effects of an emergency;
 - (b) having prescribed characteristics.
- (2) A risk assessment must be prepared in accordance with this section and the regulations.
- (3) Subject to Division 2 [*Duties of Regulated Entities*] of this Part and the regulations, a risk assessment must identify all reasonably foreseeable hazards and assess all of the following:
- (a) the extent of the risk that each hazard presents, including
 - (i) the likelihood that an emergency may occur, and
 - (ii) the potential scale and scope of each emergency identified under subparagraph (i);
 - (b) the potential consequences for persons or property, or for objects or sites of heritage value, if an emergency occurs, giving special consideration to
 - (i) individuals who may experience intersectional disadvantage, and
 - (ii) vulnerable individuals, animals, places or things;
 - (c) any prescribed matters.
- (4) A risk assessment must be based on all of the following:
- (a) studies and surveys;
 - (b) Indigenous knowledge and local knowledge, if available;
 - (c) changes in the local climate or extreme weather events that can reasonably be expected to result from a changing global climate;
 - (d) other relevant information that is reasonably available from prescribed sources of information or any other source;

Attachment B – Order of the Lieutenant Governor in Council 186

PROVINCE OF BRITISH COLUMBIA ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 186, Approved and Ordered May 11, 2026


Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders the following:

- (a) section 202 of the *Emergency and Disaster Management Act*, S.B.C. 2023, c. 37, is brought into force;
- (b) the Emergency and Disaster Management Regulation, B.C. Reg. 235/2023, is amended as set out in the attached Schedule 1;
- (c) the regulations listed in the attached Schedule 2 are amended as set out in that Schedule;
- (d) effective January 1, 2027,
 - (i) section 47 of the *Emergency and Disaster Management Act*, S.B.C. 2023, c. 37, is brought into force, and
 - (ii) the Emergency and Disaster Management Regulation, B.C. Reg. 235/2023, is amended as set out in the attached Schedule 3.


Minister of Emergency Management and
Climate Readiness


Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: *Animal Health Act*, S.B.C. 2014, c. 16, ss. 96 (3) and 98; *Emergency and Disaster Management Act*, S.B.C. 2023, c. 37, ss. 164, 166, 167, 172, 173 and 209; *Strata Property Act*, S.B.C. 1998, c. 43, s. 292 (2) (z); *Water Sustainability Act*, S.B.C. 2014, c. 15, s. 127 (3)

Other: O.C. 130/2000; O.C. 110/2016; O.C. 286/2022; O.C. 617/2023;

R10916718

SCHEDULE 1

1 Section 6.1 of the Emergency and Disaster Management Regulation, B.C. Reg. 235/2023, is amended by adding the following subsection:

- (3) The provincial administrator must publish the following:
- (a) a report provided to the provincial administrator under section 121 (2) of the Act;
 - (b) a report prepared by the Nisga'a Nation or a treaty first nation under section 121 (4) of the Act, if the Nisga'a Nation or the treaty first nation requests publication of the report.

2 The following section is added to Division 1:

Disclosure of personal information

- 7.1** For the purposes of section 159 (2) (b) of the Act, the following classes of persons are prescribed:
- (a) an elected or appointed official, an employee or an agent of any of the following:
 - (i) the government of Canada;
 - (ii) the government of a province or another jurisdiction in Canada;
 - (iii) the government of the United States;
 - (iv) the government of a state of, or another jurisdiction in, the United States;
 - (b) a volunteer;
 - (c) a public safety provider;
 - (d) a person who has entered into an agreement with the minister under section 8 of the Act;
 - (e) a person with whom the provincial administrator is coordinating emergency management activities and any persons who are assisting that person.

3 The following Divisions are added:

**Division 1.1 – Emergency Management Planning by
Provincial Administrator**

Consultation with local authorities

- 7.2** (1) For the purposes of section 40 (a) of the Act, in respect of a comprehensive emergency management plan, the prescribed class of local authorities is comprised of the local authorities specified by the provincial administrator.
- (2) For the purposes of subsection (1), the provincial administrator
- (a) may not specify the Nisga'a Nation or a treaty first nation, and
 - (b) must specify
 - (i) not less than 8 and not more than 15 local authorities in total,
 - (ii) at least one regional district,

- (iii) at least one municipality, and
- (iv) at least one local authority from at least 3 of the following associations:
 - (A) Association of Kootenay and Boundary Local Governments;
 - (B) Association of Vancouver Island and Coastal Communities;
 - (C) Lower Mainland Local Government Association;
 - (D) North Central Local Government Association;
 - (E) Southern Interior Local Government Association.
- (3) If a representative of each of the local authorities specified by the provincial administrator under subsection (1) is also a member of a committee of the Union of British Columbia Municipalities, for the purposes of section 40 (a) of the Act,
 - (a) the provincial administrator may consult and coordinate with the committee, and
 - (b) any consultation and coordination with the committee is deemed to constitute consultation and coordination with the local authorities.

Division 3 – Emergency Management Planning by Local Authorities

Establishment of multijurisdictional emergency management organization

- 12** (1) A multijurisdictional emergency management organization may be established by one or more of an agreement, bylaw, resolution, law or other legal instrument.
- (2) An instrument referred to in subsection (1) must be in writing and include at least the following:
- (a) the names of the members of the multijurisdictional emergency management organization;
 - (b) in relation to each member of the organization,
 - (i) a description of the areas and matters for which the organization has responsibility on behalf of the member for the purposes of section 21 (2) (a) of the Act, and
 - (ii) in the case of a member that is a local authority,
 - (A) the powers or duties of the local authority that may be exercised or must be performed by an employee of a member of the organization under section 19 (2) (b) of the Act, and
 - (B) a description of the areas in which the powers and duties referred to in clause (A) may be exercised or must be performed.
- (3) A local authority, the government or an Indigenous governing body may join a multijurisdictional emergency management organization by one or more of an agreement, bylaw, resolution, law or other legal instrument.

- (4) An instrument referred to in subsection (3) must be in writing and include, in relation to the new member of the organization, the matters referred to in subsection (2) (b) (i) and (ii) (A) and (B), as applicable.
- (5) An instrument referred to in subsection (1) or (3) may include other provisions, including terms and conditions relating to the exercise of powers and performance of duties under the Act.
- (6) Despite subsections (2) and (4), if more than one instrument is used for the purposes of subsection (1) or (3), the instruments must collectively meet the requirements of subsection (2) or (4), as the case may be.

Local authority to provide copy of instrument

- 13** For the purposes of section 21 (3) (a) (i) of the Act, an instrument referred to in section 12 (1) or (3) of this regulation, including any amendments to the instrument, is a prescribed record.

4 *Column 1 of the table in the Schedule is amended by striking out “Fire Safety Act” and substituting the following:*

Fire Safety Act, other than the following:

- (a) section 48 (2) (b) as that provision relates to the portfolio of the Minister of Housing and Municipal Affairs;
- (b) section 48 (3) (b);
- (c) section 48 (3) (d) and (e) as those provisions relate to the portfolio of the Minister of Housing and Municipal Affairs;
- (d) section 48.1.

SCHEDULE 2

Premises Identification Regulation

- 1** *Section 11 (1) of the Premises Identification Regulation, B.C. Reg. 125/2022, is amended by repealing the definition of “affected area” and substituting the following:*
- “affected area”** means an area to which a declaration of a state of provincial emergency or declaration of a state of local emergency, made under the *Emergency and Disaster Management Act*, applies; .

Strata Property Regulation

- 2** *Section 17.23 (3) of the Strata Property Regulation, B.C. Reg. 43/2000, is repealed.*

Water Sustainability Regulation

- 3** *Section 39 (1) (o) of the Water Sustainability Regulation, B.C. Reg. 36/2016, is amended by striking out everything after “during” and substituting “a declaration of a*

state of provincial emergency or declaration of a state of local emergency, made under the *Emergency and Disaster Management Act*, that involves flooding;”.

SCHEDULE 3

1 The Emergency and Disaster Management Regulation, B.C. Reg. 235/2023, is amended by adding the following sections:

Emergency management plans

- 14** (1) For the purposes of section 52 (2) (h) of the Act, an emergency management plan must include the following:
- (a) a summary of any consultation undertaken in accordance with section 55 (1) (a) of the Act in relation to the emergency management plan and the risk assessment prepared by the local authority under section 47 (2) of the Act;
 - (b) a time period within which the local authority must initiate a review of the emergency management plan.
- (2) The time period referred to in subsection (1) (b) must end
- (a) not more than 7 years after the preparation of the emergency management plan, and
 - (b) thereafter not more than 7 years after the completion of the preceding review and revision of the emergency management plan.
- (3) For the purposes of section 47 (4) of the Act, a local authority must
- (a) initiate a review of the local authority’s emergency management plan within the period referred to in subsection (1) (b) of this section, and
 - (b) revise the emergency management plan as necessary to ensure that the plan meets the requirements of section 52 of the Act.

Local emergency plans – transition

- 15** If a local authority has a local emergency plan that the local authority prepared or caused to be prepared under the *Emergency Program Act*, the local authority must
- (a) review the local emergency plan, and
 - (b) prepare an emergency management plan that meets the requirements of section 52 of the Act.

Publication requirements

- 16** (1) A local authority, other than the Nisga’a Nation or a treaty first nation, must publish each emergency management plan that is prepared or revised under section 47 of the Act or section 15 (b) of this regulation.
- (2) Subsection (1) does not apply to the following:
- (a) any information that, in the opinion of the local authority, could reasonably be expected to increase the risk of an emergency occurring;
 - (b) information that may not or must not be disclosed under the following provisions of the *Freedom of Information and Protection of Privacy Act*:

- (i) section 12 (3) [*local public body confidences*];
 - (ii) section 13 (1) [*policy advice or recommendations*];
 - (iii) section 14 [*legal advice*];
 - (iv) section 15 (1) or (2) [*disclosure harmful to law enforcement*];
 - (v) section 16 (1) [*disclosure harmful to intergovernmental relations or negotiations*];
 - (vi) section 17 (1) [*disclosure harmful to the financial or economic interests of a public body*];
 - (vii) section 18 [*disclosure harmful to the conservation of heritage sites, etc.*];
 - (viii) section 18.1 (1) [*disclosure harmful to interests of an Indigenous people*];
 - (ix) section 19 (1) or (2) [*disclosure harmful to individual or public safety*];
 - (x) section 21 (1) or (2) [*disclosure harmful to business interests of a third party*];
 - (xi) section 22 [*disclosure harmful to personal privacy*];
 - (xii) section 22.1 (2) [*disclosure of information relating to abortion services*].
- (3) A local authority must not include in an emergency management plan that is published under subsection (1) any Indigenous knowledge of an Indigenous people that is provided to the local authority under section 55 of the Act, unless one of the following applies:
- (a) the Indigenous knowledge is publicly available;
 - (b) an Indigenous governing body that acts on behalf of the Indigenous people consents in writing to the publication of the Indigenous knowledge.

Risk assessments and emergency management plans – regional districts

- 17** (1) Despite section 47 (2) of the Act and subject to subsection (2) of this section, a regional district is not required to prepare a risk assessment or an emergency management plan in respect of the following land:
- (a) Crown land;
 - (b) private managed forest land as defined in the *Private Managed Forest Land Act*.
- (2) If a regional district does not prepare a risk assessment or an emergency management plan in respect of land referred to in subsection (1) (a) or (b), the regional district must, as the case may be,
- (a) identify in its risk assessment any portion of the land that is necessary for the purpose of evacuating individuals or animals from a community, or
 - (b) identify in the emergency management plan for the area closest to a community any portion of the land that is necessary for the purpose of evacuating individuals or animals from the community.

Business continuity plans

- 18** (1) For the purposes of section 53 (2) (b) of the Act, a business continuity plan of a local authority, other than the Nisga'a Nation or a treaty first nation, must include a time period within which the local authority must initiate a review of the business continuity plan.
- (2) The time period referred to in subsection (1) must end
- (a) not more than 5 years after the preparation of the business continuity plan, and
 - (b) thereafter not more than 5 years after the completion of the preceding review and revision of the business continuity plan.
- (3) For the purposes of section 47 (4) of the Act, a local authority must
- (a) initiate a review of the local authority's business continuity plan within the period referred to in subsection (1) of this section, and
 - (b) revise the business continuity plan as necessary to ensure that the business continuity plan meets the requirements of section 53 of the Act.

Emergency Management and Climate Readiness

Improving emergency preparedness with new regulations

Emergency planning, risk assessments established for municipalities, regional districts

Information Bulletin

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Summary

- *New regulations give local governments clarity over emergency-planning responsibilities*
- *Regulations are part of a phased implementation of the Emergency and Disaster Management Act*

Municipalities and regional districts in B.C. will have modernized requirements for emergency-management planning in their communities when new responsibilities under the Emergency and Disaster Management Act come into effect.

The new requirements were developed following provincewide engagement with the public and local authorities. They will come into force in January 2027. The eight-month window gives local authorities time to get ready for their new responsibilities.

As local authorities develop risk assessments and emergency-management plans, it will make communities more resilient and better able to withstand natural and climate-caused disasters, such as wildfires, floods and earthquakes.

Vital role in making communities safer

The act, which came into effect in November 2023, recognizes the crucial role local governments play in each phase of emergency management: preparation, mitigation, response and recovery.

The new requirements mean that local authorities must complete emergency-management plans, business continuity plans and hazard-risk

assessments, in consultation and co-operation with Indigenous governing bodies.

Support for local governments

Local governments are on the front lines of emergencies and are working to deliver emergency services to people in their communities.

The Ministry of Emergency Management and Climate Readiness is developing support for municipalities and regional districts as they prepare for new requirements under the act. It is expected to include guidance to help local authorities prepare risk assessments, emergency-management plans and business continuity plans that align with the act.

Attachment D – Community Disaster Awareness Assistant Job Description

Job Summary

The Community Disaster Awareness Assistant develops and presents public education materials that teaches people how to better prepare themselves for hazards that may affect their communities. The goal is to reduce risks to a community from natural hazards and climate-related risks through modifications in human actions by increasing awareness and education. This position works with other local governments, emergency response agencies, First Nations and the public across the region on public education.

Major Responsibilities

- Coordinate, develop and present customized disaster risk reduction information and education to community stakeholders in support of the Strathcona Emergency Program's public education initiatives.
- Present emergency management preparedness information at workshops and special events while referring to appropriate Regional District staff for further assistance and support.
- Participate in operational support roles for documentation and logistics units upon the activation of an Emergency Operations Centre (EOC).
- Monitors and tracks attendance and feedback of public education events.
- Provides reports for emergency services.
- Promotes community awareness of Alertable notification system.
- Support and participate in emergency exercises.



STAFF REPORT

For: Mayor and Council
Prepared by: Shaun Koopman – Manager of Emergency Services
Strathcona Regional District (SRD)

With input from: Andrew Young, MCIP, RPP
Chief Administrative Officer – Village of Sayward

Subject: **Regional Grant Opportunity – UBCM Emergency Support Services**

Meeting date: September 22, 2026

PURPOSE

To seek Sayward Council's support for a regional grant application to the Community Emergency Preparedness Fund 2026 Emergency Support Services (ESS) program through the Union of BC Municipalities.

BACKGROUND

To consider a regional grant application to the Community Emergency Preparedness Fund 2026 Emergency Support Services (ESS) program from the Union of BC Municipalities (UBCM). This application would be in partnership with the Strathcona Regional District and other municipalities and First Nations in order to enhance mass care capacity in the Village of Sayward.

DISCUSSION

The Community Emergency Preparedness Fund (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments, First Nations, and communities in responding to emergencies. The intent of the ESS funding stream is to support eligible applicants to build local capacity to provide emergency support services through volunteer recruitment, retention and training, including in-house training, and the purchase of ESS equipment. Eligible applicants can submit one application per intake, or as a partnering applicant in a regional application. It is proposed that the Strathcona Regional District be the primary applicant in a regional application with the Village of Sayward as a partner applicant. The submission deadline for this grant is October 16, 2026. In order to be considered as a partner, the Village of Sayward is required to

provide a Council Resolution that clearly states that they authorize the Strathcona Regional District to receive and manage the funds on behalf of the Village. The Strathcona Regional District would provide overall supervision and management of the grant, including procurement and delivery of all items.

The proposed budget for this grant is below.

Item	Quantity	Cost	Total Cost
Teton XXL camp cots	20	\$350 each	\$7,000
25-year shelf life freeze dried food	15 Buckets 1 Bucket = 281 Servings	\$380 each	\$5,700
50-year shelf-life canned emergency water	50 cases 1 Case = 24 255ml cans	\$55 each	\$2,750
Total			\$15,450

RECOMMENDATION/S

1. THAT as part of the Village of Sayward's ongoing work in relation to emergency planning that an application for financial assistance under the Community Emergency Preparedness Fund 2026 Emergency Support Services grant be authorized for submission to the UBCM, in collaboration with the Strathcona Regional District; and
2. THAT the Village of Sayward agrees to the Strathcona Regional District submitting an application on their behalf, and that if funded, agrees to the Strathcona Regional District managing the grant and being the recipient of all funding.

Respectfully submitted,

Report Prepared by

Shaun Koopman
Manager of Emergency Services
Strathcona Regional District (SRD)

Approved for Council package

Andrew Young, MCIP, RPP
Chief Administrative Officer
Village of Sayward