



qathet REGIONAL DISTRICT

Committee of the Whole AGENDA

Wednesday, July 8, 2026
1:00 PM
Regional District Boardroom

Page

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
 - 2.1 **Committee of the Whole Agenda**

THAT the agenda be approved, as presented.
3. **ADOPTION OF MINUTES**
 - 3.1 **Minutes of the Committee of the Whole Meeting - June 24, 2026** 5 - 9

THAT the minutes of the Committee of the Whole meeting held June 24, 2026 be adopted.
4. **DELEGATION & INQUIRIES**
 - 4.1 **Bert Finnamore, Vice President, qathet Museum & Archives Society re Museum Development Committee Discussions on Land Availability for a New Museum Development** 11 - 14
 - 4.2 **Pat Christie, Secretary, and Vicki Sansalone, Life Cycle Housing Society, Carol Hamilton, Dianne Wolyniec, Elaine Steiger and Eric Hargrave, Kiwanis Housing Society re Allocation of Municipal and Regional District Tax (MRDT) Revenues** 15
5. **UNFINISHED BUSINESS**

6. CORRESPONDENCE

- | | | |
|-----|--|---------|
| 6.1 | Correspondence dated May 13, 2026 from Tyler Danczak, Coordinator, Texada Annual Fly-In re Authorization for the Use of Airport Facilities at Texada/Gillies Bay Airport (CYGB) for the Texada Annual Fly-In Event on July 26, 2026 | 17 - 18 |
| 6.2 | Correspondence dated June 12, 2026 from Lasqueti Island Resident, Gordon, re Opposition to the Proposed Fibre Optic Internet Connected Coast System | 19 |
| 6.3 | Correspondence dated June 26, 2026 from Brian Johnston re Lund Waterworks District Funding | 21 - 22 |

7. BUSINESS ARISING FROM CORRESPONDENCE

- 7.1 **Correspondence dated May 13, 2026 from Tyler Danczak, Coordinator, Texada Annual Fly-In re Authorization for the Use of Airport Facilities at Texada/Gillies Bay Airport (CYGB) for the Texada Annual Fly-In Event on July 25, 2026**

THAT the Committee recommend to the Board that the Board give their support for the Texada Annual Fly-In and approve the request from Tyler Danczak, Coordinator, Texada Annual Fly-In, for authorization to hold the event at Texada/Gillies Bay Airport (CYGB) on the 26th of July, 2026 from 08:00 AM to 4:00 PM local time; and

THAT the request be elevated to the July 8, 2026 Regional Board meeting to provide approval before the event date.

8. REPORTS

- 8.1 **Proposed amendments to Policy 1.11 -Tribute Policy and qathet Regional District Fees and Charges Bylaw No. 570, 2021** 23 - 62

THAT the Committee recommend to the Board that the Board approve the updated Policy 1.11 - Tribute Policy;

THAT the Board approve amendments to the *qathet Regional District Fees and Charges Bylaw No. 570, 2021* to incorporate the fees and charges; and

THAT the amendment bylaw be presented to a future Regional Board meeting for first reading through adoption.

8.2 Delegation of Authority - Canada Revenue Agency (CRA) Account Administration 63 - 66

THAT the Committee recommend to the Board that the Board delegate authority to the General Manager of Corporate Administration - Corporate Officer, General Manager of Financial Administration - Chief Financial Officer, Manager of Financial Services, and Accountant, to administer the qathet Regional District's Canada Revenue Agency accounts; and

THAT the Board members be removed as administrators on the qathet Regional District's Canada Revenue Agency accounts.

8.3 Policy Update Emergency Operations Overtime Allowance for Exempt Staff 67 - 72

THAT the Committee recommend to the Board that the Board adopt the amended Policy 5.5.2 Emergency Operations Overtime Allowance for Exempt Staff.

9. NEW BUSINESS

10. QUESTION PERIOD

11. IN CAMERA SESSION

11.1 Proposed Closed Session

THAT the Committee move in-camera and that the meeting be closed to the public on the grounds that the subject matter to be considered relates to matters covered by the *Community Charter* under section 90(1):

(1) A part of a committee meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(n) the consideration of whether a committee meeting should be closed under a provision of this subsection or subsection (2);

(2) A part of a committee meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

(b) the consideration of information received and held in confidence relating to negotiations;

(i) between the regional district and a provincial government or the federal government, or both, or between a provincial government or the federal government, or both, and a third party; and

(ii) between the regional district and another local government or between another local government and a third party.

12. ADJOURNMENT

13. FYI

- | | | |
|-------------|---|---------|
| 13.1 | Adriane Gear, President, BC Nurses' Union re Tell Us How Your Local Government is Supporting BC Nurses | 73 |
| 13.2 | David Brindle, Communications Coordinator, City of Powell River re Public Consultation on Wildlife Attractant Bylaw | 75 |
| 13.3 | Grace McGregor, Chair, Regional District of Kootenay Boundary to Honourable Mike Farnworth, Minister of Transportation and Transit re Communications with MoTT | 77 |
| 13.4 | Stephan Hoppe to Randene Neill, MLA, and BC Ferries re Concerns Regarding the New BC Ferries Reservation System | 79 - 83 |
| 13.5 | Kevin Murdoch, Mayor, District of Oak Bay to Honourable Adrian Dix, MLA, Ministry of Energy and Climate Solutions re Local Government Climate Action Program (LGCAP) Funding | 85 - 86 |



**Committee of the Whole
Minutes**

**June 24, 2026, 1:00 PM
Regional District Boardroom**

- Present:** Chair, Electoral Area D Sandy McCormick
Director, Electoral Area B Mark Gisborne
Director, Electoral Area C Clayton Brander
Director, Electoral Area E Andrew Fall
Municipal Director Cindy Elliott
Municipal Director Robert Southcott
- Regrets:** Director, Electoral Area A Jason Lennox
- Staff Present:** Al Radke, Chief Administrative Officer
Michelle Jones, General Manager of Corporate Administration,
Corporate Officer
Patrick Devereaux, General Manager of Operational Services
Ryan Thoms, General Manager of Emergency Services
Julia Dykstra, General Manager of Planning Services
Caleb Allen, Manager of Information Technology
Jason Kouwenhoven, Manager of Environmental Services
Celine Lillies, Manager of Financial Services
Rebecca Coleman, Legislative Services Coordinator

1. CALL TO ORDER

Chair McCormick called the meeting to order at 1:00 pm.

2. APPROVAL OF AGENDA

2.1 Committee of the Whole Agenda

Moved and Seconded

THAT the agenda be approved, as presented.

MOTION CARRIED.

Director Fall joined the meeting at 1:01 pm.

3. ADOPTION OF MINUTES

3.1 Minutes of the Committee of the Whole Meeting - May 27, 2026

Moved and Seconded

THAT the minutes of the Committee of the Whole meeting held May 27, 2026 be adopted.

MOTION CARRIED.

4. DELEGATION & INQUIRIES

5. UNFINISHED BUSINESS

6. CORRESPONDENCE

At the request of Director Southcott, item 6.1 *Correspondence dated May 21, 2026 from Pat Christie, Secretary, Life Cycle Housing Society re Municipal & Regional District Tax Revenues (MRDT)* was placed under the heading Business Arising from Correspondence as item #7.2;

At the request of Director Southcott, item 6.2 *Correspondence dated June 3, 2026 from Ryan Kolba re BC Ferries Westview Terminal Motorcycle Access Issue* was placed under the heading Business Arising from Correspondence as item #7.3; and

At the request of Director Southcott, item 6.4 *Correspondence dated June 9, 2026 from Ramona Sladic, Secretary of the Commission, Canada Energy Regulator re Powell River Energy Inc. Application for a 30-year Contract-Specific Electricity Export Licence EH-001-2026 Proceeding - Requests for Intervenor Status* was placed under the heading Business Arising from Correspondence as item #7.4.

- 6.1 Correspondence dated May 21, 2026 from Pat Christie, Secretary, Life Cycle Housing Society re Municipal & Regional District Tax Revenues (MRDT)**
- 6.2 Correspondence dated June 3, 2026 from Ryan Kolba re BC Ferries Westview Terminal Motorcycle Access Issue**
- 6.3 Correspondence dated June 10, 2026 from Jen MacLean, Desolation Dive Services Ltd. re Request for Letter of Support: Desolation Dive Services Ltd - Ghost Gear Application**
- 6.4 Correspondence dated June 9, 2026 from Ramona Sladic, Secretary of the Commission, Canada Energy Regulator re Powell River Energy Inc. Application for a 30-year Contract-Specific Electricity Export Licence EH-001-2026 Proceeding - Requests for Intervenor Status**

7. BUSINESS ARISING FROM CORRESPONDENCE

Director Elliott joined the meeting at 1:02 pm.

- 7.1 **Correspondence dated June 10, 2026 from Jen MacLean, Desolation Dive Services Ltd. re Request for Letter of Support: Desolation Dive Services Ltd - Ghost Gear Application**

Moved and Seconded

THAT the Committee recommends to the Board that the Board provide a letter of support for Desolation Dive Services Ltd.'s funding application to Fisheries and Oceans Canada's Ghost Gear Fund; and

THAT the request be elevated to the June 24, 2026 Regional Board meeting to meet the June 29, 2026 funding application deadline.

MOTION CARRIED.

- 7.2 **Correspondence dated May 21, 2026 from Pat Christie, Secretary, Life Cycle Housing Society re Municipal & Regional District Tax Revenues (MRDT)**

Correspondence was discussed.

- 7.3 **Correspondence dated June 3, 2026 from Ryan Kolba re BC Ferries Westview Terminal Motorcycle Access Issue**

Correspondence was discussed.

- 7.4 **Correspondence dated June 9, 2026 from Ramona Sladic, Secretary of the Commission, Canada Energy Regulator re Powell River Energy Inc. Application for a 30-year Contract-Specific Electricity Export Licence EH-001-2026 Proceeding - Requests for Intervenor Status**

Moved and Seconded

THAT the Committee recommends to the Board that the Board direct staff to forward the correspondence dated June 9, 2026 from Ramona Sladic, Secretary of the Commission, Canada Energy Regulator re Powell River Energy Inc. Application for a 30-year Contract-Specific Electricity Export Licence EH-001-2026 Proceeding - Requests for Intervenor Status to the Association of Vancouver Island Coastal Communities (AVICC) Executive Committee.

With unanimous consent of the Assembly, the motion was withdrawn.

8. REPORTS**9. NEW BUSINESS****9.1 Submission of the Association of Vancouver Island and Coastal Communities (AVICC) Resolution "Cease Divestment Efforts of Remote Port Facilities" to the Federation of Canadian Municipalities 2026 Fall Board Meeting - Director Fall**

Moved and Seconded

THAT the Committee recommends to the Board that the Board endorse and submit the following resolution for consideration at the Federation of Canadian Municipalities 2026 Fall Board Meeting.

TITLE: Cease Divestment Efforts of Remote Port Facilities

Whereas "remote port facilities" are essential services, defined by Transport Canada as serving isolated communities where marine transportation is the primary mode of transportation;

And whereas Transport Canada has ongoing efforts to divest remote port facilities, simultaneous with commitments to maintain remote ports;

And whereas the remaining remote port facilities across Canada are not conducive to transfer according to Transport Canada's 2020 evaluation of its Port Asset Transfer Program:

Therefore be it resolved that FCM request Transport Canada and the Federal Government to cease further efforts to divest remote port facilities, and continue the National Marine Strategy commitment to ongoing maintenance of remote port facilities.

MOTION CARRIED.

9.2 BC Transit Improvement Program - Director Gisborne

THAT the Committee of the Whole recommend that the Board identify the gap in scheduled service between public transit Route #12 and Route #1 along the Sunshine Coast Highway between Caribou Road and Maris Road as a priority for the qathet Regional District Rural Paratransit Service and that a request be submitted to BC Transit to integrate this service gap into the next annual BC Transit Improvement Program.

AMENDMENT:

Moved and Seconded

THAT the motion be amended to strike out the words "Route #1".

AMENDMENT DEFEATED.

Opposed (5): Director, Electoral Area D McCormick, Director, Electoral Area C Brander, Director, Electoral Area E Fall, Municipal Director Elliott, and Municipal Director Southcott.

AMENDMENT:

Moved and Seconded

THAT the motion be amended to strike out the words "between public transit Route #12 and Route #1"

MOTION CARRIED.

MAIN MOTION RESTATED:

Moved and Seconded

THAT the Committee of the Whole recommend that the Board identify the gap in scheduled service along the Sunshine Coast Highway between Caribou Road and Maris Road as a priority for the qathet Regional District Rural Paratransit Service and that a request be submitted to BC Transit to integrate this service gap into the next annual BC Transit Improvement Program.

MAIN MOTION CARRIED, AS AMENDED.

10. QUESTION PERIOD

Questions were entertained from the floor.

11. IN CAMERA SESSION**11.1 No Proposed Closed Session****12. ADJOURNMENT**

There being no further business, the meeting adjourned at 1:39 pm.

Chair

Corporate Officer

Presentation

qathet Museum & Archives Society

Bert Finnamore, Vice President

Land Availability For Museum Development

We are here to ask that representatives from the City of Powell River, meet with the Tla'amin Nation and the qathet Regional District to discuss the location for a new Museum and to identify land parcels that could be made available to the project.

Intro

In 2024 the qathet Museum & Archives Society formed a Museum Development committee to look into the development of a new Museum in partnership with the Tla'amin Nation, the City of Powell River, and the qathet Regional District.

We presented this project to Tla'amin Executive Council in November 2024. Tla'amin EC enthusiastically received the proposal and appointed Legislator Tanner Timothy as their representative to the project.

The City of Powell River and the qathet Regional District also appointed Councillors George Doubt and Mark Gisborne respectively in replies to a written requests (May 2025) from us about the project.

Objective

To replace the current qathet Museum and Archives with a new cultural centre that can preserve, store, and display historical and archival materials within the qathet region.

Vision Statement for a Museum Development

Create an inspiring cultural centre to transform how we understand the past, reflect on the present, and reimagine the future together.

Why does the qathet Museum & Archives need a new facility?

1. The Museum is housed in 3 inadequate aging facilities, all of which are nearing the end of their life cycles.
2. Repair and upkeep costs are increasingly being downloaded to the museum.
3. The Museum lacks access for disabled persons.
4. The exhibits, particularly the Tla'amin exhibit, do not tell the whole story of the qathet Region.
5. There is no temporary exhibit space or flex space for exhibit preparation.
6. There is very little public program space.
7. Storage space for artifacts, in spite of the new shelving, is at capacity.
8. The Museum store, which could be a significant revenue generator, is less than 100 sq ft. and uses valuable exhibit space.

The Role of Our Museum

- The Museum provides a quiet, constant reminder of the history of our community.
- We have an opportunity with this partnership for an exhibit on Tla'amin cultural history authored, in part, by Tla'amin writers, that views our history within the context of the Tla'amin culture.
- A museum exhibit that presents our cultural history interwoven with the far longer Tla'amin cultural history would act as a permanent record of the history of the region that is accessible to everyone.
- School children in particular, through curriculum-based visits to the museum, would be exposed to the exhibit multiple times in the course of their education, gradually producing a generation of young adults fully conversant with the history of the founding cultures of the region.

The Opportunity

We are proposing to double the existing museum space currently in 3 facilities 9,800 ft² , to about 20,000 ft² in a single facility. We will develop proposals to Heritage Canada and the Island Coastal Economic Trust, as well as other federal and provincial community infrastructure granting agencies using land value and Museum expertise as matching in-kind contribution for new infrastructure.

A **Fundraising Strategy** will also be necessary since grants will normally provide no more than 50% of required funding.

A fundraising strategy should include the following items, among others:

- a. Build local awareness of the project through print and web media.
- b. Provide opportunities for individuals and businesses to participate through financial and in-kind contributions.
- c. Set up a fund specifically directed toward building and operating a new facility. A properly managed fund could eventually contribute to financial independence for the facility and the museum.
- d. Begin fundraising events, since even small amounts of money are useful for building awareness (*i.e.*, commission concept drawings).
- e. Track and publicly acknowledge all donors in the new facility.

In Conclusion

We ask that representatives from the City of Powell River, the Tla'amin Nation, and the qathet Regional District meet to discuss the best location for a new Museum and to identify land parcels that could be made available to the project.

Preferred sites from the Museum Board's perspective are:

1. Willingdon Park at the current Museum site. Note that this site will entail substantial demolition and artifact/staff relocation costs during demolition and construction.
2. Willingdon Beach
3. In or near Townsite.



Life Cycle Housing Society
Unit 32, 4949 Ontario Avenue
Powell River, BC V8A 5T7
TELEPHONE (604)485-6006 FAX (604)485-6006
Email: admin@lifecyclehousing.com

May 21, 2026

qathet Regional District
#202 - 4675 Marine Avenue
Powell River, BC V8A 2L2

Attention: All Directors

Re: Municipal & Regional District Tax Revenues (MRDT)

Non-profit societies are crucial to addressing the need for affordable rental housing for individuals and families with low to moderate annual income. Recently, senior governments have retracted or paused successful programs that were very helpful to increasing the supply of rental housing:

- CMHC has cancelled the grants for geotechnical and financial studies that helped societies determine whether a new development might be viable; and
- the BC government has made major changes to its Community Housing Fund, halting applications already well along in the approval process and ceasing to accept any new applications, thus throwing the non profit housing sector off track.

Under provincial regulation, the Sunshine Coast Tourism Association gives the qRD a portion of taxes paid by on-line rental accommodation platforms – about \$100,000 annually - to be used in addressing local needs related to affordable housing. The qRD has, for the past 5 years or so, sole-source awarded this money to Powell River Education Services Society (PRESS). The regional board has recently approved a motion asking staff to provide a report on options for allocation of that revenue, and inform the Sunshine Coast Tourism to put hold on current revenues from the MRDT revenues.

Given recent reduced funding from upper levels of government for affordable, rental housing, and the continuing unmet need in the region for housing for very-low and low-incomes households, our society asks the Board to reconsider its decision. We also respectfully suggest that this revenue be awarded to local non-profit societies who provide permanent housing options. The money should be awarded on application and directed replacing the recently cancelled programs referred to above, or for important renovations to maintain current units. Doing this could help to retain existing housing in good repair or help us plan for new projects

The qRD has access to significant funds to improve the local housing situation, and the decision-making authority to support societies that have been working in that field for many years. Instead of putting a hold on this money for one or two years, you could be making a real difference in our region.

Sincerely,

Pat Christie, Secretary
Life Cycle Housing Society

Copies to: Sunset Homes Society
Kiwanis Housing Society

[REDACTED].com

----- Forwarded message -----

From: Tyler <[REDACTED].com>

Date: Wed, May 13, 2026 at 4:52 PM

Subject: Texada airport usage for fly in 2026

To: <smccormick@gathet.ca>

Good Day Sandy, and qathet Regional District Representatives,

I hope you are all doing well.

Following recent discussions regarding the Texada Annual Fly-In, I am formally reaching out to request district support and authorization for the use of the airport facilities at Texada Gillies Bay Airport in support of this year's event planned for July 26, 2026.

This year's event is intended to build on the long-standing local fly-in tradition while expanding family-oriented activities and aviation engagement opportunities for the community. The overall goal is to create a positive and memorable experience that encourages families, visitors, youth, and aviation enthusiasts to participate together while highlighting Texada Island as a unique regional destination.

In addition to the traditional fly-in activities, we are planning several community-focused attractions throughout the day, including:

- Family and youth aviation activities
- A paper airplane building workshop for children
- A friendly distance-flight competition for youth participants
- Opportunities for the public to engage with pilots and aviation crews
- Static aircraft displays where available

As part of the event, requests have also been submitted through the Royal Canadian Air Force for:

- A two-aircraft CF-18 flyby during the Canadian National Anthem at approximately 1030 hrs local time
- A SAR helicopter static display from approximately 1100 hrs to 1500 hrs local time

Should participation be approved by the RCAF, the helicopter display in particular would provide a rare and exciting educational opportunity for local families and children to see Canadian search and rescue operations up close and engage directly with the crew when operationally appropriate.

All aviation activities would be coordinated in accordance with applicable safety requirements and operational approvals. Local law enforcement support has also been discussed for security coverage during any military aircraft static display period.

At this time, we are respectfully requesting:

- District support for the event
- Authorization for airport use associated with event operations
- Assistance with the required municipal approval documentation related to the requested 500 ft flyby authorization

We believe this event has strong potential to positively contribute to community engagement, tourism, youth inspiration, and regional visibility for Texada Island.

Thank you for your time and consideration. I appreciate the support and guidance already provided, and I look forward to continuing coordination as planning progresses.

Respectfully,

Tyler Danczak, Vet.
LDsH (RC)

Texada annual fly in coordinator

[REDACTED]

[REDACTED]

From: Gordon [REDACTED]
Sent: Friday, June 12, 2026 3:55 PM
To: Planning
Subject: Dear Regional District

⚠ CAUTION: This email originated from an external sender. Verify the source before responding to the email or opening links or attachments. ⚠

I live on Lasqueti Island and I am strongly against the proposed buried fibre optic internet Connected Coast system. Please register my objections. Here are my points: 1) Cheaper and more efficient internet is already available through Starlink Internet. I have been a Starlink customer since 2021 and the service is reliable, very cheap, (\$75 per month and I share the connection with my neighbour, so each of us pays \$37.50 per month). It gets better every few months, and version 3, due within 2 years, will increase bandwidth by 100X and reduce latency by half. Dish costs are minimal, and the service works for all but the most forested house sites. Power requirements are minimal. 2) There is no need to spend millions of dollars and tear up our island roads and driveways. In fact the reality is this: You would just have to remove the fibre optic system out in a few years if you do install it. 3) The fibre optic lines will be obsolete in everyone's eyes in a very short time. The reality, on Lasqueti, is that everyone who tries the Starlink system, immediately likes it and none of those people will be signing up for the Connected Coast connection. 4) Your proposed connection plan doesn't even connect up half the people I know on Lasqueti. They are all signing up for Starlink now because they know that there is no hope for fibre optic for their homesites. 5) The population here is deeply offended by the wasting of government money. Save your millions for some other use that is more productive. Wasting all that money on obsolete and unnecessary internet technology will just embarrass and discredit the Regional District in the eyes of our residents. 6) Here is an article that will explain to you why government money is not required for rural internet: <https://ca.pcmag.com/networking/15674/spacex-to-fcc-45b-broadband-program-is-unnecessary-starlink-has-it-covered>

Randene Neill
MLA for Powell River – Sunshine Coast
June, 26, 2026

Dear Ms. Neill

I live in Lund and am just one of the communities' residents in the midst of a very significant infrastructure funding crisis.

Lund has a water system improvement district that can no longer provide potable drinking water that meets provincial and federal guidelines. In order to access government funding to address the system's shortcomings, the residents of the Lund water improvement district will likely agree to dissolve the improvement district, and going forward have the rural water service managed by the qathet Regional District (qRD). Not unsurprisingly however, the qRD board will not accept responsibility for the water service until its deficiencies are addressed.

The improvement district's receiver (ministry-appointed after the resignation and dissolution of the former board) and consulting engineers have determined a path forward that will provide us a sustainable water supply that will meet all outstanding requirements. The qRD has been awarded a generous *Investing in Canada Infrastructure Program* (ICIP) grant and *Disaster Resilience and Innovation Funding* (DRIF) (Stream 1) funding to cover some of the project costs. (An additional grant from the *Strategic Priorities Fund* has been applied for and is pending, one from the *Watershed Security Fund* was denied). However, the terms of the ICIP grant require the 124 local users of the waterworks district to cover 26.67% of the total project cost. While cost estimates are still not finalized, the estimates after significant trimming will still have residents needing to fund more than \$4million. We've been advised that through the regional district we could access 30 year loans from the Municipal Finance Authority (MFA) that would likely result in annual payments of \$5000-\$7000 (or more) per household.

There's been much talk about how to reduce project costs, but many of the ideas are around the margins. Residents, many of whom are seniors, retirees and/or on fixed incomes, are still going to be faced with a financing crisis just to stay in the homes in which they've lived for many years. We need to find additional ways to help fund the project and reduce the users' contribution dictated by the ICIP grant. Success with our Strategic Priorities Fund grant application would at present be the greatest help, but there may be more creative opportunities out there as well.

Our local qRD area director, Jason Lennox, has said that from his interactions with other RD directors across the province, many have their own water improvement districts that, similarly to our situation, will need to convert to a regional district administered rural water service, as per provincial Ministry of Housing and Municipal Affairs (MHA) goals. The requirement for some creative funding/financing for the residents of our communities that

have for years been dependent on improvement districts should be something the province and perhaps the MFA need to consider. A solution for Lund could have province-wide impacts and may be the only way to ensure residents can stay in our homes and not have to move from the rural areas in which we've lived for years.

Regards,

Brian Johnston

[REDACTED]

Lund, BC

V0N 2G0

cc: Jason Lennox, qathet Regional District Area A Director
Clay Brander, qathet Regional District Board Chair
Al Radke, CAO, qathet Regional District
Frances Ladret, Receiver, Lund Waterworks District

REQUEST FOR DECISION REPORT

TO: Committee of the Whole

FROM: Patrick Devereaux, General Manager of Operational Services

IN COLLABORATION WITH: Caroline Visser, Operations Clerk and Cheryl Morrison, Accountant

SUBJECT: Proposed amendments to Policy 1.11 -Tribute Policy and qathet Regional District Fees and Charges Bylaw No. 570, 2021.

ACTION/RECOMMENDATION

THAT the Committee recommend to the Board that the Board approve the updated Policy 1.11 - Tribute Policy, and;

THAT the Committee recommend to the Board that the Board approve amendments to the *qathet Regional District Fees and Charges Bylaw No. 570, 2021* to incorporate the fees and charges; and

THAT the amendment bylaw be presented to a future Regional Board meeting for first reading through adoption.

PURPOSE/SUMMARY

To provide the Board with an updated policy for the provision of tribute products which establishes reasonable standards and levels of service, and aligns the current policy with operational needs.

Updating the Fees bylaw to include the Tribute Product Fees and charges will ensure that fees are regularly reviewed and updated to cover the increasing costs for the provision of tribute products.

BACKGROUND

Policy 1.11 - Tribute Policy, which was adopted on October 22, 2015, provides guidelines for the donation, maintenance and replacement of tribute products. This policy encompasses the following documents: Fee Schedule, Application form, Letter of

Understanding and Donation Tax Receipt. There have been no updates to the policy since its adoption in 2015.

The existing fee schedule has not been updated nor the fees increased since 2015. As a result we are now incurring costs to purchase and place these items rather than achieving full cost-recovery. The inclusion of the fee schedule in the policy is no longer consistent with the qRD's practice of the containing all fees & charges within one bylaw.

A copy of the existing Policy 1.11 - Tribute Policy is attached as Appendix A to this report.

STRATEGIC PLAN:

Organizational Excellence: Ensure our assets are proactively funded and maintained to support our region.

Service Excellence: Consistent high-quality service that is honest, ethical, respectful and professional.

Environment and Climate: We focus on conserving our natural environment and enhancing our parks infrastructure.

TYPE OF DECISION

Directive Decision

DISCUSSION/ANALYSIS

Tribute items are not part of the qRD's critical infrastructure and therefore have not been priority in the creating of an Asset Management plan.

Tribute benches and tables have historically been made in house from cedar. Cedar lumber prices have risen dramatically over the past nine (9) years, and the work load of the Operational Services crew has also risen. This dual effect forced staff to look for other materials and suppliers of tables and benches. There are several very good manufacturers and suppliers on Vancouver Island and in the lower mainland that most other local governments are using. Metal, concrete, plastic and wood are incorporated into these products, giving the public a variety of convenient and practical choices that are sturdy and require minimal maintenance.

Staff has made an effort to standardize offered products across all qRD properties, ensuring that the look and feel remain consistent while streamlining the purchase process for the public.

One of the more significant additions to this policy is the establishment of a 10-year duration timeline which aligns with existing qRD internal asset management best practices.

A significant amendment to this policy is moving the Fee Schedule from Policy 1.11 to the *qathet Regional District Fees and Charges Bylaw No. 570, 2021*. This move is in alignment with prior policy changes that promote a single source for fees and charges that are assessed on an annual basis.

A copy of the proposed Policy 1.11 - Tribute Policy is attached as Appendix B to this report.

OPTIONS

Option 1: recommended by staff. This option aligns our practices of the majority of our peers in local government and updates the policy to modern pricing.

THAT the Committee recommend to the Board that the Board approve the updated Policy 1.11 - Tribute Policy, and;

THAT the Committee recommend to the Board that the Board approve amendments to the *qathet Regional District Fees and Charges Bylaw No. 570, 2021* to incorporate the fees and charges.

Option 2:

That the Committee provide alternative direction to staff.

FINANCIAL IMPACT

The 'Actual Cost' prices below reflect the actual third-party purchase costs, shipping, estimated labour costs and other incidentals involved in providing the tribute product exclusive of the GST that is recoverable.

	Current Fee (per Policy)	Actual Cost
Tribute Bench & plaque	\$1,800	\$5,307
Tribute Picnic Table & plaque	\$2,100	\$7,352
Tribute Plaque	\$75	\$741
Tribute Tree & plaque	\$800	\$1,293
Concrete Pad	included in price	included in price

The current fee pricing has been in place for ten (years while purchase and installation costs have continued to increase. This has begun to cause a consistent financial loss to the qRD with each installation. Since 2018 there have been 2 plaques, 7 benches (3

of which are the new poly version), a picnic table, and a tree purchased as tribute products.

To mitigate costs and ensure that future losses are less likely to occur, it is proposed that this policy be updated, with fees to be set out in Appendix A of the *qathet Regional District Fees and Charges Bylaw No. 570, 2021*, a bylaw that is considered and updated on a regular basis. It is proposed that the fees be established as the estimated costs, based on prior year actual costs, plus a 5% mark up to cover the uncertainty in the actual future cost.

A copy of the proposed Amended fees and charges bylaw inclusive of the Tribute product fee schedule is attached as Appendix E to this report.

PUBLIC AND/OR STAKEHOLDER ENGAGEMENT REQUIRED OR PERFORMED

No public engagement will be performed outside of the public meeting process.

CONCLUSION

The updated Policy 1.11 - Tribute Policy will establish a level of service for sponsoring tribute products in the qathet Regional District that manages and establishes reasonable standards, levels of service, and a predictable budget.

The amendments to the qathet Regional District Fees and Charges Bylaw No. 570, 2021 will incorporate the fees and charges for the Tribute Products and therefore ensure that they are reviewed annually for full cost recovery. This also is in line with other service fees the qRD charges.

Staff are recommending the policy and bylaw be updated.

ATTACHMENTS

[APPENDIX A - Policy 1.11 - existing](#)

[APPENDIX B - Policy 1.11 Tribute Policy - proposed amendment redline](#)

[APPENDIX C - Policy 1.11 Tribute Policy - proposed amendment complete](#)

[APPENDIX D - BL570.2 qathet Regional District Fees and Charges Bylaw](#)

[APPENDIX E - BL570.3 qathet Regional District Fees and Charges, 2026 - proposed amendment](#)

Approved By:

Patrick Devereaux, General Manager of Operational Services

Al Radke, Chief Administrative Officer

Status:

Approved - 17 Jun 2026

Approved - 17 Jun 2026



SECTION 1	CORPORATE POLICIES
POLICY	1.11
SUBJECT	TRIBUTE POLICY
ADOPTED	OCTOBER 22, 2015

POLICY STATEMENT:

The qathet Regional District respects that the public is interested in honouring persons and/or community groups for various reasons and in various ways.

PURPOSE:

This policy will provide guidelines for receiving donations of, maintaining and replacing tribute benches, tribute picnic tables, tribute trees and tribute plaques to honour persons and/or community groups throughout the Regional District while enhancing the Regional District's cemeteries, parks and trails.

SCOPE:

This policy will apply to all requests to honour persons and/or community groups through the donation of a tribute bench, tribute picnic table, tribute tree or tribute plaque in Regional District cemeteries, parks and trails.

DEFINITIONS:

Cemetery – means the Regional Cemetery in Cranberry or the Woodland Cemetery on Texada Island.

Regional Park – means one of the following parks: Craig Park; Palm Beach Park; Haywire Bay Park; Shelter Point Park; Boot Point Park; Diver's Rock Park.

Regional Trail – means any beach access trail that the Regional District has opened and is maintaining.

Tribute Bench – means a bench installed in any cemetery, park or trail that meets the specifications set out in this policy.

Tribute Picnic Table - means a cedar picnic table on a concrete base installed in any park or trail that meets the specifications set out in this policy.

Tribute Plaque (Benches) – means a 3” x 5” bronze plate with letters engraved and installed on the front of the topmost bench back board.

Tribute Plaque (Picnic Table) – means a 3” x 5” bronze plate with letters engraved and installed on the top of the picnic table.

Tribute Plaque (Tribute Tree) – means a 3” x 5” bronze plate with letters engraved and attached to a concrete base.

Tribute Plaque (to be installed on rocks, individual buildings, bike racks and/or stand post) – means a 3” x 5” bronze plate with letters engraved and installed on a rock, individual building, bike rack and/or stand post.

Tribute Tree – means a tree planted in any cemetery, park or trail that meets the specifications as set out in this policy.

GUIDELINES:

The following guidelines will be adhered to when considering the donation and location for installing a tribute bench, tribute picnic table, tribute tree, and installing a tribute plaque on a rock, individual building or stand post on Regional District property:

1. Donators of tribute benches, tribute picnic tables, tribute trees, or those donating a tribute plaque to be installed on a rock, individual building or stand post must complete the Tribute Product Application Form attached to this policy as Schedule B.
2. The qathet Regional District reserves the right to approve any request for a tribute bench, tribute picnic table, tribute tree or installing a tribute plaque on a rock, individual building or stand post on Regional District owned or managed property. It may or may not include Regional District properties managed by other community organizations. The Regional District also has the right of final approval for the location of any tribute donation, but will work with the donator to locate the tribute product in an area of the donator’s choice.
3. The style of tribute bench, tribute picnic table and/or tribute tree will be determined by Operational Services staff, which may change from time to time. Sizes of plaques for the particular tribute product donated are set out above in the definition section.
4. The fee set out for each type of tribute product available, i.e., tribute bench, tribute picnic table, or tribute tree includes the product donated, installed at an appropriate location to be determined by Operational Services staff and the donator, and a plaque as set out in the definition section. The fee schedule for each tribute donation is set out on the attached Schedule A.

5. The qathet Regional District is responsible for the installation and maintenance of the tribute product for the term of the tribute bench, tribute picnic table and/or tribute tree. Once a tribute bench or tribute picnic table is in a state of disrepair, the Regional District reserves the right to remove it due to safety concerns and/or aesthetics for the area it is located. [Every attempt will be made to refurbish or repair a donated tribute product until such time as it is in a state of disrepair. At that time, an attempt will be made to locate the original donator of the tribute product to ascertain if they would like to replace the donation. If not, the area in question will be added to the list of available spaces.]
6. The donation of a tribute bench, tribute picnic table, tribute tree or the installation of a tribute plaque on a rock, individual building or stand post in no way constitutes ownership of the tribute product by the donator, nor the land upon which it is situated, or the surrounding land. The Regional District retains the right to use the lands adjacent to these donated tribute products as it deems appropriate, up to and including moving the tribute product to another location. Every attempt will be made to ensure tribute products are re-located as close to their original location as is feasible.
7. The addition of tribute benches, tribute picnic tables, tribute trees or the installation of a tribute plaque on a rock, individual building or stand post may be restricted in some parks as determined by Operational Services staff from time to time in order to ensure a reasonable balance of amenities and open space.
8. Tribute benches, tribute picnic tables and tribute tree installations or the installation of a tribute plaque on a rock, individual building or stand post are not intended to be burial spaces. Donations of these tribute products does not authorize the right for the scattering or interment of cremated remains nor the placement or attachment of objects on or adjacent to the tribute bench, tribute picnic table, tribute tree or installed tribute plaque.
9. Operational Services staff shall have the authority to prune, alter in shape or size any donated tribute trees.
10. Donators of tribute products must sign a Letter of Understanding with the Regional District confirming tribute product term and other conditions. The signature will constitute agreement with the procedures and stipulations within this policy. The Letter of Understanding will be as set out on the attached Schedule C.

RESPONSIBILITY/AUTHORITY TO ACT:

qathet Regional District Manager of Administrative Services and Manager of Operational Services are authorized to act on this policy. Further authority is given to staff to decide what type of donated tribute product best suits individual areas, i.e., whether a particular area is best suited to a tribute bench, tribute picnic table, tribute tree, and/or installed tribute plaque on a rock, individual building or stand post.

PROCEDURES:

1. Operational Services staff will provide the Regional District office at the beginning of each year an inventory of unavailable areas for the installation of tribute benches, tribute picnic tables and tribute trees. Donations of tribute plaques for rocks, individual buildings or stand posts can be considered at any time.
2. The Tribute Product Application Form is completed by the Donator and submitted to the Regional District office.
3. Administration reviews the application for completeness and processes full payment of the identified tribute product.
4. Operational Services staff are provided with a copy of the application for follow up with the donator.
5. Operational Services staff works with the donator to finalize wording on the tribute plaque and placement of the donated tribute product.
6. Once finalized, Operational Services staff proceed with the installation of the donated tribute product in the desired location.



TRIBUTE PRODUCT FEE SCHEDULE

SPECIFICATIONS

Tribute Bench	6' bench mounted on a concrete pad
Tribute Picnic Table	6' cedar picnic table mounted on a concrete pad
Tribute Tree	Minimum 4cm caliper or 2 metres in height Staff to approve individual species

FEE SCHEDULE

Tribute Bench	\$ 1,800.00 + taxes
Tribute Picnic Table	\$ 2,100.00 + taxes
Tribute Tree	\$ 800.00 + taxes
Tribute Plaque (standalone)	\$ 75.00 + taxes

APPENDIX A

Various/alternate materials within the above price structure will be considered.
Approved alternate materials outside of the above price structure will be charged accordingly.

qathet Regional District
#202 – 4675 Marine Avenue
Powell River, BC V8A 2L2
Phone: 604-485-2260 Fax: 604-485-2216
Email: administration@qathet.ca
www.qathet.ca



TRIBUTE PRODUCT APPLICATION FORM

OFFICE USE ONLY

Application Fee: _____ Receipt No.: _____ File No.: _____

SECTION 1: DATE & TYPE OF APPLICATION

Date of Application: _____ **Tribute Bench** **Tribute Picnic Table** **Tribute Tree** **Tribute Plaque**

Tribute benches and tribute picnic tables will be maintained for the life of the tribute product.

SECTION 2: APPLICANT INFORMATION

1) _____

Name _____

Mailing Address _____

Town/Province _____ Postal Code _____

Telephone/Cell _____ Fax _____

Email _____

Individual **Corporation**

I would prefer all correspondence via: **email** **regular mail** **fax**

SECTION 3: PLACEMENT

Desired Area of Placement:

SECTION 4: WORDING ON PLAQUE

Desired Wording: (Please print legibly)

SECTION 5: AUTHORIZATION
(ATTACH ADDITIONAL PAGE IF MORE THAN TWO OWNERS)

I hereby declare that all the above noted statements and information contained in this application and supporting documents are true and correct.

Signature of Applicant

Date

Authorized qRD Signature

Date

Submit the completed application form, required fee, and any applicable supporting material to the qathet Regional District. The fee is payable to "qathet Regional District".

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Email: administration@qathet.ca
www.qathet.ca



TRIBUTE PRODUCT LETTER OF UNDERSTANDING

Date: _____

I, _____, having received a copy of the Tribute Policy from the qathet Regional District, do hereby acknowledge the provisions of the Policy respecting ownership of the donated tribute product and the guidelines surrounding the installation of such donated tribute product.

Signature of Donator

Authorized qRD Signature

qathet Regional District
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Powell River, BC V8A 2L2
Phone: 604-485-2260 Fax: 604-485-2216
Email: administration@qathet.ca
www.qathet.ca



TRIBUTE PRODUCT DONATION TAX RECEIPT

Receipt #: _____

Date: _____

Donator: _____

Donator Address: _____

Total amount of donation: \$ _____

Less value of advantage: \$ _____

Eligible amount of gift for tax purposes: \$ _____

Description of donation: _____

Description of advantage: _____

Signature of Donator

Authorized qRD Signature

qathet Regional District
#202 – 4675 Marine Avenue
Powell River, BC V8A 2L2
Phone: 604-485-2260 Fax: 604-485-2216
Email: administration@qathet.ca
www.qathet.ca



SECTION 1 CORPORATE POLICIES

POLICY 1.11

SUBJECT TRIBUTE POLICY

ADOPTED OCTOBER 22, 2015

AMENDED

POLICY STATEMENT:

The qathet Regional District respects that the public is interested in honouring persons and/or community groups for various reasons and in various ways.

PURPOSE:

This policy will provide guidelines for receiving donations of, maintaining and replacing tribute benches, tribute picnic tables, tribute trees and tribute plaques to honour persons and/or community groups throughout the Regional District while enhancing the Regional District’s cemeteries, parks and trails.

SCOPE:

This policy will apply to all requests to honour persons and/or community groups through the donation of a tribute bench, tribute picnic table, tribute tree or tribute plaque in Regional District cemeteries, parks and trails.

DEFINITIONS:

Cemetery – means the Regional Cemetery in Cranberry or the Woodland Cemetery on Texada Island.

Regional Park – means one of the following parks: Craig Park; Palm Beach Park; Haywire Bay Park; Shelter Point Park; Boot Point Park; Diver’s Rock Park.

Regional Trail – means any beach access trail that the Regional District has opened and is maintaining.

Tribute Bench – means a bench installed in any cemetery, park or trail that meets the specifications set out in this policy.

APPENDIX B

Tribute Picnic Table - means a picnic table on a concrete base installed in any park or trail that meets the specifications set out in this policy.

Tribute Plaque (Benches) – means a ~~3” x 5” brass/bronze~~ plate with letters engraved and installed on the front of the topmost bench back board.

Tribute Plaque (Picnic Table) – means a ~~3” x 5” brass/bronze~~ plate with letters engraved and installed on the top of the picnic table.

Tribute Plaque (Tribute Tree) – means a ~~3” x 5” brass/bronze~~ plate with letters engraved and attached to a concrete base.

Tribute Plaque (to be installed on rocks, individual buildings, bike racks and/or stand post) – means a ~~3” x 5” brass/bronze~~ plate with letters engraved and installed on a rock, individual building, bike rack and/or stand post.

Tribute Product – means any product defined within this policy used to honour persons and/or community groups.

Tribute Tree – means a tree planted in any cemetery, park or trail that meets the specifications as set out in this policy.

GUIDELINES:

The following guidelines will be adhered to when considering the donation and location for installing a ~~tribute bench, tribute picnic table, tribute tree, and installing a tribute plaque on a rock, individual building or stand post~~ Tribute Product on Regional District property:

1. Donators of ~~tribute benches, tribute picnic tables, tribute trees, or those donating a tribute plaque to be installed on a rock, individual building or stand post~~ Tribute Products must complete the Tribute Product Application Form attached to this policy as Schedule BA.
2. The qathet Regional District reserves the right to approve any request for a ~~tribute bench, tribute picnic table, tribute tree or installing a tribute plaque on a rock, individual building or stand post~~ Tribute Product on Regional District owned or managed property. It may or may not include Regional District properties managed by other community organizations. The Regional District also has the right of final approval for the location of any ~~tribute donation~~ Tribute Product, but will work with the donator to locate the tribute product in an area of the donator’s choice.
3. The style of ~~tribute bench, tribute picnic table and/or tribute tree~~ Tribute Product will be determined by Community Operational Services staff, which may change from time to time. Sizes of plaques for the particular ~~tribute~~ Product donated

are set out above in the definition section. [The wording on all plaques is subject to the approval of Regional District staff and availability of space.](#)

4. The fee set out for each type of ~~tribute product~~ available, ~~i.e., tribute bench, tribute picnic table, or tribute tree~~ includes the product donated, installed at an appropriate location to be determined by [Community Works Operational Services](#) staff and the donator, and a plaque as set out in the definition section. The fee schedule for each ~~tribute donation~~ is set out ~~on the attached Schedule A in qathet Fees and Charges Bylaw No. 570.~~
5. The qathet Regional District is responsible for the installation and maintenance of the ~~tribute product~~ for [a period of 10 years, in keeping with internal Asset Management best practices.](#) ~~the term of the tribute bench, tribute picnic table and/or tribute tree.~~ Once a ~~tribute bench or tribute picnic table~~ Tribute Product is in a state of disrepair, the Regional District reserves the right to remove it due to safety concerns and/or aesthetics for the area it is located. [Every attempt will be made to refurbish or repair a donated tribute product until such time as it is in a state of disrepair. At that time, an attempt will be made to locate the original donator of the ~~tribute product~~ to ascertain if they would like to replace the donation. ~~If not, the area in question will be added to the list of available spaces.~~]
6. The donation of a ~~tribute bench, tribute picnic table, tribute tree or the installation of a tribute plaque on a rock, individual building or stand post~~ Tribute Product in no way constitutes ownership of the ~~tribute product~~ by the donator, nor the land upon which it is situated, or the surrounding land. The Regional District retains the right to use the lands adjacent to these donated ~~tribute products~~ as it deems appropriate, up to and including moving the ~~tribute product~~ to another location. Every attempt will be made to ensure ~~tribute products~~ are re-located as close to their original location as is feasible.
7. The addition of ~~tribute benches, tribute picnic tables, tribute trees or the installation of a tribute plaque on a rock, individual building or stand post~~ Tribute Products may be restricted in some parks as determined by [Community Operational](#) Services staff from time to time in order to ensure a reasonable balance of amenities and open space.
8. ~~Tribute benches, tribute picnic tables and tribute tree installations or the installation of a tribute plaque on a rock, individual building or stand post~~ Tribute Products are not intended to be burial spaces. Donations of these ~~tribute products~~ does not authorize the right for the scattering or interment of cremated remains nor the placement or attachment of objects on or adjacent to the ~~tribute bench, tribute picnic table, tribute tree or installed tribute plaque~~ Tribute Product.
9. [Community Operational](#) Services staff shall have the authority to prune, alter in shape or size any donated ~~tribute trees~~.

~~Donators of tTribute pProducts must sign a Letter of Understanding with the Regional District confirming tribute product term and other conditions. The signature will constitute agreement with the procedures and stipulations within this policy. The Letter of Understanding will be as set out on the attached Schedule C.~~

RESPONSIBILITY/AUTHORITY TO ACT:

qathet Regional District General Manager of Administrative Services and General Manager of CommunityOperational Services are authorized to act on this policy. Further authority is given to staff to decide what type of donated ~~tTribute pProduct~~ best suits individual areas, i.e., whether a particular area is best suited to a ~~tribute bench, tribute picnic table, tribute tree, and/or installed tribute plaque on a rock, individual building or stand post.~~ Tribute Product.

The wording on all plaques is subject to the approval of the qRD and availability of space.

PROCEDURES:

1. ~~Community Services staff will provide the Regional District office at the beginning of each year an inventory of unavailable areas for the installation of tribute benches, tribute picnic tables and tribute trees.~~ Donations of ~~tTribute pPlaques~~ for rocks, individual buildings or stand posts can be considered at any time.
2. The Tribute Product Application Form is completed by the ~~dDonator~~ and submitted to the Regional District office. Payment is not required with the initial submission.
3. ~~Administration reviews the application for completeness and processes full payment of the identified tribute product.~~
4. ~~Community Services staff are provided with a copy of the application for follow up with the donator.~~
3. CommunityOperational Services staff works with the donator to identify and approve placement of the donated tTribute pProduct.
- 5.4. Operational Services staff works with the donator to finalize wording on the tTribute pPlaque and placement of the donated tribute product.
5. Once finalized, payment will be accepted, and CommunityOperational Services staff proceed with the installation of the donated ~~tTribute pProduct~~ in the desired location.
6. A tax receipt will be issued to the purchaser by Financial Services once the project is completed.

Schedule A – Fee Schedule – REMOVE

Schedule B – Application Form – REPLACE WITH NEW FORM

Schedule C – Letter of Understanding - REMOVE

Schedule D – Donation Tax Receipt (remove)

APPENDIX B



qathet

APPENDIX C

REGIONAL DISTRICT

SECTION 1 CORPORATE POLICIES

POLICY 1.11

SUBJECT TRIBUTE POLICY

ADOPTED OCTOBER 22, 2015

AMENDED

POLICY STATEMENT:

The qathet Regional District respects that the public is interested in honouring persons and/or community groups for various reasons and in various ways.

PURPOSE:

This policy will provide guidelines for receiving donations of, maintaining and replacing tribute benches, tribute picnic tables, tribute trees and tribute plaques to honour persons and/or community groups throughout the Regional District while enhancing the Regional District's cemeteries, parks and trails.

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This policy will apply to all requests to honour persons and/or community groups through the donation of a tribute bench, tribute picnic table, tribute tree or tribute plaque in Regional District cemeteries, parks and trails.

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Cemetery – means the Regional Cemetery in Cranberry or the Woodland Cemetery on Texada Island.

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Regional Trail – means any beach access trail that the Regional District has opened and is maintaining.

Tribute Bench – means a bench installed in any cemetery, park or trail that meets the specifications set out in this policy.

Tribute Picnic Table - means a picnic table on a concrete base installed in any park or trail that meets the specifications set out in this policy.

Tribute Plaque (Benches) – means a bronze plate with letters engraved and installed on the front of the topmost bench back board.

Tribute Plaque (Picnic Table) – means a bronze plate with letters engraved and installed on the top of the picnic table.

Tribute Plaque (Tribute Tree) – means a bronze plate with letters engraved and attached to a concrete base.

Tribute Plaque (to be installed on rocks, individual buildings, bike racks and/or stand post) – means a bronze plate with letters engraved and installed on a rock, individual building, bike rack and/or stand post.

Tribute Product – means any product defined within this policy used to honour persons and/or community groups.

Tribute Tree – means a tree planted in any cemetery, park or trail that meets the specifications as set out in this policy.

GUIDELINES:

The following guidelines will be adhered to when considering the donation and location for installing a Tribute Product on Regional District property:

1. Donators of Tribute Products must complete the Tribute Product Application Form attached to this policy as Schedule A.
2. The qathet Regional District reserves the right to approve any request for a Tribute Product on Regional District owned or managed property. It may or may not include Regional District properties managed by other community organizations. The Regional District also has the right of final approval for the location of any Tribute Product, but will work with the donator to locate the tribute product in an area of the donator's choice.
3. The style of Tribute Product will be determined by Operational Services staff, which may change from time to time. Sizes of plaques for the particular Tribute Product donated are set out above in the definition section. The wording on all plaques is subject to the approval of Regional District staff and availability of space.
4. The fee set out for each type of Tribute Product available includes the product donated, installed at an appropriate location to be determined by Operational Services staff and the donator, and a plaque as set out in the definition section.

The fee schedule for each Tribute Donation is set out in qathet Fees and Charges Bylaw No. 570.

5. The qathet Regional District is responsible for the installation and maintenance of the Tribute Product for a period of 10 years, in keeping with internal Asset Management best practices. Once a Tribute Product is in a state of disrepair, the Regional District reserves the right to remove it due to safety concerns and/or aesthetics for the area it is located. Every attempt will be made to refurbish or repair a donated tribute product until such time as it is in a state of disrepair. At that time, an attempt will be made to locate the original donator of the Tribute Product to ascertain if they would like to replace the donation.
6. The donation of a Tribute Product in no way constitutes ownership of the Tribute Product by the donator, nor the land upon which it is situated, or the surrounding land. The Regional District retains the right to use the lands adjacent to these donated Tribute Products as it deems appropriate, up to and including moving the Tribute Product to another location. Every attempt will be made to ensure Tribute Products are re-located as close to their original location as is feasible.
7. The addition of Tribute Products may be restricted in some parks as determined by Operational Services staff from time to time in order to ensure a reasonable balance of amenities and open space.
8. Tribute Products are not intended to be burial spaces. Donations of these Tribute Products does not authorize the right for the scattering or interment of cremated remains nor the placement or attachment of objects on or adjacent to the Tribute Product.
9. Operational Services staff shall have the authority to prune, alter in shape or size any donated Tribute Trees.

RESPONSIBILITY/AUTHORITY TO ACT:

qathet Regional District General Manager of Administrative Services and General Manager of Operational Services are authorized to act on this policy. Further authority is given to staff to decide what type of donated Tribute Product best suits individual areas, i.e., whether a particular area is best suited to a Tribute Product.

The wording on all plaques is subject to the approval of the qRD and availability of space.

PROCEDURES:

1. Donations of Tribute Plaques for rocks, individual buildings or stand posts can be considered at any time.

2. The Tribute Product Application Form is completed by the donator and submitted to the Regional District office. Payment is not required with the initial submission.
3. Operational Services staff works with the donator to identify and approve placement of the donated Tribute Product.
4. Operational Services staff works with the donator to finalize wording on the Tribute Plaque.
5. Once finalized, payment will be accepted, and Operational Services staff proceed with the installation of the donated Tribute Product in the desired location.
6. A tax receipt will be issued to the purchaser by Financial Services once the project is completed.

APPENDIX C



SCHEDULE 'A'
TRIBUTE PRODUCT APPLICATION FORM

Tribute benches and tribute picnic tables will be maintained for the life of the tribute product.

Date of Application: _____

Applicant Name: _____

Applicant Email: _____

Applicant Telephone/Cell: _____

Applicant Mailing Address: _____

Bench **Picnic Table** **Tree** **Standalone Plaque**

Desired Area of Placement (please include sketch or photo if possible):

Desired Wording on Plaque:

Authorized by:

I hereby declare that all the above noted statements and information contained in this application and supporting documents are true and correct. I have received a copy of the Tribute Policy from the qathet Regional District, and do hereby acknowledge the provisions of the Policy respecting ownership of the donated tribute product and the guidelines surrounding the installation of such donated tribute product.

Signature of Donator

General Manager, Operational Services

Payment of fee to "qathet Regional District" will be required before tribute product is ordered or manufactured. Fee schedule can be found in qathet Regional District Fees and Charges Bylaw No. 570, 2021.

qathet REGIONAL DISTRICT

APPENDIX D

BYLAW NO. 570.2, 2026

 Being a bylaw to amend the establishment of fees and charges for provision of certain
 goods and services by the qathet Regional District

WHEREAS under the *Local Government Act* a regional district may, by bylaw, impose fees and charges for goods and services to be supplied by the regional district;

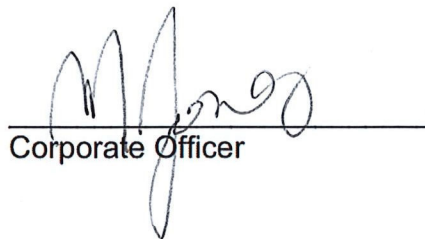
NOW THEREFORE the Board of the qathet Regional District, in open meeting assembled, enacts as follows:

1. Bylaw No. 570 cited as "qathet Regional District Fees and Charges Bylaw No. 570, 2021" is hereby amended as follows:
 - a) By deleting Schedule 'A' and substituting the attached Schedule 'A'.
2. This bylaw may be cited for all purposes as the "qathet Regional District Fees and Charges Bylaw No. 570.2, 2026".

READ THIS FIRST TIME this 13th day of January, 2026
 READ A SECOND TIME this 13th day of January, 2026
 READ A THIRD TIME this 13th day of January, 2026
 ADOPTED this 13th day of January, 2026



 Chair



 Corporate Officer

APPENDIX D



General Fees and Charges

Prints / Photocopies (note 1)	Black & White	Colour
8.5" x 11"	\$0.75	\$1.00
additional pages	\$0.50	\$0.75
8.5" x 14"	\$0.75	\$1.00
additional pages	\$0.50	\$0.75
11" x 17"	\$0.75	\$1.00
additional pages	\$0.50	\$0.75
Any other size (plotter) *	\$1.00 / ft2	\$1.30 / ft2

* The price for prints / photocopies from the plotter includes the cost of any trimmed paper.

Documents (note 1)	Rate
Board and Committee Agendas and Minutes	No Charge
Bylaws (except as otherwise noted)	Photocopy fees apply - \$10.00 Maximum
Official Community Plan Bylaw	\$10.00
Miscellaneous Regional District Studies/Plans/Reports	Photocopy fees apply - \$10.00 Maximum

Custom Mapping (notes 1 and 2)	Rate
Labour only - plus document print / photocopy fees in this schedule	\$50.00/ hr - prorated as applicable

Digital Mapping (notes 1 and 2)	Rate
ESRI format	\$50.00 each request
Orthophoto .sid File	\$50.00 each file

Fee Exemptions

The following parties / entities are exempt from the general fees and charges:

1. Other government offices and agencies
2. Elementary, secondary or post-secondary students requiring information for school project purposes
3. qathet Regional District board directors and alternate directors

Notes:

1. Products and documents include PST and GST.
2. Custom mapping means map customization work requiring in excess of ten minutes of staff time.



Service Fees

Service Fees	Rate
Planning Department Comfort Letter	\$50.00 per hour - prorated as applicable + GST and PST
Processing cannabis related business application referrals	\$350.00
Processing Agricultural Land Reserve applications	Fees as set by the Provincial Agricultural Land Commission
Processing Agricultural Land Reserve Exclusion applications	\$3,000.00
Fax (local)	\$1.50 1st page + \$0.75 additional pages (includes GST)
Fax (long-distance)	\$1.75 1st page + \$0.75 additional pages (includes GST)
Shipping & Handling	At Cost
Dishonoured Cheque	\$25.00
Chargeback	\$35.00
Electric Vehicle Chargers	A fee of \$3.25 per hour shall be paid for using qathet Regional District-owned Level 2 electric vehicle charging stations. The charges shall be calculated to the nearest second, based on how long the vehicle is connected.



Freedom of Information Fees

An applicant making a request for information shall pay to the qathet Regional District, the maximum fees, and application fee, as set out and authorized by the *Freedom of Information and Protection of Privacy Act*, and the *Freedom of Information and Protection of Privacy Regulation*.

The following maximum fees are legislated under the *Freedom of Information and Protection of Privacy Regulation*. The fees are for applicants other than commercial applicants.

Freedom of Information	Rate *
Processing Application Fee	\$10.00 per request
Item 1	
(a) for locating and retrieving a record	\$7.50 per 1/4 hr after first 3 hours
(b) for producing a record manually	\$7.50 per 1/4 hr
(c) for producing a record from a machine readable record from a server or computer	\$7.50 per 1/4 hr for developing a computer program to produce the record
(d) for preparing a record for disclosure and handling a record	\$7.50 per 1/4 hr
(e) for shipping copies	actual costs
(f) for copying records	
(i) floppy disks	\$2 per disk
(ii) CDs and DVDs, recordable or	\$4 per disk
(iii) computer tapes	\$40 per tape, up to 2400 feet
(iv) microfiche	\$3 per fiche
(v) microfilm duplication	\$25 per roll for 16 mm microfilm \$40 per roll for 35 mm microfilm
(vi) microfiche or microfilm to paper	\$0.50 per page (8.5" x 11")
(vii) photographs, colour or black white	\$5 to produce a negative \$12 each for 16" x 20" photo \$9 each for 11" x 14" photo \$4 each for 8" x 10" photo \$3 each for 5" x 7" photo
(viii) photographic print of textual,	\$12.50 each (8" x 10")

Freedom of Information (cont.)	Rate *
(ix) dot matrix, ink jet, laser print or photocopy, black and white	\$0.25 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
(x) dot matrix, ink jet, laser print or photocopy, colour	\$1.65 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
(xi) scanned electronic copy of a paper record	\$0.10 per page
(xii) photomechanical reproduction of 105 mm cartographic record/plan	\$3 each
(xiii) slide duplication	\$0.95 each
(xiv) audio cassette tape (90 minutes or fewer) duplication	\$5 per cassette plus \$7 per 1.4 hr of recording
(xv) video cassette recorder (VHS) tape (120 minutes or fewer) duplication	\$5 per cassette plus \$7 per 1.4 hr of recording
Item 2	
For commercial applicants for each service listed in Item 1	actual cost to the public body of providing that service

* Combined services and documents are subject to GST and PST.

The definitions contained within the *Freedom of Information and Protection of Privacy Act*, and the *Freedom of Information and Protection of Privacy Regulation* apply to the Freedom of Information Fees section of this bylaw.


Texada Recreation Commission Rental Schedule

Product	Rate *	Liability Insurance
Ball Fields		
Commercial Use		
Resident business	\$120.00 / day + \$500 Damage deposit	Liability insurance required
Non-resident business	\$150.00 / day + \$500 Damage deposit	Liability insurance required
Community Hall		
Community Use		
Business meetings	\$16.50 / hour	See insurance matrix
Non-profit meetings	\$11.00 / three hours	See insurance matrix
Community service functions	\$5.50 / three hours	See insurance matrix
Recreational	\$11.00 / three hours + \$100 Damage deposit	See insurance matrix
Private / Commercial Use		
Quilting Guild	\$55.00 / day	No
Public functions (daytime)	\$33.00 / day	See insurance matrix
Children's birthday parties	\$33.00 / day + \$100 Damage deposit	See insurance matrix
Entertainment events (Texada groups)	\$33.00 / day + \$500 Damage deposit	Liability insurance required
Entertainment events (Non-Texada groups)	\$55.00 / day + \$500 Damage deposit	Liability insurance required
Parties (no alcohol)	\$110.00 / day + \$500 Damage deposit	See insurance matrix
Parties if tickets sold or alcohol served/sold/or on premises	\$110.00 / day + \$500 Damage deposit	Liability insurance required
Buildings and grounds	\$250.00 / day	See insurance matrix

* All fees are subject to GST.



Texada Island Airport Fees and Charges

Description	Daily / Monthly Rate *	Annual Rate **
Light Aircraft		
Tie-down fee	\$5.00 per day \$30.00 per month	\$250.00**
Heavy Aircraft		
Tie-down fee	\$5.00 per day \$30.00 per month	\$250.00**
Special Use Permit fee:		
Non-profit / Commercial	No charge	No charge
Vehicle parking fee	No charge	No charge

* All fees are subject to GST

** Annual rates include a designated tie-down area

Use of the airport is subject to the rules and regulations as set out in the applicable regulations, policies and bylaws.

APPENDIX D



Savary Island Barge Site Fee Schedule

Licence Type (Commercial Operators)	Fee *	Payable Date
Year-round operating sub-licence Maximum use 5 days per week	\$2,000.00	January 30 - Annually
Part year operating sub-licence September - June, as per the "Specific Rules and Management Strategies"	\$500.00	January 30 - Annually
One-time landing use operating sub-licence Requires written permission from the qRD	\$500.00	January 30 or upon application

* All fees are subject to GST

All operators are required to operate as per the "Specific Rules and Management Strategies" contained within the Savary Island Barge Site Management Plan.

APPENDIX D

qathet REGIONAL DISTRICT

APPENDIX E

BYLAW NO. 570.3, 2026

 Being a bylaw to amend the establishment of fees and charges for provision of certain
 goods and services by the qathet Regional District

WHEREAS under the *Local Government Act* a regional district may, by bylaw, impose fees and charges for goods and services to be supplied by the regional district;

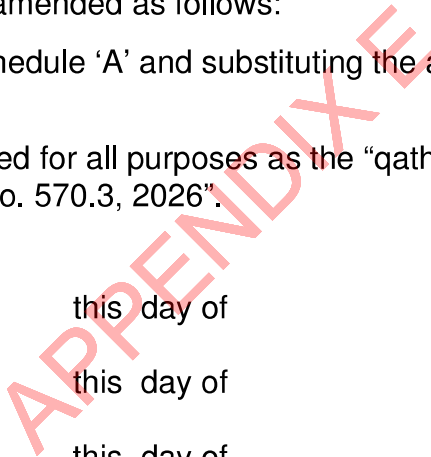
NOW THEREFORE the Board of the qathet Regional District, in open meeting assembled, enacts as follows:

1. Bylaw No. 570 cited as “qathet Regional District Fees and Charges Bylaw No. 570, 2021” is hereby amended as follows:
 - a) By deleting Schedule ‘A’ and substituting the attached Schedule ‘A’.
2. This bylaw may be cited for all purposes as the “qathet Regional District Fees and Charges Bylaw No. 570.3, 2026”.

READ THIS FIRST TIME this day of
 READ A SECOND TIME this day of
 READ A THIRD TIME this day of
 ADOPTED this day of

Chair

Corporate Officer





General Fees and Charges

Prints / Photocopies (note 1)	Black & White	Colour
8.5" x 11"	\$0.75	\$1.00
additional pages	\$0.50	\$0.75
8.5" x 14"	\$0.75	\$1.00
additional pages	\$0.50	\$0.75
11" x 17"	\$0.75	\$1.00
additional pages	\$0.50	\$0.75
Any other size (plotter) *	\$1.00 / ft2	\$1.30 / ft2

* The price for prints / photocopies from the plotter includes the cost of any trimmed paper.

Documents (note 1)	Rate
Board and Committee Agendas and Minutes	No Charge
Bylaws (except as otherwise noted)	Photocopy fees apply - \$10.00 Maximum
Official Community Plan Bylaw	\$10.00
Miscellaneous Regional District Studies/Plans/Reports	Photocopy fees apply - \$10.00 Maximum

Custom Mapping (notes 1 and 2)	Rate
Labour only - plus document print / photocopy fees in this schedule	\$50.00/ hr - prorated as applicable

Digital Mapping (notes 1 and 2)	Rate
ESRI format	\$50.00 each request
Orthophoto .sid File	\$50.00 each file

Fee Exemptions

The following parties / entities are exempt from the general fees and charges:

1. Other government offices and agencies
2. Elementary, secondary or post-secondary students requiring information for school project purposes
3. qathet Regional District board directors and alternate directors

Notes:

1. Products and documents include PST and GST.
2. Custom mapping means map customization work requiring in excess of ten minutes of staff time.



Service Fees

Service Fees	Rate
Planning Department Comfort Letter	\$50.00 per hour - prorated as applicable + GST and PST
Processing cannabis related business application referrals	\$350.00
Processing Agricultural Land Reserve applications	Fees as set by the Provincial Agricultural Land Commission
Processing Agricultural Land Reserve Exclusion applications	\$3,000.00
Fax (local)	\$1.50 1st page + \$0.75 additional pages (includes GST)
Fax (long-distance)	\$1.75 1st page + \$0.75 additional pages (includes GST)
Shipping & Handling	At Cost
Dishonoured Cheque	\$25.00
Chargeback	\$35.00
Electric Vehicle Chargers	A fee of \$3.25 per hour shall be paid for using qathet Regional District-owned Level 2 electric vehicle charging stations. The charges shall be calculated to the nearest second, based on how long the vehicle is connected.



Freedom of Information Fees

An applicant making a request for information shall pay to the qathet Regional District, the maximum fees, and application fee, as set out and authorized by the *Freedom of Information and Protection of Privacy Act*, and the *Freedom of Information and Protection of Privacy Regulation*.

The following maximum fees are legislated under the *Freedom of Information and Protection of Privacy Regulation*. The fees are for applicants other than commercial applicants.

Freedom of Information	Rate *
Processing Application Fee	\$10.00 per request
Item 1	
(a) for locating and retrieving a record	\$7.50 per 1/4 hr after first 3 hours
(b) for producing a record manually	\$7.50 per 1/4 hr
(c) for producing a record from a machine readable record from a server or computer	\$7.50 per 1/4 hr for developing a computer program to produce the record
(d) for preparing a record for disclosure and handling a record	\$7.50 per 1/4 hr
(e) for shipping copies	actual costs
(f) for copying records	
(i) floppy disks	\$2 per disk
(ii) CDs and DVDs, recordable or	\$4 per disk
(iii) computer tapes	\$40 per tape, up to 2400 feet
(iv) microfiche	\$3 per fiche
(v) microfilm duplication	\$25 per roll for 16 mm microfilm \$40 per roll for 35 mm microfilm
(vi) microfiche or microfilm to paper	\$0.50 per page (8.5" x 11")
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Freedom of Information (cont.)	Rate *
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(x) dot matrix, ink jet, laser print or photocopy, colour	\$1.65 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
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(xii) photomechanical reproduction of 105 mm cartographic record/plan	\$3 each
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Item 2	
For commercial applicants for each service listed in Item 1	actual cost to the public body of providing that service

* Combined services and documents are subject to GST and PST.

The definitions contained within the *Freedom of Information and Protection of Privacy Act*, and the *Freedom of Information and Protection of Privacy Regulation* apply to the Freedom of Information Fees section of this bylaw.



Texada Recreation Commission Rental Schedule

Product	Rate *	Liability Insurance
Ball Fields		
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Community Hall		
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Business meetings	\$16.50 / hour	See insurance matrix
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Community service functions	\$5.50 / three hours	See insurance matrix
Recreational	\$11.00 / three hours + \$100 Damage deposit	See insurance matrix
Private / Commercial Use		
Quilting Guild	\$55.00 / day	No
Public functions (daytime)	\$33.00 / day	See insurance matrix
Children's birthday parties	\$33.00 / day + \$100 Damage deposit	See insurance matrix
Entertainment events (Texada groups)	\$33.00 / day + \$500 Damage deposit	Liability insurance required
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Parties if tickets sold or alcohol served/sold/or on premises	\$110.00 / day + \$500 Damage deposit	Liability insurance required
Buildings and grounds	\$250.00 / day	See insurance matrix

* All fees are subject to GST.



Texada Island Airport Fees and Charges

Description	Daily / Monthly Rate *	Annual Rate **
Light Aircraft		
Tie-down fee	\$5.00 per day \$30.00 per month	\$250.00**
Heavy Aircraft		
Tie-down fee	\$5.00 per day \$30.00 per month	\$250.00**
Special Use Permit fee:		
Non-profit / Commercial	No charge	No charge
Vehicle parking fee	No charge	No charge

* All fees are subject to GST

** Annual rates include a designated tie-down area

Use of the airport is subject to the rules and regulations as set out in the applicable regulations, policies and bylaws.

APPENDIX E



Savary Island Barge Site Fee Schedule

Licence Type (Commercial Operators)	Fee *	Payable Date
Year-round operating sub-licence Maximum use 5 days per week	\$2,000.00	January 30 - Annually
Part year operating sub-licence September - June, as per the "Specific Rules and Management Strategies"	\$500.00	January 30 - Annually
One-time landing use operating sub-licence Requires written permission from the qRD	\$500.00	January 30 or upon application

* All fees are subject to GST

All operators are required to operate as per the "Specific Rules and Management Strategies" contained within the Savary Island Barge Site Management Plan.

APPENDIX E



Tribute Product Fee Schedule

Product Type	Fee*
Bench & plaque	\$5,600.00
Picnic Table & plaque	\$7,750.00
Picnic Table (custom) & plaque	\$7,750.00 or actual cost
Tree & plaque	\$1,375.00
Plaque	\$800.00

* All fees are subject to GST

Various/alternate materials with the above price structure will be considered. Approved alternate materials outside of the above price structure will be charged accordingly.

APPENDIX E

REQUEST FOR DECISION REPORT

TO: Committee of the Whole

FROM: Linda Greenan, General Manager of Financial Administration

IN COLLABORATION WITH:

SUBJECT: Delegation of Authority - Canada Revenue Agency (CRA) Account Administration

ACTION/RECOMMENDATION

THAT the Committee recommend to the Board that the Board delegate authority to the General Manager of Corporate Administration - Corporate Officer, General Manager of Financial Administration - Chief Financial Officer, Manager of Financial Services, and Accountant, to administer the qathet Regional District's Canada Revenue Agency accounts; and

THAT the Board members be removed as administrators on the qathet Regional District's Canada Revenue Agency accounts.

PURPOSE/SUMMARY

To seek Board approval to:

1. Delegate authority to designated staff to administer the organization's Canada Revenue Agency Accounts; and
2. Remove members of the Board of Directors as administrators on Canada Revenue Agency accounts.

BACKGROUND

Currently, members of the Board of Directors are listed as authorized administrators on the qRD's Canada Revenue Agency (CRA) accounts. This arrangement originated during the transition to CRA's online services, where individuals deemed to be "owners" were required to be registered for access to the system.

However, CRA's authorization model does not distinguish between governance structures (for example: private corporations, non-profits, or local governments). As a

result, Board members were added as administrators in a manner more appropriate to private ownership models as opposed to local government operations.

Maintaining Board members as CRA administrators does not align with operational practice, places a large administrative burden on board members, and creates unnecessary administrative risk. For example: Turnover of directors, delays in access, delays in removing access when staff leave the organization or change roles, or compliance inefficiencies.

STRATEGIC PLAN:

Organizational Excellence

TYPE OF DECISION

Directive Decision

RISK MANAGEMENT IMPACT/RELATIONSHIP

Maintaining Board members as CRA administrators does not align with operational practice and creates unnecessary administrative risk. For example: Turnover of directors, delays in access, delays in removing access when staff leave the organization or change roles, or compliance inefficiencies.

Risk	Mitigation
Staff turnover	Multiple authorized staff will be designated to ensure continuity
Unauthorized access	Internal controls and role-based access will be maintained

DISCUSSION/ANALYSIS

Canada Revenue Agency (CRA) treats any of the following as valid authorities to administer the accounts:

- Directors
- Officers
- Employees with delegated authority

CRA administrators are the primary managers of the qRD's online presence with CRA. The administrators control access and permissions, and act on behalf of the qRD with the CRA. An administrator would be expected to complete the following tasks:

- Create, approve and remove user accounts and assign roles and permissions.

- Set up and maintain direct CRA services such as my business account and provide access to others to represent a client (qRD is the client)
- View tax notices, account balances, return status, and correspondence
- Respond to CRA inquiries and requests for information, provide documentation required by CRA
- Manage bank account and payment information
- Maintain and update company and contact information, business numbers, and authorization records
- Monitor account activity and audit logs for unauthorized access
- Revoke or change delegated authorities when staff change
- Protect confidentiality of credentials and taxpayer information, follow established security practices i.e. unique logons, multi-factor authentication
- Act within the scope of legal authority and any written authorizations
- Keep accurate records of filings, authorizations and communications with CRA
- Promptly respond to CRA requests and deadlines
- Limit access rights to the minimum necessary
- Inform the CRA of staff changes that affect access/authority

These are clearly task oriented responsibilities and not governance type roles.

Delegating the Canada Revenue Agency (CRA) account administration to staff will:

- **Improve operational efficiency** by allowing staff responsible for finance and administration to directly manage CRA interactions
- **Strengthen accountability** by aligning authority with those performing the work
- **Reduce risk** associated with changes in Board membership and staffing changes
- **Ensure continuity** in compliance, filings, and correspondence with CRA

This approach reflects standard governance practice, where the Board focuses on oversight with operation authority is delegated appropriately to management and staff.

It is proposed that:

- All Board members be removed as CRA account administrators and authorize representatives; and
- The following staff positions be authorized as CRA account administrators:
 - General Manager of Corporate Administration - Corporate Officer
 - General Manager of Financial Administration - Chief Financial Officer
 - Manager of Financial Services
 - Accountant

Specific individuals that hold these roles will be registered with CRA through the appropriate authorization process. While only one staff person will act as the primary administrator, four positions are recommended to ensure that there is some redundancy to cover vacations etc.

OPTIONS

Option 1

That the Board approve that the authority to administer the qathet Regional District's Canada Revenue Agency accounts be delegated to designated staff positions.

A potential motion for this option might be:

THAT the Committee recommend to the Board that the Board delegate authority to the General Manager of Corporate Administration - Corporate Officer, General Manager of Financial Administration - Chief Financial Officer, Manager of Financial Services and Accountant, to administer the qathet Regional District's Canada Revenue Agency accounts; and

THAT the Board members be removed as administrators on the qathet Regional District's Canada Revenue Agency accounts.

Option 2

That the Board deny the request to delegate authority to administer the qathet Regional District's Canada Revenue Agency accounts to designated staff positions.

FINANCIAL IMPACT

There are no direct financial implications associated with this change.

PUBLIC AND/OR STAKEHOLDER ENGAGEMENT REQUIRED OR PERFORMED

Not applicable.

Approved By:

Linda Greenan, General Manager of Financial Administration
Al Radke, Chief Administrative Officer

Status:

Approved - 30 Jun 2026
Approved - 30 Jun 2026

REQUEST FOR DECISION REPORT

TO: Committee of the Whole

FROM: Ryan Thoms, General Manager of Emergency Services

IN COLLABORATION WITH:

SUBJECT: Policy Update Emergency Operations Overtime Allowance for Exempt Staff

ACTION/RECOMMENDATION

THAT the Committee recommend to the Board that the Board adopt the amended Policy 5.5.2 Emergency Operations Overtime Allowance for Exempt Staff

PURPOSE/SUMMARY

To consider amendments for Policy 5.5.2 Emergency Operations Overtime Allowance for Exempt Staff

BACKGROUND

On May 23, 2013, the Board of the qathet Regional District adopted Policy 5.5.2 Emergency Operations Overtime Allowance for Exempt Staff. The rationale for adopting the policy was to minimize concerns that exempt staff might accumulate a significant amount of lieu time should they be required to work numerous additional hours in the qRD's Emergency Operations Centre. At that point in time there were stories of local governments that had gone through extensive EOC activations and then upon arriving at the end of the emergency the local governments then lost many of their exempt staff for extended periods as they took time off by using their accumulated banked time.

The other very important issue to mitigate risk to the organization is that staff overtime incurred during an EOC activation is a recognized expense the Province will reimburse. However the Province is unable to and will not reimburse lieu time. This means that without an Emergency Operations Overtime policy in place, any activated emergency overtime accumulated would be borne at the expense of local taxpayers. It was understood at the time of adopting Policy 5.5.2 that the provincial staff assessing an overtime reimbursement request would verify to see if the local government had a policy in place to pay out exempt staff for overtime incurred due to emergency management

duties. There were also confirmed stories floating around the emergency community where local governments had submitted staff overtime expenses and were denied. On at least one occasion under our current Policy, expenses have been submitted and the Province has requested validation that we had a relevant policy in place before they honoured our claim.

On April 1, 2026, new Financial Assistance Standards from the Province of BC's Emergency Management and Climate Readiness (EMCR) came into effect. EOC overtime remains an eligible reimbursable expense within the new Financial Standards however EMCR has indicated it would decline reimbursement if local government policies specifically target EMCR eligible emergency events.

The current qRD Policy 5.5.2 specifically states the policy is to be in effect during emergency management duties which have been assigned a provincial task number. In its current format qRD Policy 5.5.2 is likely to result in the Province declining reimbursement for exempt staff overtime costs.

STRATEGIC PLAN:

Organizational Excellence

TYPE OF DECISION

Directive Decision

HEALTH & SAFETY IMPACT/RELATIONSHIP

None

LEGISLATIVE, REGULATORY, BYLAW OR POLICY IMPACT/RELATIONSHIP

The BC Emergency and Disaster Management Act (EDMA), requires local authorities to develop emergency response and recovery plans for potential emergencies and disasters.

Policy 5.5.2 was developed in order to minimize potential financial risks to the qRD while performing its response requirements under the provincial Act.

DISCUSSION/ANALYSIS

The proposed amended Policy 5.5.2 attached to this report is recommended to ensure the qRD maintains eligibility for reimbursement from the Province for exempt staff overtime during emergency management duties. References to provincial task numbers have been removed.

While the recommended policy will no longer specify provincial reimbursement it should be understood that qRD staff, as part of their ongoing EOC training are trained to request a provincial task number for any EOC activation and qRD staff are trained to always submit eligible costs to EMCR for provincial reimbursement in order to minimize the impacts of major emergency events on the local tax base. To date the qRD has never activated its EOC without requesting and receiving a provincial task number.

The current 2026 Financial Assistance Standards states, in relation to overtime wages that the following are eligible for provincial reimbursement:

- *Overtime wages paid for employees performing work directly related to response activities during the response period.*
 - *Must include timesheet signed by EOC director / official.*
 - *Overtime wages must be paid out.*

The current 2026 Financial Assistance Standards states the following are ineligible for reimbursement:

- *Overtime wages unrelated to response activities*
- *Banked overtime not paid out.*
- *Overtime pay policies specifically to be in effect only during EMCR response eligible events.*

FINANCIAL IMPACT

The financial impact of exempt staff emergency management overtime is potentially very onerous should the qRD activate its EOC for a longer duration event. Many communities across BC have in recent years activated their EOCs in some instances for several weeks in support of their response to large fires, floods, and other major emergency events.

PUBLIC AND/OR STAKEHOLDER ENGAGEMENT REQUIRED OR PERFORMED

qRD staff have engaged with EMCR staff regarding the current Financial Assistance Standards.

CONCLUSION

The current qRD Policy 5.5.2 is not compliant with the province's 2026 Financial Assistance Standards thereby potentially exposing the qRD to being deemed ineligible for provincial reimbursement of exempt staff overtime during otherwise eligible events. The proposed amended policy removes the offending references in order to maintain reimbursement eligibility. Ensuring qRD policies are compliant with current provincial Financial Assistance Standards will best position the qRD to minimize local costs for its emergency management responsibilities.

ATTACHMENTS

[5.5.2 DRAFT](#)

Approved By:

Ryan Thoms, General Manager of Emergency Services
Al Radke, Chief Administrative Officer

Status:

Approved - 29 Jun 2026
Approved - 30 Jun 2026



SECTION 5.5	INDIVIDUAL SERVICE
POLICY	5.5.2
SUBJECT	EMERGENCY OPERATIONS OVERTIME ALLOWANCE FOR EXEMPT STAFF
ADOPTED	XXXX

POLICY STATEMENT:

In an effort to mitigate or minimize lost regular corporate productivity and hard dollars or unrecoverable wage compensation during the aftermath of an emergency / disaster, it shall be the policy of the qathet Regional District to allow exempt staff to be eligible for and paid for overtime incurred during emergency operations.

PURPOSE:

To allow qathet Regional District exempt staff to submit overtime claims for time incurred during emergency operations.

SCOPE:

This policy will apply to all exempt staff of the qathet Regional District.

POLICY/GUIDELINES:

Prior to any overtime claims and payments for exempt staff being eligible, a bona fide emergency must be declared within the qathet Regional District.

RESPONSIBILITY/AUTHORITY TO ACT:

Staff authorized to act under this policy are the Chair, Chief Administrative Officer and General Manager of Emergency Services.

PROCEDURES:

1. An emergency event occurs, or is forecasted, that is beyond the capacity of site level emergency response.
2. The General Manager of Emergency Services or Chief Administrative Officer would then assign staff to perform their emergency site support / Emergency Operations Centre (EOC) duties as required.

3. The EOC Director would confirm and sign off on the overtime hours worked by exempt staff.
4. qathet Regional District exempt staff would be paid out immediately on the next available payroll disbursement.

DRAFT

From: [President, BCNU](#)
To: [President, BCNU](#)
Subject: Tell us how your local government is supporting BC nurses
Sent: 6/18/2026 2:27:19 PM

Follow Up Flag: Follow up
Flag Status: Completed

⚠CAUTION: This email originated from an external sender. Verify the source before responding to the email or opening links or attachments. ⚠

To all BC local governments,

The annual BC Nurses' Union Health Care Champion award shines a spotlight on local governments that have taken significant actions to support nurses in our province. Each year we recognize one local government that has supported our efforts to provide the high-quality health care every community deserves. The second annual award will be presented and announced to media this fall during the Union of BC Municipalities (UBCM) convention in Vancouver (Sept. 14 – 18).

The award recognizes the key role local governments can play in nurse retention and recruitment by making their communities more attractive to nurses. Nearly half of BC nurses are under 40, and over 90 percent are women, making local resources that help promote work/life balance essential. Particularly important are investments that make housing, childcare, transportation, and recreational opportunities more readily available and affordable.

The award also recognizes local governments that support nurses advocacy efforts when calling for provincial and federal government investments that help retain and recruit nurses. This includes supporting BCNU's [Ratios Save Lives](#) campaign and helping to educate the public about the importance of minimum nurse-to-patient ratios. Evidence shows that ratios not only save lives but also play a crucial role in improving nurse retention and recruitment by ensuring safer workloads and better working conditions.

Tell us how your local government is supporting nurses, and your local government could be the 2026 BCNU Health Care Champion. [Learn more and fill out the nomination form by July 31.](#)

Adriane Gear

President, BCNU
BC Nurses' Union

P: 604 433 2268 Ex. 2283 | 1 800 663 9991
F: 604 433 7945 | 1 888 284 2222
E: president@bcnu.org

4060 Regent Street | Burnaby, BC V5C 6P5

The BCNU head office in Burnaby is located on the traditional, ancestral and unceded territories of the [x̱məθḵʷəy̱əm \(Musqueam\)](#), [Sḵw̱w̱ú7mesh Úxwumixw \(Squamish\)](#) and [səḻiẖw̱ətaʔl \(Tsleil-Waututh\)](#) nations whose historical relationships to the land continue to this day.

Learn more about [BCNU's commitment to truth and reconciliation.](#)



This email is intended only for the person(s) to whom it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. Any other distribution, copying or disclosure is strictly prohibited. If you received this transmission in error, we apologize but we would appreciate you notifying the sender of this circumstance by replying to this email and deleting the original.



June 24, 2026

City launches public consultation process for Wildlife Attractant Bylaw

The City of Powell River is seeking public feedback on a draft Wildlife Attractant Bylaw, prior to bringing a recommended bylaw forward to Council for consideration. The deadline for receiving feedback is July 20, 2026.

Acknowledging that we live in a community where co-existence with nature and wildlife is an everyday occurrence, the bylaw is intended to reduce wildlife conflict while supporting responsible food security, composting, urban agriculture and waste diversion practices.

The draft bylaw offers mitigation strategies to deter wildlife through clear requirements of how to store wildlife attractants and collection carts. It is a first step to reducing risks to public safety, pets and livestock, agriculture activity, and property, while also reducing public nuisance complaints and preventing avoidable, human-caused loss of wildlife.

The draft bylaw offers a balanced approach, in that care has been taken to ensure wording of the bylaw allows for flexibility, to enable residents some latitude in compliance and to support sustainable land stewardship, while also providing Bylaw Enforcement staff with the tools to exercise appropriate discretion in seeking compliance.

The City is committed to listening to the feedback received, acknowledging concerns expressed by residents, and reporting back on what we heard and how public input influenced the recommended bylaw presented to Council.

Residents are encouraged to learn more and to complete the survey at the online information hub that has been created for the consultation process at www.participatepr.ca/wildlife-attractant-bylaw-public-consultation. Paper copies of the survey are also available at City Hall reception.

Key Dates:

- Survey opens on June 24, 2026
- Survey closes on July 20, 2026
- Public engagement summary report posted to online information hub in August 2026

Media Contact:

David Brindle | Communications Coordinator
City of Powell River | 604-223-7868 | dbrindle@powellriver.ca



Regional District of
Kootenay Boundary
June 26, 2026

Hon. Mike Farnworth
Minister of Transportation and Transit
Province of BC

by email: TT.Minister@gov.bc.ca

Dear Minister Farnworth:

Re: Communications with MoTT

I am writing on behalf of the Regional District of Kootenay Boundary to express our dissatisfaction and frustration over communications with your ministry.

MoTT plays an essential role in our rural and remote communities that are connected primarily through roads, for which you are responsible.

As representatives of our constituents, we want to ensure that our residents' needs and concerns are relayed and heard. Unfortunately, our experience has been that our communications often go unheeded. While we recognize that not all requests can be actioned or realized, we believe that meaningful dialogue can often lead to constructive outcomes.

We have fostered and appreciated good relationships with local Ministry staff over the years and are grateful for their assistance.

Over the past few years, MoTT has provided Active Transportation funding for projects in both Christina Lake and the Greater Trail area. We have enquired about the ministry's capital plans and priorities so that we might collaborate on such projects of mutual interest. By conferring and collaborating, we can be partners who can work together to better serve all our residents. To that end, we would appreciate meeting with you to discuss how we can move forward on shared concerns. A meeting can be arranged through our corporate officer, Anitra Winje, at 250.231.4748 or awinje@rdkb.com.

Sincerely,

Grace McGregor, Chair
Regional District of Kootenay Boundary

cc: Heather Wood, Deputy Minister, Ministry of Transportation and Transit
BC regional Districts

From: Stephan Hoppe <[REDACTED]>
Sent: Monday, June 22, 2026 3:08 PM
To: Randene.Neill.MLA@leg.bc.ca
Cc: info@powellriver.ca; qRD Administration; reporter@prpeak.com
Subject: Concerns Regarding the New BC Ferries Reservation System
Attachments: Concerns Regarding the New Reservation Allocation on the Powell River–Comox Route.pdf

⚠ CAUTION: This email originated from an external sender. Verify the source before responding to the email or opening links or attachments. ⚠

Dear MLA Neill,

I am a resident of Powell River and would like to bring to your attention concerns regarding BC Ferries' recent decision to make approximately 85% of vehicle capacity on the Westview–Comox route available through reservations.

I have attached a letter outlining my concerns and respectfully request that the Province review the impact of this change on ferry-dependent communities such as Powell River.

Thank you for your time and consideration. I would appreciate any information regarding what analysis was conducted on the impact of this policy on residents who rely on the route for work, medical appointments, education, business travel, and emergencies.

Sincerely,

Stephan Hoppe

[REDACTED]
Powell River, BC [REDACTED]

Stephan Hoppe

[REDACTED]
Powell River, BC [REDACTED]

Email: [REDACTED]

Phone: [REDACTED]

June 22, 2026

BC Ferries

Attention: Customer Relations

Suite 500-1321 Blanshard Street

Victoria, BC V8W 0B7

Subject: Concerns Regarding the New Reservation Allocation on the Powell River – Comox Route

To Whom It May Concern,

I am writing as a resident of Powell River regarding the recent change to the reservation system on the Powell River (Westview) – Comox route, where approximately 85% of vehicle capacity is now available through reservations and only 15% remains available on a first-come, first-served basis.

I understand and appreciate that BC Ferries is attempting to improve customer service and provide greater certainty for travelers. For many passengers, the ability to reserve a sailing in advance is a welcome convenience.

However, I believe the impact on ferry-dependent communities such as Powell River has not been fully considered.

Unlike many ferry routes that primarily serve tourism or recreational travel, the Powell River – Comox route is a critical transportation link. For residents, it functions as part of our highway network. We rely on it for medical appointments, business travel, education, family emergencies, government services, and everyday life.

If the Province announced tomorrow that 85% of the lanes on Highway 1 between Vancouver and the Fraser Valley would only be available to drivers who reserved access in advance, there would be immediate public backlash. Most British Columbians would view

such a policy as an unreasonable restriction on their ability to travel freely within the province.

Yet this is effectively what ferry-dependent communities are being asked to accept. By allocating approximately 85% of vehicle capacity to reservations, spontaneous travel becomes significantly more difficult for residents who rely on this route as essential transportation infrastructure rather than a discretionary travel service.

The concern is not the existence of reservations. The concern is the amount of capacity that has been shifted into the reservation system.

With only 15% of vehicle space available for travelers without reservations, residents may find themselves unable to leave the community on short notice. This can create serious challenges when travel is required unexpectedly.

Examples include:

- A parent needing to travel urgently because a child attending university experiences a medical emergency.
- A resident needing to attend a last-minute specialist appointment.
- A business owner needing to attend an unexpected customer meeting or respond to an urgent situation.
- A family needing to travel due to illness, injury, or a family emergency.

By definition, these situations cannot be planned weeks in advance.

The current system also places significant risk on the traveler. A resident may reserve a sailing and leave home with plenty of time, only to experience a flat tire, vehicle breakdown, traffic incident, or road closure. Missing the reservation may result in penalties while the remaining sailings are already fully booked, potentially forcing an overnight stay and additional expenses.

This concern is particularly important for residents of Powell River because alternatives are limited. Missing a ferry is not comparable to missing a bus or choosing a different route. In some circumstances, it can effectively prevent a person from reaching their destination until the following day.

Another concern is accessibility.

Not all residents are comfortable using online reservation systems. Seniors, residents with limited internet access, and those who do not regularly use smartphones or computers may find themselves at a disadvantage compared to travelers who are able to reserve weeks in advance.

A transportation service that functions as a community lifeline should remain accessible to all residents, regardless of age, technical ability, or internet access. During peak summer months, this may result in vulnerable residents being left waiting for extended periods in hot weather conditions, creating unnecessary stress and potential health concerns.

The policy may also have unintended economic consequences. Local businesses rely on the ability to travel on short notice for customer meetings, training, equipment purchases, service calls, and business opportunities. Reduced transportation flexibility can create barriers for economic activity in already isolated communities.

If demand on the route has increased, I respectfully suggest that the long-term solution should focus on increasing capacity rather than restricting access to existing capacity.

When a highway experiences increased traffic, governments generally respond by improving capacity. They do not typically restrict access to the majority of available lanes. If demand on the Powell River – Comox route has increased, additional sailings, larger vessels, or seasonal capacity enhancements should be considered as part of the solution.

I would ask BC Ferries to publicly review and report on:

- The number of vehicles left behind before and after implementation of the new system.
- The utilization of the 15% first-come, first-served allocation.
- The impact on residents of ferry-dependent communities.
- The impact on seniors and those with limited access to digital services.
- The impact on local businesses.
- Whether adjustments should be made to ensure reasonable access remains available for local travelers.

The residents of Powell River understand the need for operational improvements. However, those improvements should not come at the cost of reducing transportation access for the communities that depend on these ferries as essential infrastructure.

Reservations should enhance service, not limit the ability of residents to travel when life requires it.

Thank you for your consideration.

Sincerely,

Stephan Hoppe



THE CORPORATION OF THE DISTRICT OF OAK BAY
MUNICIPAL HALL – 2167 OAK BAY AVENUE – VICTORIA, BC V8R 1G2
PHONE 250-598-3311 FAX 250-598-9108 WEBSITE www.oakbay.ca

OFFICE OF THE MAYOR

Via email: ECS.Minister@gov.bc.ca

June 30, 2026

Honourable Adrian Dix, MLA
Ministry of Energy and Climate Solutions
PO Box 9060 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Dix:

Re: Local Government Climate Action Program (LGCAP) Funding

At the Oak Bay Council Meeting held June 8, 2026, Council resolved:

That Council direct the Mayor to send a letter to the Province and local MLAs outlining the need for continued Local Government Climate Action Program funding and share this letter with the Capital Regional District Board of Directors and other BC municipal elected officials.

For more than a decade, the Province has supported local climate initiatives through grant funding to communities across British Columbia. The Local Government Climate Action Program (LGCAP), the current form of this support, provides local governments and Modern Treaty Nations with funding, guidance, and direct support to implement effective climate actions across B.C.

This funding supports timely local climate action that reduces greenhouse gas (GHG) emissions, prepares communities for the impacts of a changing climate and creates new opportunities for people in the clean economy.

Eligible expenditures can include, but are not limited to:

- Investments to improve energy efficiency and investing in climate infrastructure
- Matching funds to leverage funding from the federal government or other parties
- Staffing and contracts
- Risk assessments, communications and engagement

These funds have been a critical and reliable funding source of support that the District and most other local governments have relied on to implement climate solutions, support staff expertise, deliver programs, and leverage additional grant funding from other organizations.

In February 2026, the Provincial Government released the 2026/27–2028/29 Service Plan for the Ministry of Energy and Climate Solutions. The plan does not include funding for the continuation of the Local Government Climate Action Program (LGCAP); however, to date, no final decision or direction has been communicated publicly by the Province.

Oak Bay Council would like to advocate for the continued funding of LGCAP and its inclusion in the 2026/27- 2028/29 Service Plan as the loss of Provincial LGCAP funding would be detrimental to the District's ability (and the ability of all local governments) to continue developing and implementing our climate action program.

Thank you for your time and consideration and we look forward to your response.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin Murdoch".

Kevin Murdoch, Mayor
District of Oak Bay

- c. *Hon. Diana Gibson, MLA Oak Bay-Gordon Head*
- Hon. Grace Lore, MLA Victoria-Beacon Hill*
- Hon. Lana Popham, MLA Saanich South*
- Hon. Nina Krieger, MLA Victoria-Swan Lake*
- Hon. Ravi Parmar, MLA Langford-Highlands*
- Darlene Rotchford, MLA Esquimalt-Colwood*
- Rob Botterell, MLA Saanich North and the Islands*
- Capital Regional Board of Directors*
- BC Municipalities – Elected Officials*