



TOWN OF SIDNEY Regular Council Meeting

Monday, June 22, 2026

Town Hall Council Chambers, 2440 Sidney Avenue

6:00 PM

Meeting broadcast [LIVE](#), recorded and posted on the Town's website.

www.sidney.ca



Members of the public may participate in-person or electronically (via Zoom) under Public Participation Period. If you wish to participate via Zoom please **register in advance** by contacting the Administration Department by phone at 250-656-1139 or by email at admin@sidney.ca prior to 12:00 noon on the day of the meeting.

A G E N D A

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| 1. CALL TO ORDER | |
| 2. TERRITORIAL ACKNOWLEDGEMENT | |
| 3. APPROVAL OF AGENDA | |
| a. <i>Recommendation: that the agenda be approved.</i> | 7 - 8 |
| LATE ITEM - 15.7 - scaffolding on Beacon Avenue | |
| 4. APPROVAL OF MINUTES | |
| a. Regular Council Meeting - June 8, 2026 | 9 - 18 |
| <i>Recommendation: that the minutes be approved.</i> | |
| 4a-Council Minutes - June 8 2026 | |
| 5. RISE & REPORT FROM IN-CAMERA MINUTES (for information only) | |
| 6. BUSINESS NOT COMPLETED AT A PREVIOUS MEETING | |
| 7. PUBLIC PARTICIPATION OPPORTUNITIES | |
| A. PUBLIC PARTICIPATION PERIOD (maximum 20 minutes) | |
| B. SPECIAL PUBLIC PARTICIPATION | |
| 1. 2025 Annual Municipal Report | 19 - 112 |
| Report from L. Judson, Manager of Communications, dated June 22, 2026. | |
| - No written submissions received, as of June 16. | |
| 7B1-2025 Annual Municipal Report | |
| <i>Recommendation: that the report be approved as presented.</i> | |
| C. PUBLIC HEARINGS | |
| D. PRESENTATIONS / PETITIONS & DELEGATIONS | |
| 1. ArtSea 2025 Annual Report | 113 - 148 |
| - presentation by Hope Hilliard, President of ArtSea Community Arts Council. | |
| 7D1-ArtSea 2025 Annual Report | |

2. **Sails & Sagas Special Events Permit** 149 - 158
 - presentation by Alison Spokes, Four Wands Faerie Events
[7D2-Sails & Sagas - Special Events Permit](#)
Recommendation:
1. *That the Sails & Sagas event to be held in Iroquois Park on August 29-30, 2026 be designated to be of municipal significance.*
 2. *That staff be directed to send a letter to the event organizer advising them of the event designation.*
3. **Temporary Use Permit Application No. TEM00003 (9691 Fourth Street, St Andrew Anglican Church)** 159 - 164
 (To allow for the operation of an Extreme Weather Response Shelter.)
 - presentation by Kelly Duncan, St. Andrew Anglican Church)
(see report - item 9a)
[7D3-St. Andrew Church - EWRS](#)
8. **BYLAWS**
- a. **Bylaw No. 2318 - Streets & Traffic, Amendment No. 5** 165 - 170
 (To establish roads with maximum speed of 20km/h and 30km/h, lanes with maximum speed of 20km/h and authorize the Municipal Engineer to establish school and playground zones).
Recommendation: *that the bylaw be adopted.*
[8a-Bylaw 2318 - Streets & Traffic, Amend 5](#)
- b. **Bylaw No. 2319 - Land Use Procedures, Amendment No. 7** 171 - 172
 (To expand Temporary Use Permit procedures and remove application form to allow administrative updates.)
Recommendation: *that the bylaw be adopted.*
[8b-Bylaw 2319- Land Use, Amend 7](#)
9. **DEVELOPMENT PERMITS & DEVELOPMENT VARIANCE PERMITS**
- a. **Temporary Use Permit Application No. TEM00003 (9691 Fourth Street, St. Andrew Anglican Church)** 173 - 190
 (To allow operation of an Extreme Weather Response Shelter.)
 Report from A. Verhagen, Director of Development Services, dated June 22, 2026.
Recommendation:
1. *That owners and tenants in occupation of property within 75 metres (246 feet) of 9686 Third Street be notified regarding Temporary Use Permit No. TEM00003 (to allow an Extreme Weather Response Shelter as a permitted use on the property for a maximum of three years), and that staff be directed to advertise consideration of Temporary Use Permit No. TEM00003 in two consecutive issues of the Peninsula News Review, and that any written correspondence received be forwarded to Council at the time of consideration of approval of the permit;*
 2. *That the following conditions of approval be applied to Temporary Use Permit No. TEM00003:*
 - a. *the permit be effective from October 15, 2026 to April 15, 2027 and the following two years for the same*

- operational periods; and*
- b. *the location of the Extreme Weather Response Shelter is within the meeting hall at 9691 Fourth Street (civic address) within St. Andrew's Anglican Church on the property at 9686 Third.*

[9a-TEM00003 - 9691 Fourth St - St. Andrew Church](#)

- b. **Development Variance Permit Application No. DV100390 (9522 Lochside Drive)** 191 - 192
- (To allow a longer extension to the Preliminary Letter of Approval for the subdivision application, and defer off-site improvements for proposed Lot 2 until the time of development on Lot 2.)
- No written submissions received, as of June 16.
- Recommendation:** *that the DVP be approved, subject to the conditions as per Council Resolution No. 2026.16.289.*

[9b-DVP - 9522 Lochside Drive](#)

10. **MAYOR'S REPORT**

11. **COUNCILLORS' REPORTS**

- a. **Councillor S. Duck** - verbal report from CRD Climate Action Task Force
- b. **Councillor R. Novek** - verbal report from Vancouver Island Regional Library

12. **COMMITTEE REPORTS**

13. **STAFF REPORTS**

- a. **Parks & Amenity Contributions for Zoning Amendment Application No. RZ100110 (9972 Third Street)** 193 - 206
- (To construct a 4-storey, residential building.)
- Report from A. Verhagen, Director of Development Services, dated June 22, 2026.
- Recommendation:**
1. *That having considered the appropriate persons, public authorities and organizations that will be affected by the proposed zoning bylaw, staff be directed to prepare and send a letter inviting comment from the applicant, and that any feedback be provided to Council at the time of consideration of the bylaw.*
 2. *That, in addition to resolution 2026.18.197 made by Council on April 13, 2026, as a condition of approval of Zoning Amendment Application No. RZ100110 (to amend the zoning designation of the property at 9972 Third Street in order to allow for the development of a 4 storey multi-unit residential development), the property owner shall, prior to issuance of Building Permit:*
 - a. *Pay a parkland acquisition contribution of \$23.50 per square metre of gross floor area of the building, less any floor area exemptions permitted in Section 5.1.11 of the Zoning Bylaw and less the required Parks DCC amount payable;*
 - b. *Pay an amenity contribution based on the increase in floor area ratio calculated from the base density permitted by the RM7 zone.*

- [13a- Parks & Amenity Contributions - RZ10011009972 Third St](#)
- b. **Permissive Tax Exemption Renewal Request - Rest Haven Lodge** 207 - 228
 Report from A. Hicik, Director of Finance, dated June 22, 2026.
*Recommendation: That the property tax exemption for Rest Haven Lodge be renewed for either two **OR** eight additional years.*
[13b-Permissive Tax Exemption Renewal - Rest Haven Lodge](#)
- c. **Royal Canadian Legion Legacy Project** 229 - 234
 Report from B. Robinson, Manager of Public Works & Parks, dated June 22, 2026.
Recommendation:
 1. *That the legacy project request from the Royal Canadian Legion, Saanich Peninsula Branch 37, for the installation of a commemorative plaque, memorial bench and area landscaping along the walkway to the Sidney / North Saanich Library be approved; and*
 2. *That the Legion's contribution of \$7,500 be accepted and these works be included within the the existing capital project to improve the Library's pathway lighting and landscaping.*
[13c-Royal Canadian Legion Legacy Project](#)
- d. **Lease Renewal - Vancouver Island Regional Library** 235 - 250
 Report from A. Hicik, Director of Finance, dated June 22, 2026.
Recommendation: That the 10-year Lease between the Town and the Vancouver Island Regional Library (VIRL) be approved, subject to a notice being published in the newspaper.
[13d-Lease Renewal - Library](#)
- e. **Amendments to Policy DV-005 - Planning Procedures** 251 - 286
 Report from A. Verhagen, Director of Development Services, dated June 22, 2026
Recommendation: that Policy DV-005 - Planning Procedures be approved as amended.
[13e-Amendments to Policy DV-005- Planning Procedures](#)
- f. **2025 Statement of Financial Information** 287 - 334
 Report from A. Hicik, Director of Finance, dated June 22, 2026.
Recommendation: That Council approves the Statement of Financial Information for the Town of Sidney for the year ended December 31, 2025.
[13f-2025 SOFI](#)
- g. **Monthly Building Permit Report - May 2026** 335 - 338
 (No recommendation; for information.)
[13g-Monthly BP Report - May 2026](#)
14. **CORRESPONDENCE**
15. **CORRESPONDENCE FOR INFORMATION**
1. Letter from R. Earle, regarding redevelopment at 9972 Third Street, dated June 4, 2026. 339 - 346
[15.1-Letter - redevelopment of 9972 Third Street](#)
2. Email from D. Hoover, regarding the Bowerbank roadway, dated 347 - 348

15.7

From: Amanda Coe [REDACTED]
Sent: Friday, June 19, 2026 9:54 AM
To: admin
Subject: Follow-Up Regarding Request to Contact Landlord About Roof Repair Project

You don't often get email from [REDACTED] [learn why this is important](#)

Dear Mayor and Council Members,

I am writing to follow up on my previous request that the Mayor or members of Council reach out to our landlord, Post Investments Ltd. (c/o Equitex Realty & Management, 250-386-6071), to kindly ask them to consider postponing the planned scaffolding installation and roof repair work on the Olde Post Office Building on Beacon Avenue until late August or early September.

Could you please advise whether anyone has contacted our landlord, Equitex Realty & Management, or Richmond Properties, the strata management company overseeing this project?

If it would be helpful, I would be pleased to provide contact information for the responsible parties.

Thank you for your time and consideration. I look forward to hearing from you.

Thank you,

Amanda Coe
 Scoop and Waffle
 2423 Beacon Ave, Unit 106, Sidney, BC
 Cell Phone: [REDACTED]

| | |
|----------------|--------------|
| File No. | |
| Mayor | |
| Councillor(s) | |
| Agenda | ✓ |
| CAO | |
| Administration | |
| Finance | |
| IT | |
| Dev Services | ✓ |
| Engineering | ✓ |
| Parks | |
| Public Works | |
| Fire Dept | |
| RCMP | |
| Comments: | FOR RESPONSE |

From: admin
Subject: FW: For response: Follow-Up Regarding Request to Contact Landlord About Roof Repair Project

From: Brian Murphy <bmurphy@sidney.ca>
Sent: Monday, June 22, 2026 3:15 PM
To: [REDACTED]
Cc: admin <admin@sidney.ca>
Subject: RE: For response: Follow-Up Regarding Request to Contact Landlord About Roof Repair Project

Dear Amanda Coe:

As outlined in our previous response following Council's review on June 2, 2026, Town staff are not able to intervene between private parties in matters relating to building maintenance and repair on private property. While staff remain sympathetic to the disruption this work may cause to tenants and businesses at this location, there are no grounds for the Town to direct or request that the property owner or contractor adjust the timing of the project.

Accordingly, no contact has been made by the Town with the landlord or property management representatives in relation to your request.

A copy of your message and this response will be placed on an upcoming Council agenda for Council review and information.

Regards,
Brian Murphy

Brian Murphy, Director of Engineering
Town of Sidney
2440 Sidney Avenue, Sidney, BC V8L 1Y7
SETINES – W_SÁNEC Territory
250-656-1184
sidney.ca





TOWN OF SIDNEY
Minutes of Regular Council Meeting
Monday, June 8, 2026
 Town Hall Council Chambers, 2440 Sidney Avenue
6:00 PM

PRESENT: Mayor C. McNeil-Smith
 Councillor S. Duck
 Councillor S. Duncan
 Councillor S. Garnett
 Councillor R. Novek
 Councillor T. O'Keeffe
 Councillor C. Rintoul

STAFF: L. Edwards, Chief Administrative Officer
 A. Hicik, Director of Finance (*electronically*)
 B. Murphy, Director of Engineering
 A. Verhagen, Director of Development Services
 C. Newcomb, Director of Community Planning
 L. Judson, Manager of Communications
 S. Nelson, Corporate Officer

1. CALL TO ORDER

The Mayor called the meeting to order at 6:00 p.m.

2. TERRITORIAL ACKNOWLEDGEMENT

The Mayor respectfully acknowledged that this evening's meeting is being held on the traditional territory of WSÁNEĆ First Nations - STÁ,UTW_ (Tsawout), WJOŁŁP (Tsartlip), WSÍKEM (Tseycum), BOKEĆEN (Pauquachin), and MÁLEXEŁ (Malahat) First Nations.

3. APPROVAL OF AGENDA

2026.16.268 Moved by Councillor S. Duck, seconded by Councillor R. Novek, that the agenda be approved with the following amendments:

1. additions to item 7C1 - 13 emails and letters for public hearing;
2. move item 7D1 to after item 7B; and
3. addition of Mayor's Report regarding Access Awareness Day.

MOTION CARRIED UNANIMOUSLY

4. APPROVAL OF MINUTES

a. Regular Council Meeting - May 25, 2026

2026.16.269 Moved by Councillor S. Duck, seconded by Councillor R. Novek, that Minutes of the Regular Council Meeting of May 25, 2026, be approved.

MOTION CARRIED UNANIMOUSLY

5. RISE & REPORT FROM IN-CAMERA MINUTES (for information only)

6. BUSINESS NOT COMPLETED AT A PREVIOUS MEETING

7. PUBLIC PARTICIPATION OPPORTUNITIES

A. PUBLIC PARTICIPATION PERIOD (maximum 20 minutes)

1. **B. Earle, Fourth Street** - advised attended a public information session on May 29 regarding Highstreet's proposal for 9972 Third Street and would liked to speak on behalf of fellow citizens who share similar concerns: 1. traffic study -

based on board traffic data and fails to capture specific traffic patterns, peak time pressures and daily real world occurrence; on-street residential parking is extremely difficult to enforce and its unclear who will bear roadway improvement costs; 2. design - it prioritizes maximum density and infrastructure over long term liveability; original intent of low-cost, family oriented housing has largely disappeared; new development should enhance community not strain it; smart density requires soft integration with surrounding neighborhood, respect for exiting conditions and commitment to quality of life; 3. Monterey Cypress trees - are at significant risk; they are not obstacles but part of Sidney's natural character; should not try to maximize density on a site that can't reasonable support it; Highstreet, with modern AI tools, has failed to produce a feasible plan; suggested Council engage an independent engineering firm to review this proposal and to provide alternative layouts, traffic solutions, environmental impacts and overall feasibility; and requested Council's reconsideration of the design and to refer it back to the Advisory Planning Commission.

Public Participation Period closed at 6:11 p.m.

B. SPECIAL PUBLIC PARTICIPATION

D. PRESENTATIONS / PETITIONS & DELEGATIONS

1. Request for Support for Legacy Project

(To request approval for installation of a commemorative plaque, memorial bench and trees in a prominent public location within Sidney.)

Mr. Kenny Podmore, Centennial Chair for Royal Canadian Legion, Saanich Peninsula Branch, advised that the Legion, for its 100th year anniversary, would like to create a lasting and meaningful tribute in Sidney, the home of the branch. He advised the Legion is seeking support and authorization for Town staff to work with the Legion on design, location, landscaping, etc., for the installation of a commemorative centennial plaque, accompanied possibly by a memorial tree and bench, in a public location. He advised the Legion has applied for grant funding for the plaque and are prepared to pay any remaining costs to complete it. Mr. Podmore advised they have also budgeted to help offset installation costs and are open to any recommendations from the Town.

2026.16.270 Moved by Councillor S. Garnett, seconded by Councillor S. Duck, that the letter from the Royal Canadian Legion, Saanich Peninsula Branch 37, dated June 1, 2026, requesting support for the Legion's Legacy Project to install a commemorative plaque, memorial bench and trees at a prominent public location within Sidney as part of their 2026 Centennial, be referred to staff for a report back to Council.

MOTION CARRIED UNANIMOUSLY

C. PUBLIC HEARINGS

The Mayor noted the rules of the procedure for public hearing. The Corporate Officer read the notice for the public hearing.

1. Bylaw No. 2315 - Official Community Plan, Amend. No. 2

(To establish a new Tenant Protection Development Permit Area, expand the areas where Temporary Use Permits may be issued, align height limits across residential areas, and make additional minor amendments.)

(see item Bylaw - item 8a)

The following written submission(s) were received:

1. Email from T. Illing, Second Street, dated May 7, 2026
2. Email from G. Aitken, Second Street, dated May 8, 2026
3. Email from P. Hirsch, Second Street, dated May 23, 2026
4. Email from M. Gagnon, dated June 1, 2026
5. Letter from G. Gervais, Amelia Avenue, dated June 3, 2026
6. Email from K. Bellis, dated June 2, 2026

7. Email from K. Snedden, dated June 4, 2026
8. Letter from McCarthy Tetrault, dated June 4, 2026
9. Email from A. Gardner, Second Street, dated June 4, 2026
10. Letter from Landlord BC, dated June 5, 2026
11. Emails (2) from M. & J. Huminuik, Second Street, dated June 5 & June 7, 2026
12. Email from D. Bateman, Second Street, dated June 5, 2026
13. Letter from Rema Developments Ltd., dated June 7, 2026
14. Letter from Chuck Brook Real Estate Advisory Inc., dated June 8, 2026
15. Email from Starlight Investments, dated June 8, 2026
16. Letter from P. Hollemans, Second Street, dated June 8, 2026

The following verbal submission(s) were received:

1. **A. O'Neil (family owners of the Georgia Manner)** (*via Zoom*) - stated their property is 100% rental and has provided consistent, stable and well managed rental housing for decades and is one of the 8 buildings in the tenant protection area; how can owners be expected to comply with the policies/bylaw without releasing full details of procedures, costs, obligations, etc., - this creates great uncertainty; concerned of the absence of meaningful consultation with property owners and have not encountered a situation where significant regulatory changes are being proposed without clarity or transparency; family shares Council objective of preserving and expanding rental housing supply, however it's the process; redevelopment of aging rental buildings is an extremely capital intensive undertaking and carries significant financial risk and without a clearly defined regulatory framework owners cannot reasonably consider the feasibility of redevelopment; this will discourage re-investment, defer maintenance or delay redevelopment; do not support the amendment when scope and obligations remain undefined; requested Council to remove the tenant protection area from the OCP at this time and strongly encouraged Council to first release the completed policy package and tenant protection bylaw and undertake meaningful consultation with impacted owners before proceeding with any amendments.
2. **T. Champman, Second Street (on behalf of the Waterfront Apartments Tenants' Association)** - advised majority of residents have tenancies over 10 years and have written letters on this bylaw's impacts on the building and its tenants; and advised they have selected a spokesperson to speak in hopes to be allotted more time in lieu of all of them speaking.
3. **P. Hirsch, Second Street (on behalf of the Waterfront Apartments)** - renting has been a viable option to purchasing a property; recent corporate acquisition has left tenants in a vulnerable position with incentives to move out and maintenance at a bare minimum; tenants are mostly seniors, many on fixed incomes and are long-term residents/voters; we need elected officials to represent all of us particularly the most vulnerable; when tenant protection is being considered it is paramount tenants voices are heard; the current tenant policy is strong, but is not enforceable; an enhanced bylaw that is not exclusionary is vital; this bylaw creates two classes of renters - those protected and those not protected - somewhat discriminatory; 260 tenants may face displacement and yet not have legal entitlement to transparency, the informative process, alternative housing supports, etc.; this building is being excluded because of its age - too new to be protected and too old to be sustained - unfair, inequitable and deeply concerning; these are our homes and tenants anxiety is exacerbated with abbreviated notice and when your very existence is deemed irrelevant to an outside developer; most disheartening is renters are somehow not deserving of views, beach access, gardens, etc.; and requested Council to enact a bylaw to protect those of us vulnerable to housing insecurity and protect tenants.
4. **J. Huminuik, 9882 Second Street** - stated are long-time rental property owners, not a corporation and is one of the 8 properties in the affected area; adamantly disagrees with inclusion and the plan entirely as it places unfair burden on older rental properties; there are other avenues to increase rental stock - Town could purchase properties and build tiny homes, allow for carriage homes, basement suites, etc.; being a landlord is not a cash grab as rents are regulated and a lot

are long-time tenants; the burden on owners have increased and resulted in huge financial and negative impacts; there are broad protections under the BC Residential Tenancy Act then in other areas; the Town rezoned property to RM6-R placing a large potential loss on the property value and yet taxes do not reflect the change; invested in improvements to the building, but the government's cap on rentals makes it difficult to cover all of the increased costs; net profit is not huge and we want to take good care of it because we are proud of it; have put a halt on improvements as unaware of what the Town is moving forward with; and stated is discouraged with Council's approach on small properties and to reconsider direction and decide not to restrict some of the older properties.

5. **R. Bramley, owner of 9891 Resthaven Drive** - advised is one of the 8 properties in the proposed tenant protection area; expressed concerns regarding total lack of meaningful consultation with owners; major failure to penalizes and restricts property rights when the rules and financial liabilities are currently in development; tenants are paying below market rent and good landlords will be punished; there is already strict rent control and protection for tenants under provincial government; rents will continue to skyrocket with these stacking additional municipal costs; need to increase number of rental units, but there is zero incentive to invest with escalating development costs; owners pay considerable amount of taxes and deserve a transparent process and greater discussion; and asked Council to defer third reading until the draft tenant protection bylaw is fully drafted, publicly disclosed and evaluated alongside property owners in a collaborative consultation process.
6. **S. Waddington, Sidney** - urged Council to reject the proposed reduced scope of the bylaw and restore the comprehensive, equitable protections currently in the tenant assistance policy DV-016; is a former tenant that faced displacement which prompted advocating for the creation of a tenant protection bylaw; the existing policy applies broadly to all rental buildings with 3 or more units and does not discriminate based on zoning, building age or past renovations and could have been adopted as a bylaw; the proposed bylaw moves away from the recommendations in the report conducted by Wisser, which was undertaken by the Town and costly; the proposed bylaw excludes over 50% of rental buildings that contain 3 or more units and was decided before any public engagement; the additional criteria creates two groups of renters - those worthy of protection and those who are not - tenants were not given a fair opportunity to shape this bylaw; with Sidney's large demographics of seniors, the tenant protection could serve a particular need for seniors - where are we expecting people to go when they face displacement from their homes; and requested Council to reject the restricted bylaw and require an enforceable bylaw that mirrors the full scope of the existing tenant assistance policy.

The Mayor asked three times if there were any other submissions. There being none, the Public Hearing for Bylaw No. 1931 was official closed at 6:57 p.m.

D. PRESENTATIONS / PETITIONS & DELEGATIONS

1. Request for Support for Legacy Project

(Item moved to after item 7b.)

8. BYLAWS

a. Bylaw No. 2315 - Official Community Plan, Amendment No. 2

(To establish new Tenant Protection Development Permit Area, expand the areas where Temporary Use Permits may be issued, align height limits across residential areas, and make additional minor amendments.)

2026.16.271 Moved by Councillor S. Duck, seconded by Councillor R. Novek, that second reading of Bylaw No. 2315 - Official Community Plan, Amendment No. 2, be rescinded.

MOTION CARRIED UNANIMOUSLY

2026.16.272 Moved by Councillor S. Duck, seconded by Councillor C. Rintoul, that sections 11, 12, 13 & 14 of Bylaw No. 2315 - Official Community Plan, Amendment No. 2, be severed.
MOTION CARRIED UNANIMOUSLY

2026.16.273 Moved by Councillor S. Duck, seconded by Councillor R. Novek, that Bylaw 2315 - Official Community Plan, Amendment No. 2, be given second reading as amended.
MOTION CARRIED UNANIMOUSLY

2026.16.274 Moved by Councillor S. Duck, seconded by Councillor R. Novek, that Bylaw No. 2315 - Official Community Plan, Amendment No. 2, be given third reading.
MOTION CARRIED UNANIMOUSLY

2026.16.275 Moved by Councillor S. Duck, seconded by Councillor R. Novek, that Bylaw No. 2315 - Official Community Plan, Amendment No. 2, be adopted.
MOTION CARRIED UNANIMOUSLY

Moved by Councillor T. O'Keeffe, seconded by Councillor R. Novek, that staff prepare an Official Community Plan amendment bylaw, and hold a public hearing, to add all purpose-built rentals to the Tenant Protection Development Permit Area.

2026.16.276 Moved by Councillor C. Rintoul, seconded by Councillor S. Duck, that the motion be amended to add "at such time as a draft Tenant Protection Bylaw comes forward to Council".
MOTION CARRIED UNANIMOUSLY

The question was called on the amended motion as follows:

2026.16.277 Moved by Councillor T. O'Keeffe, seconded by Councillor R. Novek, that staff prepare an Official Community Plan amendment bylaw, and hold a public hearing, to add all purpose-built rentals to the Tenant Protection Development Permit Area at such time as a draft Tenant Protection Bylaw comes forward to Council.
**OPPOSED: Councillor S. Duncan
CARRIED 6:1**

The Mayor called for a recess at 7:58 p.m.

The Mayor reconvened the meeting at 8:04 p.m.

b. Bylaw No. 2319 - Land Use Procedures, Amendment No. 7

(To expand Temporary Use Permit procedures and remove application form to allow administrative updates.)

2026.16.278 Moved by Councillor S. Duck, seconded by Councillor R. Novek, that Bylaw No. 2319 - Land Use Procedures, Amendment No. 7, be given first reading.
MOTION CARRIED UNANIMOUSLY

2026.16.279 Moved by Councillor S. Duck, seconded by Councillor R. Novek, that Bylaw No. 2319 - Land Use Procedures, Amendment No. 7, be given second reading.
MOTION CARRIED UNANIMOUSLY

2026.16.280 Moved by Councillor S. Duck, seconded by Councillor R. Novek, that Bylaw No. 2319 - Land Use Procedures, Amendment No. 7, be given third reading.
MOTION CARRIED UNANIMOUSLY

c. Bylaw No. 2318 - Streets & Traffic, Amendment No. 5

(To establish roads with maximum speed of 20km/h and 30km/h, lanes with maximum speed of 20km/h and authorize the Municipal Engineer to establish school and playground zones).

2026.16.281 Moved by Councillor S. Duck, seconded by Councillor R. Novek, that Bylaw No. 2318 - Streets & Traffic, Amendment No. 5, be given first reading.
MOTION CARRIED UNANIMOUSLY

- 2026.16.282 Moved by Councillor S. Duck, seconded by Councillor R. Novek, that Bylaw No. 2318 - Streets & Traffic, Amendment No. 5, be given second reading.
OPPOSED: Councillor T. O'Keeffe
CARRIED 6:1
- 2026.16.283 Moved by Councillor S. Duck, seconded by Councillor R. Novek, that Bylaw No. 2318 - Streets & Traffic, Amendment No. 5, be given third reading.
OPPOSED: Councillor T. O'Keeffe
CARRIED 6:1
- 2026.16.284 Moved by Councillor S. Duck, seconded by Councillor R. Novek, that staff proceed with implementation of required signage and related measures following adoption of the amending Streets and Traffic Bylaw No. 2318.

MOTION CARRIED UNANIMOUSLY

9. DEVELOPMENT PERMITS & DEVELOPMENT VARIANCE PERMITS

10. MAYOR'S REPORT

The Mayor thanked Beacon Community Services for hosting Access Awareness Day on Friday, June 5th at the SHOAL Centre.

11. COUNCILLORS' REPORTS

- a. **Councillor S. Garnett** - verbal update from the Shaw Centre for the Salish Sea: June 2025-May 2026 visitors = 69,130, net income = \$46,000, capital expenditure = \$91,000; Name that Octopus fundraiser - named Gandalf and raised - \$40,000; 1 year old chinook salmon released on May 12; next exhibit in October - Forgotten Giants: Basking Sharks in the Pacific Northwest; and World Ocean Day held on June 7 = 500 visitors.

12. COMMITTEE REPORTS

a. SP Accessibility Advisory Committee - April 23, 2026

Minutes contain recommendation(s) regarding:

R.1 Tactile Markings at Intersections

- 2026.16.285 Moved by Councillor T. O'Keeffe, seconded by Councillor S. Duck, that SPAAC's recommendation, regarding guidelines for installation of tactile markings at intersections, be received for information.

MOTION CARRIED UNANIMOUSLY

It was noted that the Town conforms to the Master Municipal Construction Documents (MMCD) for tactile markings; a copy of which could be provided to SPAAC for information.

b. SP Accessibility Advisory Committee - May 28, 2026

Minutes contain recommendation(s) regarding:

R.1 Accessibility at TownPlace Suites by Marriott

- 2026.16.286 Moved by Councillor T. O'Keeffe, seconded by Councillor S. Duck, that the Town communicate with the Victoria Airport Authority regarding accessibility concerns raised by the Saanich Peninsula Accessibility Advisory Committee.

MOTION CARRIED UNANIMOUSLY

R.2 Accessible Parking Awareness

- 2026.16.287 Moved by Councillor T. O'Keeffe, seconded by Councillor S. Duck, that Town staff, during Accessible Parking Awareness Month in November, undertake an information campaign directed to the business community regarding best practices for accessible parking.

MOTION CARRIED UNANIMOUSLY

c. Committee of the Whole Meeting - June 1, 2026

Minutes contain recommendation(s) regarding:

R.1 Sidney Transit Hub

2026.16.288 Moved by Councillor T. O'Keeffe, seconded by Councillor S. Duck,

1. That Council approve in principle the June 1, 2026, revised concept plan for the Sidney Transit Hub as proposed on Slide 5 of the BC Transit Presentation; and
2. That Council re-affirms approval in principle for the planning and design work to continue developing designs and cost estimates for the Sidney Transit Hub to support a business case and future funding application.

MOTION CARRIED UNANIMOUSLY

**R.2 Development Variance Permit Application No. DV100390
(9522 Lochside Drive)**

(To allow a longer extension to the Preliminary Letter of Approval for the subdivision application, and to defer off-site improvements requirements for the proposed Lot 2 until the time of development on Lot 2.)

2026.16.289 Moved by Councillor T. O'Keeffe, seconded by Councillor S. Duck,

1. That owners and tenants in occupation of property within 75 metres (246 feet) of 9522 Lochside Drive be notified regarding Development Variance Permit Application No. DV100390 (to allow a longer extension to the Preliminary Letter of Approval for the subdivision application; and to defer subdivision requirements for off-site improvements for the proposed Lot 2 until the time of development on Lot 2) and that any written correspondence received to be forwarded to Council at the time of consideration of approval of the variance.
2. That as a condition of approval of Development Variance Permit Application No. DV100390, the property owner shall, prior to subdivision approval, register a covenant on title prohibiting any construction on Lot 2 until proof of payment to install underground electrical and telecommunication service is provided to the Town.

MOTION CARRIED UNANIMOUSLY

**R.3 Update to Policy WS-015 - Public Bench Dedication – Bevan Fishing Pier
Bench Fee Adjustment**

2026.16.290 Moved by Councillor T. O'Keeffe, seconded by Councillor S. Duck,

1. That Policy WS-015 Public Bench Dedication be approved as amended (which includes introducing a new, separate fee of \$4,000 for dedicated benches located on the Bevan Fishing Pier, and maintaining the existing \$3,000 fee for all other dedicated bench locations.)
2. That the updated policy apply to both new applications and renewals on the Bevan Fishing Pier.
3. That staff be directed to bring forward an amendment to the Town's Fees and Charges Bylaw, at an appropriate time, to reflect the updated fee structure.

MOTION CARRIED UNANIMOUSLY

R.4 Proposed New Traffic Calming Policy

2026.16.291 Moved by Councillor T. O'Keeffe, seconded by Councillor S. Duck,

1. That Policy WS-024 - Traffic Calming for Resident Initiated Requests be approved as amended; and
2. That staff bring forward a proposed dedicated traffic calming capital budget for consideration in the next annual budget cycle.

MOTION CARRIED UNANIMOUSLY

d. Advisory Planning Commission - June 2, 2026

Minutes contain recommendation(s) regarding:

**R.1 Development Permit Application No. DP100859
(9616 Sixth Street)**

(To permit the form and character of a new four-unit residential development.)

2026.16.292 Moved by Councillor S. Duck, seconded by Councillor R. Novek, that Development Permit No. DP100859 (to permit the form and character of a four-unit residential development) for the property at 9616 Sixth Street be approved, subject to the condition that the property owner shall, prior to the issuance of a building permit:

1. Address design guidelines 25.4.4 (private outdoor space) and 25.3.36 (provide weather protection such as awnings and canopies at primary building entries); and
2. Pay to the Town a deposit in the amount of 115% of the estimated cost to complete the hard and soft landscaping for the development.

MOTION CARRIED UNANIMOUSLY

13. STAFF REPORTS

a. Monthly Building Permit Report - April 2026

(No recommendation; for information.)

14. CORRESPONDENCE

a. Installation of Scaffolding on Beacon Avenue

2026.16.293 Moved by Councillor S. Duck, seconded by Councillor R. Novek, that staff reply to email from A. Coe, Scoop and Waffle, expressing concerns regarding the installation of Scaffolding on Beacon Avenue during the busy summer season, dated May 28, 2026.

MOTION CARRIED UNANIMOUSLY

15. CORRESPONDENCE FOR INFORMATION

1. Emails (3) regarding proposed development at 9972 Third Street.
2. Emails (2) regarding parking on Allbay Road.
3. Email from J. Wellbourn, expressing concerns with the bike crossing at Beacon Avenue and Highway 17, dated May 25, 2026. Copy of Town's letter to the Minister of Transportation and Transit, dated May 28, 2026.
4. Email from J. & H. Wills, regarding potential development application for 10425 Allbay Road, dated May 19, 2026. Reply dated May 20, 2026.
5. Email from P. Drury, regarding light on in facility during construction, dated June 1, 2026.
6. Email from M. Corry, expressing concerns regarding the Bowerbank bikeway, dated May 29, 2026.
7. Email from D. Savage, expressing concerns regarding the Town's 2026 tax increase, dated May 29, 2026.
8. Email from S. Watkinson, expressing concerns regarding rezoning application for 2270 Harbour Road, dated June 1, 2026.
9. Email from Better Transit YYJ, regarding the proposed Sidney Transit Hub, dated June 1, 2026.
10. Email from L. Rojas, requesting support for a resolution for rat fertility control products, dated June 2, 2026.

16. NOTICE(S) OF MOTION

17. MOTION TO GO "IN-CAMERA" (CLOSED MEETING)

18. ADJOURNMENT

2026.16.294 Moved by Councillor S. Duck, seconded by Councillor R. Novek, that the meeting be adjourned at 8:41 p.m.

MOTION CARRIED UNANIMOUSLY

MAYOR

CORPORATE OFFICER



TOWN OF SIDNEY

REPORT TO COUNCIL

TO: Mayor and Council
FROM: Laura Judson, Manager of Communications
DATE: Regular Council - 22 Jun 2026 **FILE NO.:** 0650-20
SUBJECT: 2025 Annual Municipal Report

PURPOSE:

To present the Town's 2025 Annual Report for public inspection and Council's consideration.

DISCUSSION:

Pursuant to the *Community Charter*, the Annual Report was prepared and made available for public inspection on Thursday, June 11. The required public notices were published in the Peninsula News Review and the report promoted through the Town's social media. The Annual Report is being presented to Council, along with any submissions from the public.

The Annual Report has been prepared by the Administration Department with information collected and provided by all of the departments throughout the Town's organization. The Report includes:

1. Audited annual Financial Statements for year ending December 31, 2025;
2. Departmental reports on municipal services and operations, along with new symbols in the departmental updates demonstrating when and how community plans are being implemented;
3. Overview of municipal initiatives planned for 2026; and
4. Progress report on priorities contained within the Town's Strategic Plan.

RECOMMENDATION:

That the Town of Sidney 2025 Annual Report be approved as presented.

| | |
|---------------|--|
| Submitted By: | Laura Judson, Manager of Communications |
| Concurrence: | Liam Edwards, Chief Administrative Officer |
| Concurrence: | |
| Concurrence: | |

ATTACHMENTS:

[Sidney 2025 Annual Report](#)



Sidney

2025 ANNUAL REPORT



**TOWN OF SIDNEY
BRITISH COLUMBIA**

Year ended December 31, 2025

The Town of Sidney
 Annual Report for the 2025
 year was prepared by
 Administration and
 Finance Departments,
 with contributions from
 staff throughout the
 organization.

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Cover: Aerial view of Beacon Avenue looking westward.

Spring blooms along the Waterfront Walkway.



INTRODUCTION

Beacon Avenue at dusk.



Canada Day celebration at Beacon Park.



COMMUNITY PROFILE

SIDNEY AT A GLANCE

The Town of Sidney is located 26 kilometres north of Victoria, the capital city of British Columbia, and is one of 13 municipalities and three electoral areas that comprise the Capital Regional District (CRD). Sidney is situated on the Saanich Peninsula, which extends north from Victoria. The Town of Sidney’s south, west, and north boundaries are shared with the District of North Saanich. To the east, Sidney overlooks Haro Strait, the Southern Gulf Islands, and the Northern San Juan Islands (USA) in the Salish Sea.



Sidney lies within an area that has become one of the world’s premier places to live, work, and visit. Endowed with a temperate climate, rich ecology, stunning landscapes, and proud histories, Sidney is a livable, vibrant community, with a strong focus on environmental stewardship, and a prosperous and sustainable economy.

Sidney’s geographic area is only 5.02 square kilometres (1.94 square miles), which is a factor in Sidney’s high population density (2,290.7 people per square kilometre). Data from Statistics Canada indicates that Sidney’s population grew by 5.5% between 2016 and 2021.

Regionally, the Town of Sidney is a key transport hub and offers a variety of transportation options. Sidney is minutes away from the Victoria International Airport and the Swartz Bay Ferry Terminal (BC Ferries), which connect Southern Vancouver Island to the BC Mainland and beyond.

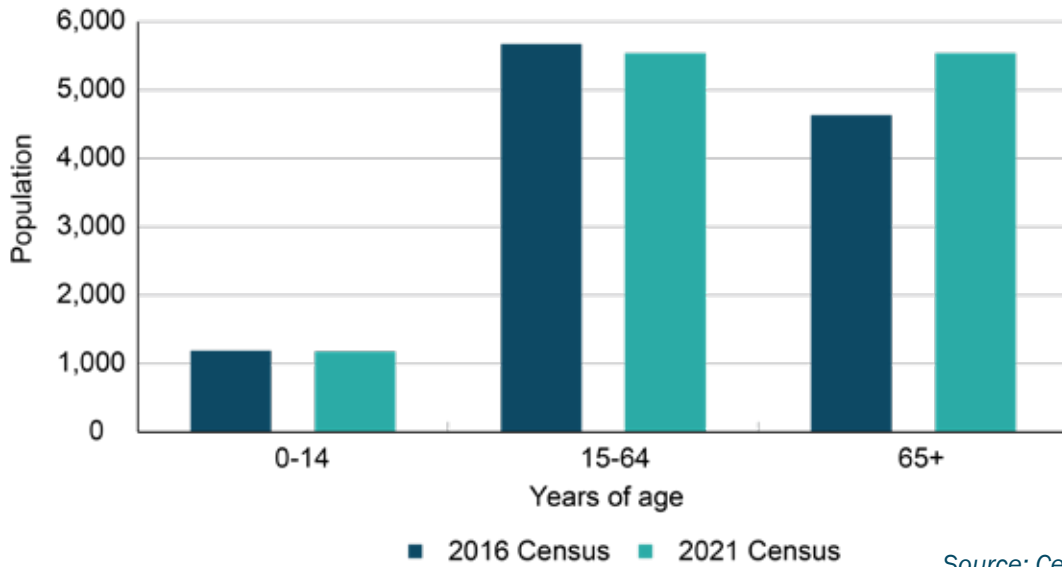
The Town of Sidney’s small geographic area provides for a dense mix of businesses, housing, employment, services, and recreation in close proximity to each other. Sidney’s employment sector is generally made up of industrial, retail, and healthcare services. The climate is one of the mildest in Canada, with moderate rainfall and only occasional snowfall in the winter.

DEMOGRAPHIC INFORMATION



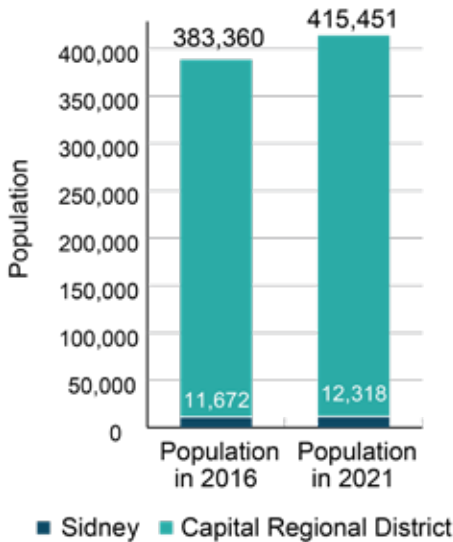
Source: Census 2021

Sidney's age distribution

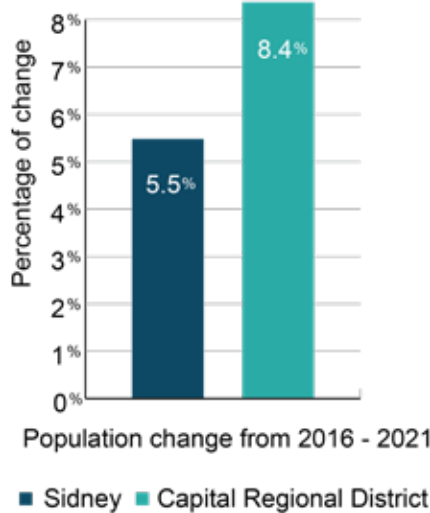


Source: Census 2021

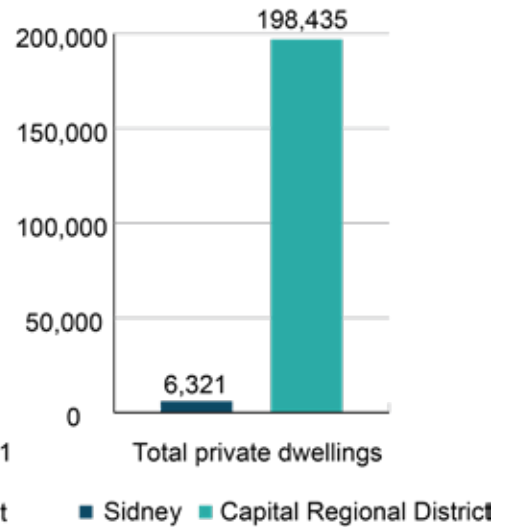
Population in 2016 and 2021



% change in population



Total private dwellings



Source: Census 2021



MESSAGE FROM THE MAYOR

On behalf of Sidney Council and the Town of Sidney, I am pleased to present our 2025 Annual Report.

A Municipal Annual Report is required under the Provincial Community Charter and provides a comprehensive overview of Council and Town staff accomplishments in 2025, along with key initiatives planned for 2026.

A detailed account of 2025 accomplishments is included in the departmental updates. The report also features a progress update on the 2022–2026 Strategic Plan, outlining key municipal priorities and tracking how these priorities are being advanced. The plan is updated annually by Council. As 2026 marks the final year of this Council’s term, some of the priorities now gaining momentum will be carried forward by the next Council following the municipal election on October 17, 2026.

Our Strategic Plan Mission Statement continues to reflect the breadth of our responsibilities:

“The Town of Sidney provides good governance, services, and stewardship of public assets, and fosters the social, economic and environmental well-being of our community for current and future generations.”

Good governance includes engagement, transparency, and accountability. It involves setting priorities that are both meaningful to the community and achievable within limited staff and financial resources.

I would like to thank Council for rising to this challenge through a commitment to preparation, listening to community perspectives, and deliberating respectfully on the wide-ranging matters before us.

I also want to acknowledge the dedication and professionalism of our Town employees, volunteer firefighters, and RCMP members in delivering high-quality services to residents, businesses, and community organizations.

Sidney benefits from a strong sense of community. Council is proud to support local organizations, including the Mary Winspear Centre, SHOAL Centre for Seniors, Sidney Museum and Archives, ArtSea Community Arts Council, and the Shaw Centre for the Salish Sea, among others. We extend our sincere thanks to the many volunteers whose contributions enrich our community and enhance our quality of life.

I hope you enjoy learning more about the Town’s accomplishments in 2025 and the key initiatives planned for 2026:

Mayor Cliff McNeil-Smith
June 1, 2026

COUNCIL PORTFOLIO

Mayor Cliff McNeil-Smith

- Capital Regional District Board (CRD)
- Capital Regional Hospital District Board (Acting Chair)
- Capital Region Housing Corporation
- CRD Peninsula Recreation Commission
- CRD Saanich Peninsula Water & Wastewater Commissions
- Integrated Police Unit Regional Governance Council
- South Island Reconciliation Advisory Committee

SIDNEY COUNCIL 2022-2026



*(Left to right, back row) Councillor Scott Garnett, Councillor Richard Novek, Councillor Steve Duck, Councillor Chad Rintoul
 (Left to right, front row) Councillor Sara Duncan, Mayor Cliff McNeil-Smith, Councillor Terri O’Keeffe*

COUNCIL PORTFOLIOS

Councillor Steve Duck

- Advisory Planning Commission (APC)
- CRD Climate Action Inter-Municipal Task Force
- South Island Prosperity Partnership - Partner’s Committee (SIPP)
- Sidney & North Saanich Ball Facility Liaison Committee
- Peninsula Streams Society

Councillor Sara Duncan

- CRD Regional Water Supply Commission
- Victoria Airport Authority - Noise Management Committee
- ArtSea Community Arts Council
- Memorial Park Society (MPS)

Councillor Scott Garnett

- CRD Peninsula Recreation Commission
- Sidney/North Saanich Ball Facility Liaison Committee
- Sidney Business Improvement Area Society (SBIA)
- New Marine Centre Society (Shaw Centre for the Salish Sea)

Councillor Richard Novek

- Emergency Planning Committee
- CRD Regional Housing Trust Fund Commission
- CRD Saanich Peninsula Water & Wastewater Commissions
- Vancouver Island Regional Library (VIRL)

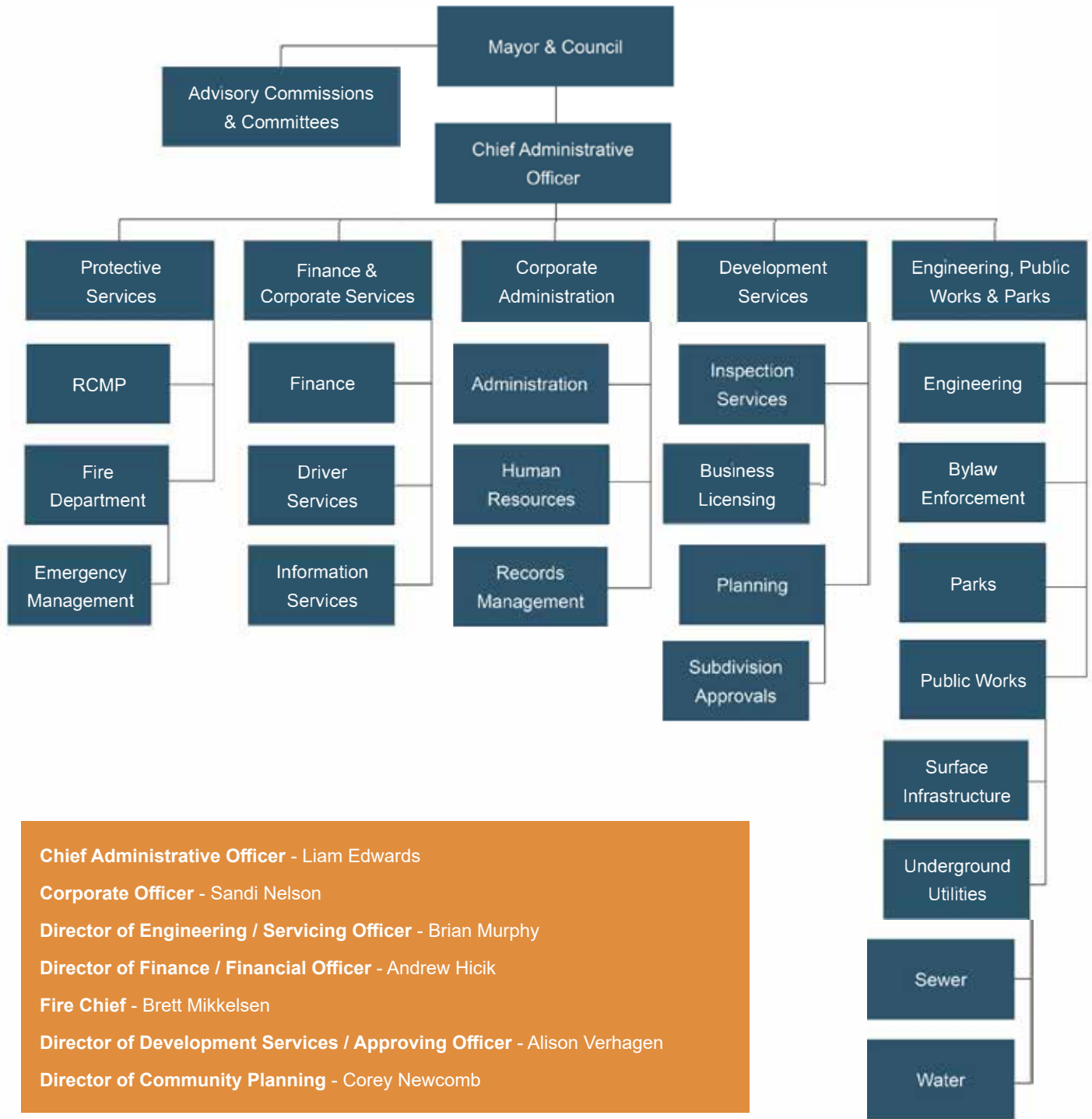
Councillor Terri O’Keeffe

- Saanich Peninsula Accessibility Advisory Committee
- CRD Victoria Family Court & Youth Justice Committee
- Victoria Airport Authority - Airport Consultative Committee
- Sidney Museum & Archives Society

Councillor Chad Rintoul

- Capital Region Emergency Services Telecommunications (CREST)
- Greater Victoria Labour Relations Association (GVLRA)
- Municipal Insurance Association of BC

ORGANIZATIONAL CHART & APPOINTED OFFICERS





MESSAGE FROM THE CHIEF ADMINISTRATIVE OFFICER

It is a pleasure to present the Town of Sidney's 2025 Annual Report and reflect on the year's accomplishments.

This report provides an overview of 2025 activities, a progress update on Council's 2022–2026 Strategic Plan, and highlights of key initiatives completed or underway. It also includes an overview of the Town's organizational structure and services delivered by each department.

This year saw steady progress across key priorities, including housing, related infrastructure, and community wellbeing.

The Town successfully met the Province's Year 1 housing target of 90 new housing units, and confirmed that Sidney's Official Community Plan (2022) and Zoning Bylaw (2024) meet provincial requirements for forecasted 20-year housing demand of approximately 3,000 units. It was reassuring to see that, even with evolving Provincial direction on housing, our own guiding documents met the provincial requirements and will continue to provide a stable, community-informed framework for growth.

To support this growth, the Town advanced updates to its Development Cost Charges (DCCs), incorporating input from stakeholders. This marks the first comprehensive review since 1998. The bylaw is scheduled for Council consideration in spring 2026, after which it will be submitted to the provincial Inspector of Municipalities for approval, with the aim of finalizing it by fall 2026. Once implemented, the updated rates are projected to generate more than \$22 million over 20 years to support investments in water, sewer, stormwater, roads, and parks.

In 2025, the Town completed a Citizen Satisfaction Survey with Ipsos, which indicated a 93% satisfaction rate with municipal services. This is a testament to the commitment and professionalism of Town staff. Through the survey, residents also highlighted key areas of importance, such as congestion and parking, housing availability and homelessness, as well as community growth.

Reflecting the community's concern for people experiencing homelessness, throughout 2025 the Town explored options for a safe overnight space during Sidney's coldest nights. This process, including a Public Hearing in September, helped inform efforts to set up a temporary warming centre in early 2026 in the Nell Horth Room at the library. Further options will continue to be considered in 2026.

Looking ahead, the Town will continue to advance priorities such as tenant protection, and planning for the future replacement of the Public Works Yard and Town Hall with community input, among other initiatives.

Thank you for reviewing the Town of Sidney's 2025 Annual Report.

Liam Edwards
Chief Administrative Officer
June 1, 2026



MESSAGE FROM THE CHIEF FINANCIAL OFFICER

As Chief Financial Officer for the Town, I am pleased to present the Town of Sidney’s audited financial statements for the year ending December 31, 2025. The financial statements are the responsibility of the Town’s management. The statements have been prepared in compliance with Section 167 of the Community Charter, and in accordance with generally accepted accounting principles approved by the Public Sector Accounting Board (PSAB). The financial statements have been audited by KPMG LLP, who have expressed their opinion that the statements present fairly, in all material aspects, the financial position of the Town as at December 31, 2025.

The Town’s management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable

financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

The Municipal Council meets with management and the external auditors to review the financial statements and discuss any significant reporting or internal control matters prior to their acceptance of the financial statements. Significant accounting policies are discussed in Note 1 of the attached financial statements.

Executive Summary of Financial Results

As outlined in the 2025 Financial Statements, the Town’s financial results continue to reflect a solid financial position. While Net Financial Assets decreased slightly compared to 2024, this was more than offset by the net increase in Non-Financial Assets; and the total Accumulated Operating Surplus balance continues to grow. This means the Town improved its ability (economic resources available) to provide future services, and maintained a continued dedication to sound financial management. Operating results were mixed for the year, with an operating deficit in General Operating, and surpluses in both Water and Sewer Operating. All three operational areas performed better than budgeted. The recent trend of General Operating deficits is a reflection of the Town using its accumulated surplus balance to assist with post-pandemic economic recovery; however, we know that surplus balances must be replenished to better support financial sustainability.

The Town continues to have reasonable levels of debt, and remains committed to renewing its infrastructure. It is important to note that any debt held by the Town is for the purposes of capital construction, and bears no relation to the type of debt associated with senior governments. The Town must maintain a surplus from operations, and must operate with a balanced budget. The Town will be devoting considerable attention over the next two years to determine the appropriate levels of surplus and reserves to meet our upcoming and future needs.

While Sidney continues to be well managed financially, improvements are always possible; staff and Council are constantly looking to enhance our financial and asset management planning processes to ensure the Town’s long-term financial sustainability. Facing new challenges each year, including inflationary pressures over the past several years, the Town is evolving to find innovative ways of providing the highest possible level of service, while controlling costs. I would like to acknowledge Town Council, senior management, and staff in all departments for their commitment to innovation, continuous improvement, and service to the community.

A handwritten signature in black ink that reads "Andrew Hicik".

Andrew Hicik
 Director of Finance
 June 1, 2026



Resthaven Park waterfront path.



Rose Garden in bloom at the library.



ANNUAL HIGHLIGHTS

STRATEGIC PLAN & PROGRESS REPORT

Annual Planning Framework

Sidney’s annual planning framework is comprised of three separate but complementary processes:

- Strategic planning
- Departmental work planning
- Financial planning

These processes result in a set of integrated plans that support the overall vision and mission of the Town, and align activities and resources to achieve the strategic goals and annual business priorities set by Council.

The Strategic Plan is a high-level statement of the Town’s aspirations for the future, and is updated every year by Council. It articulates the Town’s vision, mission, values, and broad strategic priorities and goals.

Departmental work plans, priorities, and associated objectives and measures are established annually by staff.

Lastly, the Financial Plan provides the resourcing strategy to support the strategic and business plans. Updated annually, it is a five-year plan that includes both operating and capital components.

Each year’s Annual Report reflects upon the previous year, outlining goals accomplished based on strategic direction set out in the annual planning framework.

2022-2026 Strategic Plan & Progress Report

Strategic planning is an important step for the Town of Sidney to set priorities, allocate limited financial and staff resources, guide the work of staff and decisions of Council, and communicate to citizens.

The 2022-2026 Strategic Plan is updated on an annual basis. The Strategic Plan identifies five overarching goals for the Town of Sidney:



Community Planning & Housing



Environmental Stewardship



Community Infrastructure



Community Engagement



Organizational Excellence

Pages 15-18 review the progress we made in 2025 and the ways in which we will continue to work towards accomplishing these goals.



ENVIRONMENTAL STEWARDSHIP

The Town will be stewards of our environment.

UNDERTAKE PLANNING FOR ADAPTATION TO SEA LEVEL RISE

2025 Progress:

- Completed the Enhanced Flood Inundation Modelling and Mapping Project, providing a detailed, site-specific understanding of coastal flood risks based on local wave and wind data.
- Communicated flood risk mapping results to community through multiple channels.

Planned Priorities & Actions:

- Continue to undertake planning for adaptation to sea level rise.

PLANNED PRIORITY FOR 2026

- Establish a Flood Construction Level Bylaw or a revised Flood Construction Level Policy.



The Town continues to undertake planning for adaptation to sea level rise.



COMMUNITY INFRASTRUCTURE

The Town will be a leader in the management of its assets.

FACILITIES ASSET MANAGEMENT

a. Develop concept plan and undertake a community engagement process for a new Town Hall

2025 Progress:

- Commissioned an independent building condition assessment to determine the extent of renovations required for Town Hall to function for another 40 years.
- Increased public communication about the condition of Town Hall and efforts to plan for future replacement.

Planned Priorities & Actions:

- 2026: Undertake a community engagement process for a new Town Hall.

b. Conduct preliminary assessment of Public Works and Parks facilities

- To be implemented in future year.

Planned Priorities & Actions:

- 2026: Seek grant funding to conduct preliminary assessment of Public Works and Parks facilities.

REVIEW OPTIONS FOR THE PROVISION OF LIBRARY SERVICES

- No longer a strategic priority.



The Town is actively engaging the community to help shape planning of a future Town Hall.

ADVANCE OPTIONS FOR INCREASED MULTI-MODAL CONNECTIVITY ACROSS HIGHWAY 17

2025 Progress:

- Took part in discussions with Ministry of Transportation and Transit staff to discuss pedestrian improvements to intersection.

Planned Priorities & Actions:

- 2026: Ministry of Transportation and Transit to undertake at-grade improvements to improve pedestrian and cyclist safety at Beacon Avenue and Highway 17.
- Continue to advance improved intersection and surface multi-modal connectivity across Highway 17.
- Continue to advocate for multi-modal overpass across Highway 17.

UPDATE THE DEVELOPMENT COST CHARGE BYLAW AND CONSIDER IMPLEMENTING AN AMENITY COST CHARGE TO ALIGN WITH NEW PROVINCIAL LEGISLATION

2025 Progress:

- Presented draft Development Cost Charges and Amenity Cost Charges to Committee of the Whole.
- Undertook consultation with development community on draft Development Cost Charges and Amenity Cost Charges and presented results to Council along with a draft list of projects to fund through these charges over the next 20 years.
- Presented amended project list to Council based on consultation, and received instruction to bring back final DCC Bylaw for initial readings.

Planned Priorities & Actions:

- 2026: Update the Development Cost Charge Bylaw.
- 2026: Consider implementing an Amenity Cost Charge to align with the new Provincial Legislation.



COMMUNITY ENGAGEMENT

The Town will strive to engage the public in its decision-making processes.

COMPLETE A CITIZEN SATISFACTION SURVEY

2025 Progress:

- Worked with IPSOS to undertake Citizen Satisfaction Survey in Spring with summary report and analysis of results shared with Council, staff, and community in Summer of 2025.



In Fall 2025, the Town shared results of a Citizen Satisfaction Survey.



ORGANIZATIONAL EXCELLENCE

The Town of Sidney will remain a leading organization in the provision of governance and quality services.

ESTABLISH A COUNCIL REMUNERATION POLICY

2025 Progress:

- Adopted a policy to review Council compensation every four years, with any increases taking effect for the next elected Council.

COMPLETE THE FIRST REVIEW OF COUNCIL REMUNERATION

- To be implemented in 2026.

Planned Priorities & Actions:

- 2026: Complete first review of Council Remuneration.



Under the Council Remuneration policy, compensation increases will not take effect until the next Council is in place.

DEPARTMENT UPDATES



ADMINISTRATION

The Administration Department, under the leadership of the Chief Administrative Officer, is responsible for overseeing all municipal operations. The Department is responsible for corporate administration under the *Community Charter* and the *Local Government Act*, providing legislative and administrative support to Mayor and Council, for public communications and human resources for the organization.

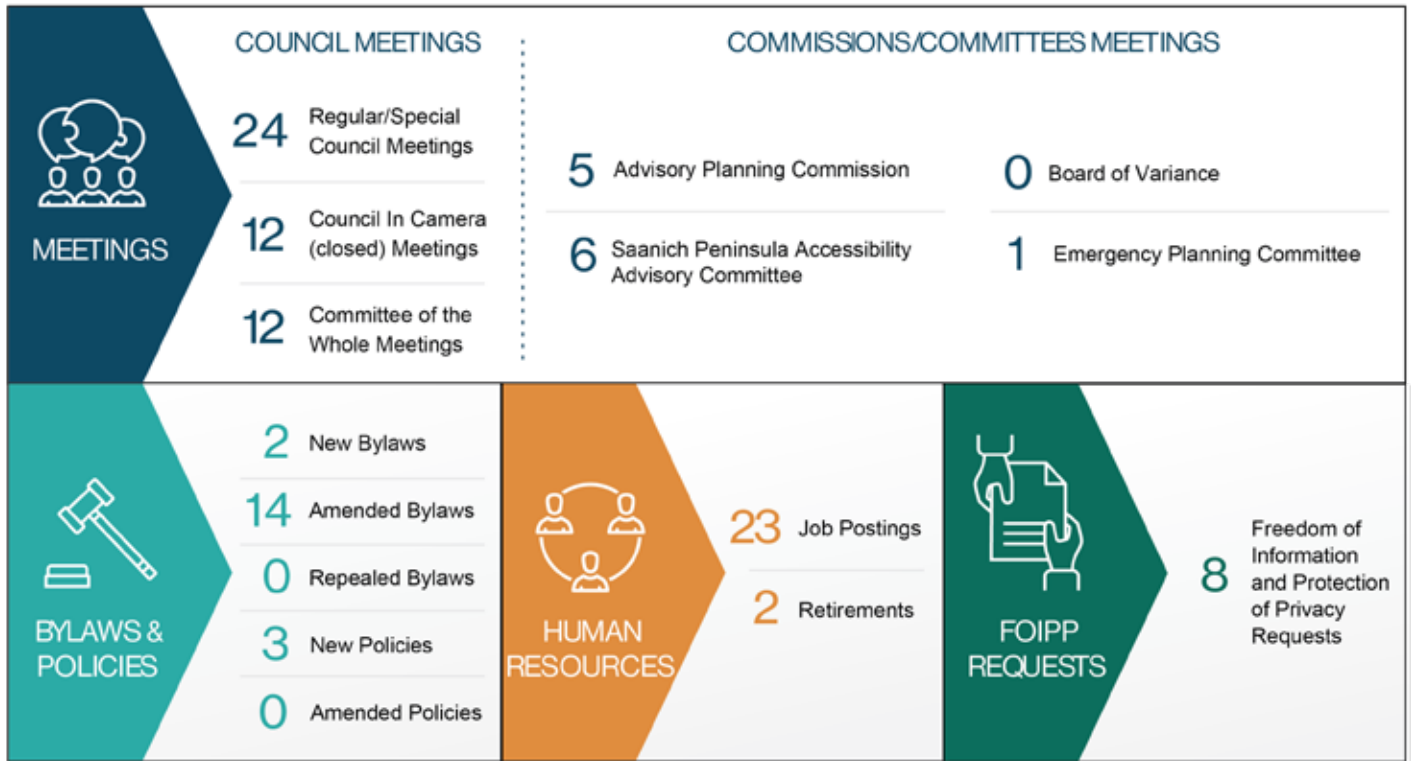
Key Functions

- Organizing all meetings of Council, including preparation of agendas and minutes.
- Administering the review and update of the Town's Annual Strategic Planning process.
- Providing support services to Council appointed Committees / Commissions / Boards.
- Processing and coordinating all business relating to Town Council.
- Providing advice with respect to Council procedures, policies and functions.
- Coordinating internal and external communications (i.e. Town's website, intranet, social media, print publications and media releases).
- Safekeeping of minutes of Council and committees, bylaws, and other official documents on behalf of the Town.
- Administering oaths and taking affirmations, affidavits and declarations required to be taken under the *Community Charter* or any other Act relating to municipalities.
- Administering the corporate records management program.
- Processing requests for access to information under the *Freedom of Information & Protection of Privacy Act* (FOIPPA).
- Administering leases/agreements for Town operations and facilities.
- Coordinating human resources services for the organization.
- Organizing Town hosted events and liaising with other event organizers.
- Conducting local government and school trustee elections.
- Leading engagement with First Nations partners.

2025 Highlights

- Continued civic sites analysis (Town Hall, Driver Services/ Courthouse, Public Works Yard, etc.).
- Completed Citizen Satisfaction Survey.
- Established Council Procedure Bylaw Review Policy.
- Obtained consultant services to design and build Electronic Document Records Management System (EDRMS).
- Provided Indigenous Cultural Training for staff and Council.
- Continued to advocate for early restoration of the Sidney-Anacortes Ferry Service.
- Supported Mayor and Council with Minister meetings at UBCM Convention.
- Worked with WSÁNEĆ artists to restore the Welcome Figure with Eagle in Beacon Park.

Administration at a Glance - 2025



Beacon Park's Welcome Figure with Eagle, restored in 2025 by WSANEC artists Tom LaFortune and Perry LaFortune.

- ### 2026 Initiatives
- Continue to advocate for early restoration of the Sidney-Anacortes Ferry Service.
 - Continue with civic sites analysis (Town Hall, Driver Services/Courthouse, etc.) and begin public engagement process for replacement of Town Hall.
 - Complete Council Remuneration Review, with new rates for 2027.
 - Complete implementation of Electronic Document Records Management System (EDRMS).
 - Complete 2026 municipal and school trustee election.
 - Complete orientation sessions for the newly elected Council.
 - Continue collective bargaining for CUPE (Local 374) and IAFF (Local 5282).
 - Continue to advance First Nations relations.



FINANCE & CORPORATE SERVICES

As a service department, the main focus of Finance and Corporate Services is assisting the public, and helping other departments accomplish their goals and tasks. Corporate Services includes the following functional areas:

- Finance
- Driver Services
- Information Technology
- Risk Management (jointly with Engineering & Works)

Finance

From a corporate perspective, the department strategy is to support the administrative and financial needs of the municipality, thereby enhancing the quality of service to the public. Our objective is to provide timely and accurate financial information to facilitate the decision-making needs of Council, senior management, and external stakeholders, and to provide analysis and business advice to the various municipal departments. Responsibility and authority for financial operations is derived from legislation mandated by the British Columbia Community Charter, Local Government Act, Provincial and Federal Statutes, and Municipal bylaws.

Driver Services

The Driver Services section of Corporate Services provides local services for residents of the Peninsula and beyond. As appointed agents, staff at the 9884 Third Street office provide a wide variety of driver licencing and ICBC Autoplan services, products and information. The department also issues the joint Driver's Licence/BC Services Card.

Information Services


Information Services provides technical leadership, solutions, service and support for all the Town's integrated hardware, software, GIS, wireless and VoIP telephone systems at various Town facilities, including the Town Hall, Driver Services office, Community Safety Building, and the Public Works Yard.

Risk Management

Risk Management ensures that the financial stability of the Town is protected against the effects of accidental loss, by developing and maintaining information related to losses, claims, insurance premiums and other risk-related costs. Accordingly, Corporate Services works closely with operational departments to ensure the Town's risks are minimized.

2025 Highlights

While most of the work of the Corporate Services Division involves routine processing and annual, ongoing tasks, we make time each year to fit in additional projects. Some of our non-routine accomplishments over the past year include:

- Along with Engineering and Development Services, worked with consultants to update the Town's Development Cost Charges; made recommendations to Council on new rates. 
- Worked with internal team to advance options for the replacement of Town Hall.
- Renewed two leases for Town-operated parking lots.
- Completed GIS work to meet mapping requirements related to Next-Generation 911 services.

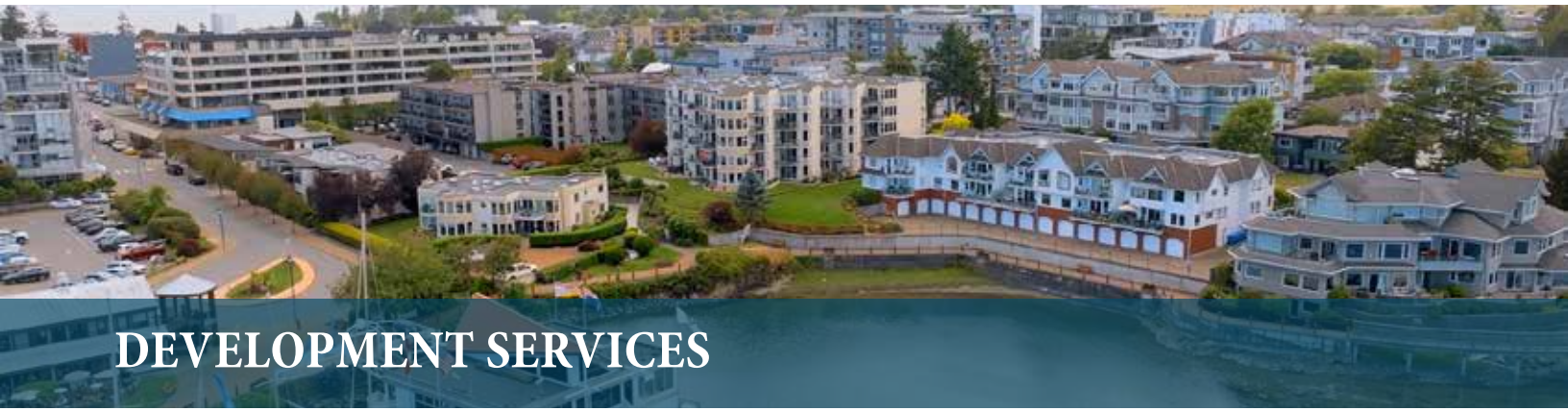
- 2025 municipal taxes per average residence: \$166/month (2024: \$149/month)
- Total municipal taxes collected in 2025: \$16.43 million (2024: \$14.78 million)
- Total municipal expenditures in 2025: \$29.46 million (2024: \$28.09 million)



Development Cost Charges (currently being updated) ensure new developments support infrastructure.

Over the next two years, we will be focusing on the following objectives:

- Implement the Town's new Development Cost Charges bylaw and finalize development of an Amenity Cost Charge bylaw. 
- Along with Engineering & Works, finalize work on enhanced Asset Management practices.
- Review funding levels and capacity for long-term infrastructure replacement.
- Follow up with recommendations for changes to the Town's Surplus Policy, including a phase-in plan for replenishment.
- Complete the review of the Town's Utility Fees structure by focusing on the Sewer Utility.
- Update Town Technology Use policies to reflect the use of Artificial Intelligence (AI).
- Renew several Crown licences to maintain waterfront services and access.
- Renew agreements with several partner organizations for continued collaboration.
- Support the implementation of the Town's Electronic Document Management system.
- Consider proposals for alternate uses of the Town's ferry terminal, while preparing for reinstatement of cross-border ferry services.
- Continue enhancements to the Town's GIS capabilities.
- Assist with improvements to the Town's Business Continuity Plan.
- Review the Town's Risk Management policies and practices.



DEVELOPMENT SERVICES

New Dwelling Units Completed in 2025



| | |
|--|-----------|
| Multi-family | 22 |
| Two-family (2 units) | 6 |
| Single-family | 3 |
| Single-family to two-family (including adding a legal suite) | 5 |
| TOTAL NEW UNITS | 36 |

The Development Services Department provides service in the areas of municipal planning, building permits and inspections, business licensing, and economic development. The Department is committed to the delivery of a broad range of high-quality services to residents, businesses, and the development community by responding to all inquiries quickly, efficiently, and accurately. Department staff have an open-door policy and welcome face-to-face or virtual meetings to further communicate the goals, policies, and guidelines contained within the Official Community Plan (OCP), Zoning Bylaw, Building Bylaw, BC Building Code, and other applicable bylaws and policies

Planning

Planning combines the functions of current planning, long-range policy planning, and project management. Administration of the Zoning Bylaw through land use development review serves to implement the OCP, ensuring an integrated approach to community growth and sustainability in Sidney.

Permits Issued in 2025



| | |
|---|--------------|
| Building permits issued (with construction value) | 53 |
| Plumbing permits | 66 |
| Demolition Permits | 35 |
| Blasting Permits | 0 |
| Excavation Permits | 1 |
| Total permits issued | 155 |
| Total construction value | \$19,894,986 |

Building Permits and Inspections

Building Permits and Inspections is responsible for monitoring building construction by ensuring compliance with the BC Building, Plumbing and Fire Codes. To promote health, life-safety and fire prevention throughout the community, Building Inspection staff work closely with property owners, developers, other agencies, and the Fire Department. Staff also work with developers to implement Construction Management Plans to facilitate project efficiency and public safety while minimizing disruption to the surrounding neighbourhood.

In 2025, 155 permits were issued by Building Officials, with a combined total construction value of \$19,894,968.

Business Licences

Businesses operating within the Town of Sidney, including home occupations, are required to hold a valid Business Licence, as per Business Licence Bylaw No. 2119. In 2025, the Town renewed 955 licence renewals for existing businesses and issued 82 licences to new businesses. The Town also began issuing business licences for Short Term Rentals in 2025, with a total of 39 issued during the year.



ENGINEERING, PUBLIC WORKS & PARKS

The Engineering, Public Works, and Parks Department oversees the planning, operation, and maintenance of all municipal infrastructure. This includes, but is not limited to, roads, sidewalks, water mains, sanitary sewers, storm drains, street and traffic lights, solid waste collection, parks, playgrounds, street trees, municipal buildings, event coordination, and bylaw enforcement.

The Engineering Division

The Engineering Division provides technical expertise on roads, water, sewer and storm systems, traffic and parking management, asset management, and the oversight of specialized projects such as asphalt paving and pipeline video inspections. It also manages service contracts such as the garbage, kitchen organics, and yard waste collection contract, and coordinates community events. When internal resources are unavailable, the division is responsible for procuring engineering consulting services and construction contractors through competitive processes.

The Public Works Division

The Public Works Division handles the maintenance and repair of roads, traffic signals, streetlights, signs, curbs, sidewalks, bus shelters, stormwater and wastewater collection systems, water mains, service connections, and fire hydrants. It also manages the procurement and upkeep of the Town's vehicle fleet, oversees municipal building operations and maintenance, and collects waste from public receptacles. Public Works supports both residents and Town departments, playing a vital role in keeping the community running smoothly.

The Parks Division

The Parks Division is responsible for the maintenance and enhancement of all 28 municipal parks and 17 beach access points in Sidney. It also manages downtown beautification, the banner program, and the annual Christmas light displays. The division plants and maintains trees, flower planter beds, gardens, and turf; installs and maintains irrigation systems; and inspects and maintains playground equipment. Their work ensures the Town remains vibrant and welcoming year-round.

Bylaw Enforcement

Bylaw Enforcement manages the daily enforcement of Sidney's bylaws and coordinates with the Town's parking enforcement contractor. Responsibilities include public education, enforcement, and collaboration with other departments on bylaw reviews and updates. Most bylaw matters in Sidney are handled on a complaint-driven basis.







Following a proposal from Royal Canadian Legion Branch 37, a Veterans Remembrance Crosswalk was added outside of Town Hall, near the Cenotaph.














2025 Highlights

- Held the Town’s Tree Appreciation Day in Philip Brethour Park.    
- Completed replacement of aging watermain on Harbour Rd.
- Continued progress in the Asset Management planning process.
- Continued implementing Downtown Parking Study recommendations.  
- Completed public survey regarding reducing maximum speed limits on residential roads across Sidney.
- Implemented pedestrian improvements on Sidney Ave.
- Completed Development Cost Charges Bylaw update. 
- Paved Calvin Lane and completed other improvements for the Bowerbank Neighbourhood Bikeway.   
- Completed sidewalk on Malaview Ave between Third St and Fifth St; Active Transportation Plan.
- Repaved Tulista Park parking lot.
- Constructed sidewalk along Fifth St from the Food Bank to Weiler Ave. 
- Supported the Capital Regional District in repaving the Lochside Trail from Weiler to the Town’s Works Yard. 
- Replaced major watermain upgrades on Weiler Ave.
- Completed pavement condition assessment.
- Completed critical maintenance at the Anacortes Ferry Terminal to protect long-term viability of the equipment should service be restored.
- Replaced deteriorating wooden retaining walls along waterfront walkway.
- Progressed engineering design for infrastructure upgrades on McDonald Park Road between Fire Lane 2 and the Highway 17 Pedestrian Overpass. 

2026 Initiatives

- Continue the Asset Management planning process.
- Implement targeted speed limit reductions on selected roads. 
- Continue implementing Downtown Parking Study recommendations.  
- Implement the residential parking permit pilot program on Third Street (between Sidney Ave and Henry Ave).
- Complete on-street accessible parking standard and begin implementation. 

2026 Initiatives - *continued*

- Complete minor improvements remaining for the Bowerbank Neighbourhood Bikeway.   
- Replace the Tulista Park picnic shelter.
- Improve pathway, lighting and landscaping at Library. 
- Complete major infrastructure upgrades and improve pedestrian safety on McDonald Park Rd between Fire Lane 2 and the Highway 17 Pedestrian Overpass. 
- Complete pathway improvements on Gabriola PI and in Resthaven Park. 
- Complete conceptual engineering designs and local engagement for potential future sidewalk improvements along Canora Rd (from Summergate Blvd to Ocean Ave). 
- Upgrade several aboveground tree wells on Beacon Ave.
- Complete safety improvements for Glass Beach access stairs.
- Complete structural inspection of Beacon Wharf and identify necessary repairs.
- Replace sewer and storm mains underneath Jahn Place Pathway.
- Complete major improvements at Rathdown and Philip Brethour Parks. 
- Install the new Iroquois Park Fenced Dog Area.
- Install new water fountain / misting stations with grant funding. 
- Fill-in new sidewalk segment on Fifth St (west side) between Ocean Ave and Weiler Ave. 
- Complete improvements at Fifth St (SW corner) bus stop. 
- Upgrade critical control infrastructure for Beacon Ave traffic signals.
- Design and construct new sidewalk for Fifth St (east side) from Malaview Ave to Amelia Ave. 
- Prepare conceptual engineering designs for new sidewalk on Ocean Ave West from Canora Rd to Barnes Place for potential future construction. 
- Relocate existing sidewalk on Third St from Lovell Ave to Whidby Lane (away from tree root zones).
- Complete detailed engineering design for full replacement of the end-of-life Harbour Rd Sanitary Sewer Pump Station.
- Potentially complete highway crossings for sewer / water network connections in various locations (tentative).



CLIMATE ACTION

Corporate Emissions in 2024*



- Fleet (62.4%)
- Buildings (27%)
- Parks (0.6%)
- Shared Services (9%)
- Water, Sewer & Lighting (1%)

Community Emissions in 2024*



- Off-road Transportation (7%)
- On-road Transportation (40%)
- Residential Buildings (13%)
- Commercial & Industrial Buildings (13%)
- Waste (5%)
- Other (22%)

* Emissions estimates are created every two years.

Understanding Greenhouse Gas Emissions at the Local Level

Each year, the Town measures its corporate emissions, and every two years it tracks community emissions. These inventories help identify where emissions are coming from, allowing actions to be prioritized based on the largest sources and also provide a way to monitor trends over time.

Corporate Emissions

In 2024, Sidney’s corporate greenhouse gas emissions totaled 395 tons of emissions, a decrease of approximately 5.6% compared to 418 tons in 2023. This reflects an overall reduction, with notable changes across service areas. The corporate emissions inventory is currently being updated for 2025.

Fleet operations continue to be the largest source of corporate emissions, accounting for about 62% of total emissions. Building operations are the second largest contributor at approximately 27%, followed by contracted services at 9%, with all other sources making up a small share.

Key trends compared to the prior year include:

- Fleet: decreased slightly by ~1%, remaining the largest emissions source
- Buildings: increased by ~3%, driven by higher energy use
- Contracted & shared services: decreased significantly by ~40%
- Lighting: decreased by ~14%
- Water & sewer: decreased by ~16%
- Parks: remained stable with no change

Community Emissions

The Town’s greenhouse gas (GHG) emissions were estimated at 56,204 tons in 2024 (emissions estimates are completed every two years, so 2024 is the most recent year for which an estimate is available), a slight increase from 55,426 tons in 2022, but still 12.3% lower than 2007 levels. This shows long-term progress, with some recent fluctuations.

Transportation continues to be the largest source of emissions in the community, followed by buildings. The emissions from on-road transportation declined over this period, reflecting reduced emissions from passenger vehicles. In contrast, emissions from buildings increased slightly, largely driven by higher natural gas use. Waste-related and industrial process emissions saw a rise, though they remained to be a smaller share of total emissions.



FIRE SERVICES

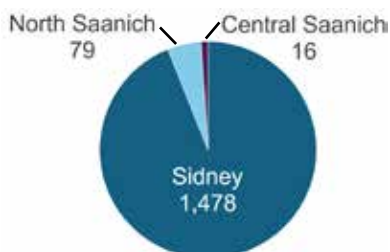
Emergency Response Activity



| | # of Calls |
|--|--------------|
| MESA <i>Medical Emergency Services Assists</i> | 811 |
| Assists <i>E.g. Smoke alarm program, child car seat installation</i> | 442 |
| Fire Calls, Other Calls, Auto-Aid/Standby <i>E.g. Calls to assist mutual aid partners including North Saanich and Central Saanich</i> | 326 |
| TOTAL CALLS | 1,573 |

The Sidney Volunteer Fire Department provides fire suppression, rescue, first responder emergency medical care, and specialized marina firefighting services to the residents and businesses of the Town of Sidney. Established emergency response capabilities are supplemented with an ever-increasing emphasis on risk reduction initiatives such as public education, fire and safety inspections, and enforcement of Town bylaws and BC Fire Code regulations. Additionally, the department is responsible for emergency management and preparedness in Sidney, and collaboration with the Peninsula Emergency Measures Organization (PEMO). This full spectrum of services is provided by utilizing a composite model of eight career and 25 volunteer/stipend firefighters. The Fire Department also works closely with neighbouring jurisdictions; mutual aid agreements are in place with the Districts of Central Saanich and North Saanich and the Victoria Airport Authority.

Incident Responses by Location



Community Risk Reduction



Annual Inspections 1,513

Training Activity



of Hours Regular Training 3,673

2025 Reportable Fires

- 25 reportable fires were recorded. This represents a 39% net increase in reportable fires over 2024.
- The estimated total fire loss was \$1,542,040, with an at-risk property value of over \$24,899,648, for an estimated saved value of \$23,357,608.

Incident calls in 2025 had crews arrive on scene in under 10 minutes, 98% of the time. Average response time was 5.2 minutes.

This exceeds the requirements laid out by the BC Building Code 9.10.14/15.3, which states, arrival on scene in under 10 minutes, 90% of the time.

2025 Highlights

The Town of Sidney continued to strengthen emergency management and community resilience through coordinated initiatives, including grant-funded projects, training, and emergency response efforts.

- In January, Council directed staff to pursue the establishment of a BC Housing Extreme Weather Response Shelter. This direction established the foundation for 2025 work, with a focus on research and development of the plan. As a result, the Extreme Weather Response Plan was revised several times throughout the year, including the addition of initiatives such as the Town’s Stay Warm, Stay Dry kit program. This work culminated in the establishment of an Emergency Management and Climate Readiness (EMCR)-funded warming centre operated by Beacon Community Services at the Nell Horth Room adjacent to the Sidney/North Saanich Library in early 2026 (more in 2026 Initiatives).
- The Disaster Water Supply project, funded through Emergency Management and Climate Readiness’s Disaster and Resilience Innovation Funding stream, represented a significant portion of staff effort in 2025. Key components of the project included the construction of manifolds, procurement of a water tender, and various equipment acquisitions to enhance emergency water supply capacity.
- In early 2025, the Town formally adopted the grant-funded Community Wildfire Resiliency Plan (CWRP), which established a framework for the community to adopt FireSmart practices and improve wildfire preparedness.
- In May, Emergency Operations Centre (EOC) training was delivered to Town staff over four half-day sessions. Participants were assigned roles within the EOC structure and engaged in a mock emergency scenario to test response procedures and coordination.
- In July, an 8.7 magnitude earthquake off the coast of Russia prompted a tsunami warning that escalated to a watch for British Columbia’s Zone D communities. Emergency management staff activated a Level 1 EOC to support situational awareness, and Emergency Support Services (ESS) remained prepared to respond should conditions have escalated further.

- Throughout 2025, emergency preparedness presentations were delivered to various community groups to strengthen public awareness and readiness.
- The Senior Care Working Group remained an active and ongoing component of emergency management staff responsibilities. Accomplishments included the development of fire evacuation plans, delivery of fire extinguisher training, multiple emergency preparedness and fire safety presentations for staff, and regular meetings with participating facilities. All seven participating facilities reviewed and renewed mutual aid agreements to support coordinated response and resilience.
- October 15 marked “BC ShakeOut Day.” The Manager of Human Resources, Health and Safety Officer, and Fire and Emergency Management Office Services Coordinator conducted unannounced earthquake drills across all staffed Town facilities. At the same time, the Town’s internal staff emergency call-out system was tested. The community alert system, Saanich Peninsula Alert, was also activated as a test for all registered subscribers.
- The Peninsula Emergency Measures Organization (PEMO) teams continued to be a key focus for staff oversight. Work in this area included policy development, volunteer recruitment and onboarding, training exercises, and ongoing efforts to strengthen team capacity and organizational growth.

2026 Initiatives

- Work with Beacon Community Services on operation of temporary warming centre at Nell Horth Room near Sidney Library in early 2026 to provide a safe indoor space for unhoused individuals in the region during periods of extreme cold weather.
- Continue longer-term planning for an Extreme Weather Response Shelter, which would include overnight sleeping mats during extreme weather.
- Hold Open House to demonstrate new Disaster Water Supply system.
- Train a new recruit class of eight members.
- Provide full-day Emergency Operations Centre (EOC) training to Town staff, including EOC set up to prepare for real-life scenarios.



POLICE SERVICES

Policing services are provided to the municipalities of Sidney and North Saanich by the RCMP-GRC through Federal/Provincial/Municipal contracts. A detachment centrally located at 9895 Fourth Street in Sidney provides diverse policing services to the surrounding northern Saanich Peninsula and First Nations communities, the Willis Point region, and 52 islands and coastal waters extending to the USA boundary. Within the detachment boundaries, policing services are also provided to the Victoria International Airport, and the Swartz Bay ferry terminal.

Detachment Resources

The Sidney/North Saanich Detachment is comprised of 34 police officers and 11 civilian support staff. Uniformed officers are divided into four watches providing a 24-hour, seven day a week, on-duty response to emergencies and calls for service. Specialized units within the detachment are organized into a four-officer Major Crime Unit, a two-officer Traffic Unit, one Community Policing officer, and two First Nations Policing officers. On average, the detachment responds to 7,000 calls for service annually, many involving extensive investigation.

A management team is responsible for administration, planning, budget monitoring, and operations for the detachment. Business hours for inquiries, assistance and service are Monday to Friday from 8:30 am to 4:15 pm.

Services to the Community

Policing services to the community include the response to emergency and non-emergency calls and the investigation of criminal, provincial statute and by-law offences. Traffic services include the investigation of motor vehicle accidents and conducting impaired driving, speeding and general motor vehicle act enforcement. Community policing services place emphasis on crime reduction and prevention programs which support informing residents on prevention measures.

The Detachment's major crime unit supports the investigation of the most serious crimes, inclusive of robbery, sexual assault, child exploitation, missing persons, and complex fraud investigations.

Policing Services in 2025

Sidney North Saanich Detachment saw a 2% decrease in total calls for service, with 2564 calls and investigations responded to within the Town of Sidney. Over the past year crimes involving violence increased 23% returning to the five-year average levels. The community continued to experience a decline in property crime by 15% with low crime rates for commercial and residential break and enter and theft of vehicle. The number of reported fraud scams involving a financial loss continues to reflect a growing trend in this type of financial crime with significant impacts on local residents.

A 2025 highlight for policing services to the community was the successful investigations for three separate armed robberies each of which resulted in the apprehension of the offenders and charges approved by Crown Counsel. A further enforcement highlight involved eight seizures of illicit drugs in 2025 as targeting efforts of drug offences in the community continue to receive policing priority.



The sun sets along the Waterfront Walkway.



FINANCIAL INFORMATION

MANAGEMENT DISCUSSION & ANALYSIS

The financial statements are the responsibility of the Town's management and have been prepared in compliance with the Community Charter and generally accepted accounting principles. The annual financial statements are composed of two primary statements – the *Statement of Financial Position* (page 47) and the *Statement of Operations and Accumulated Surplus* (page 48). These primary statements are supplemented by extensive notes and tables that serve to better explain the Town's financial results and nature of operations. The notes are an integral part of the financial statements, as they provide additional details on the consolidated numbers found on the two primary statements. The statements and supporting notes are discussed in more detail below. The Financial Statements are an important tool for the Town in communicating financial information. It is our goal to make the statements accessible and informative to the reader.

Statement of Financial Position

The *Statement of Financial Position* outlines the Town's financial health by providing a snapshot of the total Assets, Liabilities, and Accumulated Surplus as at December 31, 2025. Financial Assets include cash, as well as items that can or will be converted to cash within a short timeframe, such as investments and receivables. Financial Assets represent amounts that can be used to satisfy Liabilities and finance future services.

Financial Assets had a year-end balance of \$27,535,506, compared to \$26,401,399 in 2024. This increase of \$1,134,107 consists of an \$813,348 increase in cash and investments, and a \$320,759 increase in receivables. The largest component of the accounts receivable balance is the accrual of the fourth quarter utility billings for water, sewer and waste services.

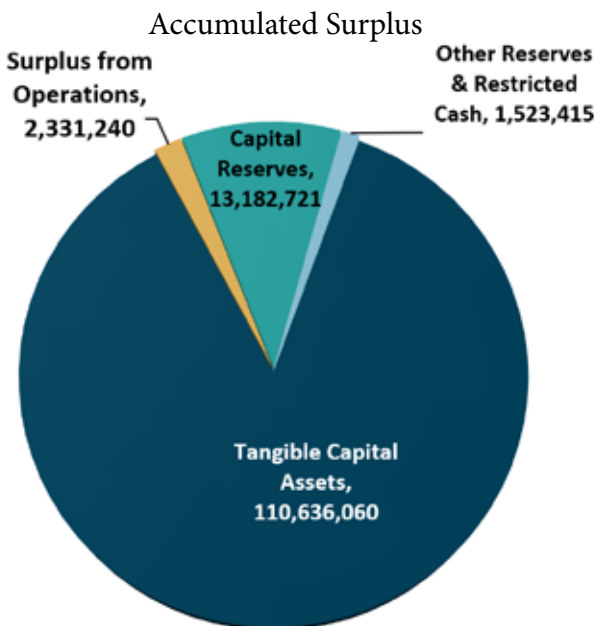
Liabilities is the next section in the *Statement of Financial Position*; these represent cash and services owing by the Town to third parties. The balance increased by \$1,204,328 over last year, with accounts payable being the largest contributor. This balance depends on the magnitude of expenditures around the end of the fiscal year, which can vary from year to year. The 2025 balance was \$919,985 higher than prior year, mainly due to some significant equipment purchases that were made but not yet paid in late December 2025, and an accrual related to labour negotiations that were settled in early 2026.

The Town's largest liability is its debt, totaling \$10,100,236, all of which was issued through the Municipal Finance Authority. It is important to note that any debt held by the Town must be for capital purposes, and not to fund operating deficits. The total debt balance decreased by \$454,902 during the year due to payments on existing debt, with no new debt issued in 2025. Approximately \$7.2 million of the Town's total debt relates to the Community Safety Building, completed in 2019; part of the debt payments for this facility are covered through a lease for a co-located ambulance station. The average interest rate of current outstanding debt is 2.75% (up from 2.60% in 2024) with rates of individual debt issues ranging from 1.47% to 3.83%.

Asset Retirement Obligations, a liability that represents the estimated cost to properly dispose of hazardous material (mainly asbestos) present in Town facilities, increased by \$18,400 in 2025 due to an upward revision in the estimated future removal and disposal cost.

Next on the *Statement of Financial Position* is Net Financial Assets, which is the difference between the Town's financial assets and its liabilities. A Net Financial Asset position indicates that we have more financial assets than future obligations, which presents a favourable indication of the Town's ability to satisfy its liabilities and provide future services. The Town's position decreased very slightly by \$70,221 in 2025, due to the changes to financial assets and liabilities discussed above. While the Town has a Net Asset position, it is not uncommon for local governments to have a Net Debt position, where liabilities exceed financial assets; this occurs when local governments undertake investments in capital assets (i.e. turning financial assets into non-financial assets) or incur debt that requires future revenues to repay. There is no "right" level for Net Financial Assets; it depends largely on the growth plans, infrastructure health and capital asset financing strategy of each local government.

Non-financial Assets is the next section of the *Statement of Financial Position*. This category is made up almost entirely of the net value of tangible capital assets (TCA), but also of smaller amounts for inventories of supplies and prepaid expenses, all of which are held for the provision of future services. The TCA amount represents the remaining value (cost less depreciation) of past investment in infrastructure, buildings, vehicles, equipment and other long-lasting items that provide services to residents over the useful lives of the assets. Inventories and prepaid expenses are assets that will likely be consumed as part of operations in the upcoming year, but cannot be easily converted to cash to meet financial obligations. The 2025 year ending TCA balance was \$121,476,096 million, an increase of \$2,289,255 million over 2024. This resulted from net investments in TCA of \$6.0 million, less \$3.7 million of amortization.



The “bottom line” on the *Statement of Financial Position* is the Accumulated Surplus, which is the total of Net Financial Assets and Non-financial Assets; this amount represents the sum of all economic resources available to the Town to meet future financial and service obligations. The Accumulated Operating Surplus balance of \$127,673,436 is broken down into various components in Note 8 (page 62) of the statements (as illustrated in the pie chart), and is discussed in more detail in the following section. It is important to clarify that since the Accumulated Surplus is comprised of both Financial and Non-financial Assets, it does not represent an available pool of funding. *Net Financial Assets* represents the amount available to satisfy *financial* obligations and *Non-financial Assets* represents the amount available to meet future *service* obligations.

For the Town, Accumulated Remeasurement Gain is entirely attributable to unrealized gains/losses on US dollar holdings (i.e. the change in value of the US dollar, relative to the Canadian dollar, in the Town’s bank account). Under new accounting standards, the gains and losses will be reported as Accumulated Remeasurement Gain/Loss while they are unrealized, and move to Accumulated Operating Surplus when realized – that is, when the US dollars are actually used to make purchases, and these purchases are reported in Canadian dollars, the Town’s functional and reporting currency. The \$137,194 compared to the previous year is due to unrealized losses resulting from a narrowing of the value between the two currencies.

Statement of Operations & Accumulated Surplus

The *Statement of Operations & Accumulated Surplus* presents the operating results by comparing revenues and expenses for the year, with the net difference being the “Annual Operating Surplus”. The Annual Operating Surplus essentially represents the increase in the Town’s ability to fund future services.

The 2025 *Statement of Operations and Accumulated Surplus* indicates an Annual Operating Surplus of \$2,479,600, which is broken down into the following components:

| | |
|--|---------------------|
| Net investment in Capital Assets | \$ 2,726,257 |
| Net change in Reserves & Restricted Cash | 293,259 |
| Net deficit from Operations | (539,916) |
| Annual Operating Surplus | \$ 2,479,600 |

Total revenues were relatively consistent with the prior year. Increases in tax revenue and user fees were offset by a decrease in government transfers as the prior year balance included certain one-time senior government grants related to funding for capital projects. Total expenses increased slightly from prior year, primarily due to higher cost of providing fire and policing services.

The *Annual Surplus* figure is the net difference between the Town’s actual revenues and its expenses for the year, and is independent of any variance from the budget for the year. A budget column is included in the *Statement of Operations & Accumulated Surplus* to provide the reader with an indication of operating plans for the year and demonstrate public accountability; however, variances from budget are not discussed in the financial statements. A comparison of budget to actuals would indicate that the Town’s Annual Surplus was just over \$1.9 million higher than what was anticipated in the budget (actual surplus of \$2,479,600 versus budgeted surplus of \$572,875). This variance is mostly due to savings on the expense side, with Transportation Services generating the most, at just over \$385,000.

The Annual Operating Surplus figure should not be considered a pure financial gain for the Town, nor an indication that we are collecting too much in taxes and fees. It is important to acknowledge that much of the money being collected as tax revenue is earmarked for capital asset additions, for transfer to reserves for future use, or for repayment of debt. None of these legitimate and necessary uses of funds qualify as expenses for purposes of financial statement reporting; therefore, they are not reflected in the *Annual Operating Surplus* amount, which may, as a result, appear to be inflated. The *Net Deficit from Operations* figure provides the most accurate indication of true operating results; the rest of the Annual Surplus has either been used to acquire capital, repay debt, or set aside for future use.

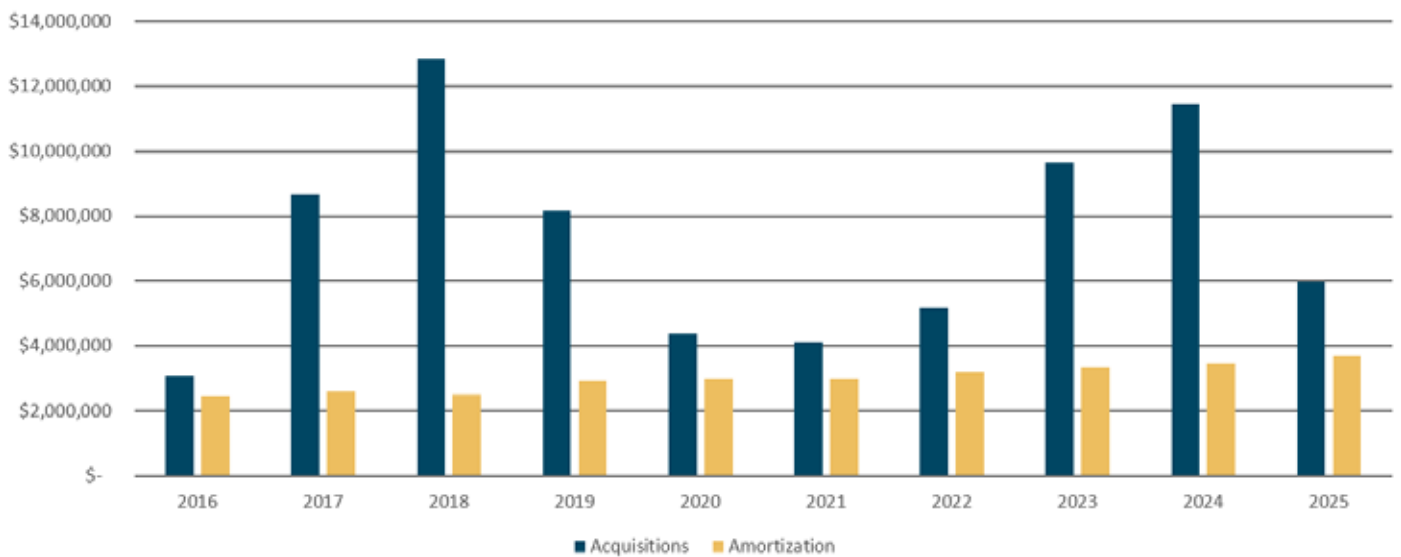
Net Investment in Capital Assets

A large contributing factor to the Annual Surplus is an increase of \$2,726,257 in *net investment in capital assets*. This increase in value means that the Town added more in TCA than it consumed. TCA are consumed through amortization (also known as depreciation); the cost of the asset is divided by its useful life, and expensed annually over that lifespan. This method of accounting spreads the value of the asset over its ability to provide services to residents.

The 2025 *net investment in capital assets* is made up of \$5,961,638 in net acquisitions, reduced by \$3,690,283 in amortization; this was accompanied by a \$454,902 decrease in long-term debt. The most significant capital additions during the year were through Town infrastructure projects totaling \$3.37 million.

The chart below shows the Town’s TCA additions and amortization over the past 10 years. It demonstrates that in each of the past ten years, there has been a positive net investment in capital assets.

Tangible Capital Asset Additions and Amortization



Generally, it is preferable to have a positive net investment in capital assets each year, as this would indicate the Town is renewing assets more quickly than it is consuming them through the provision of service. The simple act of renewal would likely lead to a net increase in TCA, as asset renewal occurs at current dollars, while the asset consumption occurs at historical (and typically lower) costs. However, that is a bit of a simplification, and the sufficiency of asset renewal must be considered in the full context of the Town’s asset management plans. These plans are continually being developed and refined as the Town moves forward with its asset management strategy.

Net Increase (Decrease) in Reserves

In the breakdown of the Annual Surplus above, another contributing factor is the net increase of \$293,259 in the Town’s reserves. Reserves are funds set aside to finance works (usually capital) in future years.

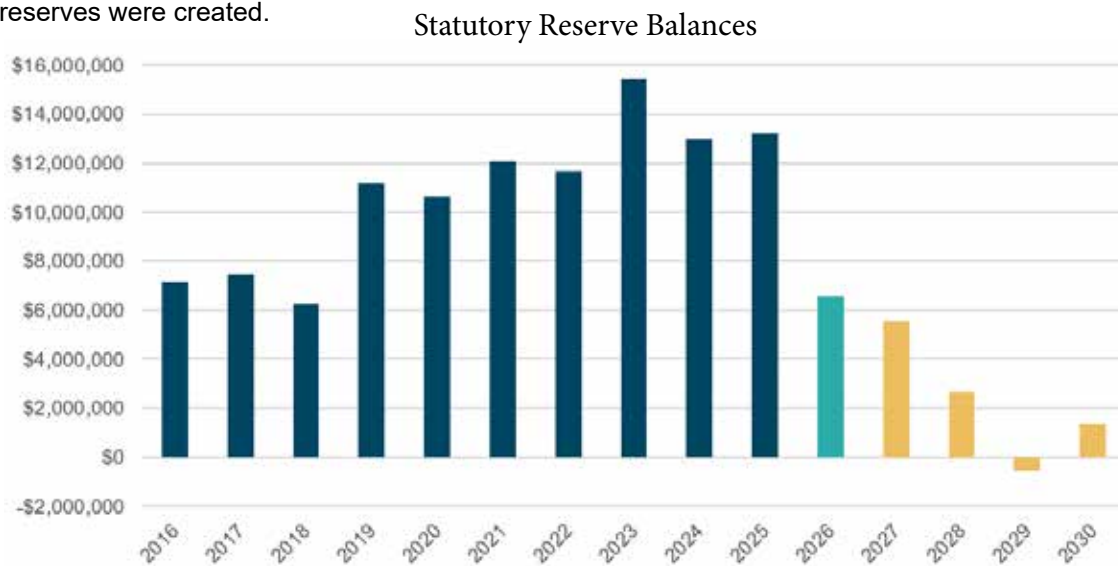
There are two classes of reserves. The more formal of these is indicated in Note 8 as “Reserve funds set aside for specific purposes by Council”. These are known as Statutory Reserves, in that they are created by bylaw, as allowed under provincial legislation. The establishing bylaws set out the purposes of the funds, and these purposes cannot be changed without a bylaw amendment. In other words, the funds must be used for the purposes for which the reserves were established.

Statutory Reserves had a net increase of \$187,568 during 2025; transfers into the Reserves equaled \$4.4 million, while transfers out to fund projects equaled \$4.2 million. This reserve reduction to fund projects included the use of part of a large Provincial grant that was received in 2023 and set aside for future use. The level of funding drawn from the reserves fluctuates from year to year, depending on the Town’s capital program for each year. The reserve balances are therefore cyclical, with the Town’s capital renewal patterns having a significant impact.

The Town’s total Statutory Reserves at year end amounted to \$13,182,721. The Town’s Infrastructure Replacement reserves are the largest component of this balance, representing 42% of the total. A further 19% is made up of reserves to replace Town vehicles, equipment and the ferry terminal. The primary purpose of maintaining most of these reserves is to set money aside in a systematic, evenly distributed manner for the eventual replacement of existing Town assets when they reach the end of their useful lives; this practice helps to ensure financial sustainability. An additional 23% of the total Statutory Reserve balance represents contributions from the Canada Community-Building Fund and the Provincial Growing Communities Fund; these monies are being held for future eligible use.

The second subset of reserves is labeled “Reserves set aside by Council”. While less formal, these funds are also usually earmarked for specific purposes, and made up of funds carried forward for completion of specific projects or initiatives. There was a small increase of \$101,042 in these funds.

The chart below shows the Town’s total Statutory Reserve balances over the last ten years, and projected balances for the next five years. It illustrates the cyclical nature of the reserve balances, based on the timing of expenditures for which the reserves were created.



Based on the current 5-year financial plan, the trend is for diminishing reserve balances to fund the projected capital plan. The plan will clearly need to be refined prior to 2029, when the reserve balance is currently projected to fall below zero. Our ambitious replacement timeline for the Town’s infrastructure over the next few years will be reviewed carefully – as part of a formal asset management plan – to ensure that enough funds are being set aside for ongoing future needs. The ideal level of reserves depends on the Town’s future needs and wants, and decisions around how to fund them. The reserve reduction in the next five years is also due to the projected use of the Growing Communities Fund and accumulated Canada Community-Building Fund reserves, which are both intended to be consumed over a relatively short period.

Having a net reserve surplus or deficit (i.e. increase or decrease) in any given year is strictly a reflection of the Town’s plans and spending patterns, and must be considered in conjunction with those plans for a full understanding of the impact. For example, in years where the Town is putting aside money for a future purchase, there will be a reserve surplus. When those funds are actually used, an annual reserve deficit may occur. All of these events fit within the Town’s overall financial planning framework, despite the different year-by-year impacts to reserve balances. While renewal of Town infrastructure is a positive direction, the diminishing balance projections for reserves is a trend that needs to be addressed through long term asset management strategies, which are in progress. The amount of annual funding transferred into the Town’s reserves will have to be increased, and supplemented by external funding sources.

Increase in Restricted Cash

This small balance, which increased by \$4,649 in 2025, represents the amount of cash the Town has paid into a sinking fund as security against its long-term debt. When the debt is fully repaid, the restriction is removed, and the funds are returned to the Town for other purposes. Generally, they are put into a reserve.

Net Surplus (or Deficit) from Operations

The *net surplus (deficit) from operations* is perhaps the most important contributing factor to the Annual Surplus. The Surplus from Operations provides the best indication of the most recent year’s operating results. The previously discussed contributing factors to the Annual Operating Surplus, which may result in a surplus or deficit in any given year depending on the Town’s financial or asset management plans, are not true indicators of the current year’s operating performance. The Surplus from Operations in a given year represents the true increase in the Town’s “disposable income” for future spending. The table below shows the breakdown of the most current year’s net decrease in Surplus from Operations:

| | |
|--|---------------------|
| General Operating Fund | \$ (773,122) |
| Water Utility | 30,354 |
| Sewer Utility | 202,852 |
| Net decrease in Accumulated Surplus from Operations | \$ (539,916) |

2025 operations realized a total deficit of \$539,916. General Operating incurred a deficit of \$773,122, which was lower than the budgeted deficit of \$901,500. Extra allocations of surplus were used to balance the budget in 2025 as a means to reduce the tax impact and pay for a new cost burden in policing services. In a typical year, less than the full amount of budgeted surplus funding is required to fund operations. However, the use of surplus funding to balance the budgets has increased in the years since the pandemic, and it has become more challenging to avoid use of at least some of this surplus each year. Council is fully aware of this situation, and a plan to replenish the accumulated surplus is expected to be in place prior to the end of 2026.

In early 2021, Council approved a new rate structure for the Water Utility that better reflects the fixed and variable operating costs of the Utility; as such, large annual fluctuations from budget were no longer anticipated to occur. The new structure also provides a more equitable distribution of costs and ensures the financial stability of the Water Utility; full annual cost recovery should now result. The first five years under this structure proved to be successful in achieving these goals, and the Utility realized a small operating surplus of \$30,354 in 2025.

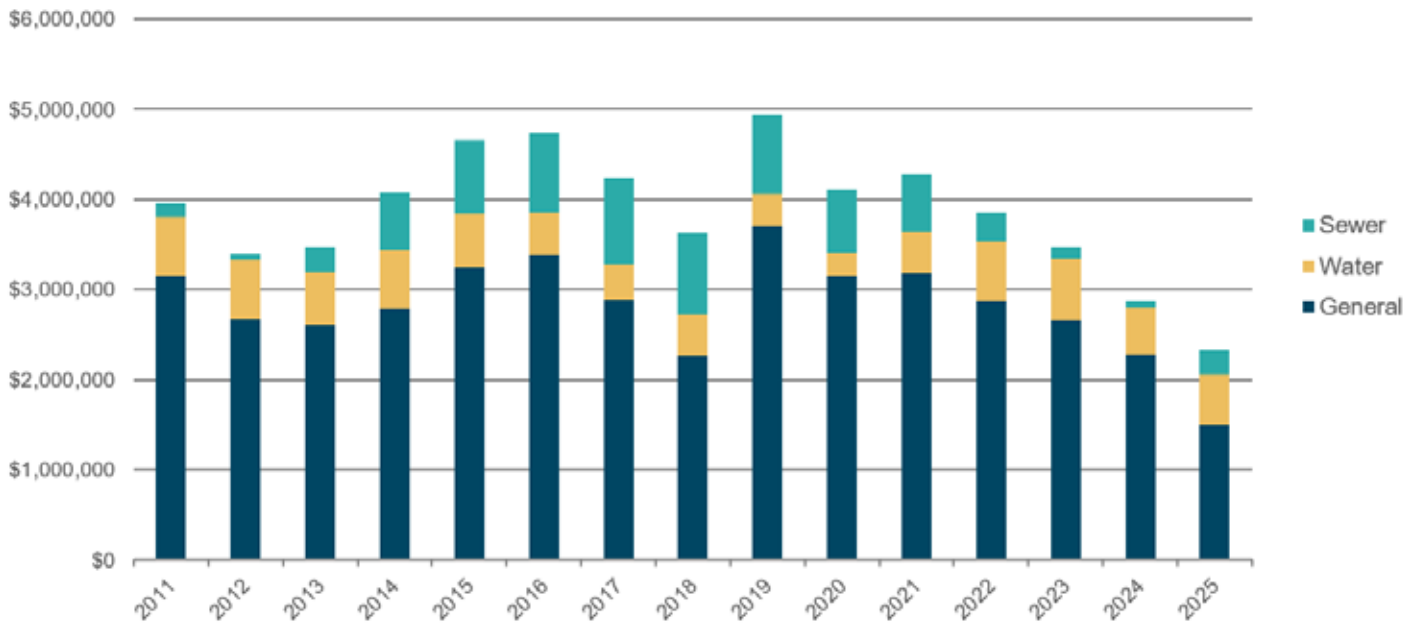
The Sewer Utility realized a surplus of \$202,852 in 2025, which was a departure from recent results. A review of the Sewer Utility rate structure was undertaken in early 2026, using the same principles as we used for Water, to ensure this Utility is also sustainable going forward.

The Town has a policy to determine the adequate level of Accumulated Surpluses from Operations. The adequate levels are calculated as percentages of the previous year's revenues. This policy ensures that we maintain sufficient funds for the following purposes:

- To provide an adequate reserve for major disasters or contingencies;
- To provide adequate working capital to reduce or eliminate the need for temporary borrowing throughout the year;
- Revenue stabilization: available funds to cover any revenue shortfalls and to prevent tax revenue fluctuations by funding non-recurring expenditure items.

The chart below illustrates the Town's Accumulated Surplus from Operations balances over the past 15 years, and the contribution from each of the Town's operational areas. When the 2025 net decrease in Surplus from Operations is combined with surpluses from prior years, the year ending balance of Accumulated Surplus from Operations decreases to \$2,331,240. While this is still a substantial amount, the General Operating Fund and the Sewer Utility balances are below minimum policy levels. The remedy for the Sewer Utility is was to undertake a review of its rate structure (completed in early 2026) and set rates to ensure long-term sustainability, similar to what was done for the Water Utility. The surplus policy for the General Operating Fund will be reviewed again in 2026.

Accumulated Surplus from Operations



Notes to the Financial Statements

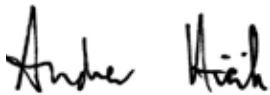
As indicated previously, the notes are an integral part of the financial statements. Firstly, they explain the nature of the organization, and its significant accounting policies. The individual notes also provide additional details to support the numbers on the two primary statements. Reference is made on the statements to a note number; users wishing to gain a better understanding of Town financial results should be referencing these notes as they read through the statements.

The notes also serve to identify potential commitments and liabilities, as well as contractual rights, not captured in the statements themselves. These exclusions can be for various reasons, but generally they represent events that do not fit the accounting definition of a liability or an asset, or cannot be reliably measured. Disclosing these items in the notes (Note 14 and Note 15) provides readers with some additional information to assist in their interpretation of the Town's financial position, and any potential risks. Users may then make their own decision as to the level of risk implicit with each item disclosed.

Financial Summary

Overall, the Town's 2025 financial results continue to reflect a positive financial position, though attention is needed over the next several years to better ensure financial sustainability and account for recent cost pressures. Although Net Financial Assets decreased very slightly from 2024, this was more than offset by the net increase in Non-Financial Assets. The Town improved its ability (economic resources available) to provide future services, and maintained a continued dedication to sound financial management. Operating results were mixed for the year, realizing a deficit in General Operations, and surpluses in Water and Sewer. All three operational areas performed better than budgeted, with total use of prior years' surplus across the three funds being approximately \$394,000 less than the budgeted amount.

Town's equity in capital assets increased during the past year, demonstrating a commitment from the Town to fund its infrastructure renewal. Furthermore, the Town continues to maintain low levels of debt, which allows flexibility for required major expenditures in future years. The Town continues to refine its asset management planning capacity, to determine the longer-term funding required for financially sustainable infrastructural renewal.



Director of Finance
June 1, 2026

FINANCIAL STATEMENTS

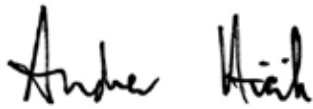
FINANCIAL REPORTING RESPONSIBILITY

The accompanying financial statements of the Town of Sidney (the “Town”) are the responsibility of management and have been prepared in compliance with legislation, and in accordance with public sector accounting standards for local governments, as established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies is included in note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management’s judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

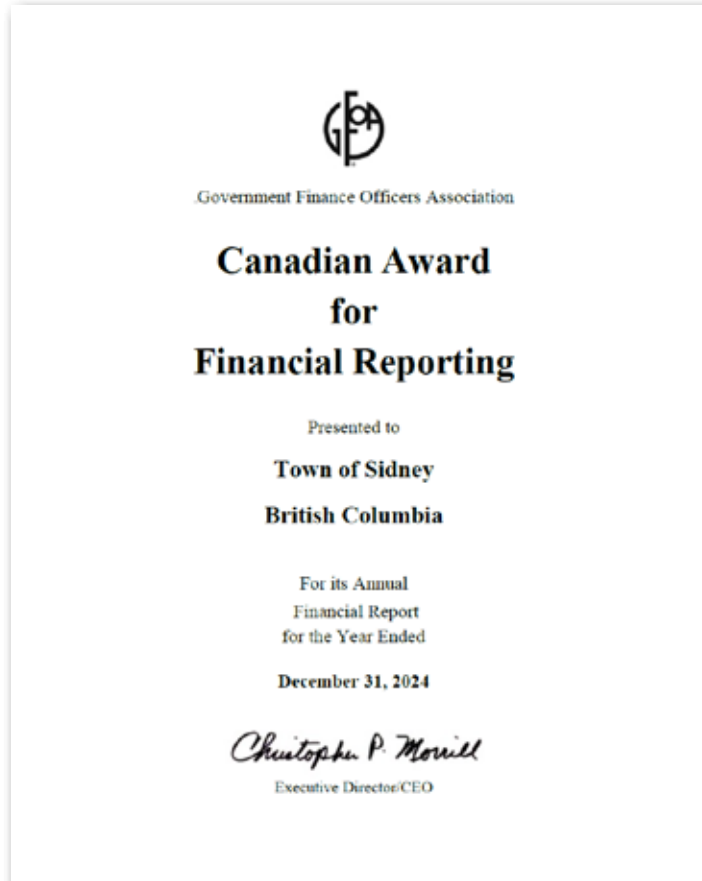
The Town’s management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

The Municipal Council meets with management and the external auditors to review the financial statements and discuss any significant reporting or internal control matters prior to their acceptance of the financial statements.

The financial statements have been audited by KPMG LLP, independent external auditors appointed by the Town. The accompanying Independent Auditor’s Report outlines their responsibilities, the scope of their examination, and their opinion on the Town’s financial statements.



Director of Finance
 June 1, 2026





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

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Councillors of the Town of Sidney

Opinion

We have audited the financial statements of the Town of Sidney (the "Town"), which comprise:

- the statement of financial position as at December 31, 2025
- the statement of operations and accumulated operating surplus for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of remeasurement gains and losses for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2025, and its results of operations, its remeasurement gains and losses, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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



Town of Sidney

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.



Town of Sidney

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KPMG LLP

Chartered Professional Accountants

Victoria, Canada
May 11, 2026

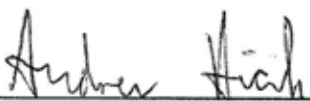
STATEMENT OF FINANCIAL POSITION

December 31, 2025, with comparative figures for 2024

| | 2025 | 2024 |
|--|-----------------------|-----------------------|
| Financial assets: | | |
| Cash and cash equivalents (note 2) | \$ 14,680,803 | \$ 14,071,752 |
| Investments | 9,204,297 | 9,000,000 |
| Property taxes receivable | 557,201 | 412,937 |
| Accounts receivable | 2,933,340 | 2,761,494 |
| MFA Debt Reserve Fund cash (note 5c) | 159,865 | 155,216 |
| | 27,535,506 | 26,401,399 |
| Liabilities: | | |
| Accounts payable and accrued liabilities | 4,374,320 | 3,454,335 |
| Deferred revenue and deposits (note 3) | 5,883,884 | 5,166,739 |
| Employee future benefit liability (note 4) | 1,135,500 | 1,131,800 |
| Debt (note 5) | 10,100,236 | 10,555,138 |
| Asset retirement obligations (note 6) | 757,700 | 739,300 |
| | 22,251,640 | 21,047,312 |
| Net financial assets | 5,283,866 | 5,354,087 |
| Non-financial assets: | | |
| Tangible capital assets (note 7) | 121,476,096 | 119,186,841 |
| Inventory of supplies | 465,217 | 378,342 |
| Prepaid expenses | 499,078 | 462,581 |
| | 122,440,391 | 120,027,764 |
| Accumulated operating surplus (note 8) | 127,673,436 | 125,193,836 |
| Accumulated remeasurement gain | 50,821 | 188,015 |
| Accumulated surplus | \$ 127,724,257 | \$ 125,381,851 |

Contractual rights (note 14)
 Commitments and contingent liabilities (note 15)

The accompanying notes are an integral part of these financial statements.



Director of Finance

STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS

Year ended December 31, 2025, with comparative figures for 2024

| | <i>Budget</i> | <i>Actual</i> | <i>Actual</i> |
|---|-----------------------|-----------------------|-----------------------|
| | <i>2025</i> | <i>2025</i> | <i>2024</i> |
| | <i>(note 12)</i> | | |
| Revenue: | | | |
| Net taxes available for municipal purposes (note 9) | \$ 18,843,746 | \$ 18,822,262 | \$ 17,188,397 |
| Fees, rates and service charges | 8,381,853 | 8,277,508 | 7,636,683 |
| Government transfers (note 10) | 3,250,987 | 2,828,768 | 3,869,608 |
| Investment earnings | 750,000 | 913,474 | 1,248,663 |
| Gifts and contributions | 132,500 | 806,353 | 1,588,570 |
| Penalties and interest | 129,500 | 160,121 | 153,827 |
| Actuarial adjustment on debt | - | 81,851 | 67,434 |
| Other | 9,500 | 48,290 | 3,840 |
| Total revenue | 31,498,086 | 31,938,627 | 31,757,022 |
| Expenses: | | | |
| General government | 3,610,923 | 3,449,984 | 3,499,661 |
| Protective services | 8,876,673 | 8,779,254 | 7,363,649 |
| Transportation | 5,269,301 | 4,884,037 | 5,133,712 |
| Environmental health services | 1,501,004 | 1,289,084 | 1,278,898 |
| Environmental development | 733,095 | 565,652 | 579,080 |
| Leisure, parks and cultural | 4,090,041 | 4,050,718 | 3,871,539 |
| Water utility | 2,748,025 | 2,629,181 | 2,494,048 |
| Sewer utility | 2,883,109 | 2,688,590 | 2,691,771 |
| Other (note 11) | 1,213,040 | 1,122,527 | 1,178,033 |
| Total expenses | 30,925,211 | 29,459,027 | 28,090,391 |
| Annual operating surplus | 572,875 | 2,479,600 | 3,666,631 |
| Accumulated operating surplus, beginning of year | 125,193,836 | 125,193,836 | 121,527,205 |
| Accumulated operating surplus, end of year | \$ 125,766,711 | \$ 127,673,436 | \$ 125,193,836 |

The accompanying notes are an integral part of these financial statements.

STATEMENT OF CHANGES IN NET FINANCIAL ASSETS

Year ended December 31, 2025, with comparative figures for 2024

| | Budget 2025 <i>(note 12)</i> | Actual 2025 | Actual 2024 |
|---|------------------------------------|---------------------|---------------------|
| Annual surplus | \$ 572,875 | \$ 2,479,600 | \$ 3,666,631 |
| Acquisition of tangible capital assets | (11,118,520) | (5,993,687) | (11,466,772) |
| Amortization of tangible capital assets | 3,500,000 | 3,690,283 | 3,467,218 |
| Gain on disposal of tangible capital assets | - | (39,091) | (886) |
| Proceeds on disposal of tangible capital assets | - | 53,240 | 18,404 |
| | (7,045,645) | 190,345 | (4,315,405) |
| Acquisition of inventory of supplies | - | (465,217) | (378,342) |
| Acquisition of prepaid expense | - | (499,078) | (462,581) |
| Consumption of inventory of supplies | - | 378,342 | 320,899 |
| Use of prepaid expenses | - | 462,581 | 400,001 |
| Change in net financial assets | (7,045,645) | 66,973 | (4,435,428) |
| Net financial assets, beginning of year | 5,354,087 | 5,354,087 | 9,566,512 |
| Change in accumulated rereasurement gain (loss) | - | (137,194) | 223,003 |
| (Net debt) / Net financial assets, end of year | \$ (1,691,558) | \$ 5,283,866 | \$ 5,354,087 |

The accompanying notes are an integral part of these financial statements.

STATEMENT OF REMEASUREMENT GAINS AND LOSSES

Year ended December 31, 2025, with comparative figures for 2024

| | 2025 | 2024 |
|--|------------------|-------------------|
| Accumulated remeasurement gain (loss), beginning of year | \$ 188,015 | \$ (34,988) |
| Unrealized gain (loss) attributable to: | | |
| Foreign exchange | (137,194) | 223,003 |
| Net change in remeasurement gain (loss) for the year | (137,194) | 223,003 |
| Accumulated remeasurement gain, end of year | \$ 50,821 | \$ 188,015 |

The accompanying notes are an integral part of these financial statements.

STATEMENT OF CASH FLOWS

Year ended December 31, 2025, with comparative figures for 2024

| | 2025 | 2024 |
|--|----------------------|----------------------|
| Cash provided by (used in): | | |
| Operating activities: | | |
| Annual surplus | \$ 2,479,600 | \$ 3,666,631 |
| Items not involving cash: | | |
| Amortization | 3,690,283 | 3,467,218 |
| Gain on disposal of tangible capital assets | (39,091) | (886) |
| Developer contribution of tangible capital assets | (495,320) | (898,435) |
| Change in employee future benefit liability | 3,700 | (1,700) |
| Actuarial adjustment on debt | (81,851) | (67,434) |
| Asset retirement expense on inactive assets | 500 | 4,800 |
| Unrealized remeasurement gain (loss) on foreign exchange | (137,194) | 223,003 |
| Changes in non-cash assets and liabilities: | | |
| Property taxes receivable | (144,264) | (7,210) |
| Accounts receivable | (171,846) | 3,708,410 |
| Accounts payable and accrued liabilities | 919,985 | (623,617) |
| Deferred revenue | 717,145 | (979,743) |
| Inventory of supplies | (86,875) | (57,443) |
| Prepaid expenses | (36,497) | (62,580) |
| Net change in cash from operating activities | 6,618,275 | 8,371,014 |
| Capital activities: | | |
| Proceeds on disposal of tangible capital assets | 21,440 | 18,404 |
| Cash used to acquire tangible capital assets | (5,448,667) | (10,534,437) |
| Net change in cash from capital activities | (5,427,227) | (10,516,033) |
| Investment activities: | | |
| Investments | (204,297) | 3,020,282 |
| Net change in cash from investing activities | (204,297) | 3,020,282 |
| Financing activities: | | |
| Municipal Finance Authority debt reserve adjustment | (4,649) | (17,921) |
| Debt issued and assumed | - | 1,300,000 |
| Long-term debt repaid | (373,051) | (327,079) |
| Net change in cash from financing activities | (377,700) | 955,000 |
| Net change in cash and cash equivalents | 609,051 | 1,830,263 |
| Cash and cash equivalents, beginning of year | 14,071,752 | 12,241,489 |
| Cash and cash equivalents, end of year | \$ 14,680,803 | \$ 14,071,752 |
| Cash paid for interest | \$ 340,788 | \$ 278,809 |
| Cash received from interest | 936,661 | 1,273,635 |

The accompanying notes are an integral part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

Notes to Financial Statements Year ended December 31, 2025

The Town of Sidney (the "Town") is a municipality in the Province of British Columbia and operates under the provisions of the Local Government Act and Community Charter. Its principal activities are the provision of local government services to residents of the Town. These include administrative, protective, transportation, environmental, recreational, water, sewer and fiscal services.

1. Significant accounting policies:

The financial statements of the Town are prepared by management in accordance with Canadian public sector accounting standards for local governments, as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the Town are as follows:

(a) Reporting entity:

The financial statements include a combination of the assets, liabilities, accumulated surplus, revenues and expenses of all of the Town's activities and funds. Inter-departmental balances and organizational transactions have been eliminated.

(b) Basis of accounting:

The Town follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

(c) Government transfers:

Government transfers are recognized in the financial statements as revenue in the period the transfers are authorized and any eligibility criteria have been met, except when, and to the extent that, the transfer gives rise to an obligation that meets the definition of a liability for the recipient government. Transfers received which meet the definition of a liability are included in deferred revenue.

(d) Property tax revenue:

Property tax revenue is recognized on an accrual basis using property assessment values established by BC Assessment for the current year and the tax rates established annually by Council. Tax revenues are recorded at the date property taxes are due. Assessments are subject to appeal and tax adjustments are recorded when the results of the appeals are known, and if required. An allowance for unresolved assessment appeals is also recorded.

(e) Deferred revenue:

Deferred revenue includes grants, contributions and other amounts received from third parties pursuant to legislation, regulation or agreement, which may only be used in certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenues arising from exchange transactions are recognized when the related performance obligation(s) are satisfied.

Notes to Financial Statements
Year ended December 31, 2025

1. Significant accounting policies (continued):

(f) Investment income:

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue is added to the deferred revenue balance.

(g) Financial instruments:

The Town's financial instruments consist of cash, investments, accounts receivable, accounts payable and accrued liabilities, deposits, and debt. The carrying amount of these financial instruments approximates the fair value because they are short-term in nature or because they bear interest at market rates.

Financial instruments are recorded at fair value on initial recognition. Derivative instruments and equity instruments that are quoted in an active market are reported at fair value. All other financial instruments are subsequently recorded at cost or amortized cost unless management has elected to carry the instruments at fair value. The Town does not hold any instruments that require fair value reporting and has not elected to record any other financial instruments at fair value.

Financial instruments recorded at cost are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method or effective interest rate method. All financial assets are assessed for impairment on an annual basis.

(h) Employee future benefits:

The Town and its employees make contributions to the Municipal Pension Plan. The Town contributions are expensed as incurred.

Leave benefits such as banked sick, discretionary, or vacation time, along with retirement allowance benefits, are also available to the Town's employees. The costs of these benefits are actuarially determined based on service, best estimates of retirement ages, and expected future salary and benefit increases. The obligation under this benefit plan is accrued based on projected benefits as the employees render services necessary to earn the future benefits.

(i) Asset retirement obligation:

An asset retirement obligation (ARO) is a legal obligation associated with the retirement of a tangible capital asset and is recognized when, as at the financial reporting date, all of the following criteria are met:

- (i) There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- (ii) The past transaction or event giving rise to the liability has occurred;
- (iii) It is expected that future economic benefit will be given up; and
- (iv) A reasonable estimate of the amount can be made.

The recognition of an ARO liability increases the carrying value of the underlying asset, and is amortized over the asset's remaining useful life in accordance with the accounting policy outlined in note 1(j). Where the underlying asset is no longer in productive use, the obligation is recorded as an expense on the Statement of Operations and Accumulated Operating Surplus.

Notes to Financial Statements
Year ended December 31, 2025

1. Significant accounting policies (continued):

(i) Asset retirement obligation (continued):

AROs are initially measured at the best estimate of the amount required to retire a tangible capital asset at the financial statement date. In subsequent periods, the assumptions used in determining the ARO will be reviewed annually, and the value of the liability revised, when appropriate.

(j) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities, and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The costs, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

| Assets | Useful Life - Years |
|-------------------------------------|---------------------|
| Land improvements | 10 - 75 |
| Buildings and building improvements | 15 - 100 |
| Vehicles, machinery and equipment | 3 - 50 |
| Water and wastewater infrastructure | 12 - 75 |
| Road infrastructure | 25 - 100 |

Amortization is charged annually. Assets under construction are not amortized until the asset is available for productive use. Tangible capital assets are written down when conditions indicate that they no longer contribute to the Town's ability to provide services, or when the value of future economic benefits associated with the asset is less than the book value.

(ii) Contribution of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, with the value of the contribution recorded as revenue.

(iii) Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

(iv) Interest capitalization

The Town does not capitalize interest costs associated with the acquisition or construction of tangible capital assets.

**Notes to Financial Statements
Year ended December 31, 2025**

1. Significant accounting policies (continued):

(k) Contaminated sites:

A liability for contaminated sites is recognized when a site is not in productive use and the following criteria are met:

- (i) An environmental standard exists;
- (ii) Contamination exceeds the environmental standard;
- (iii) The Town is directly responsible or accepts responsibility;
- (iv) It is expected that future economic benefits will be given up; and
- (v) A reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site. Management has not identified any Town sites that meet the criteria of a contaminated site.

(l) Foreign currency:

Foreign currency transactions are translated into Canadian dollars at the exchange rate prevailing on the transaction date. Monetary assets and liabilities denominated in foreign currencies are translated into Canadian dollars at the exchange rate prevailing at the financial statement date. Unrealized foreign exchange gains or losses, resulting from a change in the exchange rate that arises prior to settlement, are recognized in the Statement of Remeasurement Gains and Losses. In the period of settlement, realized gains or losses are recognized on the Statement of Operations and Accumulated Operating Surplus, and the related unrealized balances are reversed from the Statement of Remeasurement Gains and Losses.

(m) Measurement uncertainty:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Estimates include assumptions used in estimating historical cost and useful lives of tangible capital assets, estimating provisions for accrued liabilities, including employee future benefits, contaminated sites, contingent liabilities and asset retirement obligations. Actual results could differ from these estimates.

2. Cash and cash equivalents:

| | 2025 | 2024 |
|---|----------------------|----------------------|
| Cash | \$ 12,657,300 | \$ 14,071,752 |
| Municipal Finance Authority money market fund | 2,023,503 | - |
| | <u>\$ 14,680,803</u> | <u>\$ 14,071,752</u> |

Notes to Financial Statements
Year ended December 31, 2025

3. Deferred revenue and deposits:

The deferred revenues and deposits reported on the statement of financial position are comprised of the following:

| | Balance at Dec 31, 2024 | Recognized as revenue or refunded | Interest earned | Current year deferred | Balance at Dec 31, 2025 |
|---|----------------------------|---|--------------------|--------------------------|----------------------------|
| Prepaid property taxes | \$ 1,996,280 | \$ (1,996,280) | \$ - | \$ 2,852,812 | \$ 2,852,812 |
| Prepaid fees and charges | 703,131 | (329,731) | - | 212,515 | 585,915 |
| Deferred developer contributions & deposits | 1,872,843 | (1,762,386) | 6,700 | 1,619,887 | 1,737,044 |
| Deposits on hold | 594,485 | (385,563) | - | 499,191 | 708,113 |
| | \$ 5,166,739 | \$ (4,473,960) | \$ 6,700 | \$ 5,184,405 | \$ 5,883,884 |

4. Employee future benefit liability:

Sick leave and retirement benefits are available to Town employees; these benefits will require funding in future periods. The amounts recorded for these benefits are actuarially determined based on years of service and best estimates of retirement ages and expected future salary and wage increases. The obligations are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

Information regarding the Town's obligation for employee future benefits is as follows:

| | 2025 | 2024 |
|---|---------------------|---------------------|
| Accrued employee benefit obligations: | | |
| Balance, beginning of year | \$ 993,900 | \$ 909,900 |
| Plan amendment | - | 68,100 |
| Current service cost | 100,900 | 88,300 |
| Interest cost | 43,800 | 38,900 |
| Benefits paid | (128,400) | (109,500) |
| Actuarial adjustment | (37,900) | (1,800) |
| Balance, end of year | 972,300 | 993,900 |
| Unamortized net actuarial gain | 163,200 | 137,900 |
| Accrued employee benefit liability | \$ 1,135,500 | \$ 1,131,800 |

Any actuarial gain or loss is amortized over a period equal to the employees' average remaining service lifetime, estimated to be 10 years (2024 - 10 years).

The liabilities are based on an actuarial valuation of the Town's employee future benefits completed as at December 31, 2025.

Notes to Financial Statements
Year ended December 31, 2025

4. Employee future benefit liability (continued):

The significant actuarial assumptions adopted in measuring the Town's accrued benefit obligation are as follows:

| | 2025 | 2024 |
|------------------------------------|-------|-------|
| Discount rates | 4.40% | 4.30% |
| Expected wage and salary increases | 2.50% | 2.50% |

The Town funds the employee future benefits with tax revenues from the general operating fund. The total expense recorded in the financial statements in respect of obligations under this plan amounts to \$132,100 (2024 - \$107,800).

Municipal pension plan:

The Town and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of assets and administration of benefits. The Plan is a multi-employer, defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2024, the Plan had about 273,000 active members and approximately 133,000 retired members. Active members include approximately 47,000 contributors from local governments.

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

The most recent actuarial valuation for the Municipal Pension Plan, as at December 31, 2024, indicated a \$2,675 million funding surplus for basic pension benefits on a going concern basis.

The next valuation will be as at December 31, 2027 with results available in 2028.

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

The Town paid \$776,044 for employer contributions (2024 - \$727,316) and Town employees paid \$695,776 for employee contributions (2024 - \$655,654) to the plan in fiscal 2025.

Notes to Financial Statements
Year ended December 31, 2025

4. Employee future benefit liability (continued):

GVLRA – CUPE Long-Term Disability Trust

The Trust was established January 1, 1987 as a result of negotiations between the Greater Victoria Labour Relations Association representing a number of employers and the Canadian Union of Public Employees representing a number of CUPE locals. The Trust's sole purpose is to provide a long-term disability income benefit plan. Employers and employees each contribute equal amounts into the Trust. The total plan provision for approved and unreported claims was fully actuarially determined as at December 31, 2024. At December 31, 2024, the total plan provision for approved claims was \$29,016,100 (2023 - \$25,464,600) and the provision for unreported claims was \$2,671,900 (2023 - \$2,327,000) with an accumulated deficit of \$4,356,410 (accumulated surplus in 2023 - \$3,419,021).

The Town paid \$112,040 for employer contributions (2024 - \$109,974) and Town employees paid \$112,040 for employee contributions (2024 - \$109,974) to the plan in 2025.

5. Debt:

| | 2025 | 2024 |
|---------------------------|----------------------|----------------------|
| Debt principal | | |
| Short-term and other debt | \$ 54,039 | \$ 109,830 |
| Long-term debt | 10,046,197 | 10,445,308 |
| | <u>\$ 10,100,236</u> | <u>\$ 10,555,138</u> |

- (a) The Town issues debt instruments through the Municipal Finance Authority (MFA), pursuant to loan authorization bylaws under authority of the Community Charter and the Local Government Act, to finance certain capital expenditures.
- (b) The gross long-term debt issued at year-end was \$12,800,000 (2024 - \$12,800,000). The debt principal reported is net of repayments and actuarial gains or losses on sinking fund contributions managed by the MFA.
- (c) Under borrowing arrangements with the MFA, the Town is required to lodge security by means of demand notes and interest-bearing cash deposits based on the amount of the borrowing. As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. These deposits are held by the MFA as security against the possibility of debt repayment default. If the debt is repaid without default, the deposits are refunded to the Town. At December 31, 2025 there were contingent demand notes of \$219,185 (2024 - \$219,185) and cash deposits of \$159,865 (2024 - \$155,216). The demand notes are not included in the financial statements of the Town; however, the cash deposits are included in the financial statements as MFA Debt Reserve Fund cash.

Notes to Financial Statements
Year ended December 31, 2025

5. Debt (continued):

(d) Principal repayments for long-term debt are estimated as follows over the next five years and thereafter:

| | | |
|-----------|----|-------------------|
| 2026 | \$ | 317,260 |
| 2027 | | 317,260 |
| 2028 | | 317,260 |
| 2029 | | 317,260 |
| 2030 | | 317,260 |
| 2031-2050 | | 8,459,897 |
| | \$ | <u>10,046,197</u> |

(e) Scheduled debt repayments may be suspended should sinking fund accumulations exceed original estimates.

(f) Total interest expense incurred on debt during the year was \$354,773 (2024 - \$278,809).

(g) Existing long-term debt matures in annual amounts to the year 2050, and interest rates range from 1.47% to 3.83%. The weighted average interest rate for 2025 was 2.75% (2024 - 2.60%).

(h) Included in other debt are Equipment Financing Loan Agreements with the Municipal Finance Authority totaling \$54,039 (2024 - \$109,830) to finance the purchase of tangible capital assets.

The loans are repaid in monthly payments of \$4,523 and mature in 2026. The loans are repayable on demand upon occurrence of any event of default. Interest is charged on a daily floating rate basis and compounded monthly. At year end, the floating rate was 2.91% per annum. Interest paid during the year was \$2,934 (2024 - \$7,564) and has been included in expenses on the Statement of Operations and Accumulated Operating Surplus. As a condition of borrowing, the Town has issued promissory notes in the value of \$265,000 to the MFA.

Notes to Financial Statements
Year ended December 31, 2025

6. Asset retirement obligations:

The Town's asset retirement obligation consists of two obligations as follows:

(a) Asbestos obligation:

The Town owns and operates buildings that are known to contain asbestos and other hazardous materials, which represent a health hazard upon demolition or certain renovations. The recognition of asset retirement obligations involves an accompanying increase to the buildings and building improvements capital assets; where the buildings and building improvements capital assets are no longer in productive use, the obligation is expensed on the Statement of Operations and Accumulated Operating Surplus. These asset retirement activities are estimated to occur between 2028 and 2082.

(b) Well closure obligation:

The Town is responsible for a number of historic wells. Provincial regulations require wells to be decommissioned, if not in use. This obligation was expensed on the Statement Operations and Accumulated Operating Surplus, as the underlying assets are no longer in productive use.

Changes to the asset retirement obligation in the year are as follows:

| | Asbestos removal | Well closure | Total 2025 | Total 2024 |
|--|---------------------|-----------------|---------------|---------------|
| Asset retirement obligation, beginning of year | \$ 726,100 | \$ 13,200 | \$ 739,300 | \$ 700,600 |
| Additions | - | - | - | 4,200 |
| Revisions in estimate | 18,000 | 400 | 18,400 | 34,500 |
| Asset retirement obligation, end of year | \$ 744,100 | \$ 13,600 | \$ 757,700 | \$ 739,300 |

Notes to Financial Statements
Year ended December 31, 2025

7. Tangible capital assets:

| Cost | Balance at Dec 31, 2024 | Additions | Disposals / Transfers | Balance at Dec 31, 2025 |
|-------------------------------------|----------------------------|---------------------|--------------------------|----------------------------|
| Land | \$ 15,818,725 | \$ - | \$ - | \$ 15,818,725 |
| Land improvements | 17,356,054 | 487,137 | 195,528 | 18,038,719 |
| Buildings and building improvements | 31,928,833 | 205,461 | 119 | 32,134,413 |
| Vehicles, machinery and equipment | 14,546,863 | 1,929,378 | (244,665) | 16,231,576 |
| Water and wastewater infrastructure | 54,063,139 | 820,687 | 713,585 | 55,597,411 |
| Roads infrastructure | 42,944,048 | 1,137,293 | 249,421 | 44,330,762 |
| Assets under construction | 1,859,803 | 1,413,731 | (1,385,887) | 1,887,647 |
| Total | \$ 178,517,465 | \$ 5,993,687 | \$ (471,899) | \$ 184,039,253 |

| Accumulated Amortization | Balance at Dec 31, 2024 | Amortization Expense | Disposals | Balance at Dec 31, 2025 |
|-------------------------------------|----------------------------|-------------------------|---------------------|----------------------------|
| Land | \$ - | \$ - | \$ - | \$ - |
| Land improvements | 7,964,522 | 474,604 | - | 8,439,126 |
| Buildings and building improvements | 10,891,793 | 774,889 | - | 11,666,682 |
| Vehicles, machinery and equipment | 6,973,190 | 859,324 | (333,849) | 7,498,665 |
| Water and wastewater infrastructure | 19,896,544 | 747,461 | - | 20,644,005 |
| Roads infrastructure | 13,604,575 | 834,005 | (123,901) | 14,314,679 |
| Assets under construction | - | - | - | - |
| Total | \$ 59,330,624 | \$ 3,690,283 | \$ (457,750) | \$ 62,563,157 |

| Net Book Value | Balance at Dec 31, 2024 | Balance at Dec 31, 2025 |
|-------------------------------------|----------------------------|----------------------------|
| Land | \$ 15,818,725 | \$ 15,818,725 |
| Land improvements | 9,391,532 | 9,599,593 |
| Buildings and building improvements | 21,037,040 | 20,467,731 |
| Vehicles, machinery and equipment | 7,573,673 | 8,732,911 |
| Water and wastewater infrastructure | 34,166,595 | 34,953,406 |
| Roads infrastructure | 29,339,473 | 30,016,083 |
| Assets under construction | 1,859,803 | 1,887,647 |
| Total | \$ 119,186,841 | \$ 121,476,096 |

(a) Assets under construction

Assets under construction in the amount of \$1,887,647 (2024 - \$1,859,803) have not been amortized. Amortization of these assets will commence when the assets are available for service.

(b) Contributed tangible capital assets

Contributed capital assets are recognized at fair market value at the date of contribution and consist of water, wastewater and roads infrastructure. The value of contributed assets received during the year is \$495,320 (2024 - \$898,435).

Notes to Financial Statements
Year ended December 31, 2025

7. Tangible capital assets (continued):

(c) Works of art and historical cultural assets

The Town manages and controls a limited number of works of art and non-operational historical cultural assets including artifacts, paintings and sculptures located at Town sites and public display areas. These assets are not recorded as tangible capital assets and are not amortized.

(d) Write-downs

The Town did not write down any tangible capital asset values during 2025 or 2024.

8. Accumulated surplus:

Accumulated surplus consists of individual fund surpluses, reserves and reserve funds as follows:

| | 2025 | 2024 |
|--|-----------------------|-----------------------|
| Surplus: | | |
| Invested in tangible capital assets | \$ 110,636,060 | \$ 107,909,803 |
| Surplus from operations | 2,331,240 | 2,871,156 |
| Total surplus | 112,967,300 | 110,780,959 |
| Reserves set aside by Council: | | |
| Miscellaneous operating purposes | 887,203 | 823,215 |
| Miscellaneous capital purposes | 476,347 | 439,293 |
| Total reserves | 1,363,550 | 1,262,508 |
| Reserve funds set aside for specific purposes by Council: | | |
| Land sale proceeds | 87,175 | 284,282 |
| Parkland acquisition | 242,873 | 13,073 |
| Off-street parking | 439,997 | 425,197 |
| Alternative transportation | 72,210 | 387,742 |
| Computer replacement | 512,809 | 461,038 |
| General capital | 473,914 | 552,307 |
| Vehicle replacement | (145,000) | 589,435 |
| Fire equipment replacement | (172,374) | (256,484) |
| Infrastructure replacement | 5,557,306 | 4,745,376 |
| Amenities | 1,189,252 | 1,147,883 |
| Ferry terminal | 1,723,411 | 1,542,648 |
| Agreements | 133,371 | 138,057 |
| Climate action | 93,941 | 147,741 |
| Canada Community-Building Fund | 1,777,911 | 1,591,216 |
| Growing Communities Fund | 1,195,925 | 1,225,642 |
| Total reserve funds | 13,182,721 | 12,995,153 |
| MFA Debt Reserve Fund cash | 159,865 | 155,216 |
| | \$ 127,673,436 | \$ 125,193,836 |

Notes to Financial Statements
Year ended December 31, 2025

8. Accumulated surplus (continued):

The Town periodically receives Canada Community-Building Fund contributions from the federal government. These funds, along with interest earned on the funds, are recorded as revenues and transferred to reserves until they are used to fund future eligible expenditures under the Community Works Fund Agreement.

| | 2025 | 2024 |
|--|---------------------|---------------------|
| Canada Community-Building Fund, beginning of year | \$ 1,591,216 | \$ 2,404,667 |
| Amounts received during the year | 624,298 | 624,298 |
| Interest earned restricted for projects | 55,500 | 125,200 |
| Expenditures | (493,103) | (1,562,949) |
| Canada Community-Building Fund, end of year | \$ 1,777,911 | \$ 1,591,216 |

9. Net taxes available for municipal purposes:

| | 2025 | 2024 |
|---|----------------------|----------------------|
| Taxes: | | |
| Property taxes | \$ 35,050,808 | \$ 31,851,612 |
| Revenue in lieu of taxes | 306,643 | 319,729 |
| Other | 1,076,775 | 1,066,205 |
| | 36,434,226 | 33,237,546 |
| Less taxes on behalf of: | | |
| Provincial Government School Authorities | 9,188,910 | 8,813,380 |
| Capital Regional District | 3,401,823 | 3,164,876 |
| Capital Regional Hospital District | 955,565 | 961,391 |
| BC Transit | 3,423,501 | 2,486,027 |
| BC Assessment Authority | 286,551 | 276,503 |
| Municipal Finance Authority | 1,553 | 1,547 |
| Business Improvement Area | 354,061 | 345,425 |
| | 17,611,964 | 16,049,149 |
| Net taxes available for municipal purposes | \$ 18,822,262 | \$ 17,188,397 |

Notes to Financial Statements

Year ended December 31, 2025

10. Government transfers:

Government transfers are recognized in the financial statements as revenue in the period the transfers are authorized and any eligibility criteria and stipulations have been met. The government transfers reported on the Statement of Operations and Accumulated Operating Surplus are:

| | 2025 | 2024 |
|---|---------------------|---------------------|
| Federal grants: | | |
| Canada Community-Building Fund | \$ 624,298 | \$ 624,298 |
| Provincial grants: | | |
| Federal / provincial capital grant programs | 825,378 | 1,364,741 |
| Small community protection grant | 300,000 | 341,600 |
| Traffic fine revenue sharing | 80,000 | 97,000 |
| Other provincial grants | 359,055 | 354,391 |
| | <u>1,564,433</u> | <u>2,157,732</u> |
| Regional and other local governments: | | |
| Capital | - | 500,170 |
| Policing | 535,077 | 482,943 |
| Recreation | 104,960 | 94,465 |
| Other | - | 10,000 |
| | <u>640,037</u> | <u>1,087,578</u> |
| Total government transfer revenue | \$ 2,828,768 | \$ 3,869,608 |

11. Other expenses:

| | 2025 | 2024 |
|--|---------------------|---------------------|
| Grants to non-government organizations: | | |
| Saanich Peninsula Memorial Park Society | \$ 443,425 | \$ 414,970 |
| Shaw Centre for the Salish Sea | 206,932 | 205,000 |
| Sidney Business Improvement Area Society | 181,340 | 178,703 |
| ArtSea Community Arts Council | 51,800 | 51,800 |
| South Island Prosperity Partnership | 28,841 | 28,138 |
| Peninsula Celebrations Society | 12,000 | 12,000 |
| Other | 60,826 | 60,965 |
| | <u>985,164</u> | <u>951,576</u> |
| Interest on prepaid taxes | 63,464 | 94,284 |
| Amortization on miscellaneous assets | 5,313 | 7,924 |
| Other | 68,586 | 124,249 |
| | <u>\$ 1,122,527</u> | <u>\$ 1,178,033</u> |

Notes to Financial Statements
Year ended December 31, 2025

12. Budget data:

The budget data presented in these financial statements is based upon the 2025-2029 Financial Plan adopted by Council on May 12, 2025. The table below reconciles the approved budget to the budget figures reported in these financial statements.

| | Budget Amount |
|--|-------------------|
| Revenues: | |
| Financial Plan | \$ 30,765,791 |
| Add: | |
| Vancouver Island Regional Library Levy | 1,086,356 |
| Less: | |
| Sidney Business Improvement Area Levy | (354,061) |
| Total revenue | 31,498,086 |
| Expenses: | |
| Financial Plan | 30,192,916 |
| Add: | |
| Vancouver Island Regional Library Levy | 1,086,356 |
| Less: | |
| Sidney Business Improvement Area Levy | (354,061) |
| Total expenses | 30,925,211 |
| Annual surplus | \$ 572,875 |

13. Segmented information:

The Town of Sidney is a diversified organization that provides a wide range of services. These services have been captured in specific functions that have been separately disclosed in the segmented information as follows:

(a) General Government:

The General Government function is comprised of Legislative Services (Council and Committees) and General Administration, which includes Financial Management, Driver Services, Computer Services, Human Resources, Common Services, and other administrative activities related to the management of the Town.

(b) Protective Services:

The Protective Services function is comprised of five core services: Emergency Measures, Fire Protection, Police Protection, Court House, and Building & Bylaw Enforcement.

Emergency Measures captures the Town's emergency preparedness programs that ensure the Town is prepared and able to respond to the devastating effects of a disaster or major catastrophic event.

Fire Protection services are carried out by the Town's Fire Department, whose mandate is to provide critical, life-saving services in preventing or minimizing the loss of life and property from fire and natural or man-made emergencies.

Police Protection services are performed under contract by the RCMP, who ensure the safety of lives and property in the Town through law enforcement, the maintenance of law and order, and the prevention of crime.

Building and Bylaw Enforcement promotes, facilitates and enforces general compliance with the provisions of bylaws that pertain to the health, safety and welfare of the community.

Notes to Financial Statements
Year ended December 31, 2025

13. Segmented information (continued):

(c) Transportation Services:

The Transportation Services function is responsible for a wide variety of transportation and engineering services including Roads, Storm Drainage, Dock & Port Facilities, and Hydrants.

The Roads function's principal activity is the development and maintenance of the Town's roadway systems by the Public Works department or contracted service providers. The main functions include traffic services consisting of street signs, street painting and traffic light control maintenance; street lighting; road, curb, sidewalk and cul-de-sac repairs and maintenance; and street sweeping.

The Storm Drains service performs preventative maintenance and repairs to the Town's storm drain system, maintains and repairs storm drain ditches, and cleans catch basins.

Dock & Port Facilities captures maintenance of the Town's waterfront infrastructure.

Hydrant services pertain to the maintenance of existing and installation of new fire hydrants.

(d) Environmental Health Services:

Environmental Health Services is comprised of two functions: Solid Waste and Environmental Programs.

Solid Waste provides garbage, organics and compost collection and disposal services to residents and businesses through the Town's designated contractors.

Environmental Programs undertakes initiatives in the Town that address the impacts of climate change.

(e) Environmental Development Services:

Environmental Development Services administers zoning and related bylaws, and provides long range planning and policy services, as well as administrative support to the Building Inspection function.

(f) Leisure, Parks and Cultural Services:

Leisure, Parks & Cultural Services is comprised of four different functions: Parks, Library, Senior's Centre and Museums.

Parks is responsible for the maintenance, planning and development of Town park facilities such as ornamental gardens, natural ecosystems, and playgrounds for recreational and cultural enjoyment in a beautiful and safe environment. It also preserves and enhances green spaces on public lands.

Library services are specific to maintenance of the Town owned library building, and funding to the Vancouver Island Regional Library service to operate and manage the library.

The Town owned Shoal Activity Centre is operated by Beacon Community Services, who receive funding from the Town to provide senior-related programs.

Museum services include providing space and funding to the Sidney Museum and Archives Society to manage and operate the Town's Historical Museum and Archives. The Town also provides space to the New Marine Centre Society for the operation of the Shaw Centre for the Salish Sea.

Notes to Financial Statements
Year ended December 31, 2025

13. Segmented information (continued):

(g) Sewer and Water Utilities:

The Sewer Utility protects the environment and human health from the impacts of liquid waste generated as a result of human occupation and development in the Town. The Town operates a collection system, which transfers wastewater to a sub-regional treatment facility.

The Water Utility delivers clean, safe and aesthetically pleasing potable water, in accordance with the Provincial Drinking Water Protection Act, to the residents and businesses of the Town. The water is for the purposes of domestic and commercial consumption, irrigation and firefighting. The Town operates a water distribution system only, using treated water purchased in bulk from the Regional District.

(h) Other:

Other includes all revenues and expenses not captured in the above-named segmentation categories.

Other revenues include municipal taxes, unconditional provincial and federal government grants, traffic fine revenues, investment income, and other miscellaneous sources of revenue.

Other expenses include community support funding and grants, economic development, interest on prepaid taxes and deposits, contingencies, and other miscellaneous expenses.

The resulting annual surplus is primarily used for budgeted transfers to reserves, debt principal repayments, and acquisition of tangible capital assets.

Certain allocation methodologies have been employed in the preparation of the segmented financial information. Property taxation and revenue in-lieu of taxes are apportioned to the functions based on year-end operating results and funding of capital expenditures.

The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements, as disclosed in note 1.

Notes to Financial Statements
 Year ended December 31, 2025

13. Segmented information (continued):

| | General Government | Protective Services | Transportation Services | Environmental Health Services | Environmental Development Services | Leisure, Parks and Cultural | Water Utility | Sewer Utility | Other | 2025 |
|---------------------------------|---------------------|---------------------|-------------------------|-------------------------------|------------------------------------|-----------------------------|-------------------|-------------------|---------------------|---------------------|
| Revenue: | | | | | | | | | | |
| Taxes for municipal purposes | \$ 2,756,279 | \$ 6,797,694 | \$ 2,209,338 | \$ 223,997 | \$ 524,291 | \$ 3,240,472 | \$ 489,825 | \$ 586,950 | \$ 1,993,426 | \$ 18,822,262 |
| Fees, rates and service charges | 548,751 | 417,034 | 1,004,726 | 936,112 | 25,606 | 159,203 | 2,484,300 | 2,525,633 | 176,143 | 8,277,508 |
| Government transfers | 3,946 | 993,690 | 536,254 | 149,881 | 27,445 | 113,264 | - | - | 1,004,298 | 2,828,768 |
| Investment earnings | - | - | - | - | - | - | - | - | 913,474 | 913,474 |
| Gifts and contributions | - | - | 487,820 | - | - | 23,069 | 7,500 | - | 287,964 | 806,353 |
| Penalties and interest | - | - | - | 3,185 | - | - | 7,357 | 7,873 | 141,706 | 180,121 |
| Actuarial adjustment on debt | - | - | - | - | - | - | - | - | 81,851 | 81,851 |
| Other | - | - | - | - | - | - | - | - | 48,290 | 48,290 |
| Total revenue | 3,308,976 | 8,208,398 | 4,238,138 | 1,313,175 | 577,342 | 3,536,008 | 2,988,982 | 3,120,456 | 4,647,152 | 31,938,627 |
| Expenses: | | | | | | | | | | |
| Salaries, wages and benefits | 2,300,507 | 3,691,845 | 1,900,995 | 226,906 | 525,560 | 1,469,098 | 612,977 | 387,516 | 13,029 | 11,128,423 |
| Contracted services | 870,033 | 3,790,409 | 753,110 | 1,034,502 | 38,526 | 1,672,007 | 45,149 | 2,017,311 | 519,048 | 10,740,095 |
| Supplies and equipment | 58,592 | 351,043 | 370,322 | 27,326 | 1,576 | 365,630 | 1,673,570 | 88,538 | 375 | 2,956,972 |
| Debt interest | - | 239,186 | 32,059 | - | - | 83,528 | - | - | 13,986 | 388,759 |
| Other | 869 | 2,500 | - | 350 | - | - | - | - | 570,776 | 574,495 |
| Amortization | 219,983 | 704,271 | 1,827,551 | - | - | 440,455 | 297,485 | 195,225 | 5,313 | 3,690,283 |
| Total expenses | 3,449,984 | 8,779,254 | 4,884,037 | 1,269,084 | 565,652 | 4,050,718 | 2,629,181 | 2,688,590 | 1,122,527 | 29,459,027 |
| Annual surplus (deficit) | \$ (141,008) | \$ (570,856) | \$ (645,899) | \$ 24,091 | \$ 11,690 | \$ (514,710) | \$ 359,801 | \$ 431,866 | \$ 3,524,625 | \$ 2,479,600 |

Notes to Financial Statements
 Year ended December 31, 2025

13. Segmented information (continued):

| | General Government | Protective Services | Transportation Services | Environmental Health Services | Environmental Development Services | Leisure, Parks and Cultural | Water Utility | Sewer Utility | Other | 2024 |
|---------------------------------|---------------------|---------------------|-------------------------|-------------------------------|------------------------------------|-----------------------------|-------------------|--------------------|---------------------|---------------------|
| Revenue: | | | | | | | | | | |
| Taxes for municipal purposes | \$2,483,143 | \$5,407,119 | \$2,183,721 | \$159,572 | \$533,803 | \$3,026,490 | \$483,675 | \$582,530 | \$2,328,344 | \$17,188,397 |
| Fees, rates and service charges | 492,537 | 496,009 | 1,146,711 | 894,969 | 23,442 | 157,514 | 2,217,453 | 2,030,600 | 177,448 | 7,636,683 |
| Government transfers | 22,415 | 591,861 | 1,865,855 | 205,819 | 21,295 | 99,466 | - | - | 1,062,897 | 3,869,608 |
| Investment earnings | - | - | - | - | - | - | - | - | 1,248,663 | 1,248,663 |
| Gifts and contributions | - | 7,355 | 1,402,427 | - | - | 119,138 | 36,375 | 23,275 | - | 1,598,570 |
| Penalties and interest | - | - | - | 3,313 | - | - | 8,987 | 8,518 | 133,009 | 153,827 |
| Actuarial adjustment on debt | - | - | - | - | - | - | - | - | 67,434 | 67,434 |
| Other | - | - | - | - | - | - | - | - | 3,840 | 3,840 |
| Total revenue | 2,998,095 | 6,502,344 | 6,598,714 | 1,263,673 | 578,540 | 3,402,608 | 2,746,490 | 2,644,923 | 5,021,635 | 31,757,022 |
| Expenses: | | | | | | | | | | |
| Salaries, wages and benefits | 2,128,988 | 3,227,149 | 1,961,079 | 227,432 | 516,442 | 1,391,618 | 615,225 | 395,844 | 8,177 | 10,471,954 |
| Contracted services | 1,062,001 | 2,948,292 | 1,117,688 | 1,006,395 | 61,909 | 1,564,050 | 76,932 | 2,021,831 | 478,567 | 10,337,665 |
| Supplies and equipment | 61,884 | 277,171 | 386,943 | 38,671 | 729 | 457,393 | 1,532,108 | 73,756 | 435 | 2,829,090 |
| Debt interest | - | 227,770 | 32,505 | - | - | 31,601 | - | - | - | 291,876 |
| Other | 632 | 2,500 | - | 6,400 | - | 126 | - | - | 682,930 | 692,588 |
| Amortization | 246,156 | 680,767 | 1,635,497 | - | - | 426,751 | 269,783 | 200,340 | 7,924 | 3,467,218 |
| Total expenses | 3,499,661 | 7,363,649 | 5,133,712 | 1,278,898 | 579,080 | 3,871,539 | 2,494,048 | 2,691,771 | 1,178,033 | 28,090,391 |
| Annual surplus (deficit) | \$ (501,566) | \$ (861,305) | \$ 1,465,002 | \$ (15,225) | \$ (540) | \$ (468,931) | \$ 252,442 | \$ (46,848) | \$ 3,843,602 | \$ 3,666,631 |

Notes to Financial Statements
Year ended December 31, 2025

14. Contractual rights:

The Town holds contractual rights arising from contracts and agreements that have been entered into with various parties that provide the Town with enforceable future payments that will result in assets and revenues in the future. The estimated contractual rights under these contracts, for the years ending December 31 are as follows:

| | | |
|------|----|------------------|
| 2026 | \$ | 1,253,857 |
| 2027 | | 1,126,196 |
| 2028 | | 1,130,422 |
| | \$ | 3,510,475 |

In addition to these contractual rights, the Town has agreements with several parties that provide for the recovery of operating costs, and payment of annual fees and commissions. The timing and extent of these future contributions vary depending on annual results, and cannot be determined with certainty at the financial statement date.

15. Commitments and contingent liabilities:

- (a) Under Section 412 of the Local Government Act, all member municipalities are jointly and severally liable for the indebtedness of the Capital Regional District in the event of default by the Regional District. Management does not consider external payment under this contingency to be likely and therefore, no amounts have been accrued.
- (b) The Town is a participant in the Municipal Insurance Association of British Columbia (MIABC). Should the MIABC pay out claims in excess of its accumulated reserves, it is possible that the Town, along with other participants, would be required to contribute towards the deficit. Management does not consider external payment under this contingency to be likely and therefore, no amounts have been accrued.
- (c) The Town is a shareholder and member of Capital Regional Emergency Service Telecommunications (CREST) Incorporated, which provides centralized emergency communications and related public safety information services to municipalities, regional districts, the provincial and federal governments and their agencies, and emergency service organizations throughout the Greater Victoria region and the Gulf Islands. Members' obligations to share in funding ongoing operations and any additional costs relating to capital assets are to be contributed pursuant to a Members' Agreement.
- (d) The Town has an RCMP Premises Agreement with the District of North Saanich for the provision of accommodations for a joint RCMP detachment. The parties jointly own the building occupied by the policing detachment, in proportion to their relative contributions to the principal repayment of the debt incurred in order to construct the building. North Saanich's proportionate share is approximately 36%. The Agreement requires the Town to pay to North Saanich their proportionate share of the fair market value of the building should the parties eventually decide to terminate their agreement to provide joint accommodations.

Notes to Financial Statements
Year ended December 31, 2025

15. Commitments and contingent liabilities (continued):

A market value study commissioned in 2011 places North Saanich's share at approximately \$615,000, and the RCMP Premises Agreement caps the maximum payout at \$715,000. However, there is no intention at this time to contemplate termination of the agreement.

- (e) The Town has entered into two agreements with the Saanich Peninsula Memorial Park Society (MPS), which commit the Town to the following payment streams until the current agreements expire in 2032, at which time the funding formula may be renegotiated.

Base Funding Agreement: The Town will provide annual funding to the Society in the amount of 2.5% of the previous year's municipal property tax revenues. The 2025 payment was \$369,522; and the 2026 payment will be \$408,955; future year payments are estimated to increase by 4% annually.

Parking Agreement: The Town uses a part of the Society's lands for the purpose of a public parking lot. This agreement commits the Town to pay the equivalent of 0.5% of the previous year's municipal property tax revenues. The 2025 payment was \$73,904; and the 2026 payment will be \$81,791; future year payments are estimated to increase by 4.0% annually.

The Town has also committed to assuming responsibility for grounds maintenance at the Mary Winspear Centre (the local theatre and conference facility owned and operated by MPS), beginning in 2017, at a maximum cost of \$25,000 per year, with an annual inflation factor being applied starting in the sixth year. The maximum commitment for 2026 will be \$29,079. This commitment is included in the Town's annual operating budget, under Leisure, Parks and Cultural Services.

16. Financial risk management:

The Town is exposed to the following risks from its use of financial instruments in the normal course of operations: liquidity risk, credit risk, interest rate risk and foreign exchange risk. It is management's opinion that the Town is not exposed to significant risks from its use of financial instruments which could affect its ability to achieve strategic objectives.

- (a) Liquidity risk:

Liquidity risk is the risk that the Town will not be able to meet its financial obligations as they become due. The Town manages its liquidity risk by continually monitoring cash flows from operations and anticipated investing and financial activities to ensure, as far as possible, that it will always have sufficient liquidity to meet obligations when due.

- (b) Credit risk:

Credit risk is the risk of financial loss to the Town if a counterparty to a financial instrument fails to meet their contractual obligations. The Town is exposed to credit risk through its receivables and investment holdings.

Notes to Financial Statements
Year ended December 31, 2025

16. Financial risk management (continued):

(b) Credit risk (continued):

Receivables primarily consist of payment for cost sharing agreements with neighboring local governments, user fees, accrued interest and other payments secured by letters of credit. The risk of default on these receivables is very low. Receivables from other parties are monitored regularly and an allowance for potentially uncollectible amounts is established when needed.

Investments consist of guaranteed investment certificates, issued by either Canadian Chartered banks with a credit rating of AA or higher, or credit unions with 100% guarantee from the Credit Union Deposit Insurance Corporation of British Columbia.

(c) Interest rate risk:

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate due to changes in market interest rates. The Town is exposed to interest rate risk on its floating rate deposits and variable rate equipment financing loans. Maintaining an adequate level of readily accessible floating rate deposits is necessary for working capital and mitigates the Town's exposure to liquidity risk. The balance of the Town's variable rate equipment financing loans does not expose the Town to a significant level of interest rate risk, and is partially offset by the floating rate deposits.

(d) Foreign exchange risk:

Foreign exchange risk is the risk that the fair value of financial instruments will fluctuate due to changes in foreign exchange rates. The functional currency of the Town is the Canadian dollar, and the Town occasionally makes certain purchases denominated in U.S. dollars. The Town is exposed to foreign exchange risks on its U.S. dollar bank account; however, the exposure does not significantly impact the Town's operations.

17. Comparative information:

Certain prior year comparative information has been reclassified to conform to the presentation adopted in the current year.

GROWING COMMUNITIES FUND GRANT SCHEDULE

Growing Communities Fund Grant Schedule Year Ended December 31, 2025 (Unaudited)

On March 23, 2023, the Town received \$3,820,000 in a one-time grant from the Provincial Growing Communities Fund. The grant was recognized as revenue when received and transferred to a statutory reserve to fund future eligible expenditures.

| | 2025 | 2024 |
|--|---------------------|---------------------|
| Growing Communities Fund Grant, beginning of year | \$ 1,225,642 | \$ 3,820,000 |
| Interest earned | 42,700 | 198,900 |
| Eligible costs incurred: | | |
| Water system upgrades | - | (1,799,000) |
| Public safety | (43,560) | - |
| Road improvements | (28,857) | (505,000) |
| New accessible public washroom | - | (305,000) |
| Parks improvements | - | (168,883) |
| Other | - | (15,375) |
| Growing Communities Fund Grant, end of year | \$ 1,195,925 | \$ 1,225,642 |

CAPACITY FUNDING FOR HOUSING INITIATIVES GRANT SCHEDULE

Capacity Funding for Housing Initiatives Grant Schedule Year Ended December 31, 2025 (Unaudited)

On January 30, 2024, the Town received \$206,117 in a one-time grant from the Provincial Capacity Funding for Local Government Housing Initiatives program. The unused portion of the grant was deferred, and will be recognized as revenue as eligible expenditures are incurred.

| | 2025 | 2024 |
|--|-------------------|-------------------|
| Capacity Funding for Housing Initiatives Grant, beginning of year | \$ 184,822 | \$ - |
| Received during the year | - | 206,117 |
| Eligible costs incurred: | | |
| DCC / AOC Bylaw development | (19,855) | (21,295) |
| Tenant Protection Bylaw development | (7,590) | - |
| Capacity Funding for Housing Initiatives Grant, end of year | \$ 157,377 | \$ 184,822 |



Waterfront Walkway by local restaurants.



STATISTICAL INFORMATION

TAXABLE ASSESSMENT OF LAND & IMPROVEMENTS

| | 2025 | 2024 | 2023 | 2022 | 2021 |
|-------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Residential | \$5,532,130 | \$5,541,629 | \$5,529,668 | \$4,934,945 | \$4,024,970 |
| Utilities | \$2,404 | \$2,401 | \$2,191 | \$1,749 | \$1,705 |
| Light Industrial | \$91,696 | \$82,292 | \$77,082 | \$71,057 | \$66,826 |
| Business / Other | \$730,656 | \$727,905 | \$678,485 | \$531,693 | \$482,939 |
| Recreation / Non-profit | \$43,198 | \$42,589 | \$42,226 | \$42,487 | \$40,207 |
| Farm | \$102 | \$99 | \$103 | \$109 | \$110 |
| | \$6,400,186 | \$6,396,915 | \$6,329,755 | \$5,582,040 | \$4,616,757 |

Source: BC Assessment Revised Roll

NEW CONSTRUCTION

| | 2025 | 2024 | 2023 | 2022 | 2021 |
|-----------------------------------|--------------|--------------|--------------|--------------|--------------|
| Residential * | | | | | |
| # of Permits | 38 | 12 | 18 | 53 | 66 |
| Permit Value | \$16,591,661 | \$8,367,000 | \$18,616,200 | \$21,432,698 | \$25,119,352 |
| Net # of Units Added | 36 | 21 | 64 | 54 | 83 |
| Commercial * | | | | | |
| # of Permits | 13 | 17 | 11 | 19 | 22 |
| Permit Value | \$1,892,765 | \$4,250,500 | \$6,612,000 | \$1,601,000 | \$8,412,205 |
| Total | | | | | |
| # of Permits | 51 | 29 | 29 | 72 | 88 |
| Permit Value | \$18,484,426 | \$12,617,500 | \$25,228,200 | \$23,033,698 | \$33,531,557 |
| Taxes Generated from New Growth ^ | \$2,210 | \$122,174 | \$435,878 | \$222,049 | \$146,000 |

* Residential construction includes new construction, additions and alterations. Commercial construction includes new construction and tenant improvements. Values reflect permits issued during the year.

^ Growth in the tax base occurs as construction projects are completed, whereas permit values are reported when issued. As such, there is usually a lag between the time permit values are reported and the time related tax revenues are realized.

Source: Town of Sidney Finance Department

PROPERTY TAX RATES & REVENUE

| | 2025 | 2024 | 2023 | 2022 | 2021 |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|
| Municipal (per 1,000 of assessment) | | | | | |
| Residential | 2.17644 | 1.94242 | 1.82207 | 1.92153 | 2.21707 |
| Utilities | 12.41414 | 11.74402 | 11.77585 | 13.16705 | 13.99903 |
| Light Industrial | 4.96566 | 4.69761 | 4.71031 | 5.26682 | 5.59961 |
| Business / Other | 4.96566 | 4.69761 | 4.71031 | 5.26682 | 5.59961 |
| Recreation / Non-profit | 4.71939 | 4.27299 | 4.06423 | 3.87543 | 3.98419 |
| Farm | 5.87689 | 5.31021 | 5.00778 | 4.78852 | 4.57099 |
| Total - including School, Regional, Transit, etc (per 1,000 of assessment) | | | | | |
| Residential | 4.34105 | 3.93349 | 3.65310 | 3.83752 | 4.49024 |
| Utilities | 30.25309 | 29.39144 | 29.43439 | 31.48955 | 33.02237 |
| Light Industrial | 12.24646 | 11.27887 | 10.80834 | 11.75169 | 12.79427 |
| Business / Other | 12.12912 | 11.16004 | 10.68870 | 11.61718 | 12.62157 |
| Recreation / Non-profit | 8.64429 | 8.00019 | 7.50986 | 7.35259 | 7.87914 |
| Farm | 15.03956 | 14.37094 | 14.01373 | 13.47699 | 13.21718 |
| Municipal Property Tax Billings by Class | | | | | |
| Residential | \$12,040,348 | \$10,764,172 | \$10,075,442 | \$9,482,647 | \$8,923,640 |
| Utilities | 29,845 | 28,196 | 25,806 | 23,034 | 23,866 |
| Light Industrial | 455,330 | 386,575 | 363,081 | 374,244 | 374,200 |
| Business / Other | 3,628,190 | 3,419,412 | 3,195,872 | 2,800,332 | 2,704,272 |
| Recreation / Non-profit | 203,867 | 181,983 | 171,617 | 164,655 | 160,190 |
| Farm | 602 | 527 | 514 | 520 | 501 |
| | \$16,358,182 | \$14,780,865 | \$13,832,333 | \$12,845,432 | \$12,186,669 |

Source: Town of Sidney Finance Department

PROPERTY TAX LEVIED & COLLECTED

| | 2025 | 2024 | 2023 | 2022 | 2021 |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| Municipal | \$16,358,181 | \$14,780,865 | \$13,832,332 | \$12,845,432 | \$12,186,669 |
| Parcel Taxes | 1,075,880 | 1,065,385 | 1,064,675 | 1,050,355 | 1,024,370 |
| School | 9,250,773 | 8,831,545 | 8,421,574 | 7,508,357 | 7,318,355 |
| Regional District | 3,403,941 | 3,162,278 | 2,964,494 | 2,836,450 | 2,731,932 |
| BC Transit | 3,426,553 | 2,488,143 | 1,698,371 | 1,339,650 | 1,271,967 |
| Hospital District | 956,226 | 960,639 | 948,092 | 927,759 | 1,001,260 |
| Regional Library | 1,086,734 | 1,020,588 | 851,770 | 839,640 | 824,402 |
| BC Assessment | 286,684 | 276,711 | 265,059 | 240,765 | 234,211 |
| Municipal Finance Authority | 1,554 | 1,548 | 1,517 | 1,319 | 1,110 |
| Business Improvement Area Society | 354,062 | 341,725 | 337,001 | 334,877 | 320,861 |
| Total Tax Levied | \$36,200,588 | \$32,929,427 | \$30,384,885 | \$27,924,604 | \$26,915,137 |
| Total Current Taxes Levied | \$36,200,588 | \$32,929,427 | \$30,384,885 | \$27,924,604 | \$26,915,137 |
| Current Taxes Collected | 35,782,351 | 32,655,986 | 30,082,421 | 27,648,406 | 26,657,517 |
| Percentage | 98.84% | 99.17% | 99.00% | 99.01% | 99.04% |
| Arrears Taxes Outstanding, Beginning of Year | 448,323 | 426,986 | 383,589 | 371,790 | 397,860 |
| Arrears Taxes Collected | 353,519 | 322,904 | 319,964 | 256,213 | 302,978 |
| Percentage | 78.85% | 75.62% | 83.41% | 68.91% | 76.15% |
| Total Tax Collections* | \$36,135,870 | \$32,978,890 | \$30,402,385 | \$27,904,619 | \$26,960,495 |

* Tax collections are inclusive of both current and prior year levies.

Source: Town of Sidney Finance Department

DEBT

(in thousands, except per capita data)

| | 2025 | 2024 | 2023 | 2022 | 2021 |
|------------------------------|-----------------|-----------------|----------------|-----------------|-----------------|
| Gross Outstanding Debt | \$12,854 | \$12,910 | \$11,666 | \$11,799 | \$12,622 |
| Less: Actuarial Allocation | 2,754 | 2,355 | 2,016 | 1,767 | 2,215 |
| Net Debt | \$10,100 | \$10,555 | \$9,650 | \$10,032 | \$10,407 |
| Debt Servicing Cost ^ | \$728 | \$606 | \$606 | \$603 | \$646 |
| Population* | 12,318 | 12,318 | 12,318 | 12,318 | 12,318 |
| # of Households* | 6,321 | 6,321 | 6,321 | 6,321 | 6,321 |
| Net Debt per Capita | \$820 | \$857 | \$783 | \$814 | \$845 |
| Net Debt per Household | 1,598 | 1,670 | 1,527 | 1,587 | 1,646 |
| Debt Servicing per Capita | \$59 | \$49 | \$49 | \$49 | \$52 |
| Debt Servicing per Household | 115 | 96 | 96 | 95 | 102 |

^ Debt servicing cost consists of principal and interest payments. \$175,000 of the debt servicing cost is supported by rental income from a component of the Community Safety Building, under long term lease for the operations of a local ambulance station. The remaining debt servicing cost is supported by property taxes.

* Based on 2021 census.

Source: Town of Sidney Finance Department
& Statistics Canada

REVENUE & EXPENSES

(in thousands)

| | 2025 | 2024 | 2023 | 2022 | 2021 |
|---------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Revenue | | | | | |
| Property Taxes | \$18,822 | \$17,188 | \$16,082 | \$15,031 | \$14,322 |
| Fees, Rates and Service Charges | 8,278 | 7,637 | 6,746 | 6,864 | 6,845 |
| Government Transfers | 2,829 | 3,870 | 9,685 | 1,861 | 2,306 |
| Investment Earnings | 913 | 1,249 | 1,371 | 614 | 210 |
| Gifts and Contributions | 806 | 1,588 | 1,045 | 655 | 1,049 |
| Penalties and Interest | 160 | 154 | 158 | 100 | 111 |
| Actuarial Adjustments on Debt | 82 | 67 | 58 | 50 | 67 |
| Other | 48 | 4 | 19 | 152 | 10 |
| | \$31,938 | \$31,757 | \$35,164 | \$25,327 | \$24,920 |
| Expenses by Function | | | | | |
| General Government | \$3,450 | \$3,500 | \$3,184 | \$2,782 | \$2,616 |
| Protective Services | 8,779 | 7,363 | 6,618 | 6,714 | 6,181 |
| Transportation | 4,884 | 5,134 | 4,622 | 4,135 | 3,992 |
| Environmental Health Services | 1,289 | 1,279 | 1,038 | 1,010 | 857 |
| Environmental Development | 566 | 579 | 545 | 617 | 631 |
| Leisure, Parks and Cultural | 4,051 | 3,871 | 3,912 | 3,541 | 3,367 |
| Water Utility | 2,629 | 2,494 | 2,320 | 2,263 | 2,302 |
| Sewer Utility | 2,689 | 2,692 | 2,520 | 2,496 | 2,358 |
| Other | 1,123 | 1,178 | 1,198 | 1,171 | 995 |
| | \$29,459 | \$28,090 | \$25,957 | \$24,729 | \$23,299 |
| Expenses by Object | | | | | |
| Salaries, Wages and Benefits | \$11,128 | \$10,472 | \$9,599 | \$8,887 | \$8,330 |
| Contracted Services | 10,740 | 10,692 | 8,760 | 8,884 | 8,037 |
| Supplies and Equipment | 2,957 | 2,829 | 2,931 | 2,802 | 3,087 |
| Debt Interest | 369 | 292 | 281 | 277 | 285 |
| Amortization | 3,690 | 3,467 | 3,349 | 3,169 | 2,993 |
| Other | 575 | 338 | 1,037 | 710 | 567 |
| | \$29,459 | \$28,090 | \$25,957 | \$24,729 | \$23,299 |

Source: Town of Sidney Finance Department

RESERVE FUNDS

| | 2025 | 2024 | 2023 | 2022 | 2021 |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|
| Reserves Set Aside by Council | | | | | |
| Miscellaneous Operating Purposes | \$887,203 | \$823,215 | \$1,050,466 | \$1,194,879 | \$1,728,984 |
| Miscellaneous Capital Purposes | 476,347 | 439,293 | 490,060 | 427,368 | 601,578 |
| | 1,363,550 | 1,262,508 | 1,540,526 | 1,622,247 | 2,330,562 |
| Reserve Funds Set Aside for Specific Purposes by Council | | | | | |
| Land Sale Proceeds | 87,175 | 284,282 | 329,956 | 477,104 | 634,912 |
| Parkland Acquisition | 242,873 | 13,073 | 240,444 | 228,644 | 223,344 |
| Off-Street Parking | 439,997 | 425,197 | 404,197 | 377,340 | 854,725 |
| Alternative Transportation | 72,210 | 387,742 | 424,410 | 431,173 | - |
| Computer Replacement | 512,809 | 461,038 | 421,544 | 420,273 | 493,599 |
| General Capital | 473,914 | 552,307 | 560,854 | 404,772 | 324,935 |
| Vehicle Replacement | (145,000) | 589,435 | 546,357 | 503,927 | 841,675 |
| Fire Equipment Replacement | (172,374) | (256,484) | (432,319) | (451,523) | 613,853 |
| Water Capital | - | - | 16,224 | 77,188 | 186,127 |
| Sewer Capital | - | - | 27,316 | 26,016 | 25,416 |
| Infrastructure | 5,557,306 | 4,745,376 | 3,724,767 | 3,657,766 | 3,035,180 |
| Amenities | 1,189,252 | 1,147,883 | 1,343,043 | 1,807,667 | 1,627,757 |
| Ferry Terminal | 1,723,411 | 1,542,648 | 1,312,327 | 1,185,240 | 982,940 |
| Agreements | 133,371 | 138,057 | 124,452 | 106,302 | 199,227 |
| Climate action | 93,941 | 147,741 | 161,341 | 121,091 | - |
| Gax Tax - Community Works Fund | 1,777,911 | 1,591,216 | 2,404,667 | 2,323,201 | 2,027,084 |
| Growing Communities Fund | 1,195,925 | 1,225,642 | 3,820,000 | - | - |
| | 13,182,721 | 12,995,153 | 15,429,580 | 11,696,181 | 12,070,774 |
| Restricted Cash | 159,865 | 155,216 | 137,295 | 133,156 | 131,473 |
| Total Reserves | \$14,706,136 | \$14,412,877 | \$17,107,401 | \$13,451,584 | \$14,532,809 |

Source: Town of Sidney Finance Department

CAPITAL EXPENDITURES & FUNDING SOURCES

| | 2025 | 2024 | 2023 | 2022 | 2021 |
|---|--------------------|---------------------|--------------------|--------------------|--------------------|
| Expenditures | | | | | |
| General Government | \$100,801 | \$129,113 | \$268,259 | \$226,762 | \$64,392 |
| Protective Services | 648,644 | 148,048 | 183,087 | 1,417,159 | 555,240 |
| Transportation | 2,905,448 | 5,879,725 | 7,096,867 | 1,517,868 | 1,745,864 |
| Leisure, Parks and Cultural | 414,219 | 2,099,043 | 529,947 | 318,831 | 635,595 |
| Water Utility | 1,168,861 | 2,537,629 | 404,426 | 555,280 | 152,042 |
| Sewer Utility | 21,901 | 40,924 | 62,989 | 586,503 | 257,851 |
| | \$5,259,874 | \$10,834,482 | \$8,545,575 | \$4,622,403 | \$3,410,984 |
| Funding Sources | | | | | |
| Property Taxes | \$73,009 | \$71,728 | \$70,998 | \$134,617 | \$196,086 |
| Grants | 774,518 | 1,418,531 | 3,978,340 | 52,036 | 31,357 |
| Gifts & Donations | - | 721,851 | 460 | 7,850 | 15,000 |
| Gas Tax | 493,102 | 1,562,949 | 634,734 | 271,770 | 496,548 |
| Growing Community Grant | 72,417 | 2,788,258 | - | - | - |
| Debt | - | 1,287,000 | - | - | 265,000 |
| Surplus from Operations | - | - | - | 35,000 | 71,178 |
| Agreements Reserve | 9,386 | 8,495 | - | 20,694 | - |
| Amenity Reserve | 28,051 | 265,060 | 751,362 | 109,386 | 105,760 |
| Computer Equipment Reserve | 74,329 | 82,405 | 110,330 | 175,126 | 21,107 |
| Ferry Terminal Reserve | 74,538 | 33,978 | 120,914 | - | 1,678 |
| Water Capital Reserve | - | 16,224 | 64,965 | 113,339 | 2,628 |
| General Capital Reserve | 126,937 | 187,747 | 14,718 | 52,964 | 20,762 |
| Infrastructure Reserve | 1,509,770 | 1,097,154 | 2,092,900 | 1,255,213 | 1,194,376 |
| Land Reserve | 207,007 | 62,876 | 171,746 | 172,908 | 416,800 |
| Off-Street Parking Reserve | - | - | - | 33,333 | 80,000 |
| Alternative Transportation Reserve | 329,031 | 58,768 | 58,963 | 11,390 | - |
| Vehicle Reserve | 1,165,586 | 222,373 | 342,162 | 1,823,748 | 151,184 |
| Water Rate Stabilization Reserve | - | - | - | - | 67,267 |
| Reserves Set Aside by Council - Capital | 97,113 | 175,690 | 106,267 | 206,284 | 190,163 |
| Offsite & Development Cost Charges | - | 352,094 | 4,359 | 26,049 | 5,022 |
| Climate Action Reserve | 59,000 | 22,000 | - | 5,590 | - |
| Other | 166,080 | 399,301 | 22,357 | 115,106 | 79,068 |
| | \$5,259,874 | \$10,834,482 | \$8,545,575 | \$4,622,403 | \$3,410,984 |

Source: Town of Sidney Finance Department

AMENITY CONTRIBUTIONS

| | 2025 | 2024 | 2023 | 2022 | 2021 |
|-----------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Balance, Beginning of Year | \$1,147,881 | \$1,343,041 | \$1,807,665 | \$1,627,757 | \$1,320,278 |
| Amounts Received | 29,420 | - | 193,638 | 250,495 | 401,139 |
| Expenditures | (28,051) | (265,060) | (751,362) | (109,386) | (105,760) |
| Interest Earned | 40,000 | 69,900 | 93,100 | 38,800 | 12,100 |
| Balance, End of Year | \$1,189,250 | \$1,147,881 | \$1,343,041 | \$1,807,665 | \$1,627,757 |

DEVELOPMENT COST CHARGES

| | Drainage | Water | Sewer | Parkland | 2025 Total | 2024 | 2023 | 2022 | 2021 |
|-----------------------------|-----------------|-----------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Balance, Beginning of Year | \$41,543 | \$28,191 | \$27,486 | \$94,221 | \$191,441 | \$243,641 | \$215,456 | \$200,021 | \$182,464 |
| Amounts Received | - | - | - | 3,675 | 3,675 | - | 17,185 | 10,535 | 19,110 |
| Expenditures | - | - | - | - | - | (65,000) | - | - | (3,153) |
| Interest Earned | 1,400 | 1,000 | 1,000 | 3,300 | 6,700 | 12,800 | 11,000 | 4,900 | 1,600 |
| Waivers / Reductions | - | - | - | - | - | - | - | - | - |
| Balance, End of Year | \$42,943 | \$29,191 | \$28,486 | \$101,196 | \$201,816 | \$191,441 | \$243,641 | \$215,456 | \$200,021 |

PAYMENTS IN LIEU OF PARKING

| | Off-Street Parking | Alternative Transportation | 2025 Total | 2024 | 2023 |
|--------------------------------------|--------------------|----------------------------|------------------|------------------|------------------|
| Balance, Beginning of Year | \$425,197 | \$387,741 | \$812,938 | \$828,606 | \$808,512 |
| Amounts Received Through Development | - | - | - | - | 60,000 |
| Expenditures | - | (329,031) | (329,031) | (58,768) | (81,506) |
| Interest Earned | 14,800 | 13,500 | 28,300 | 43,100 | 41,600 |
| Balance, End of Year | \$439,997 | \$72,210 | \$512,207 | \$812,938 | \$828,606 |
| | | | | \$808,512 | \$854,725 |

TREE REPLACEMENT FEE

| | 2025 | 2024 | 2023 | 2022 | 2021 |
|-----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Balance, Beginning of Year | \$50,934 | \$34,569 | \$37,841 | \$50,402 | \$78,019 |
| Amounts Received | 57,008 | 37,580 | 16,500 | 14,250 | 9,000 |
| Expenditures | (11,737) | (21,215) | (19,772) | (26,811) | (36,617) |
| Balance, End of Year | \$96,205 | \$50,934 | \$34,569 | \$37,841 | \$50,402 |

COMMUNITY SUPPORT PAYMENTS & PROPERTY TAX EXEMPTIONS

| | Community Support Payments | Municipal Property Tax Exemption | 2025 Total | 2024 Total |
|---|----------------------------|----------------------------------|--------------------|--------------------|
| 676 Kittyhawk Air Cadets Squadron | \$1,000 | \$ - | \$1,000 | \$1,000 |
| Army, Navy and Air Force Veterans of Canada | - | 27,716 | 27,716 | 26,013 |
| ArtSea Community Arts Council | 51,800 | 2,309 | 54,109 | 52,467 |
| Beacon Community Services | 7,000 | 13,612 | 20,612 | 7,000 |
| Bike Victoria Society | - | - | - | 1,000 |
| Broadmead Care Society | - | 17,111 | 17,111 | 14,891 |
| Canadian Federation of University Women Saanich Peninsula | - | - | - | 3,000 |
| Church of Jesus Christ of Latter Day Saints | - | 17,275 | 17,275 | 16,068 |
| Compost Education Centre | 500 | - | 500 | - |
| Cycling Without Age Society | 1,500 | - | 1,500 | 2,000 |
| Friends of St. Andrews | 4,500 | - | 4,500 | - |
| Greater Victoria Rental Development Society | - | 17,329 | 17,329 | 18,064 |
| Memorial Park Society / Mary Winspear Centre | 443,425 | 127,558 | 570,983 | 541,342 |
| Mount Newton Centre Society | - | - | - | 1,200 |
| Navy League of Canada | 1,000 | - | 1,000 | 1,000 |
| Need 2 - Suicide Prevention | 3,500 | - | 3,500 | 3,000 |
| New Marine Centre Society | - | 15,875 | 15,875 | 14,248 |
| Parkland Parent Association | 750 | - | 750 | 725 |
| Peace Lutheran Church | - | 10,232 | 10,232 | 9,533 |
| Peninsula Celebrations Society | 12,000 | - | 12,000 | 12,000 |
| Peninsula Streams Society | 5,000 | - | 5,000 | 5,000 |
| Saanich Marine Rescue Society | 5,000 | - | 5,000 | 5,000 |
| Saanich Peninsula Christadelphians | - | 4,670 | 4,670 | 4,365 |
| Saanich Peninsula Pipe Band | 1,000 | - | 1,000 | 1,850 |
| School District #63 | 20,326 | - | 20,326 | 20,465 |
| Shaw Centre for the Salish Sea | 206,932 | - | 206,932 | 205,000 |
| Shoal Centre / Beacon Community Services | - | 62,383 | 62,383 | 55,845 |
| Shoreline Medical Society | - | 13,521 | 13,521 | 24,808 |
| Sidney Arts and Media Society | 2,000 | - | 2,000 | - |
| Sidney Business Improvement Area Society | 181,340 | 4,991 | 186,331 | 183,425 |
| Sidney Guide & Scout Hall Society | 1,000 | 7,221 | 8,221 | 7,538 |
| Sidney Lawn Bowling Club | 1,000 | - | 1,000 | - |
| Sidney Lion's Food Bank | - | 2,885 | 2,885 | 2,729 |
| Sidney Museum and Archives Society | - | 7,429 | 7,429 | 6,383 |
| Songhees Nation | - | - | - | 2,500 |
| South Island Prosperity Project | - | - | - | 28,138 |
| St. Andrews Anglican Church / Abbeyfield Housing Society | - | 13,958 | 13,958 | 14,640 |
| St. Elizabeth Church | - | 10,877 | 10,877 | 10,100 |
| St. Paul's United Church | - | 8,530 | 8,530 | 7,774 |
| Stelly's Secondary School Parents Dry After Grad | 750 | - | 750 | 725 |
| Vancouver Island South Film & Media Commission | 5,000 | - | 5,000 | 5,000 |
| Watanmy Powwow Event | 3,000 | - | 3,000 | 3,000 |
| | \$959,323 | \$385,482 | \$1,344,805 | \$1,318,836 |

Source: Town of Sidney Finance Department

STRATEGIC COMMUNITY INVESTMENT FUNDS PLAN & PROGRESS REPORT

| Small Community Portion of SCI Funds | | |
|---|------------------------|---|
| Intended Use | Performance Targets | Progress made in reporting period |
| Use funding to support local government services to minimize tax rates increases. | Minimize tax increases | \$300,000 in Small Community Grants was received in 2025. These funds were used to fund general municipal services in 2025. A tax increase of 1.83% would have been required to generate the level of funding used in 2025. |

| Traffic Fine Revenue Portion of SCI Funds | | |
|--|--|---|
| Intended Use | Performance Targets | Progress made in reporting period |
| Use funding to support police enforcement. | 100% of funds are used to support police enforcement over the term of the SCI agreement. | \$80,000 in Traffic Fine Revenue was received in 2025. These funds were used towards the police operating budget in 2025. |

Source: Town of Sidney Finance Department

NUMBER OF FULL TIME EQUIVALENT MUNICIPAL EMPLOYEES

| | |
|-------------|-----|
| 2025 | 103 |
| 2024 | 99 |
| 2023 | 97 |
| 2022 | 93 |
| 2021 | 93 |

Source: Town of Sidney Finance Department

EMPLOYMENT BY OCCUPATIONAL CLASSIFICATION

| Occupation - National Occupational Classification (NOC) | 2021 Census |
|---|--------------------|
| Legislative and senior management occupations | 1.1% |
| Business, finance and administration occupations | 18.6% |
| Natural and applied sciences and related occupations | 7.3% |
| Health occupations | 8.4% |
| Education, law and social, community and government services | 11.0% |
| Art, culture, recreation and sport | 2.8% |
| Sales and service occupations | 28.2% |
| Trades, transport and equipment operators and related occupations | 17.7% |
| Natural resources, agriculture and related production occupations | 1.5% |
| Occupations in manufacturing and utilities | 2.4% |
| Other | 1.0% |
| | 100.0% |

Source: Town of Sidney Finance Department



Fisherman statue at waterfront with northern lights.



Sidney

www.sidney.ca

CONTACT US:

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2025 Accomplishments & 2026 Vision

Building a Stronger Arts and Culture Community



1

Who Is ArtSea?

We are an Arts Council that contributes to building a Vibrant Community, enriching lives on the Peninsula through:

- Visual Arts
- Literary Arts
- Cultural Programming
- Community Engagement
- Volunteerism
- Economic development through arts and culture

2

2025 At a Glance – A Remarkable Year

- 25,000 visitors to ArtSea Gallery in Tulista Park
- 7,500 visitors to the Studio Tour
- Over 2,000 attendees at the Lantern Festival
- More than 50 active volunteers
- Hundreds of artists supported
- Strong Community Partnerships

3

Main Accomplishments of 2025 Building Momentum

- Successful ArtSea Gallery exhibitions
- Successful Studio Tour
- Continued growth in the Lantern Festival
- Expanded community partnerships
- Increased volunteer engagement
- Strategic planning and Business Plan for future growth
- Development of new revenue initiatives



4

Our New Board Leadership for the Future

ArtSea Community Arts Council now has a strong board of 10 highly qualified directors bringing expertise in:

- Governance
- Finance
- Marketing
- Community Development
- Event Management
- Arts Programming
- Sponsorship Development
- Business Leadership



5

Our Volunteers - The Heart of ArtSea

- Our growing volunteer team contributed 3,791 hours in 2025 which represents nearly \$100,000 in-kind contribution - supporting:
- Gallery Operations
- Events
- Studio Tour
- Lantern Festival
- Administration
- Fundraising



6

Spotlight, Jen and her team of volunteers: Jen – our Lantern Festival Curator

- 20+ years experience, Lead Lantern Artist at Luminara Victoria
- Educated in Visual Arts, Attended a Master Class in Large Scale Lantern Making in the UK.
- Community Arts Leader
- Artistic Mentor to key volunteers
- Transforming a small children's event 13 years ago into one of the Peninsula's most beloved family celebrations
- Now: 2,000 + participants
- A signature event bringing families together through creativity, imagination and community spirit.



7

What is Next? Building Financial Sustainability New Revenue Initiatives

Building long-term
sustainability for ArtSea



8

Silent Auction Program

Supporting Artists and the Arts Council

Donated artwork from Tulista Gallery exhibitors provides:

- New revenue opportunities
- Artist exposure
- Community engagement
- Sustainable support for programs



9

Introducing “The Art of Living” March 2027

A signature Event Celebrating the art in everyday living, to be held at the Mary Winspear Centre, March 2027:

- Fine Art
- Experience creativity woven into daily life. Discover inspiration and Celebrate community.
- Music
- Experiential displays and demonstrations
- NOT a trade show, but a show of the artistry in everyday living as expressed by our local businesses.

A Signature Event for the Peninsula



10

Celebrating First Nations Talent Developing New opportunities to:

- Showcase local indigenous Artists
- Share Cultural Stories
- Create Partnerships
- Promote Cultural Understanding

This will be a meaningful addition to our programming

11

Engaging Young Artists

- Developing School Partnerships
- Creating Opportunities for:
 - Youth Exhibitions
 - Mentorships
 - Emerging Artists
 - Community Engagement

Investing in the future of arts and culture.



12

ArtSea Gallery



- Under-utilized during January and February
- Under Servicing the community – could host talks, demonstrations, workshops
- Under-utilized space – there is space we don't use very well, the outdoor decks, the back corner.
- With simple modifications and planning, we could turn our gallery into a community hub, 12 months of the year.



13

Our Challenges:



- Stable funding
- Replacing the two positions eliminated during Covid
 - Recovery from Covid has been slow, and dropping important support positions has resulted in dropping key programs and losing the ability to have resources to gather the important funding necessary to recover.
- Aging IT systems without funds to update our software..
- Growing Demand, Limited Resources
- Rising operating costs
- Heavy reliance on volunteers to deliver programs and events

"The demand for arts and culture on the Peninsula continues to grow."

14

A Strong Arts and Culture Council contributes by supporting our Local Economy

- Brings thousands of visitors
- Increases local spending
- Supports tourism
- Promotes local businesses
- Strengthens community vibrancy



Arts and Culture are economic and social drivers and The Art of Living Event will further strengthen these connections.

15

A Strong Arts and Culture Council also supports all forms of Art.

ArtSea supports:

- Emerging Artists
- Established Artists
- Literary Artists
- Musical Artists
- Artisans
- Cultural Creators



We are developing a meaningful relationship with SPAC to enhance opportunities for members of Saanich Peninsula Arts and Crafts Society.

16

A Strong Arts and Culture Council also Brings People Together

- Artists
- Volunteers
- Families
- Businesses
- Visitors



Creating a stronger, more connected community.

17

Our Vision

To establish the Saanich Peninsula as one of British Columbia's leading arts and culture destinations.

- We are hopeful, optimistic and very excited about the momentum we are generating.
- ArtSea Community Arts Council is more than an arts organization. We are a community-building partner that contributes directly to many of the Town of Sidney's strategic goals of economic vitality, community wellbeing, cultural enrichment and destination development.

18

Thank you

- We would like to thank Sidney for supporting ArtSea Community Arts Council with a grant of \$25,000. With your funding you are supporting:

- Artists
- Culture
- Community
- Creativity
- Economic Vitality



Together We Are Building Something Extraordinary.



Supporting and promoting art & culture on the Saanich Peninsula



2025 Annual Report

ArtSea is fortunate to operate within the unceded territory of the Coast Salish People – within the traditional territory of the WSÁNEĆ Nation – Pauquachin, Tsartlip, Tsawout and Tseycum peoples.

@ArtSeaCommunityArtsCouncil

artsea.ca



2025 Highlights

25,000

visitors to the gallery

2,000

Lantern Festival attendees

273

exhibiting artists at the gallery

\$29,680

SPACG funding awarded

\$21,200

donated to ArtSea by



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The Role of a Community Arts Council

A Community Arts Council is an organization that serves as a hub and advocate for the arts within a specific community or region. It is typically a non-profit organization that works to foster artistic expression, creativity, and cultural engagement within the community.

Community Arts Councils provide various services and resources to artists and arts organizations, such as exhibition and performance spaces, workshops, networking and collaboration opportunities, and advocacy for the arts at the local and regional levels.

Community Arts Councils play a crucial role in building and sustaining a vibrant arts community by facilitating connections between artists, audiences, and community members. They aim to enhance the accessibility, diversity, and inclusivity of the arts, promoting cultural enrichment and economic development. Through advocacy, education, and resource-sharing, Community Arts Councils strive to enhance quality of life, stimulate economic growth, and promote social cohesion by leveraging the transformative power of the arts.

Message from the President

2025 was a year of both transition and resilience for ArtSea Community Arts Council. It was a year that reflected the strength of our volunteers, the value of our community partnerships, and the important role that arts and culture continue to play on the Saanich Peninsula.

Throughout 2025, ArtSea continued to provide meaningful opportunities for artists, residents, families, and visitors to connect through arts and culture. The ArtSea Gallery in Tulista Park welcomed nearly 25,000 visitors and hosted 273 artists and artisans through weekly exhibitions. The Salish Sea Lantern Festival once again brought thousands of people together in a joyful and memorable celebration of creativity, light, and community. The 31st annual ArtSea Studio Tour achieved record participation, and the Saanich Peninsula Arts and Culture Grant Program continued to provide important support to local artists and cultural groups.

At the same time, 2025 also highlighted the challenges of operating with limited human-resource capacity. With one full-time staff member, one part-time contractor, one seasonal contractor, and a committed volunteer base, ArtSea continues to deliver a substantial scope of programming and organizational work. Some partnership programs were paused in 2025 because we simply did not have the staffing capacity to carry them forward.

Even with these constraints, ArtSea remained active, responsive, and deeply engaged in the community. Donations were especially meaningful this year, including a generous one-time gift from 100 Women Who Care, Saanich Peninsula, which helped strengthen our ability to continue offering accessible programming.

Thank you to our members, volunteers, artists, municipal partners, funders, sponsors, donors, and community supporters. Your belief in the value of arts and culture makes this work possible. Together, we are helping to build a vibrant, creative, and connected region.

Ethel Mailhot



Ethel Mailhot

President (June 2024— Nov 2025)

Ethel Mailhot



Hope Hilliard

President (Nov – Dec 2025)

Hope Hilliard

ArtSea Community Arts Council plays an important role in enriching life on the Saanich Peninsula through arts, culture and community connection. Through our gallery, programs, events and support for local artists, we help strengthen the creative spirit of our region while contributing to its vibrancy, appeal and sense of place.

As we look ahead, ArtSea is focused on building a strong and sustainable future. Our business plan reflects a commitment to growth, community partnerships, fundraising and continued service to the Peninsula. With support from our municipalities, sponsors, donors, volunteers and community, we believe ArtSea can continue to grow as an important cultural asset for our region.

ArtSea Community Arts Council

ArtSea is a charitable organization that supports and promotes arts and cultural programs and activities for more than 50,000 residents living on the Saanich Peninsula, extending to hundreds of thousands living in neighboring communities. This population crosses several municipalities and indigenous communities and includes residents living in rural and semi-rural areas, townships, and urban areas. ArtSea welcomes members and program participants from these communities, and encourages residents, volunteers, contractors, and employees from the region to join the organization and help to inform and present arts and cultural programming for the community.

To serve a diverse population with varying needs and interests, ArtSea initiatives are designed to be flexible, inclusive, and responsive. Programs aim to enhance the accessibility, diversity, and inclusivity of the arts, while contributing to cultural enrichment, social connection, placemaking, and economic activity in the region.

ArtSea Vision, Mission, Mandate

Vision: For the Saanich Peninsula to be recognized as a major art and cultural center in British Columbia.

Mission: ArtSea supports and promotes the development of all forms of the arts and cultural activities on the Saanich Peninsula.

Mandate: To encourage public awareness of and participation in the cultural life of the Saanich Peninsula. To fulfill its mandate ArtSea will:

1. Promote awareness of and participation in the arts.
2. Serve as the cultural voice of the community, advocating on its behalf with government and industry stakeholders.
3. Be the go-to place for information and resources on arts and culture.
4. Work in collaboration with community partners and arts organizations in facilitating high quality and diverse artistic programming and events.
5. Be a springboard of community engaged art.



A Brief History

Formerly known as the Community Arts Council for the Saanich Peninsula (CACSP), ArtSea has been a hub for cultural and artistic activities on the Peninsula since 1991. As a registered charitable organization, ArtSea offers an open membership to residents of the Saanich Peninsula and neighboring communities.

ArtSea is governed by a volunteer Board of Directors and supported by dedicated staff and volunteers who work tirelessly to achieve its goals. Funding for ArtSea programs and operations is provided by municipal and provincial granting bodies, individual and corporate patrons, community partners, and self-generated income streams.

2025 ArtSea Board of Directors

ArtSea appreciates the dedication of its board members, both past and present, and recognizes the vital role they play in the organization's success. Board members actively engage in meetings, contribute to decision-making, provide guidance, and support the organization's mission and strategic goals.

Ethel Mailhot, President / Past President

Ethel retired from the Saanich School Board after 35 years as teacher, councillor, and administrator. For many years she has been a volunteer and coordinator for various ArtSea programs, including the Board of Directors, the Sidney Fine Art Show, Artisans, Arts in the School, Arts on the Pier, the Salish Sea Lantern Festival, the ArtSea Scholarship, and the ArtSea Gallery in Tulista Park. Ethel moved into the role of Past President in November 2025.

Hope Hilliard, President

Hope joined the ArtSea Board of Directors at the AGM on June 12, 2025 and stepped into the role of President on November 13, 2025. Hope brings strong community spirit, thoughtful leadership, and a deep commitment to arts and culture on the Saanich Peninsula.

Wendy Woollard, Treasurer

Wendy joined the ArtSea Board in 2023. After retiring from management in the insurance business, she became increasingly involved in the local arts community. Wendy has contributed steady leadership, financial oversight, and organizational administration.

Jenny Curtis, Secretary

Jenny has a Bachelor of Science in Agriculture majoring in Horticulture and a Master's Certificate in Project Management. She has been an ArtSea Gallery volunteer since 2024 and has taken on important leadership roles in both the gallery and the Salish Sea Lantern Festival. In 2025, Jenny also served as Secretary of the Board.

Joanne Helm, Director

Joanne holds a PhD from the University of Calgary and worked as an educator throughout her career. Joanne contributes both artistic insight and governance support to ArtSea.

Mary Philpott, Director

Mary brings extensive business and volunteer experience, including work with charitable and community-serving organizations. She continues to provide thoughtful support to ArtSea governance and operations.



ArtSea is pleased to welcome Michelle Ford and Donna McNeely as interim directors, who intend to put their names forward at the AGM in the spring of 2026 to officially join the ArtSea Board of Directors.

The ArtSea team would also like to express our gratitude to Patty Wilson, who served the organization for many years in a variety of important roles, including Board President and ArtSea Gallery Director. Patty resigned from the Board on March 10, 2025. ArtSea also extends sincere thanks to Susan Irvine, who resigned from the Board on January 17, 2025. Susan supported ArtSea for many years as Treasurer and helped guide the organization through the challenges of the pandemic. We are grateful to both Susan and Patty for their longstanding dedication and valued contributions to ArtSea.

ArtSea Staff and Contractors

In 2025, a small team of staff, contractors, and volunteers played a vital role in the continued success of ArtSea, ensuring the organization remains a vibrant cultural hub within the community.

Director of Programs and Communication (Full-time staff): Kirsten Norris

Kirsten has been with ArtSea since 2018, working closely with the Board of Directors to manage operations, budgeting, strategic planning, communications, grant development, reporting, and the delivery of programs and events.

Media and Gallery Coordinator (Part-time Contractor): Tori Jones

In 2025, Tori Jones supported ArtSea by managing the ArtSea newsletter and social media, while also supporting ArtSea Gallery by communicating with renters and exhibitors and keeping the online rental calendar up to date.

Artistic Director, the Salish Sea Lantern Festival (Seasonal Contractor): Jennifer Witvliet

Jennifer Witvliet continues to lead the artistic direction of the Salish Sea Lantern Festival. Since initiating the first lantern procession in 2013, Jennifer has helped organize and grow the festival into one of the most beloved arts events on the Peninsula.

Bookkeeper: Sue Cousins, Dollars and Sense Financial

Sue provides essential financial management services, ensuring accurate record-keeping and financial reporting for ArtSea.

ArtSea Volunteers

ArtSea extends heartfelt gratitude to the dedicated volunteers whose generosity and commitment help shape the arts and culture landscape of our community.

In addition to the ArtSea Board of Directors, several ArtSea committees are essential to the planning and execution of programs in our region. These include the ArtSea Gallery, Salish Sea Lantern Festival, ArtSea Studio Tour, the ArtSea Scholarship, Saanich Peninsula Arts and Culture Grant Program, and many other community initiatives held throughout the year.



A giant thank you to all ArtSea volunteers. None of this would be possible without you.

In 2025, approximately 24 volunteers contributed 3,791 hours in support of governance, planning, gallery operations, event delivery, administration, and special projects. At a modest rate of \$20 per hour, this represents an estimated in-kind contribution of \$75,820. This figure does not include an additional 20 to 23 volunteers who helped present the Salish Sea Lantern Festival evening event, each contributing approximately 3 to 5 hours, and does not account for in-kind donations that contribute to ArtSea programs and operations.

Municipal Support and Council Liaisons

ArtSea is fortunate to have active participation by Council representatives from across the Saanich Peninsula municipalities during monthly Board meetings. Their involvement supports information-sharing, strengthens community connections, and helps ArtSea remain responsive to regional priorities.

A special thank you to Councillor Sara Duncan (Town of Sidney), Councillor Bob Thompson (District of Central Saanich), and Councillor Marshall (District of North Saanich), for their support.

ArtSea values its strong collaborative partnerships with the municipalities on the Saanich Peninsula. The Town of Sidney and the District of North Saanich continue to provide essential annual core funding to support the organization's operations and community programming. The District of Central Saanich continued its support in 2025 through a four-year funding agreement.

The Town of Sidney also provides vital in-kind support, including the facility in Tulista Park that is used for the ArtSea Gallery, and space at Iroquois Park used for storage, meetings, and program preparation. These facilities are essential for the work of ArtSea and to the cultural life of the region.

In addition to municipal support, ArtSea receives important annual support from provincial funders, including the BC Arts Council and the BC Community Gaming Grant program.



ArtSea Membership

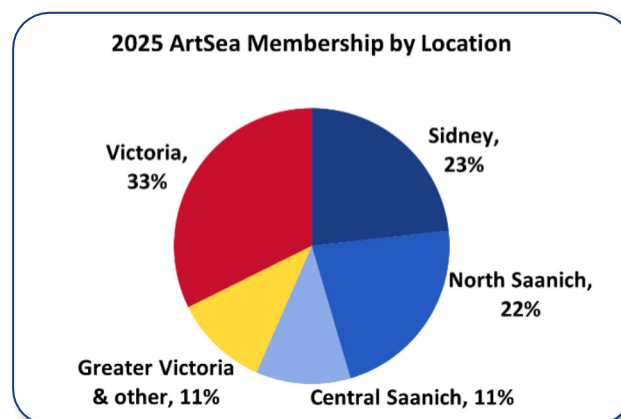
ArtSea welcomes individuals, artists, arts and cultural groups, businesses, and organizations to become members. By joining ArtSea, members gain access to a variety of benefits designed to support and connect members with the local arts community.

Being a member of ArtSea offers valuable opportunities to participate and collaborate with fellow artists, cultural organizations, and community members, fostering collaboration, creativity, and exposure within the local arts scene. Additionally, ArtSea provides advocacy at the local government level, and opportunities to engage in community initiatives like volunteering and public art projects.

ArtSea Memberships includes:

- A self-managed profile space on the ArtSea website
- Access to a range of registered programs and community events throughout the year
- The ability to rent the ArtSea Gallery for workshops, classes, or exhibitions
- The opportunity to apply for Saanich Peninsula Arts and Culture Grants
- A subscription to the monthly ArtSea electronic newsletter

ArtSea members contribute to the vibrancy and growth of arts and culture on the Saanich Peninsula and Greater Victoria, helping to make the region an even more exciting and creative place to work, visit, and live.



ArtSea Strategic Plan Update

In 2025, the ArtSea Board and staff remained committed to the key goals outlined in the ArtSea Strategic Plan.

Build Organizational Capacity

Building capacity remained a central priority in 2025. With one full-time staff member, one part-time contractor, one seasonal contractor, and a volunteer Board, ArtSea continued to deliver a broad range of programs and operational responsibilities with limited human-resource capacity. The organization continued to rely heavily on volunteer contributions and community goodwill while working to sustain core services and maintain high-quality public programming.

Diversify and Increase Resources

ArtSea continued to pursue a mix of municipal support, provincial funding, charitable donations, sponsorships, self-generated program revenue, and in-kind support. Sponsorship revenue was lower in 2025 due to the absence of dedicated fundraising capacity. At the same time, charitable donations increased significantly, due to a generous one-time donation of \$21,200 from 100 Women Who Care, Saanich Peninsula. ArtSea remains deeply grateful for this timely and meaningful support. Municipal Core Funding from the Town of Sidney and District of North Saanich, as well as community service funding (2024-2027) from the District of Central Saanich remain vital sources of revenue for ArtSea.

Improve Communications and Engagement

Communications and community engagement remained strong in 2025. The ArtSea website continued to serve as a central information hub, while social media, the monthly newsletter, and program-specific communications helped keep the community informed and connected. The newsletter database grew to approximately 1,600 contacts, with 1,200+ active subscribers.

Ensure Sustainability

ArtSea continued to adapt its programming and operations in response to financial and staffing realities. Some partnership programs were paused in 2025 due to limited financial support and human resource capacity, allowing the organization to focus resources on core programs and services with the greatest community impact. Sustainability also depends on continued municipal investment, successful fundraising, volunteer support, and careful allocation of organizational resources. Recognizing the importance of strong governance and leadership, ArtSea actively recruited new volunteers and Board members, strengthening its capacity to oversee programs and initiatives. Additionally, ArtSea pursued numerous funding opportunities to enhance both program and administrative capacity, ensuring the delivery of high-quality arts and cultural programming.

Broadening the Audience and Artistic Offerings

In 2025, ArtSea continued to support a broad and inclusive range of artistic activity through gallery exhibitions, community festivals, artist studio visits, grants and bursaries, and public-facing communications initiatives. Programs remained intentionally accessible, with free or low-barrier options that support participation across age groups, backgrounds, and abilities.

Resources for ArtSea Members and the Community

ArtSea continues to enhance accessibility, foster collaboration, and support the arts community across the region through the website, membership profiles, social media, and monthly electronic newsletter.

ArtSea Website

ArtSea continues to prioritize the development and maintenance of its website as a central hub for information, engagement, and community resources. The website provides information about ArtSea programs and events, memberships, gallery rentals and exhibitions, and supports such as grants and scholarships. It also offers information about the organization and the ArtSea team, along with practical resources including the ArtSea Gallery exhibition and event calendar, the ArtSea newsletter, program registration and application forms, participant feedback surveys, and free artist tutorials. In addition, the website features a Membership Directory that showcases local artists through biographical profiles and image galleries of their work, while also providing opportunities for individuals and organizations to get involved through volunteering, sponsorships, and donations.

ArtSea Social Media

ArtSea maintains an active presence on social media, including Facebook and Instagram with regular updates about gallery exhibitions, program registrations, artist calls, and upcoming events. The organization also promotes grant and bursary funding opportunities, fosters community engagement, and cross-promotes initiatives by local and regional partners and arts organizations.

ArtSea Membership Profiles

ArtSea provides an online directory of local artists and artisans, offering ArtSea Members an accessible, optional platform to share biographical details, contact information, and selected images of their work. The directory is searchable by artist name and artistic medium, making it a valuable resource for community members, collectors, and others seeking specific types of artwork. It also supports greater visibility for artists and artisans, while encouraging connection, discovery, and networking within the local arts community.

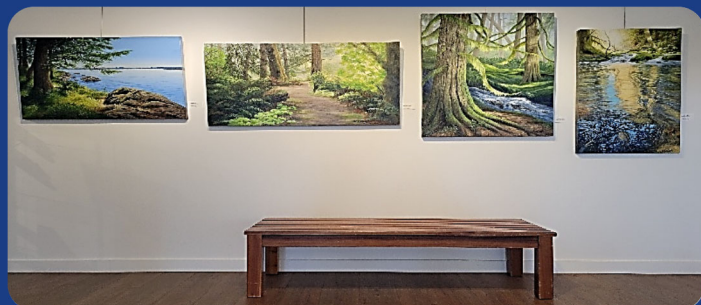
ArtSea Newsletter

The ArtSea electronic newsletter is published monthly and distributed to a growing audience of more than 1,200 active subscribers, offering updates on ArtSea programs, artist opportunities, exhibitions, and community events. It also highlights news from ArtSea members and partners.



ArtSea Gallery in Tulista Park

Nestled along the scenic waterfront walkway in Sidney, BC, the ArtSea Gallery in Tulista Park remains a cherished cultural hub for local artists and an important public arts space for the community offering weekly artist-directed exhibitions.



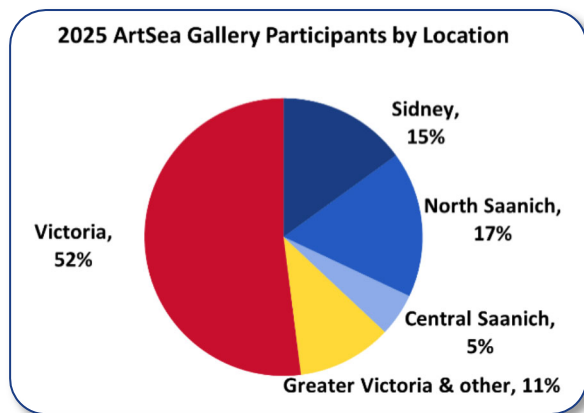
9565 Fifth Street, Sidney BC V8L 1T3

25,000
visitors to the gallery

273
exhibiting artists at the gallery

2025 ArtSea Gallery in Tulista Park Highlights:

- Welcomed nearly 25,000 visitors throughout the exhibition season
- Hosted 273 artists and artisans through weekly exhibitions
- Voted as a top Gallery on the Saanich Peninsula by readers of the Peninsula News Review
- Continued to operate as an affordable, accessible, artist-directed exhibition space
- Supported local artists through commission-free exhibitions
- Continued investment in gallery equipment was made possible in part through funds carried over from the generous 2023 Peninsula Co-op donation
- ArtSea Gallery exhibition participation by location: 15% Sidney, 17% North Saanich, 5% Central Saanich, 52% Victoria, 11% Other (Gulf Islands and North Island)



The Iroquois Park facility also continued to provide important operational support by housing lantern festival materials, Studio Tour signage, organizational archives, and preparation space for programs and events.

ArtSea remains grateful to the Town of Sidney for continued access to these facilities and for the support of Town staff who help maintain and steward these important community spaces.

The ArtSea Gallery is fortunate to operate within the unceded territory of the Coast Salish People – within the traditional territory of the W̱SÁNEĆ Nation – Pauquachin, Tsartlip, Tsawout and Tseycum peoples.

ArtSea Gallery Operations & Support

The gallery's operational success was made possible thanks to the dedication and commitment of a team of volunteers, led by the ArtSea Gallery Director and Arts Coordinator. This incredible group—including Ethel Mailhot, Jenny Curtis, Donna McNeely, Norah Brown, Sharron MacBride, Lynda Baker, Hope Hilliard, Sally Chupick, Sharon Hetherington, Robyn Moran, Marian Flodin, Linda Chambers —played an essential role in ensuring smooth operations, welcoming community members as gallery hosts, and supporting incoming and outgoing gallery renters.



The ArtSea Gallery in Tulista Park is an important cultural and community resource on the Saanich Peninsula, offering an accessible and welcoming space where artists and the public can connect through weekly exhibitions, workshops, and events. The gallery continues to strengthen community connection, support artistic visibility, and expand public access to creative experiences in the region.

ArtSea Gallery Testimonials from Exhibitors

*Since the function of Artsea Gallery is an arts and cultural hub it must be preserved for the good of the whole community. Being able to have a contemplative stroll through art of many kinds is very beneficial for mental health. **“Diverse Threads” Exhibitors, November 2025***

*The ArtSea Tulista Gallery is a real gift for locals, for visitors and for the artists. It is a Town and peninsula asset and should be treated as such. Venues like this should not be treated as a business but as a service to the community in and beyond Sidney. **“Peninsula Plein Aire Painters” Exhibition, October 2025***

*From the visitors we talked to during our week, ArtSea is regarded as an essential part of the community. Visitors told us they came every week to see what is on. **“Texere” Exhibitors, October 2025***

*There are not many places like it in the lower island area. People enjoy coming into the gallery on a weekly basis while out walking and it's a place where the community and artists can connect. **“Four Friends Having Fun” Exhibitors, September 2025***

The Salish Sea Lantern Festival

The Salish Sea Lantern Festival continued in 2025 as a cherished celebration of art, culture, light, and community. The festival once again drew residents and visitors together through lantern-building, public installations, workshops, family-friendly activities, live performance, and an illuminated waterfront parade.



2,000

Lantern Festival attendees

360

people joined the lantern parade

2025 Week of Lanterns and Salish Sea Lantern Festival Highlights:

- Throughout the month of August and during the Week of Lanterns, large-scale lantern displays were installed at various locations across the Peninsula
- Registered lantern building workshops and free lantern craft tables at community events were popular with families and helped to raise awareness of the evening festival event
- 125 fish lantern kits were sold through retail partners, with the remainder sold out during the evening festival event
- 75 memory lanterns were made available at the evening festival and sold out quickly
- Approximately 2,000 guests attended the free evening festival, that featured live music, face painting, tattoos, costumed characters, food vendors, and lantern displays
- 360 community participants joined the illuminated lantern parade, with an estimated 1,000 to 1,500 spectators watching from along the route

The festival remains free to attend and relies heavily on volunteer effort, community partnerships, and annual fundraising support.



Salish Sea Lantern Festival Community Impact:



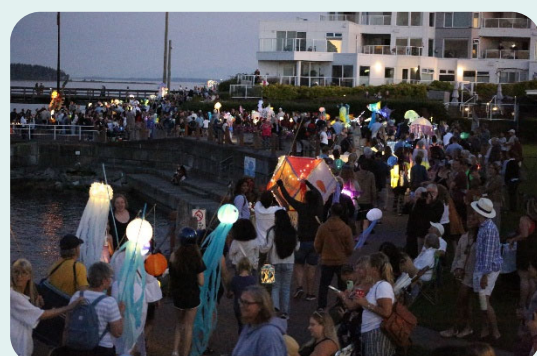
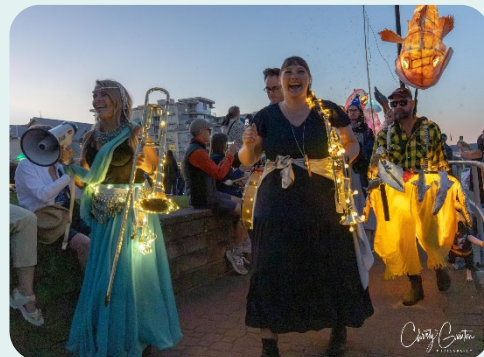
The festival continues to grow in both participation and community impact, bringing together families, artists, and visitors to celebrate creativity and the beauty of the Salish Sea. Community response was highly enthusiastic, with many attendees describing the 2025 festival as the best yet and asking about the 2026 date.

Sponsorships and Support

The 2025 Salish Sea Lantern Festival was supported through a mix of program revenue, municipal and provincial core funding allocations, grant funding, sponsorships, donations, and in-kind contributions.

Key supporters:

- Sidney BIA
- Peninsula Co-op
- Shaw Centre for the Salish Sea
- Thrifty Foods
- St. Andrew’s Church
- Sidney/North Saanich Library
- Sidney Events Advisory Group
- KAEMAC Inc. / Sidney Market organizers
- 100 Women Who Care, Saanich Peninsula
- Panorama Recreation Centre
- McTavish Academy of Art
- Buddies Toys
- Brentwood Bay Village Emporium
- Town of Sidney
- District of North Saanich
- District of Central Saanich



The ArtSea Studio Tour

The 2025 ArtSea Studio Tour was the 31st annual Studio Tour and remains one of the longest-running self-guided studio tours on Vancouver Island, showcasing the vibrant arts community across the Saanich Peninsula while connecting artists with hundreds of returning and new visitors.



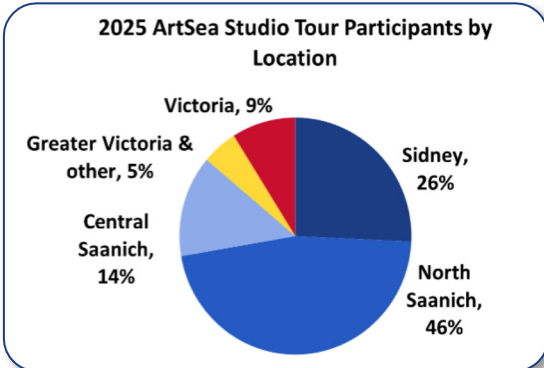
Wendy Picken

44 Artists
participated at 33
locations

7000
studio visits
during the

2025 ArtSea Studio Tour Program Highlights:

- 44 artists participated across 33 studio locations, offering a diverse range of artistic disciplines, from painting and sculpture to ceramics and photography.
- Hundreds of visitors explored various studio locations across the Peninsula, with 7,100 studio visits counted over the weekend
- 86% of participants reported satisfaction with their experience, with some reporting their best sales weekend ever
- 120 ArtSea Studio Tour directional signs were distributed to participants
- The printed brochure remained a successful and cost-effective format, with 2000 copies printed by Monk Office in Sidney BC, and distributed across the Saanich Peninsula and Greater Victoria
- The online interactive map received over 7,700 views
- ArtSea Studio Tour participation by location: 26% Sidney, 46% North Saanich, 14% Central Saanich, 9% Victoria, and 5% Greater Victoria



The ArtSea Studio Tour continues to provide both cultural and economic benefits to the community. Visitors are drawn across the Peninsula to explore local studios, connect with artists, and spend time in neighbourhood business areas. Participating artists reported strong engagement and meaningful conversations with visitors, many of whom return year after year.

The ArtSea Studio Tour is a registered participant program, funded in part by participant registration fees, supplemented by the ArtSea annual budget

ArtSea extends sincere thanks to Volunteer Studio Tour Lead Wendy Picken, participating artists, sponsors, and volunteers who helped make the 2025 tour a success.

Saanich Peninsula Arts and Culture Grant Program

The Saanich Peninsula Arts and Culture Grant (SPACG) program provides critical funding for regional artists and cultural groups, benefiting residents across the Saanich Peninsula municipalities. ArtSea administers this program on behalf of the community, with grant and bursary funding provided by the Town of Sidney and the District of North Saanich.

Funded initiatives included musical and dance performances, public mural restoration, local literary programming, and other arts and cultural activity that benefit Peninsula residents.



\$29,680

SPACG funding
awarded

Supporting

literary, murals,
music, dance, radio



ArtSea is grateful to all the applicants who shared their creative projects with the community, as well as the dedicated grant adjudication panel that review proposals. Their collective efforts have contributed to the success of the program and the flourishing arts and culture scene on the Saanich Peninsula.

In 2025, contributions to the SPACG funding pool from the two municipalities totalled \$32,800. Grants and bursaries awarded to local individuals and organizations amounted to \$29,680.

2025 SPACG Grants and Bursary Recipients:

- **The Sidney Arts and Media Society:** Awarded grant funding to support an Audio/Visual Documentary called "Kelset Creek - Flowing Through Time"
- **Eine Kleine Summer Music:** Awarded funding to support the presentation of four summer concerts, performed by local, provincial, national, and international musicians in dynamic and memorable concerts for our audiences
- **The Via Choralis Performance Society:** Awarded two grants in 2025, for their Elizabethan Spring project and several Christmas concerts featuring seasonal choral music, providing unique concerts of rare, high-quality choral music for the residents of the Saanich Peninsula.
- **The Sidney and Peninsula Literary Society:** Awarded funding to for their Spring and Fall Reading events
- **Folk & Fiddle Festival:** Awarded funding to provide a variety of music performances, as well as educational master classes and workshops to celebrate music from diverse cultural traditions.
- **IceBear Sidney Mural Project:** Awarded funding to help with the restoration of the wall murals on the Fairways and Telus buildings in Sidney, BC
- **Slainte Irish Society:** Awarded funding to support the Nollaig Shona Feis and Irish Festival

This important community program helps strengthen the local cultural ecosystem by providing meaningful support to artists, performers, and organizations whose work contributes to the life of the Peninsula.

ArtSea Scholarship: Dianne Cross Award for the Arts

The Dianne Cross Award for the Arts an annual Scholarship awarded by Artsea to a student graduating from School District #63, including students from Claremont, Stelly's, Parkland, South Island Distance Education School and Individual Learning Centres.



David Magnusson

\$1,250
scholarship
awarded

Supporting
local Youth



The Dianne Cross Award for the Arts is designed to assist young artists in pursuing post-secondary education and further developing their artistic skills. This award is non-academic and will be awarded based on need and merit, more than academic achievement.

To be awarded to a graduating student to further enhances the study in the Arts in any or all of following: painting, sculpture, fibre, dance, drama, music, voice. Award can be used for artistic development such as tuition, lesson fees, instrument purchase or rental.

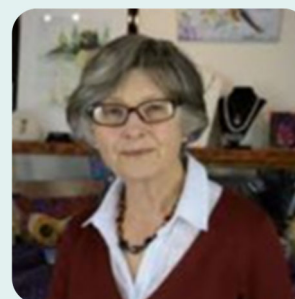
2025 Scholarship Recipient:

In 2025, the scholarship was awarded to David Magnusson, a passionate young performer and musician from Claremont Secondary School. David has acted in productions with Triple Threat Performers, VOS, and his school, and has also contributed behind the scenes in technical and crew roles. A trombonist, guitarist, choir singer, and proud member of the Hard-of-Hearing community, David began the Bachelor of Music program at the University of Victoria in the fall.

ArtSea is pleased to support David's continued artistic journey and extends congratulations on this well-deserved recognition.

The ArtSea Scholarship is named in honor of Dianne Cross, one of the founders of ArtSea Community Arts Council, the award recognizes her significant contributions to arts and cultural activities on the Peninsula.

Dianne remains an active member of the arts community and plays a vital role in the selection process for the scholarship fund.



Sidney Events Advisory Group

Sidney Events Advisory Group (SEAG) is a collaborative forum of local organizations that meets regularly to discuss upcoming regional events, strengthen coordination, build partnerships, and support community engagement in Sidney.

Participation in SEAG helps ArtSea maintain strong local relationships, share event information, explore partnership opportunities, and contribute to a vibrant community events calendar.

SEAG Participants:

The SEAG Group is chaired by Morgan Shaw from the Sidney BIA. Participating Organizations include: ArtSea Community Arts Council, BC Aviation Museum, Mary Winspear Centre, McTavish Academy of Art, Panorama Recreation, Peninsula Celebrations Society, Saanich Peninsula Chamber of Commerce, Shaw Centre for the Salish Sea, SHOAL Centre (Beacon Community Services), Sidney & Peninsula Literary Society, Sidney Business Improvement Area Society, Sidney/North Saanich Library, Sidney Street Market, The Town of Sidney, Torque Masters, Sidney Sister Cities, and the Sidney Museum.



ArtSea Community Impact and Organizational Sustainability

ArtSea remains committed to offering a diverse range of arts and cultural programs while serving as a vital creative hub for the Saanich Peninsula. Reliable annual funding remains essential to sustaining accessible, high-quality programming and organizational operations.

ArtSea continues to operate with limited staffing and modest municipal investment relative to the breadth of work delivered. This reality requires significant time and effort each year to secure grants, sponsorships, donations, and in-kind support to maintain operations and programs.

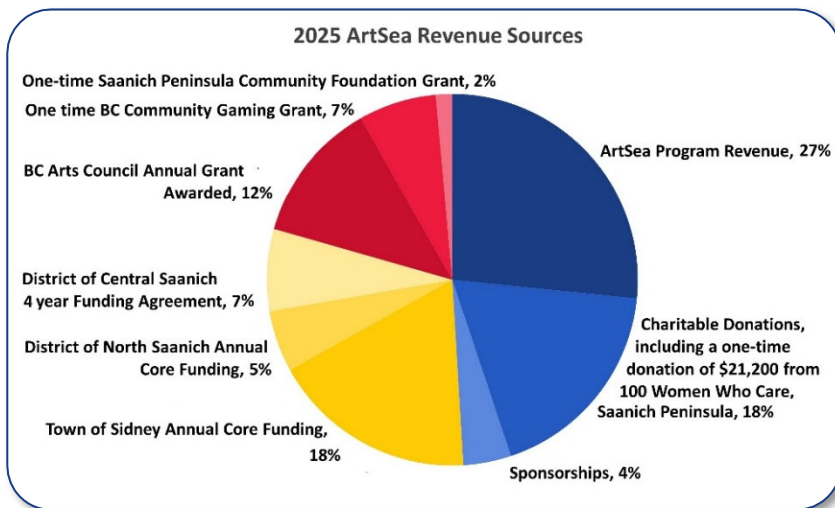
Arts and culture programming plays an important role in community well-being, social connection, placemaking, tourism, and the creative economy. At the local level, investments in arts and culture circulate directly into the regional economy through artist fees, printing, rentals, supplies, marketing, partnerships, and community events that draw both residents and visitors.



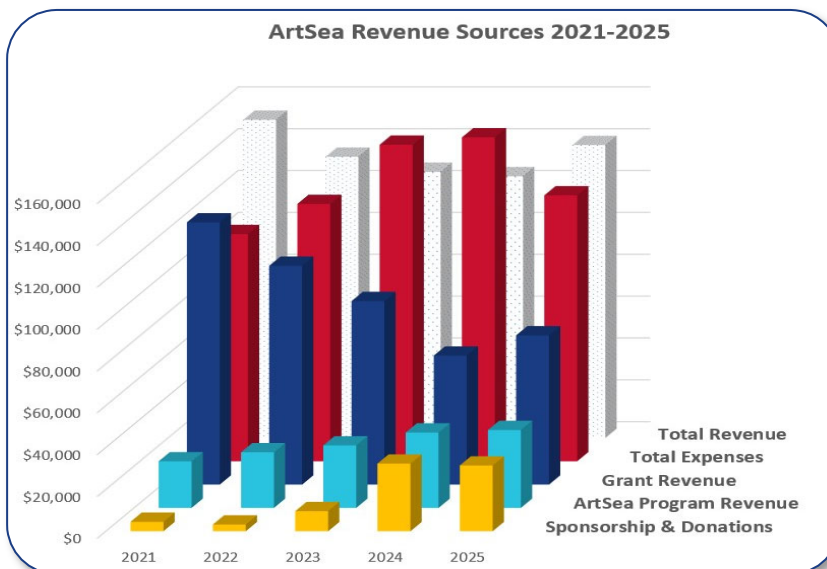
2025 ArtSea Revenue Sources

In 2025, ArtSea revenue reflected a mix of self-generated program income, charitable donations, sponsorship support, municipal contributions, and provincial funding. Internally generated revenue—including ArtSea Gallery rentals, ArtSea membership fees, Studio Tour and Lantern Festival workshop registrations, and lantern kit sales—accounted for approximately 28% of total income. While program revenue is an important revenue stream, it covers only a portion of annual expenses and reinforces the need for diverse and reliable funding sources.

Municipal funding remains the most stable and consistent form of support, helping to sustain core operations and programs. However, municipal contributions represent only a modest share of overall operating costs. To help bridge this gap, ArtSea also relies on grants, sponsorships, and donations. While this support is essential, the processes of applying for grants, completing reporting requirements, and delivering sponsor recognition place significant administrative demands on the small ArtSea team.



Despite continued efforts to secure additional funding through program adjustments, new grants, and applications, and fundraising initiatives, ArtSea has been unable to secure adequate, consistent funding to support human resource capacity needed to sustain programs and operations. At the same time, the organization continues to face a growing gap between revenue and expenses, a trend clearly illustrated in the graph, “ArtSea Expenses and Revenue Sources 2021-2025.” This trend reflects rising costs associated with insurance premiums, wages, facility maintenance, and program materials. In response to these funding and capacity challenges, ArtSea continued to strengthen community engagement through new and renewed sponsorships, additional donor support, and creative fundraising initiatives. The organization also benefited from generous donations and in-kind contributions from local businesses and community partners, which helped offset some rising costs.



To ensure transparency and accountability, ArtSea will continue to provide detailed financial reports to funders, outlining how funds are used, program achievements, and areas for improvement.

2025 Donations, Sponsorship, and Grant Revenue

As a charitable organization, ArtSea relies on the generous support of the community to deliver arts and cultural programming.

In 2025, sponsorship revenue was lower than in the previous year because ArtSea did not have the human-resource capacity, in the form of a dedicated fundraising position, to pursue and secure sponsorships at the same level. Staff and volunteers did their best to maintain relationships and seek opportunities within existing capacity limitations.



Fortunately, charitable donations increased significantly in 2025, due to a generous one-time donation of \$21,200 from 100 Women Who Care, Saanich Peninsula. This donation reflected the collective generosity of 212 women, each contributing \$100, and was supported through the efforts of Susan Grant, a member of both ArtSea and 100 Women Who Care, Saanich Peninsula. ArtSea is very grateful for this timely and meaningful support.

In addition to financial contributions, ArtSea was fortunate to receive meaningful in-kind donations and services from community partners. These contributions helped offset expenses, strengthen program delivery, and extend the organization's capacity to serve the community. ArtSea extends sincere thanks to the many organizations, businesses, and community groups, and individuals that provided support in 2025 through donations, sponsorships, grants, and in-kind contributions, as recognized below.

Thanks to our Partners and Supporters



Sidney



Central Saanich



north saanich



Saanich Peninsula Community Foundation



BRITISH COLUMBIA ARTS COUNCIL



BRITISH COLUMBIA

Supported by the Province of British Columbia



PENINSULA CO-OP



Shaw Centre for the Salish Sea
Panorama Recreation Centre
McTavish Academy of Art
Sidney North Saanich Library
The Brentwood Bay Villiage Emporium

Peninsula News Review
Seaside Magazine
Buddies Toys
Monk Office

The Fickle Fig Farm Market
The Deep Cove Trading Co.
St. Andrew Anglican Church
CBC Radio with Gregor Craigie
Kaemac Inc, Sidney Street Market

The achievements outlined in this Annual Report reflect a year of creativity, collaboration, and strong community support. The following financial statements provide further information on the financial resources that helped sustain ArtSea programming and operations in 2025.

ARTSEA COMMUNITY ARTS COUNCIL SOCIETY

FINANCIAL INFORMATION

DECEMBER 31, 2025

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| Notes to the Financial Information | 3 - 4 |



| CHARTERED PROFESSIONAL ACCOUNTANTS |

A PARTNERSHIP:
 ELAINE V. HUGHESMAN LTD.
 JANINE E. MORRIS LTD.
 BRIAN D. LIVERSEEDGE LTD.

PROVIDING SOLUTIONS THAT FIT

COMPILATION ENGAGEMENT REPORT

To the members of
 ArtSea Community Arts Council Society

On the basis of information provided by the organization, we have compiled the statement of financial position of ArtSea Community Arts Council Society as at December 31, 2025, the statement of operations and changes in net assets for the year then ended, and note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

The organization is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires us to comply with relevant ethical requirements. Our responsibility is to assist the organization in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by the organization. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Sidney, BC
 March 26, 2026

Hughesman Morris Liversedge

Hughesman Morris Liversedge
 Chartered Professional Accountants

9768 THIRD STREET, SIDNEY, B.C., V8L 3A4 | TOLL FREE 1.800.286.1212 | TELEPHONE 250.656.3991 | FAX 250.656.6486
 MAIL@SIDNEYACCOUNTANTS.CA | WWW.SIDNEYACCOUNTANTS.CA

ARTSEA COMMUNITY ARTS COUNCIL SOCIETY
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31

| | 2025 | 2024 |
|--|-------------------|-------------------|
| REVENUES | \$ 175,859 | \$ 161,463 |
| EXPENDITURES | | |
| Advertising and promotion | 7,187 | 6,637 |
| Amortization | 1,198 | 1,621 |
| Credit card and bank fees | 1,199 | 1,157 |
| Dues and memberships | 1,508 | 1,361 |
| Honoraria, awards and prizes | 3,275 | 2,975 |
| Insurance | 2,046 | 2,211 |
| Office | 1,054 | 1,573 |
| Professional fees | 4,552 | 4,476 |
| Rent | 630 | 426 |
| Repairs and maintenance | 2,230 | 9,618 |
| SPACG | 29,680 | 31,560 |
| Utilities | 4,478 | 6,008 |
| Volunteer appreciation | 1,908 | 1,304 |
| Wages, contracted services and benefits | 90,816 | 117,713 |
| Website design and maintenance | 308 | 793 |
| | 152,069 | 189,433 |
| EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES | 23,790 | (27,970) |
| SURPLUS, BEGINNING OF YEAR | 67,632 | 95,602 |
| SURPLUS, END OF YEAR | \$ 91,422 | \$ 67,632 |


See accompanying notes


1

ARTSEA COMMUNITY ARTS COUNCIL SOCIETY
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31

| | 2025 | 2024 |
|---|-------------------|-------------|
| ASSETS | | |
| CURRENT | | |
| Cash and short-term investments | \$ 90,921 | \$ 66,550 |
| Restricted cash (note 2) | 47,671 | 44,551 |
| GST receivable | 111 | 138 |
| | 138,703 | 111,239 |
| Property, plant and equipment (note 3) | 3,643 | 4,840 |
| Website | 8,918 | 8,918 |
| | \$ 151,264 | \$ 124,997 |
| LIABILITIES | | |
| CURRENT | | |
| Accounts payable and accrued liabilities | \$ 4,171 | \$ 5,139 |
| Deferred revenue | 8,000 | 7,675 |
| Grants in advance (note 4) | 47,671 | 44,551 |
| | 59,842 | 57,365 |
| NET ASSETS | | |
| SURPLUS | 91,422 | 67,632 |
| | \$ 151,264 | \$ 124,997 |

Approved on behalf of the Board

President 

Treasurer 

See accompanying notes

2

ARTSEA COMMUNITY ARTS COUNCIL SOCIETY
NOTES TO THE FINANCIAL INFORMATION
AS AT DECEMBER 31, 2025

1. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the balance sheet of ArtSea Community Arts Council Society as at December 31, 2025, and the income statement for the year then ended, is on a historical cost basis, reflecting cash transactions with the addition of:

- (a) accounts receivable/payable, including accruals
- (b) prepaid expenses and deposits
- (c) property, plant and equipment amortized according to rates in the property, plant and equipment note
- (d) deferred revenue

2. RESTRICTED CASH

| | 2025 | 2024 |
|---|------------------|------------------|
| Saanich Peninsula Arts and Culture Program Grants | \$ 47,671 | \$ 44,551 |

3. PROPERTY, PLANT AND EQUIPMENT

Property, plant and equipment are recorded at cost. The organization provides for amortization using the following methods at rates designed to amortize the cost of the property, plant and equipment over their estimated useful lives. One half of the year's amortization is recorded in the year of acquisition. No amortization is recorded in the year of disposal. The annual amortization rates and methods are as follows:

| | |
|------------------------|-----------------------|
| Computer equipment | 55% Declining balance |
| Equipment | 20% Declining balance |
| Leasehold improvements | 5 years Straight-line |

| | Cost | Accumulated amortization | 2025 | 2024 |
|------------------------|------------------|-------------------------------------|-----------------|-----------------|
| Computer equipment | \$ 10,530 | \$ 8,921 | \$ 1,609 | \$ 2,298 |
| Equipment | 26,414 | 24,380 | 2,034 | 2,542 |
| Leasehold improvements | 11,432 | 11,432 | - | - |
| | \$ 48,376 | \$ 44,733 | \$ 3,643 | \$ 4,840 |

ARTSEA COMMUNITY ARTS COUNCIL SOCIETY
NOTES TO THE FINANCIAL INFORMATION
AS AT DECEMBER 31, 2025

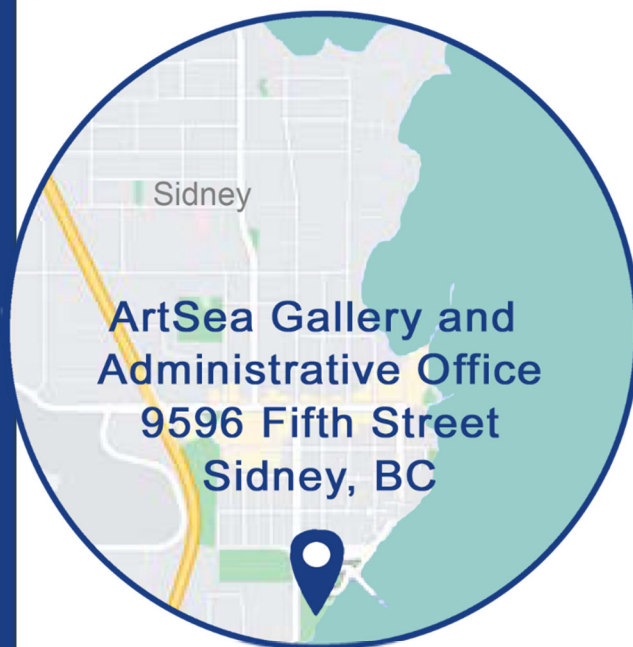
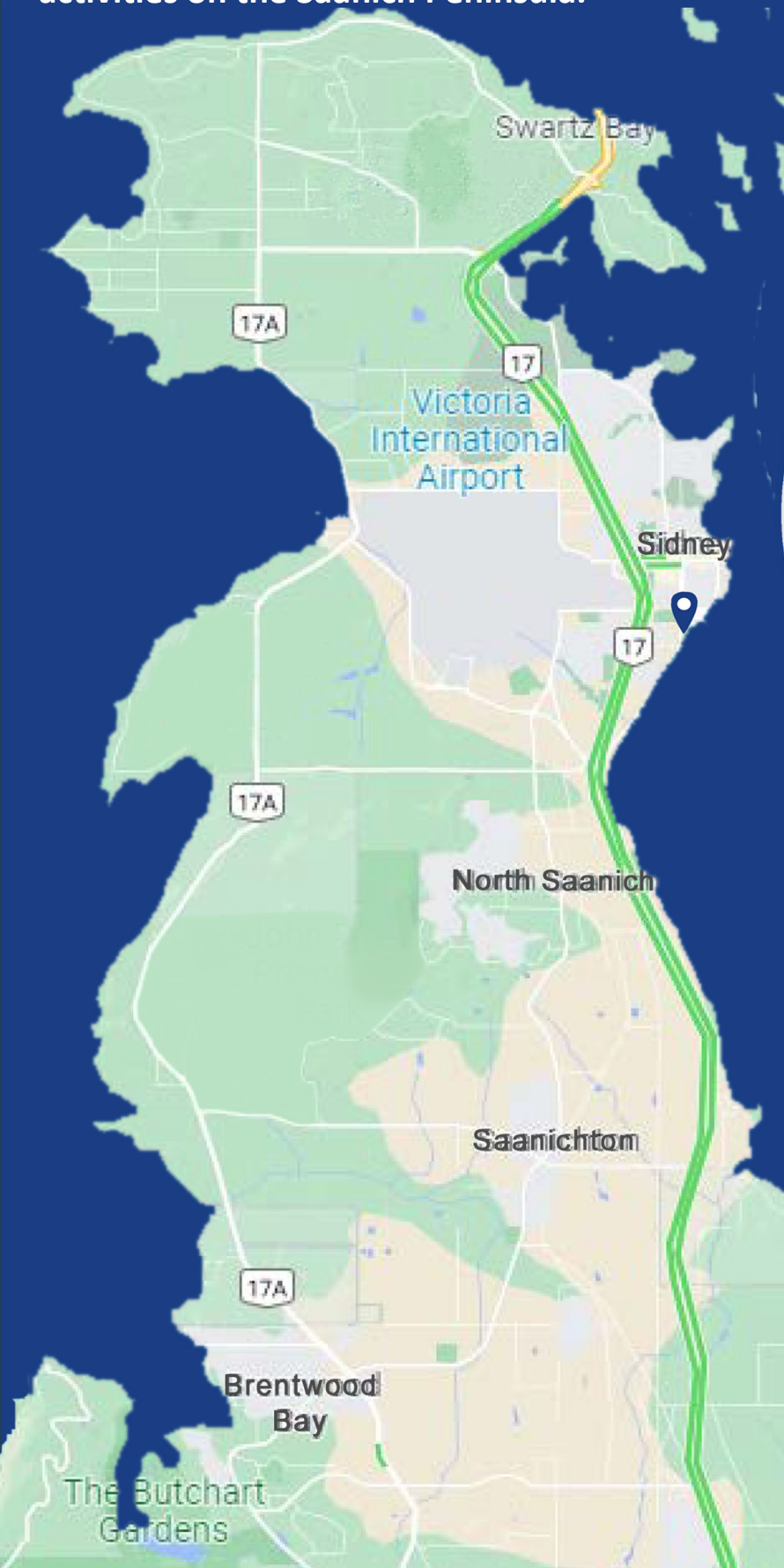
4. GRANTS IN ADVANCE

The Society receives and administers restricted grants funded by the Town of Sidney and the District of North Saanich. These grants are for the Saanich Peninsula Arts and Culture Program (SPACG) which is a municipal grant program established to support local individuals, groups and organizations with funding for arts and culture initiatives designed to benefit Peninsula residents and communities. The Society received \$32,800 this year (2024 - \$32,800) and \$29,680 (2024 - \$31,560) was paid out to recipients. All funds received for the SPACG program are used solely for grant awards.

5. PROGRAMME ANALYSIS

| | <u>Income</u> | <u>Expenses</u> | <u>Total</u> |
|------------------|-------------------|-------------------|------------------|
| Operations | \$ 62,661 | \$ 54,833 | \$ 7,828 |
| Gallery | 40,057 | 24,614 | 15,443 |
| Lantern Festival | 29,211 | 28,799 | 412 |
| SPACG | 29,680 | 29,680 | - |
| Studio Tour | 14,250 | 14,143 | 107 |
| | <u>\$ 175,859</u> | <u>\$ 152,069</u> | <u>\$ 23,790</u> |

ArtSea Community Arts Council is a charitable organization that works to ignite interest and appreciation for all forms of arts and cultural activities on the Saanich Peninsula.



ArtSea Gallery and
Administrative Office
9596 Fifth Street
Sidney, BC

@ArtSeaCommunityArtsCouncil
artsea.ca

ArtSea is fortunate to operate within the unceded territory of the Coast Salish People – within the traditional territory of the **ŪSÁNEĆ Nation** – Pauquachin, Tsartlip, Tsawout and Tseycum peoples.



TOWN OF SIDNEY

REQUEST TO APPEAR BEFORE COUNCIL
Presentation / Delegation

www.sidney.ca

NAME OF PERSON MAKING PRESENTATION

Alison Spokes

PHONE

EMAIL

NAME OF ORGANIZATION

Four Wands Faerie Events Inc.

COUNCIL MEETING DATE REQUESTED (please refer to meeting schedule available on Town's website)

June 22

TOPIC

Special Events Permit request for Letter of Local Significance Exemption

PLEASE PROVIDE DETAILS OF YOUR PRESENTATION:

We received permission from council to host an event, Sails and Sagas on municipal property and serve liquor at this event last October. We are currently in the process of obtaining our liquor licence, and we are requesting an exemption from the LCRB to operate outside standard policies, which will enable us to charge more for drinks than the prices specified in the liquor price schedule (important to our liquor vendors) and make profit from the event (important to us as the organizers). In order to obtain this exemption, we are required to produce a letter from the Town of Sidney stating that we are considered a "municipally significant" event.

IF YOU HAVE A REQUEST FOR COUNCIL, PLEASE SPECIFY:

1. That the Sails & Sagas event to be held in Iroquois Park on August 29-30, 2026 be designated to be of municipal significance.
2. That staff be directed to send a letter to the event organizer advising them of the event designation.

AUDIO / VISUAL PRESENTATION

 YES NO

(PowerPoint or PDF format)

If you have such a presentation, please submit it to the Corporate Officer, no later than 4:30 pm on Tuesday, prior to the Council Meeting.

- This submission may become part of the public record.
- Please submit completed form to the attention of the Corporate Officer, **no later than 4:30 pm on Tuesday, prior to the Council Meeting.**
- The maximum time allotted for the presentation is **10 minutes**, followed by a question-and-answer opportunity.

Corporate Officer

Town of Sidney
2440 Sidney Avenue
Sidney, BC V8L 1Y7

Phone: 250-656-1139

Fax: 250-656-7056

Email: admin@sidney.ca

Personal information on this form is collected under section 26 of the *Freedom of Information and Protection of Privacy Act* (FIPPA) and will be used to process this request. If you have any questions, please contact the Administration Department at 250-656-1139 or email at admin@sidney.ca.

SAILS & SAGAS FESTIVAL

Request for Municipal Significance Designation

PRESENTED TO SIDNEY TOWN COUNCIL • JUNE 22, 2026
4 WANDS FAERIE EVENTS INC.

SAILS & SAGAS: A PIRATE & VIKING JUBILEE

AUGUST 29-30, 2026

THE COUNCIL REQUEST

RESOLUTIONS

1. EVENT DESIGNATION

That the **Sails & Sagas: A Pirate & Viking Jubilee** event, to be held in Iroquois Park on **August 29-30, 2026**, be designated by Council as an event of "**municipal significance**."

2. DIRECTING CORRESPONDENCE

That Town of Sidney staff be directed to send an official letter to the event organizer (4 Wands Faerie Events Inc.) addressed to the LCRB advising them of this formal municipal designation.

AN ADMINISTRATIVE & PROCEDURAL MATTER

CONTEXT

ALIGNING WITH REGULATIONS

- ✔ **Purely Administrative Alignment:** This request is largely a procedural matter related directly to LCRB (Liquor and Cannabis Regulation Branch) regulations.
- 🔄 **Zero Footprint Changes:** Absolutely nothing about the scale, layout, footprint, or previously approved elements of the festival is changing.
- 🛡️ **Standard Safety Compliance:** All standard emergency, security, and site safety parameters remain exactly as reviewed by staff.



WHY THE DESIGNATION IS CRUCIAL

LCRB LICENSING

STANDARD SEP LIMITATIONS

Without a Municipal Significance designation, standard Special Event Permits impose extreme structural constraints:

- ⚠️ Only allowed to charge standard **recovery costs** for liquor sales.
- ⚠️ Mandatory requirement to **forfeit all event profits** to outside charities.

WITH MUNICIPAL SIGNIFICANCE

Securing this designation unlocks the necessary administrative pathways for a viable event:

- ✅ Permits event organizers to charge **standard market rates** for beverage sales.
- ✅ Allows 4 Wands Faerie Events to **retain festival earnings** to directly fund and grow operations.

DEMONSTRATING MUNICIPAL SIGNIFICANCE

PILLARS 1 - 3



TOURISM DRIVER

Sails & Sagas serves as a robust visitor anchor for the Saanich Peninsula, drawing thousands of attendees from Vancouver Island and the Lower Mainland to Sidney's hospitality sectors.



CULTURAL ENRICHMENT

Bringing highly curated, educational, interactive, and historical cultural programming to Sidney—sparking civic imagination for families and youth.



SUPPORTING LOCAL ARTS

Directly invests in the Pacific Northwest creative community by hiring local artisans, historical re-enactors, and regional performance artists.

DEMONSTRATING MUNICIPAL SIGNIFICANCE

PILLARS 4 - 5

4. MEDIA & PUBLIC PROFILE

Generates active media coverage across regional publications, broadcast networks, and digital platforms. This positive organic engagement shines a high-profile spotlight directly on Sidney as a premier event destination.

5. CIVIC GIVING & SUPPORT

Committed to local stewardship. A defined percentage of all festival profits is directly allocated to support regional environmental charities, ensuring immediate civic reinvestment from event operations.

THE SCALE OF SAILS & SAGAS

COMMUNITY SCOPE

60+

ARTISAN & FOOD VENDORS

A TRUE COMMUNITY VILLAGE

The festival is built upon a diverse and thriving network of small local performers, businesses, creators, and micro-entrepreneurs. Over sixty regional partners will fill Iroquois Park with curated artisan goods, food, and interactive activities.

By approving this designation, Council directly empowers these local creative tradespeople and supports the volunteer infrastructure making this community-driven festival possible.

QUESTIONS & DISCUSSION

Thank you for your ongoing support and guidance in making
Sails & Sagas a reality.

 sailsandsagas.ca

 alison@faerieevents.ca



Application:

Temporary Use Permit

Extreme Weather Response Shelter in Sidney



Background



- January 2025 - Council directed staff to locate a shelter for extreme winter weather
- September 2025 - Public Hearing for Wakefield Manor and bylaw changes not approved
- January 12, 2026 - Warming Centre located at the Sidney Library approved
- February 12, 2026 - Warming Centre opens and operates for a total of seven nights



Warming Centre 2026: *Outcomes*



- Safe operation across seven activation nights
- 15 unique guests supported with no incidents
- High utilization by older adults and Indigenous community members
- Strong interagency collaboration between municipal services, nonprofit partners, and community organizations



Warming Centre *Next year?*



- Guests cannot lie down
- Distance from main street
- No access to kitchen facilities
- Funding



Extreme Weather Response Shelter



- A temporary, emergency facility
- Activated during severe winter conditions
- A safe, warm, and low-barrier place to sleep
- Floor mats, blankets, washroom access, hot drinks and small snacks or meals are provided
- Trained staff are present at all times





Features



Features, *continued*





Temporary Use Permit



would:

- allow an EWRS to open in winter 2026/2027
- provide up to three years to test the need in Sidney



Needs and

Next Steps



- Approval of Town Council
- Letter of Agreement (facility and operator)
- Application for funding to BC Housing
- Facility: Locks, Storage container
- Communication to potential guests

Thank you!



TOWN OF SIDNEY

BYLAW NO. 2318

A BYLAW TO AMEND STREETS AND TRAFFIC BYLAW NO. 1966.

The Council of the Town of Sidney, in open meeting assembled, enacts as follows:

This Bylaw may be cited as “**Streets and Traffic Bylaw No. 1966, Amendment No. 5, Bylaw No. 2318**”.

That Streets and Traffic Bylaw 1966 be amended as follows:

1. By adding the following definitions to section 2 (b):

Elephant’s Foot Markings – means a series of white square pavement markings arranged in parallel lines, typically adjacent to or within a crosswalk, that delineate a designated cycling crossing (crossride) and indicate that cyclists may lawfully traverse the crossing while mounted, subject to applicable traffic control devices and right-of-way rules.

Playground Zone – shall mean a signed portion of highway adjacent to a public playground where a 30 km/h speed limit applies between dawn and dusk each day, unless otherwise specified.

School Zone – shall mean a signed portion of highway adjacent to a school where a 30 km/h speed limit applies during the times indicated on regulatory signage or, if not otherwise specified, between 8:00 a.m. and 5:00 p.m. on school days.

2. By deleting section 13 in its entirety and replacing it with the following:

13. Speed Limits:

- (a) The maximum rate of speed at which a person may drive or operate a motor vehicle upon a highway, roadway, or lane within the Municipality shall not exceed fifty (50) kilometres per hour, except as otherwise provided in this Bylaw or the *Motor Vehicle Act*.
- (b) The maximum rate of speed upon the roads listed in **Schedule “A”, Part 1A** shall be twenty (20) kilometres per hour.
- (c) The maximum rate of speed upon the roads listed in **Schedule “A”, Part 1B** shall be thirty (30) kilometres per hour.
- (d) The maximum rate of speed upon all lanes within the Municipality shall be twenty (20) kilometres per hour. The specific lanes listed in **Schedule “A”, Part 2** are designated at twenty (20) kilometres per hour for certainty.

- (e) The maximum rate of speed within a designated School Zone or Playground Zone shall be the speed posted on signage erected pursuant to this Bylaw and the *Motor Vehicle Act*.
 - (f) The Municipal Engineer is hereby authorized to designate School Zones and Playground Zones within the Municipality by the erection of appropriate signage, in accordance with the standards prescribed under the *Motor Vehicle Act*. The specific zones so established are listed in **Schedule “A”, Part 3**.
 - (g) The Administrator and/or the Municipal Engineer shall cause to be placed upon the streets referred to in subsections (b) and (c) of this Section such signs indicating the speed limits aforesaid as may be required.
 - (h) The provisions of this section shall not apply to an emergency vehicle as defined in section 2 hereof.
3. By adding the attached Schedule “A” to Bylaw No. 1966.
4. By deleting and replacing section 63 in its entirety with the following:
63. (a) No person shall ride or operate a bicycle upon or across footpath in any public park or upon or across any street or path in any public place where signs are displayed stating that the said street or path is for pedestrian traffic only.
- (b) No person shall ride a bicycle across a roadway within a crosswalk unless the crossing is designated for cycling by Elephant’s Feet Markings or other authorized traffic control devices.

Read a first time the 8th day of June, 2026.

Read a second time the 8th day of June, 2026.

Read a third time the 8th day of June, 2026.

Adopted the day of , 2026.

MAYOR

CORPORATE OFFICER

Schedule A

Speed Limit Designations

PART 1A — ROADS WITH A MAXIMUM SPEED OF 20 km/h

- Allbay Road, north of Jocelyn Place
- Jocelyn Place
- Lyme Grove
- Sandpiper Lane
- Seawind Way
- Fire Lane #3 (Amelia Avenue), between Malaview Avenue West and Fire Lane #4

PART 1B — ROADS WITH A MAXIMUM SPEED OF 30 km/h

- Allbay Road, from Resthaven Drive to Jocelyn Place
- Brethour Avenue, between Resthaven Drive and Seventh Street
- Brethourpark Way
- Buddleia Place
- Chicory Place
- Christine Place
- Cotoneaster Place
- Courser Drive
- Epco Drive
- Harbour Road
- Henry Avenue, from Resthaven Drive to Highway No. 17 west of Siddall Road
- Judson Place
- Linda Place
- Mills Road East
- Natasha Place
- Northbrook Drive, between Wesbrook Drive and Eastbrook Drive
- Redwing Place
- Resthaven Drive, between Sidney Avenue and Mills Road
- Seventh Street, from James White Boulevard to Henry Avenue
- Simkin Place
- Teale Place
- Waxwing Place
- Wisteria Place
- Those streets bounded by the waterfront to the east, Highway No. 17 to the west, Ocean Avenue to the south, and Sidney Avenue, James White Boulevard, Swiftsure Place, and Bessredge Place to the north

PART 2 — LANES WITH A MAXIMUM SPEED OF 20 km/h

All lanes within the Municipality are designated at a maximum speed of twenty (20) kilometres per hour pursuant to Section 13(d). The following lanes are specifically identified for certainty:

- Fire Lane #1 (between Henry Avenue West and Mills Road West)
- Fire Lane #2 (Bradford Avenue), between Mills Road West and Malaview Avenue West
- Fire Lane #4 (Calvin Avenue), between McDonald Park Road and Patricia Bay Highway
- Third Street Fire Lane (between Beacon Avenue and Bevan Avenue)
- Amelia Lane (access for 2081 Amelia Avenue) – Access Lane
- Landmark Lane (from Second Street to Seaport Place) – Access Lane
- Resthaven Drive (“Gregory Place” 10175–10183 Resthaven Drive) – Access Lane
- Resthaven Lane (between James White Boulevard and Beacon Avenue) – Access Lane
- Seventh Lane (between James White Boulevard and Beacon Avenue) – Access Lane
- Seventh Lane (between Beacon Avenue and Bevan Avenue) – Access Lane
- Access Lane #1 (between Second Street and Third Street)
- Access Lane #2 (between Third Street and Fourth Street)
- Access Lane #3 (between Fourth Street and Fifth Street)
- Access Lane #4 (between Fifth Street and Sixth Street)
- Access Lane #5 (between Sixth Street and Seventh Street)
- Access Lane #6 (between Seventh Street and Eighth Street)
- Community Safety Building / Downtown Employee Parking Lot Access from Bevan Avenue – Access Lane

PART 3 — DESIGNATED SCHOOL ZONES AND PLAYGROUND ZONES

School Zones

| Zone | Location Description | Base Speed Limit | Posted Reduction |
|-----------------------------|---|--------------------|--------------------|
| Sidney Elementary | Seventh Street, between Henry Avenue and James White Boulevard Henry Avenue, between Simkin Place and Resthaven Drive | 30 km/h 30 km/h | 30 km/h 30 km/h |
| North Saanich Middle School | McDonald Park Road, between Resthaven Drive and Melville Drive Resthaven Drive, from 10507 Resthaven Drive to McDonald Park Road | 30 km/h 30 km/h | 30 km/h 30 km/h |

Playground Zones

| Zone | Location Description | Base Speed Limit | Posted Reduction |
|-----------------------------|---|--------------------|--------------------|
| Brethour Park | Ocean Avenue West, between 2051 Ocean Avenue West and Epcoc Drive | 50 km/h | N/A |
| Greenglade Community Centre | Lannon Way | 50 km/h | 30 km/h |
| Melissa Park | Malaview Avenue, between 2209 and 2221 Malaview Avenue | 50 km/h | N/A |
| | Bradford Avenue, between 2203 and 2220 Bradford Avenue | 50 km/h | N/A |
| | Mills Road, between 2208 and 2220 Mills Road | 30 km/h | N/A |
| Melville Park | Courser Drive, between 2021 Courser Drive and 2025 Courser Drive | 30 km/h | N/A |
| Mermaid Park | Amelia Avenue, between Resthaven Drive and Fifth Street | 50 km/h | 30 km/h |
| Rathdown Park & Beaver Park | Bowerbank Road, between Vallis Place and Calvin Avenue Calvin Avenue, between Bowerbank Road and Robinia Place | 50 km/h 50 km/h | 30 km/h 30 km/h |
| Resthaven Park | Resthaven Drive, between Seawind Way and Bowerbank Road | 50 km/h | N/A |

TOWN OF SIDNEY

BYLAW 2319

A BYLAW TO AMEND LAND USE PROCEDURES BYLAW NO. 1380

The Council of the Town of Sidney, in open meeting assembled, enacts as follows:

This Bylaw may be cited as "**Land Use Procedures Bylaw No. 1380, Amendment No. 7, Bylaw No. 2319**".

That Land Use Procedures Bylaw No. 1380 be amended as follows:

1. By removing the words "Commercial and Industrial" from section 2.2.c, Issuance of Temporary Commercial or Industrial Use Permits";
2. By replacing the words "attached hereto as Schedule "A" and forming a part of this Bylaw" with "as prescribed by the Director of Development Services" in section 3.2, Amendments to Official Community Plan Bylaw or Zoning Bylaw;
3. By replacing the words "attached hereto as Schedule "A" and forming a part of this Bylaw" with "as prescribed by the Director of Development Services" in section 4.2, Development Permit;
4. By replacing the words "attached hereto as Schedule "A" and forming a part of this Bylaw" with "as prescribed by the Director of Development Services" in section 5.2, Development Variance Permit;
5. By changing the name of section 6 from "Temporary Commercial or Industrial Use Permits" to "Temporary Use Permits";
6. By replacing the words "attached hereto as Schedule "A" and forming a part of this Bylaw" with "as prescribed by the Director of Development Services" in section 6.2, Temporary Use Permits;
7. By removing Schedule A, Application Form, from the bylaw.

Read a first time the 8th day of June, 2026.

Read a second time the 8th day of June, 2026.

Read a third time the 8th day of June, 2026.

Adopted the day of , 2026.

MAYOR

CORPORATE OFFICER



TOWN OF SIDNEY

REPORT TO COUNCIL

TO: Mayor and Council

FROM: Alison Verhagen, Director of Development Services
Brett Mikkelsen, Fire Chief

DATE: Regular Council - 22 Jun 2026 **FILE NO.:** 9691 Fourth Street

SUBJECT: **Temporary Use Permit Application No. TEM00003
(9691 Fourth Street - St Andrew Anglican Church)**

PURPOSE:

To address an application from St Andrew Anglican Church for a Temporary Use Permit to utilize the meeting hall in the building as an Extreme Weather Response Shelter from October 15th to April 15th.

BACKGROUND:

Extreme Weather Response Shelter:

In November of 2024, Council directed staff to draft a report with options to establish an Extreme Weather Response Shelter (EWRS) in Sidney. On January 13th, 2025, a comprehensive report was presented with multiple options for establishing an EWRS in Sidney.

Council selected "option #1," which was to pursue establishing a BC Housing-funded EWRS. Town staff were tasked with identifying a suitable site and a qualified Non-Government Organization (NGO) to operate the shelter. The Town would also contribute the following:

- Preparing the necessary OCP and Zoning Bylaw amendments to allow for Temporary Sheltering resulting from extreme weather events, depending on the location selected.
- Provide a single standard in alignment with the British Columbia Building Code (BCBC) and British Columbia Fire Code (BCFC) to ensure a safe environment for temporary sheltering.
- Assist the NGO with communications leveraging the Town's media platforms to notify when weather hazards are forecast, an EWR shelter is opened, and when weather warnings are rescinded, and the EWR shelter is closed.
- Maintain our existing Extreme Weather Response (Cold) Plan. This provides for outreach to unhoused persons who do not regularly access services. Persons contacted will be made aware of the EWR shelter option in Sidney, as well as others in the CRD.
- Provide the NGO with a one-time start-up contribution of \$5,000. BC Housing does not fund capital expenses for EWRS. Communities are expected to cover the cost of mats, blankets, and other capital equipment to operate the shelter. It is anticipated that this one-time contribution would assist the start-up of a new-to-Sidney facility/service.

Identifying a qualified operator to provide this unique service proved challenging. Fortunately, Beacon Community Services (BCS) demonstrated interest in the initiative, and a preliminary framework for establishing an EWRS in Sidney was in place early summer 2025. No other qualified shelter operator responded to our inquiries for service, and at that time, the provision of service by BCS was contingent upon the site being located at Wakefield Manor at 9924 Third

Temporary Use Permit Application No. TEM00003
(9691 Fourth Street - St Andrew Anglican Church)

Street. This facility was already operated by BCS and staff were familiar with its current use as a BC Housing supportive housing complex. This, in addition to a floor plan that provided for the separation of the full-time housing use and occasional shelter use, influenced BCS's decision to partner with the Town.

Despite the Zoning Bylaw amendment application to utilize 9924 Third Street as an EWRS ultimately not being approved, the communication and collaboration between Town staff and BCS were greatly enhanced. This proved beneficial when Council again requested that staff provide options for emergency sheltering options on December 1st, 2025. This is evidenced by an options report received by Council on January 12th, 2026, and an Emergency Warming Center opening to assist the unhoused on February 12th, 2026. This facility was located at 10091 Resthaven Drive in the Sidney / North Saanich Library, utilizing the "Nell Horth" room operated by BCS and supported by Town staff. This facility was accessible for approximately six weeks and opened for seven nights without incident to provide refuge to those experiencing homelessness or housing instability during extreme cold weather conditions.

Temporary Use Permit:

A Temporary Use Permit (TUP) is a short-term approval granted by a local government that allows a use on a of property that is not otherwise permitted by the existing zoning bylaw. The legislated process for approval of a TUP is set out in the Local Government Act for BC. To enable TUP applications to be considered, local governments, through their Official Community Plan (OCP) bylaw, must specify areas within the community where TUPs are permitted, as well as make corresponding provisions for TUPs in their associated zoning bylaws.

TUPs can be issued for a maximum of three (3) years and may be renewed once for an additional maximum of three (3) years. TUPs are commonly used for temporary activities, such as seasonal temporary worker housing, special events, short-term commercial operations and/or to test the viability of a use not normally allowed within an existing zone. It is common for Council to approve a TUP with conditions that may include, but are not limited to, site layout requirements, operating hours, and restoration of the site to its original condition when the permit has expired.

Council, at their June 8th, 2026, Regular Council meeting, passed the necessary amendments to the OCP to expand the areas where TUPs can be considered from only the Commercial and Industrial areas to almost all land use designation areas within Sidney. At this same meeting, Council also passed three readings of an amendment to the Land Use Procedure Bylaw. This bylaw amendment would remove the reference to TUPs being only permitted in the Commercial and Industrial areas. The final reading for the amendment to the Land Use Procedure Bylaw will be considered by Council at the June 22nd, 2026, Regular Council meeting, the same meeting that Council will be considering this report and application for a TUP.

The applicant is bringing forward this application now to ensure sufficient time for their partnering organization, Beacon Community Services, to apply for BC Housing funding which has a deadline of September 30, 2026.

DISCUSSION:

The applicant is requesting a Temporary Use Permit to allow an Extreme Weather Response Shelter in the meeting hall of St Andrew's Anglican Church on the property at 9686 Third Street. The civic address of the church meeting hall is 9691 Fourth Street since it is accessed from Fourth Street.

Temporary Use Permit Application No. TEM00003
(9691 Fourth Street - St Andrew Anglican Church)

Official Community Plan Bylaw 2240:

The property is designated Institutional (INS) in Sidney's Official Community Plan Bylaw. This designation provides land for institutional facilities and services to meet the needs of the community. The OCP contains the following applicable objectives and policy guidance for land uses and development on institutional lands:

Objectives:

17.2.1 To provide for a range of government or non-profit services to the community such as schools, places of worship, medical facilities, or municipal services.

17.2.3 To ensure that institutional and infrastructure development occurs in a manner which is sensitive to the character of the surrounding neighbourhood.

17.2.11 To strengthen local emergency response capacity through emergency preparedness initiatives that build community resiliency.

Policies:

17.3.3 Through careful site planning, and building, and landscape design, ensure that new institutional facilities, uses, and activities are compatible with and integrated into the surrounding area

17.3.8 Require that government/institutional services and facilities constructed or provided by other agencies or parties are undertaken and completed in accordance with the appropriate standards and in a manner which provides maximum benefit to the community.

17.3.10 Notwithstanding the existing zoning, the issuance of Temporary Use Permits may be considered by Council in areas designated as Institutional on Map 1 of the Official Community Plan, subject to the conditions contained in Section 492 to 497 of the Local Government Act.

17.3.17 Improve community capacity and resilience in advance of and following weather events by increasing public awareness of climate change, its expected impacts, and how the community can prepare.

The proposed EWRS aligns with the Institutional land designation and would help to further the Town's objectives of improving community capacity and resilience. It would assist in meeting the needs of the unhoused and those with unstable accommodation during periods of cold weather in the community.

Institutional lands are not within a designated Form and Character Development Permit area. A Development permit is not required for any alteration of the buildings or land in the Institutional land use designation.

Zoning Bylaw No. 2275:

The property is zoned Private Facilities (I2), the intent of which is to provide land for private institutional facilities and services to meet the needs of the general public. The current use of the property as a place of worship is permitted by this zone. Other uses and activities by St. Andrew's Church include community gathering; feeding of under-housed, seniors and those in need from within the community; and some periodic rental to community groups, which are also

Temporary Use Permit Application No. TEM00003
(9691 Fourth Street - St Andrew Anglican Church)

permitted by the I2 zone. Other uses permitted in the I2 zone are: education facility, child care facility, food bank, assembly hall, and accessory use, building, or structure.

The proposed Emergency Weather Response Shelter use may be seen as compatible with the existing permitted uses in the I2 zone because it aligns with the intent of the zone in meeting the needs of the public by providing private institutional facilities and services.

Emergency Weather Response Shelter Use details:

St Andrew's Anglican church is the applicant facility provider; Beacon Community Services (BCS), the qualified operator; and the Town of Sidney is the facilitating and assisting local government. Collectively, this working group will manage the EWRS and ensure that program delivery is responsive to the community's needs.

The operational season for the EWRS would be October 15 to April 15 of each year that the TUP is valid.

An EWRS operates much like the Warming Center recently trialed at the library facility. The key differences are that an EWRS permits sleeping (on mats provided) and is funded by the BC Ministry of Housing. A Warming Center does not provide sleeping mats; only chairs are provided to sit in while people drop in to warm up while accessing hot drinks and light snacks. Emergency Management and Climate Readiness (EMCR) provides the funding for Warming Centers in BC.

The activation criteria for initiating our Extreme Weather (Cold) Response Policy, opening a Warming Center, or EWRS are the same in the Town of Sidney. These are:

- Environment and Climate Change Canada (ECCC), for the next 24-hour period, is forecasting a temperature of 0 Celsius or lower as the lowest temperature for that period and has issued a weather warning.
- According to ECCC, the temperature currently is 0 Celsius or lower, and ECCC has issued a weather warning.

Operational hours are still to be determined by BCS, the operator. Typically the Shelter will open late afternoon or early evening with the doors closing by 11pm and the users asked to leave by 7am. Once the doors are closed, typically there are no in-and-out privileges, providing a quiet restful space for users to sleep and/or recover from the cold without further disruption.

The shipping container that was placed at the library for the Warming Centre operations earlier this year will need to be moved to the St. Andrew's property to provide a secure space for storing belongings for people accessing the EWRS. A maximum of two shipping containers per property are permitted within the present I2 zone, with some Zoning Bylaw requirements for placement and screening on the side facing abutting residential properties (i.e. to the south of the subject property).

Other than the placement of one shipping container, no land or building alterations are proposed in connection with the EWRS use. The meeting hall space inside the building meets Building Code and Fire Code requirements for the proposed use.

This TUP application to utilize 9691 Fourth Street, St Andrew's Anglican Church as an EWRS is a component of a collaborative plan responding to community needs. BC Housing EWRS

Temporary Use Permit Application No. TEM00003
(9691 Fourth Street - St Andrew Anglican Church)

facilities are critical partners as they provide temporary shelter spaces to homeless persons during periods of extreme winter weather that threaten their health and safety.

The establishment of an EWRS in Sidney would address a clearly identified need, as our Town and the surrounding area have a unique cohort of homeless persons. Typically, our unhoused are over fifty years old and will forgo a stay in a shelter in the downtown core to avoid the violence and drug use endemic to these facilities. Opening an EWRS in Sidney would provide a safe and warm location for this at-risk population.

It must be noted that no incidents or negative occurrences were reported during the Warming Center activation at the Sidney/North Saanich Library in February and March of this year. The feedback noted was that the guests were grateful and respectful of the facilities provided. This supports the premise that a low-barrier shelter site can be established and operated safely in a shared space facility, with minimal impact on the surrounding neighbourhood.

Options for consideration:

1. That Council direct staff to proceed with the public notification steps required before consideration of approval of this TUP application.
 - a. This involves staff coordinating advertising the proposed TUP in two consecutive issues of the Peninsula News Review and sending notices to all property owners, tenants, and businesses within 75 metres (246 feet) of 9686 Third Street to let them know of the proposed TUP (to allow Extreme Weather Response Shelter as a permitted use for a maximum of three years). Any written correspondence received would be forwarded to Council at the time of consideration of approval of the permit.
 - b. Council could consider adding conditions to the approval of the permit. Staff recommend the conditions that the applicant has proposed:
 - i. The permit be effective from October 15, 2026 to April 15, 2027 and the following two years for the same operational periods; and
 - ii. the location being within the meeting hall at 9691 Fourth Street (civic address) within St. Andrew's Anglican Church on the property at 9686 Third Street.
2. That Council add any further conditions to the TUP, and direct staff to provide notice as described above.
3. That Council deny the permit application.

FINANCIAL IMPLICATIONS:

Staff recommend that the costs associated with this application be covered by the Town. Costs include the TUP application fee of \$1,700, property title search of \$16, and the costs of advertising this application as required by legislation (two advertisements in the Peninsula News Review and a radius mail out to all property owners, occupants, and businesses within 75 metres of the church property). If Council approves this, the Town will absorb all associated costs of staff time and notice provisions

RECOMMENDATION:

1. That owners and tenants in occupation of property within 75 metres (246 feet) of 9686 Third Street be notified regarding Temporary Use Permit No. TEM00003 (to allow an Extreme Weather Response Shelter as a permitted use on the property for a maximum of three years), and that staff be directed to advertise consideration of Temporary Use Permit No. TEM00003 in two consecutive issues of the Peninsula News Review, and

Temporary Use Permit Application No. TEM00003
 (9691 Fourth Street - St Andrew Anglican Church)

that any written correspondence received be forwarded to Council at the time of consideration of approval of the permit;

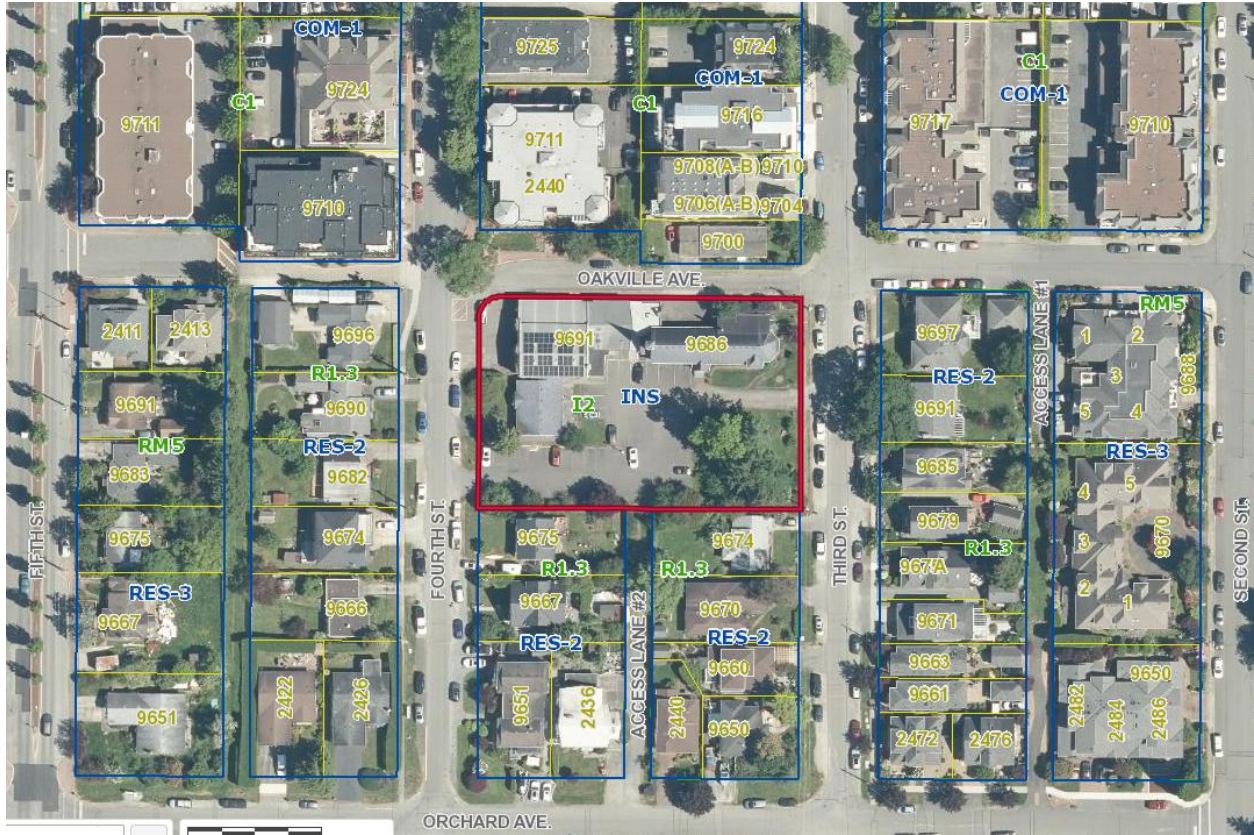
2. That the following conditions of approval be applied to Temporary Use Permit No. TEM00003:
 - a. the permit be effective from October 15, 2026 to April 15, 2027 and the following two years for the same operational periods; and
 - b. the location of the Extreme Weather Response Shelter is within the meeting hall at 9691 Fourth Street (civic address) within St. Andrew's Anglican Church on the property at 9686 Third.

| | |
|---------------|---|
| Submitted By: | Alison Verhagen, Director of Development Services |
| Concurrence: | Liam Edwards, Chief Administrative Officer |
| Concurrence: | |
| Concurrence: | |

ATTACHMENTS:

- [Appendix A - Aerial Photo](#)
- [Appendix B - Site photos](#)
- [Appendix C - Site Plans](#)
- [Appendix D - Letters of Support](#)

Appendix A – 2025 aerial photo of 9686 Third Street outlined in red, showing OCP designations (blue) and Zoning Designations (green)



Appendix B – St. Andrews site photos

Aerial View



“North Face” (Oakville Ave)



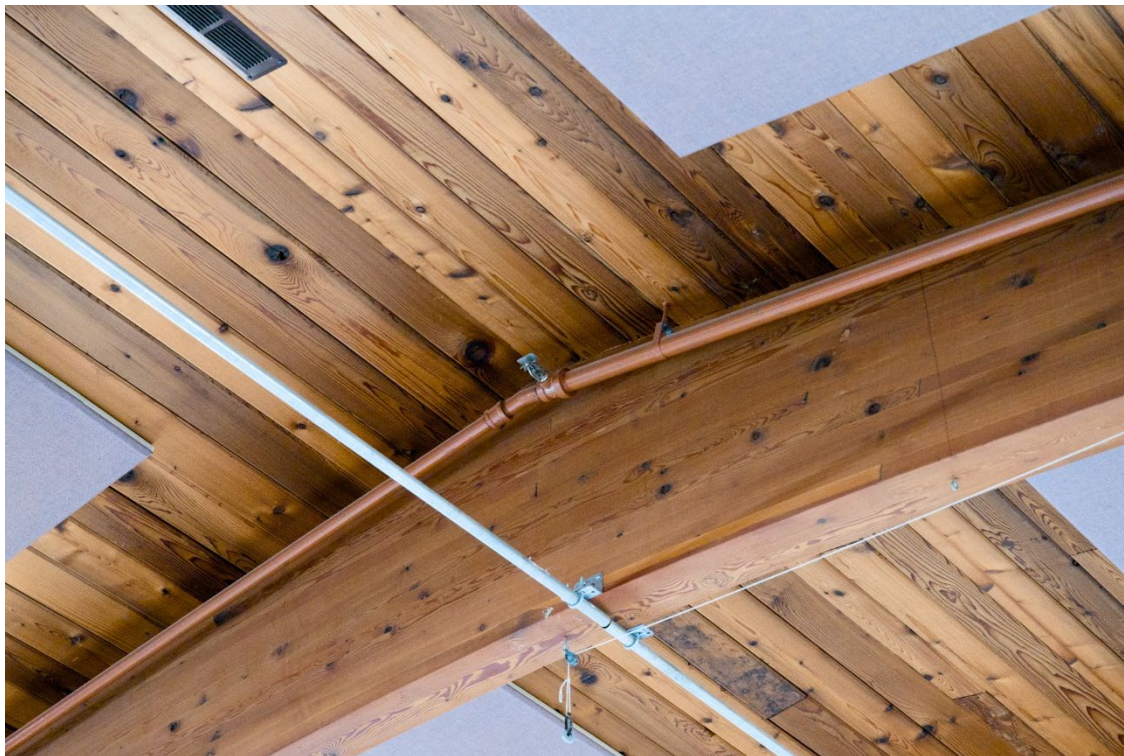
Building Entrance



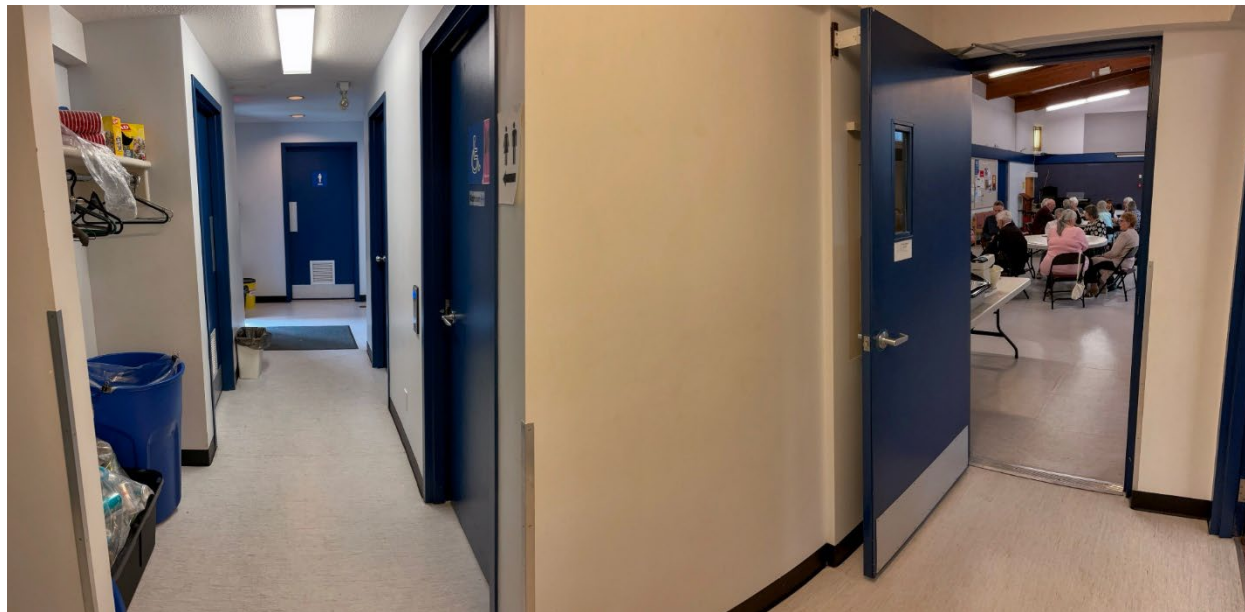
Building Interior



Sprinklers



Washrooms



Hall "East"



Hall "North"

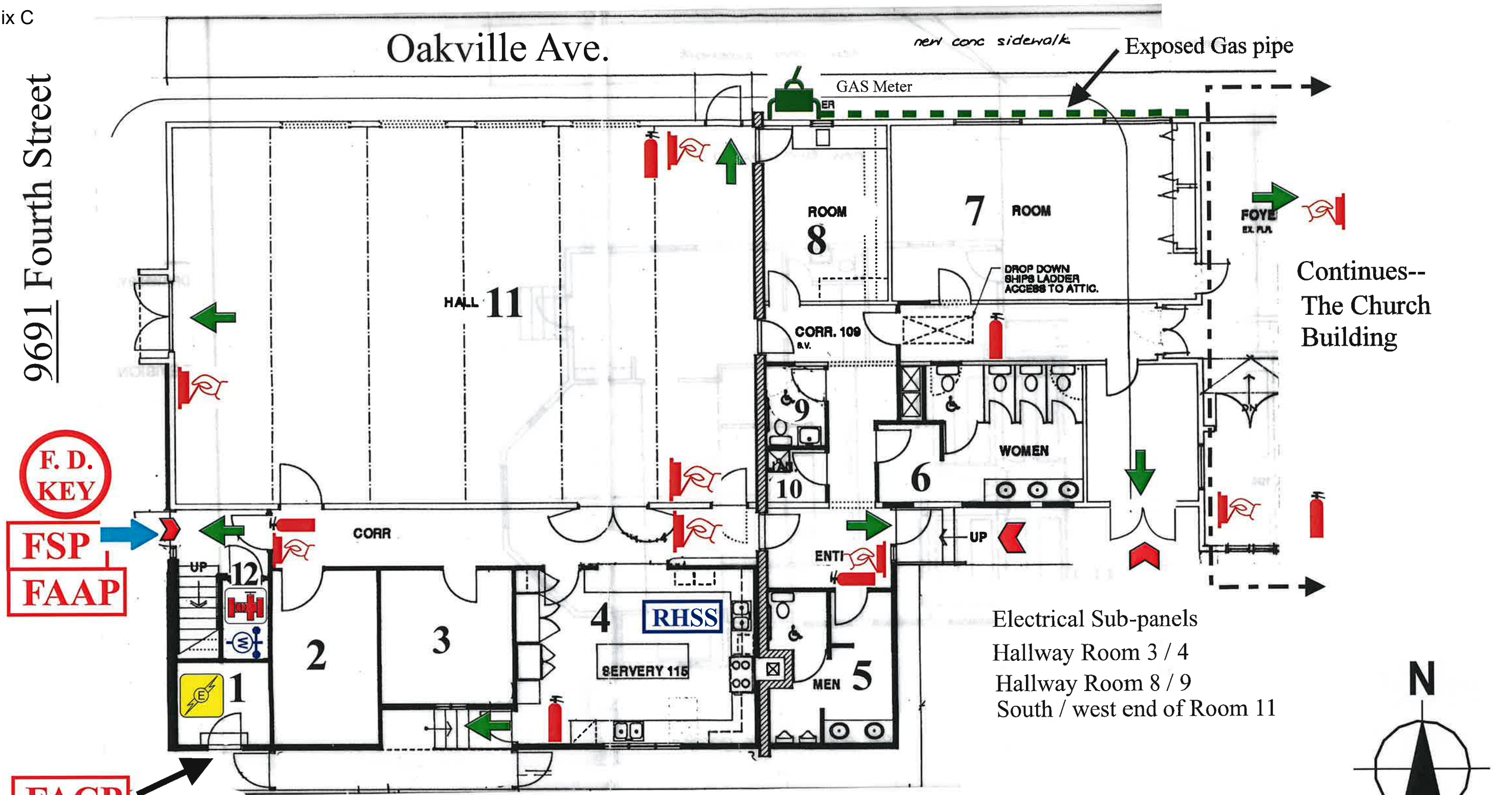


Hall "South"



Hall "West"





F. D. KEY
FSP
FAAP

FACP

Public Entrance Doors

- 1 - Electrical Room. Main Alarm Panel
- 2 - Chair storage Room
- 3 - Pantry (Freezers & Refrigerator)
- 4 - Kitchen
- 5 - Men's WC
- 6 - Women's WC
- 7 - Meeting room
- 8 - Nursery / Children activity

- 9 - Accessible Washroom
- 10 - Janitor Closet
- 11 - Gym
- 12 - Sprinkler Control Room

Electrical Sub-panels
 Hallway Room 3 / 4
 Hallway Room 8 / 9
 South / west end of Room 11

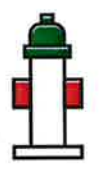
Continues--
 The Church Building

1st Floor

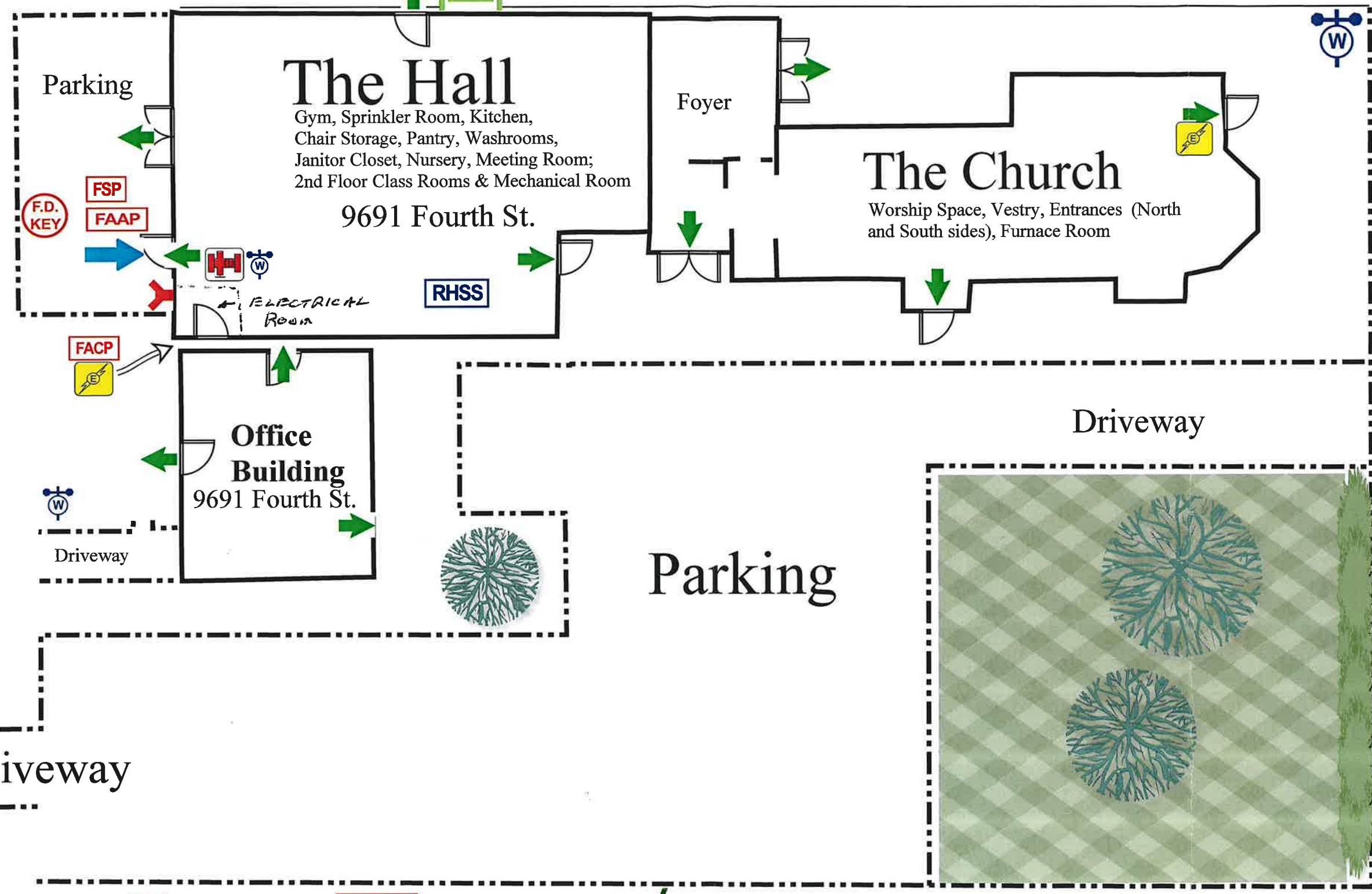
The HALL

9691 Fourth St.

Oakville Ave.



9686 Third St.



- Fire Exit
- F.D. Entry
- F.D. Key
- Sprinkler Room
- Fire Dept Connection
- Building Water Shut-off
- Electrical Main Shut-off
- FA Annunciator Panel
- FA Control Panel
- Fire Safety Plan
- Range Hood Suppression
- Gas Shut-off

St. Andrew's Anglican Church
 9691 Fourth St / 9686 Third St.
 Sidney BC

Site Plan
 File: STA Site plan-oct17

Appendix D

Ottawa

Room 349, Confederation Building
Ottawa, Ontario K1A 0A6
Tel.: 613-996-1119
Fax: 613-996-0850



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Elizabeth May

Member of Parliament / Député(e)
Saanich — Gulf Islands

Ottawa

Pièce 349, Édifice de la Confédération
Ottawa (Ontario) K1A 0A6
Tél. : 613-996-1119
Télec. : 613-996-0850

Constituency

9711 Fourth Street Suite 1
Sidney, British Columbia V8L 2Y8
Tel.: 250-657-2000
Fax: 250-657-2004

Circonscription

9711, rue Fourth suite 1
Sidney (Colombie-Britannique) V8L 2Y8
Tél. : 250-657-2000
Télec. : 250-657-2004

Mayor Cliff McNeil-Smith and Members of Council
Town of Sidney
2440 Sidney Avenue
Sidney, British Columbia V8L 1Y7

June 11, 2026

Re: Letter of Support: Application for Temporary Use Permit by St. Andrew's Anglican Church for an Extreme Weather Response Shelter

Dear Mayor McNeil-Smith and Members of Council:

As the MP for Saanich-Gulf Islands, I would not normally lobby my own municipal government, but as a Sidney resident, St. Andrews parishioner and practicing Anglican, I wanted to share this appeal. I hope I am not overly intruding in the work of another order of government. I write in strong support of the application by St. Andrew's Anglican Church for a Temporary Use Permit to operate an Extreme Weather Response Shelter in Sidney.

I have followed closely Sidney's efforts to find a compassionate, workable response to the needs of our under-housed neighbours during extreme winter weather. I commend the Town for its diligence in working through this challenging file, and I commend St. Andrew's Anglican Church for stepping forward as a willing host community.

The need for local action is clear and well-documented. The Capital Regional District has far too few shelter spaces relative to the number of people experiencing homelessness in our region - a gap that places real lives at risk when temperatures fall. Sidney's own under-housed community members have established roots here. They rely on local support networks, relationships, and services. The expectation that vulnerable individuals, including seniors and people on fixed incomes, will reliably travel to Victoria during a dangerous cold snap is neither realistic nor consistent with our community's values.

St. Andrew's Anglican Church has been a pillar of the Sidney community for generations. The congregation brings not only a suitable physical space but also an established network of

volunteers and community relationships, including the Friends of St. Andrew's, which has been supporting under-housed individuals in Sidney since 2021. This is precisely the kind of community-rooted, humanitarian response that makes temporary shelter initiatives work.

A temporary use permit is an appropriate and proportionate tool for this purpose. Comparable municipalities across British Columbia - including Courtenay and Trail - have successfully used temporary use permits to authorize winter shelter operations, with conditions around staffing, safety, and community engagement ensuring accountability and good outcomes for all. I am confident Sidney can do the same.

At the federal level, I remain committed to advocating for the resources and policies needed to address housing insecurity across Canada. But federal solutions take time, and in the meantime, people need shelter against extreme weather. St. Andrew's, with Beacon Community Services, is offering a practical, immediate, and community-supported answer to that need.

I respectfully urge Council to approve the temporary use permit application by St. Andrew's Anglican Church. Doing so would reflect the best of what Sidney stands for: a caring, inclusive, and responsive community.

Please do not hesitate to contact my constituency office if I can provide any further information or assistance.

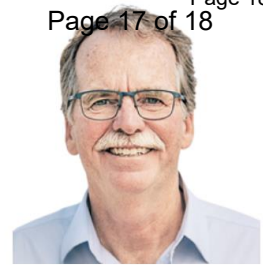
Yours sincerely,



Elizabeth May
Member of Parliament
Saanich–Gulf Islands
Leader of the Green Party of Canada



LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA



ROB BOTTERELL, *Naacatuk*
MLA Saanich North and the Islands

8 June 2026

To whom it may concern

Emergency Weather Response Shelter, St Andrew's Anglican Church, Sidney, BC.

As MLA for Saanich North and the Islands, I wholeheartedly support efforts by St Andrew's Anglican Church to establish an Emergency Weather Response Shelter. Such a shelter is critically important, particularly in view of the recent decision by Sidney's Council to vote down a similar application.

As I said in the Legislature recently, we need to move away from ad-hoc provincial approaches to providing shelter, which forces municipalities to re-open difficult discussions about shelter options and locations each year.

I have pressed the Ministry of Housing to work with municipalities and communities to achieve this, and she has signalled her commitment to this work. I hope that this application will be the start of progress towards this desperately needed service.

Rob Botterell
MLA Saanich North and the Islands

Constituency Office

9828 Fourth St, Sidney, BC V8L 2Z3
250.655.5600

Legislative Office

#101- 501 Belleville St, Victoria BC
V8V 2L8

Rob.Botterell.MLA@leg.bc.ca



Sidney

Notice Of Development Variance Permit Application

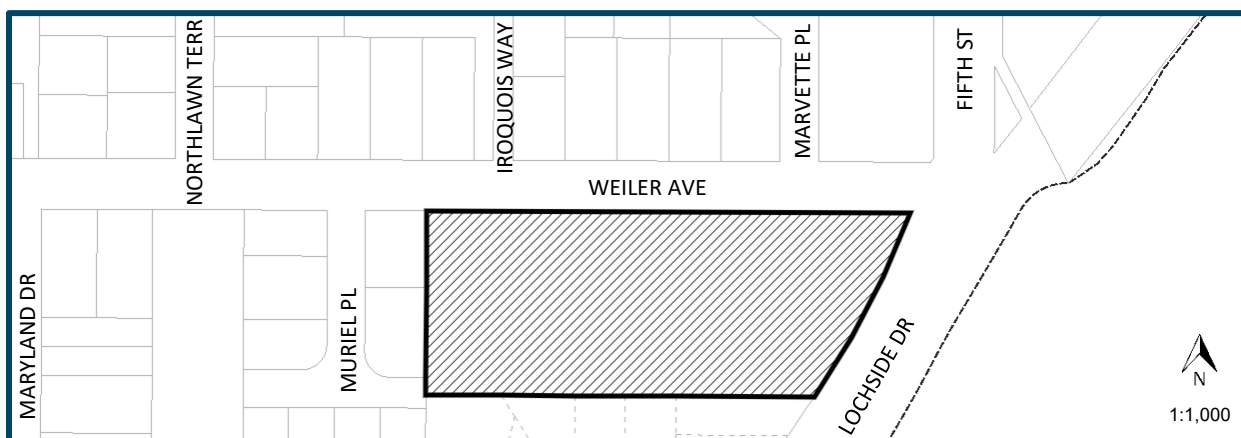
Notice is given that Sidney Council will be considering the approval of Development Variance Permit Application No. DV100390 for 9522 Lochside Drive (*property shown below*) at a Council meeting held in the **Sidney Town Hall Council Chambers, 2440 Sidney Avenue, Sidney, BC, V8L 1Y7**, on **Monday, June 22, 2026**, at **6:00 p.m.** The proposed Development Variance Permit would vary the following section of Town of Sidney bylaw:

| Subdivision & Development Servicing Bylaw No. 1390 | Bylaw Requirement | Proposed |
|---|---|---|
| Preliminary Review: 5.6 | "Preliminary acceptance is valid for a period of one (1) year... a further six (6) month extension may be considered ..." | To extend the preliminary acceptance period one additional year |
| Design and Installation of Works and Services: 6.1-6.3 | All works and services required to be designed, installed, and constructed to the standards prescribed under Bylaw No. 1390 shall be installed at the owner's expense prior to final approval of the subdivision by the Approving Officer | To not require the design, construction, or security for works and services associated with proposed Lot 2 at the time of final subdivision approval. |

The purpose of this Development Variance Permit is to allow a longer extension to the Preliminary Letter of Approval for an active subdivision application and to defer subdivision requirements for works and services for the proposed Lot 2 until later in the redevelopment process when the western portion of the property (proposed Lot 2) is developed.

Property Details

Legal Address: Lot 1, Section 8, Range 3 East and of Section 9, Range 3 and 4 East, North Saanich District, Plan 9185 except part in plan 1696RW
Civic Address: 9522 Lochside Drive



Copies of all documentation related to this application can be viewed at Sidney Town Hall, 2440 Sidney Avenue, from 8:30 a.m. to 4:00 p.m., Monday through Friday (excluding statutory holidays) or at www.sidney.ca/development. For more information, contact the Development Services Department at 250-656-1725.

Providing Input

Written comments may be submitted no later than **4:00 p.m.** on the day of the meeting by the following methods:

- Email: admin@sidney.ca
- Mail: 2440 Sidney Avenue, Sidney BC, V8L 1Y7.
- Drop box: Main front entrance at Town Hall, 2440 Sidney Avenue

All correspondence submitted will form part of the public record and may be published in a meeting agenda.

If you wish to speak at the meeting during Public Participation Period, you may participate in person or virtually. To speak virtually via Zoom, please register to speak in advance by **12:00 p.m.** on the day of the meeting via email admin@sidney.ca or call 250-656-1139.

The meeting will be open to the public and all members of the community are welcome to attend. Council meetings are broadcasted live, and a video recording of the meeting will be posted on the Town's website.

DV100390 (Circulated June 11, 2026)

**R.2 Development Variance Permit Application No. DV100390
(9522 Lochside Drive)**

(To allow a longer extension to the Preliminary Letter of Approval for the subdivision application, and to defer off-site improvements requirements for the proposed Lot 2 until the time of development on Lot 2.)

2026.16.289 Moved by Councillor T. O'Keeffe, seconded by Councillor S. Duck,

1. That owners and tenants in occupation of property within 75 metres (246 feet) of 9522 Lochside Drive be notified regarding Development Variance Permit Application No. DV100390 (to allow a longer extension to the Preliminary Letter of Approval for the subdivision application; and to defer subdivision requirements for off-site improvements for the proposed Lot 2 until the time of development on Lot 2) and that any written correspondence received to be forwarded to Council at the time of consideration of approval of the variance.
2. That as a condition of approval of Development Variance Permit Application No. DV100390, the property owner shall, prior to subdivision approval, register a covenant on title prohibiting any construction on Lot 2 until proof of payment to install underground electrical and telecommunication service is provided to the Town.

MOTION CARRIED UNANIMOUSLY



TOWN OF SIDNEY

REPORT TO COUNCIL

TO: Mayor and Council

FROM: Celina Fletcher, Municipal Planner
Alison Verhagen, Director of Development Services

DATE: Regular Council - 22 Jun 2026 **FILE NO.:** 9972 Third Street (Land)

SUBJECT: Parks and Amenity Contributions for Zoning Amendment Application No. RZ100110 (9972 Third Street)

PURPOSE:

The purpose of this report is to seek direction from Council on parks and amenity contributions to be included as conditions of rezoning in the draft bylaw amendment for a proposed four-storey 75-unit residential development.

BACKGROUND:

Prior to the 2024 Zoning Bylaw update, the property in its entirety was zoned Multi-Family High Density Residential (RM7). The east portion of the site facing Third Street was rezoned to Multi-Unit Residential – Rental (RM6-R) in 2024 with the adoption of Zoning Bylaw No. 2275 because two purpose-built rental (PBR) buildings were located on this portion of the property.

On April 13, 2026, Council made the following resolution on this Zoning Amendment, Development Variance, and Development Permit applications for this property, which includes a resolution directing staff to draft a zoning bylaw amendment for Council's consideration to rezone the eastern portion of the property to RM7:

1. *That staff prepare a zoning amendment bylaw in relation to Zoning Amendment Application No. RZ100110, and that the bylaw be brought before Council for consideration.*
2. *That owners and tenants in occupation of property within 75 metres (246 feet) of 9972 Third Street be notified regarding Development Variance Application No. DV100369 (to decrease the minimum front yard setback, to relax requirements for rooftop access siting, and to increase the maximum permitted height of a rooftop access structure can project) and that any written correspondence received be forwarded to Council at the time of consideration of approval of the variance.*
3. *That Development Permit Application No. DP100851 (to approve the form and character of a four-storey multi-unit residential building containing a total of 75 apartment dwelling units) be brought before Council for consideration of approval if Council adopts the zoning amendment bylaw and authorizes the issuance of the Development Variance Permit.*
4. *That Council approve the removal of one Monterey cypress tree #951 on the west side of 9972 Third Street, subject to the condition that the tree not be removed until after a Building Permit has been issued for the proposed development.*
5. *That as conditions of approval of Zoning Amendment Application No. RZ100110, the property owner shall, prior to issuance of Building Permit:*

- a. *Register a restrictive covenant on title for the property, prohibiting the future owner or strata council from passing any bylaws that may restrict occupancy of the building based on age; and*
- b. *Register a restrictive covenant on title acknowledging the details and maintenance schedule required for the on-site storm water management system.*
6. *That the ramp to the underground parking be shifted north to allow more space for protected root zones of the cherry trees on the property to the south (9942 Third Street);*
7. *That as conditions of approval of Development Permit Application No. DP100851 the property owner shall, prior to issuance of Building Permit:*
 - a. *Address Design Guidelines No. 24.4.9 (shading of windows), 25.3.9 (bicycle parking access), 25.3.13 (emphasis of main entrance), 25.3.24 (Fourth St streetscape), 25.4.14 (overlook), 25.4.21-22 (variation in hard surfacing), 25.6.20 (incorporate play area), to the satisfaction of the Director of Development Services;*
 - b. *Install tree protection fencing around all on-site and off-site protected trees to the satisfaction of the Town's Arborist, to remain in place until such time that all construction on the property is complete, and ensure that any necessary work inside the tree protection fencing be undertaken under the direct supervision of a certified Consulting Arborist;*
 - c. *Ensure that a certified arborist be on site at time of excavation near the identified root zone and the Town's arborist be allowed to supervise and provide direction to the excavation of the root zones and pruning of the six cherry trees and remaining two Monterey cypress trees in accordance with an implementation plan approved by the Town's Arborist and under the direct supervision of a certified Consulting Arborist;*
 - d. *Obtain a Tree Removal Permit for the removal of one protected Monterey cypress tree #951 and a pruning permit for two protected Monterey cypress trees;*
 - e. *Pay to the Town a security in the amount of \$10,000 per protected tree located on the subject property, adjacent properties, and on the municipal boulevard with critical root zones that are in proximity to the proposed driveways and parking areas that are impacted by this development to ensure that they are not damaged during site development as per Tree Preservation Bylaw No. 2138 section 11.10; and*
 - f. *Pay to the Town a deposit in the amount of 115% of the estimated cost to complete the hard and soft landscaping for the development.*

MOTION CARRIED UNANIMOUSLY

DISCUSSION:

Consideration of Amenity Fee from Bonus Density

The applicant has applied to rezone the eastern portion of the site from RM6-R to RM7, increasing the permitted density on part of the site from 1.0 FAR to 1.68 FAR. The western part of the site is already zoned RM7, which has a permitted base density of 1.3 FAR and a maximum bonus density of 2.0 FAR.

Because a portion of the site is already zoned RM7 and the proposed building will be located in both current zones, there is no clear method of calculating the required amenity fee under the Town's Bonus Density and Community Amenity Contribution Policy (Policy DV-013). There are several ways that the calculation could be made, and ultimately Council has discretion on the amenity fee that is applied to the zone.

The applicant has also requested (see *Letter of Rationale in Appendix B*) that the amenity fee be calculated solely from the base density of the proposed RM7 zone for the site (1.3 FAR) and not the existing lower density of the RM6-R zone (1.0 FAR). The RM7-only calculation would result in an amenity fee of approximately \$284,186. Using the RM6-R zone for the calculation would result in a higher amenity fee payable (due to the larger spread in density) depending on how the calculation is structured (up to a maximum of approximately \$509,900, if the RM6-R zone were used to calculate the entire project).

However, a further important consideration is that when a municipality intends to assess an amenity fee through a rezoning process, Provincial legislation now also requires the municipality to conduct a financial feasibility analysis of the project, to ensure that the amenity fee to be charged is financially viable for the project.

Staff have contracted with a qualified consultant and completed this feasibility analysis, and it shows that the project viability under current market conditions is marginal. Based on these results, applying the lower amenity fee solely from the base density of the RM7 zone (\$284,186) appears to be more appropriate for this project.

Given the ambiguity of Policy DV-013 to a split zoning situation like this site, and the marginal financial viability of the project shown by the financial feasibility analysis, staff recommend applying an amenity fee solely based on the RM7 zone, as suggested by the analysis and requested by the applicant.

Public Consultation on the Proposed Zoning Bylaw Amendment

In addition to the financial feasibility requirement, section 482.1 of the *Local Government Act* outlines specific consultation requirements for modifications to density bonusing provisions:

482.1 (1) During the development of a density benefits zoning bylaw, or the development of an amendment to such a zoning bylaw, the proposing local government must provide one or more opportunities it considers appropriate for consultation with persons, public authorities and organizations that the local government considers will be affected by the zoning bylaw.

This applies to both the development of a new Zoning Bylaw or an amendment to an existing Zoning Bylaw with a bonus density framework. The Town must provide one or more opportunities for consultation to those affected by the amendment. Council is required to consider who the appropriate persons, public authorities, and organizations affected by the amendment. Staff note that this section of the *Local Government Act* seems to be specifically intended for those affected by any change in community amenity contribution rates resulting from the financial feasibility analysis, rather than a general consultation requirement.

In this case, staff believe that the “*persons, public authorities and organizations that the local government considers will be affected*” is limited to the applicant, as they will be required to bear the cost of the amenity fee as part of their development. A resolution to this effect has been included below; however, if Council would like to include any others in this consultation, they should provide staff with that direction. The proposed amendment has been included as Appendix C. Staff would like to be clear that the proposed bylaw amendment is included for reference purposes only and is not included for consideration of any readings by Council at this time. The Town will need to advertise prior to first reading as per section 467 of the *Local Government Act*.

Infrastructure and Parks

Staff have reviewed infrastructure requirements for the proposed development and potential implications for necessary upgrades beyond the immediate frontages. Existing infrastructure capacity in this neighbourhood is generally sufficient to accommodate the proposed development. Any upgrades to servicing that are required in order to serve this development would be coordinated through civil review at a staff level prior to issuance of Building Permit.

In addition to servicing infrastructure, there is a need to consider broader infrastructure considerations in all areas of the community. To this end, the Town is currently in the process of updating its Development Cost Charge (DCC) Bylaw, which is expected to be adopted later this year.

In advance of the new DCC bylaw taking effect, staff are evaluating some of the implications arising from current larger development projects, specifically costs related to park acquisition and improvements. The Town's current Development Cost Charge (DCC) Bylaw, which is outdated and will be replaced, contains a Parks DCC rate of only \$245 per apartment dwelling unit. The proposed development would result in a Parks DCC payment of just \$13,230 based on the net increase of 54 new units on the site. This amount does not reflect the current costs for park acquisition and development. In contrast, the proposed parks rate in the Town's new DCC Bylaw would result in a Parks DCC payment of approximately \$149,202 (and a total DCC payment of approximately \$385,668). As the DCC Bylaw is not yet in place, but there is a critical need for additional parkland in Sidney, staff recommend that as a condition of zoning amendment, an interim park contribution be required. This approach is consistent with contributions required from other recent larger developments in Sidney.

Staff suggest that this development contribute \$23.50 per square metre of gross floor area, which is an amount consistent with other recent large development projects in Sidney and would result in a contribution of \$148,318 based on the current gross floor area proposed. The existing DCC Bylaw park contribution of \$13,230 would be deducted from this proposed parks contribution. A parks contribution of the above amount is comparable with DCC bylaw requirements for developments of this size from other municipalities around the Capital Regional District and more accurately reflects the expected cost of parks acquisition and improvement. This amount, as well as the current DCC rates, were considered and accounted for in the financial feasibility analysis that was conducted.

Next Steps

Following the required consultation on the proposed amenity amount to be required through the zoning change for this project, staff will then present a zoning bylaw amendment for Council's consideration to rezone the eastern portion of the property to RM7. If Council approves the recommendations below, staff will prepare a draft zoning bylaw amendment for Council's consideration, to be brought to a future Council meeting for consideration of readings.

RECOMMENDATION:

1. That having considered the appropriate persons, public authorities and organizations that will be affected by the proposed zoning bylaw, staff be directed to prepare and send a letter inviting comment from the applicant, and that any feedback be provided to Council at the time of consideration of the bylaw.
2. That, in addition to resolution 2026.18.197 made by Council on April 13, 2026, as a condition of approval of Zoning Amendment Application No. RZ100110 (to amend the zoning designation of the property at 9972 Third Street in order to allow for the

development of a 4 storey multi-unit residential development), the property owner shall, prior to issuance of Building Permit:

- a. **Pay a parkland acquisition contribution of \$23.50 per square metre of gross floor area of the building, less any floor area exemptions permitted in Section 5.1.11 of the Zoning Bylaw and less the required Parks DCC amount payable;**
- b. **Pay an amenity contribution based on the increase in floor area ratio calculated from the base density permitted by the RM7 zone.**

| | |
|---------------|---|
| Submitted By: | Celina Fletcher, Municipal Planner |
| Concurrence: | Alison Verhagen, Director of Development Services |
| Concurrence: | Liam Edwards, Chief Administrative Officer |
| Concurrence: | |

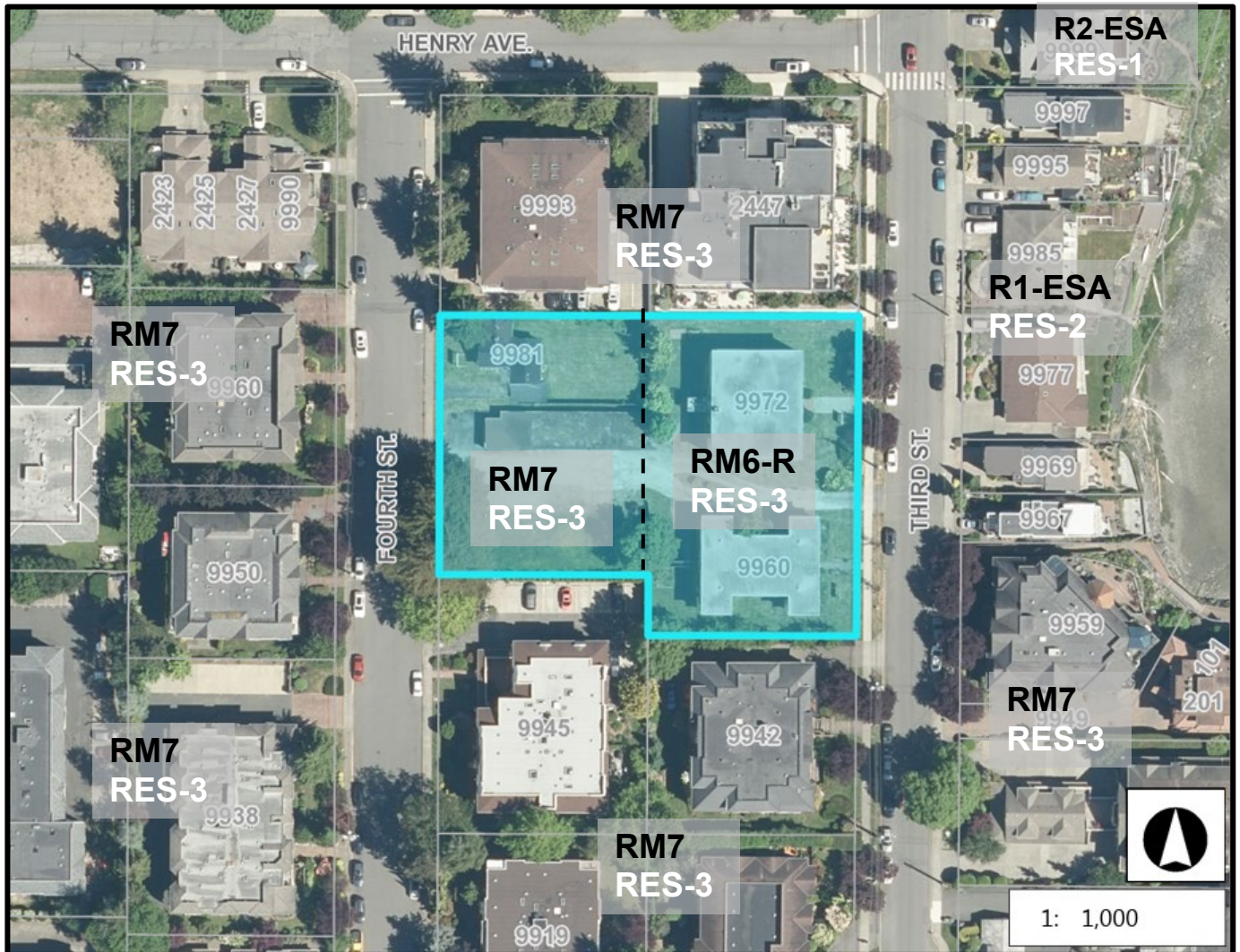
ATTACHMENTS:

[Appendix A - Aerial Photo \(2026\)](#)

[Appendix B - Letter of Rationale](#)

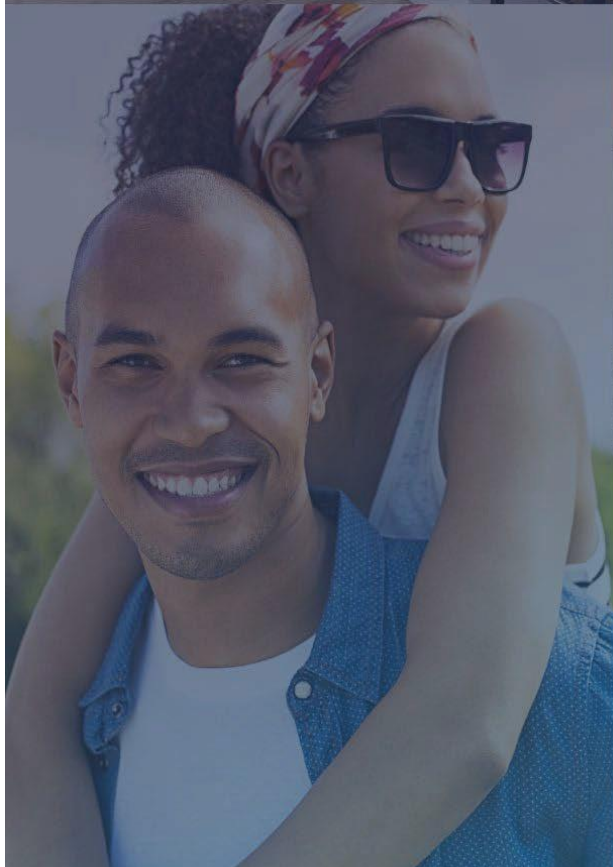
[Appendix C - DRAFT Amending Bylaw No. 2317](#)

2025 aerial photo of the subject property (9972 Third Street) outlined in blue, showing OCP (white) and Zoning (black) designations. The dotted black line demonstrates the boundary of the RM7 and RM6-R zoning on the subject property.





HIGH STREET



9972 Third St. Sidney BC REZONING & DEVELOPMENT PERMIT RATIONALE

Introduction

Highstreet is a forward-thinking real estate development company recognized for its dedication to sustainable, community-oriented residential developments. With an established history of creating vibrant communities throughout Western Canada, our company's vision extends beyond simply building attractive communities; it focuses on developing spaces that are not only welcoming but also environmentally responsible.

We are committed to advancing sustainable development practices, designing spaces that integrate with their surroundings to offer residents a balanced blend of modern living and high-performance homes. Our proposed project at 9972 Third St. follows this commitment. The building will be 100% electric with onsite rooftop solar electric generation supplying most of the energy demand. This project will be designed to exceed step 4 requirements of the BC Energy Step Code for Part 3 buildings, currently the most stringent energy code in Canada.

Application Rationale

Highstreet Ventures is undergoing a Rezoning and Development Permit application for 9972 Third St, Sidney BC. A comprehensive rationale has been provided below as part of this application.

Contents

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| Introduction | 2 |
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| Development Details | 3 |
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| Landscape Design | 4 |
| Parking..... | 4 |
| Requested Relaxations..... | 4 |
| Bonus Density Payment | 4 |
| Development Features - Building Like the Future Depends on It | 5 |
| Security | 5 |
| Our Values | 5 |
| Taking the High Rd..... | 5 |

Rezoning Details

As previously communicated in a letter submitted to Mayor and Council on January 31st, 2025, housing will not be built by Highstreet for the foreseeable future under the split zoned RM7/RM6-R, Multi-Unit Residential - Rental zoning that was changed by council vote in June 2024. We are requesting a return of half of the site back to the RM7 zoning that existed prior to July 1, 2024.

We believe that the change to RM6-R from RM7 on half our site, while well intentioned, was not fully considered and runs contrary to the intent of the Provincial housing mandate that led to this issue.

Reinstating the RM7 zoning at 9972 Third Street presents an opportunity for Sidney to align with the Provincial Government's mandate, advance its sustainability objectives, address housing needs, and enhance its economic and social fabric. Highstreet Ventures is committed to working closely with the Town and the community to deliver a development that reflects Sidney's values and aspirations. We are still very excited to build zero carbon homes in Sidney that people will love.

Development Details

Highstreet aims to deliver Net-Zero Energy Ready multi-family residential rental housing to the Town of Sidney with a strong commitment to sustainable development. We are pleased to propose the development and construction of a four-storey residential building comprising 75 rental suites. These residential units will include 11 studio suites, 16 one-bedroom suites, 8 adaptable one-bedroom suites, 24 two-bedroom suits, 8 two-bedroom adaptable suites, and 8 three-bedroom suites to accommodate diverse housing needs while promoting an inclusive and varied residential environment. Parking will be provided in both underground and surface areas complying with the parking requirements of the Town of Sidney.

Site Design

The design of 9972 Third St. has been carefully planned to compliment the surrounding neighbourhood, reflecting Highstreet's dedication to thoughtful and community-focused development. We have prioritized utility buffers and public access connections, ensuring safe and convenient pedestrian pathways throughout the development as envisioned by the Town of Sidney's Official Community Plan (OCP).

Architectural Design

Our architectural approach combines modern design elements with traditional urban forms, capturing the distinctive character of the Third and Fourth Street neighbourhoods while embodying Highstreet's commitment to sustainable development.

Distinctive horizontal and vertical articulations using varied building forms, materials, and color palettes enhance visual interest and reduce the perceived mass of the buildings. Traditional stone is featured on lower levels, contrasted by contemporary siding panels and clean rooflines. These design elements not only contribute to aesthetic appeal but also help diminish the visual impact of the buildings, creating a cohesive and well-defined street edge. Ground-level patio entry connections and integrated landscaping features further enliven the pedestrian realm, fostering positive interaction between buildings and public spaces.

The architectural design emphasizes durability and sustainability, incorporating materials such as stone, fiber cement board, and aluminum selected for their longevity and resistance to environmental stressors. The building will be engineered to exceed step 4 requirements of the BC Energy Step Code, with rooftop solar systems generating most of the electricity required for building operations.

Overall, our proposed architectural approach for the 9972 Third St. project aims to create a visually compelling, sustainable, and community-oriented residential rental development that enhances the

livability, diversity, and vitality of the neighbourhood.

Landscape Design

Our landscaping is designed to complement the site's natural features and enhance the overall character of the site. The landscape design prioritizes water absorption and heat reduction through the use of native and drought-tolerant plant species, and permeable landscape areas where protection of retained trees is critical.

Pedestrian pathways throughout the site are designed to be barrier-free and accessible for people of all abilities. Seating areas, pathway connections, and plantings are thoughtfully positioned to define space boundaries and foster social interaction and community engagement.

Furthermore, this project proposes a rooftop amenity space complete with a BBQ area for social events, a community garden, and seating areas aiming to create a cohesive and inviting environment that encourages community interaction all while being able to enjoy the beautiful ocean view.

Beyond enhancing the aesthetic appeal of the development, the landscape design incorporates drip irrigation, combined with water-saving fixtures supporting the project's broader sustainability and water-use reduction objectives.

Parking

All parking for this development will be contained within the site, with the objective of keeping it predominantly concealed from public view. To achieve this, we will utilize a combination of underground parking and surface parking areas with appropriate and bylaw compliant screening.

In addition to vehicle parking, we are dedicated to providing secure long-term bicycle storage within the proposed development, along with convenient bicycle parking options around the site for short-term use. The surface bicycle parking area will be accompanied by a full bike repair station to ensure everyone's bikes can stay maintained and ready to use. Our site design is guided by the goal of encouraging alternative transportation methods for both residents and their guests.

Acknowledging the increasing popularity of electric vehicles and e-bikes, all parking stalls provided on site will be EV-ready, with additional charging infrastructure integrated into the secure storage areas for e-bikes, further supporting eco-friendly transportation options.

Requested Relaxations

As part of this rezoning application, we respectfully request the following variances to the zoning bylaw:

1. Rear Building Setback – varied from 6.0m to 4.76m to accommodate balcony projection. This change was introduced in response to Town Staff's request that decks be wrapped around to the Fourth Street frontage to better orient the building towards the public realm.
2. Rooftop Access Structure Setback – varied from 25% (measured from the building face) to 4% on the internal westerly side. These access structures are not visible from the public realm and provide safe access to the rooftop amenity space.

Bonus Density Payment

We respectfully request that the bonus density payment as required to accommodate the proposed project

density be calculated based on the base density of the RM7 zone, which was the pre-existing zoning of the site, rather than the RM6-R zone. The RM6-R designation only applies to half of the site and was introduced through the split-zoning in July 2024. Calculating from the RM7 zone more accurately reflects the zoning framework in place at the time of purchase and ensures a fair and consistent application of policy.

Development Features - Building Like the Future Depends on It

Sustainability is at the core of who we are and what we do. It is more than just a business goal, it's a way of life and a fundamental understanding of integrity. We recognize that the business model must be identifiably sustainable, satisfying the ecological, economic, and societal challenges we face both today and in the future. We distinguish ourselves from typical developers by prioritizing sustainable building materials, ensuring occupant comfort, managing operating costs, and constructing 100% electric buildings to eliminate greenhouse gas emissions. Moreover, our communities are powered by on-site solar photovoltaics, with the flexibility to expand as allowed by utility regulations.

Recognizing that our residents are our most valuable asset, we have taken extensive measures to ensure that our communities enhance occupants' health and well-being. This includes providing clean, filtered air, water, ample natural light, and a comfortable living environment. Achieving this is made possible through high-quality mechanical systems that offer enhanced filtration, heat recovery, and a constant supply of fresh air, exceeding base energy code requirements by up to 75%. Our building envelopes are also designed to be robust and airtight, further enhancing occupant comfort, indoor air quality, and reducing energy demand.

Security

We will install security cameras throughout the site, including common hallways, as part of our standard security measures. Our building orientations are carefully planned to minimize blind spots. The residential layout encourages a sense of community and keeps "eyes on the street," reducing the likelihood of harmful incidents going unnoticed. We also ensure that all outdoor amenities are well-lit and easily accessible with multiple entrance and exit points at regular intervals to enhance safety.

Our Values

At Highstreet, we are driven by our belief to always do the right thing. Whether we are selling or operating rentals, we promise to always take the high road. If something wasn't built right, we will make it right. This can be seen in our double warranty promise where, instead of the industry standard 2-5-10 year warranty program we have doubled it by offering 4-10-20 year warranties for our buildings. We stand behind our product, giving peace of mind to the end user, and we are happy to provide it.

Taking the High Rd.

Our Mission is to elevate everyone who works with us and share in the success of responsibly creating smarter, more sustainable real estate and we do that by living our company values. Should you wish to know more about our company, we invite you to visit our website at gohighstreet.ca or contact us directly at 778-946-6250

TOWN OF SIDNEY

BYLAW 2317

A BYLAW TO AMEND ZONING BYLAW NO. 2275

The Council of the Town of Sidney, in open meeting assembled, enacts as follows:

This Bylaw may be cited as "**Zoning Bylaw No. 2275, Amendment No. 5, Bylaw No. 2317**".

That Town of Sidney Bylaw No. 2275 be amended as follows:

1. By adding the following subsections to Section 5.3.7, Multi-Unit Residential Building Regulations: Townhouse Dwellings and Apartment Dwellings:
 - f. On the property legally described as Lot A, Section 12, Range 4E, North Saanich District, Plan EPP135507 (9972 Third Street), prior to the issuance of Building Permit, the property owner shall:
 - i. Register a restrictive covenant on title for the property, prohibiting the future owner or strata council from passing any bylaws that may restrict occupancy of the building based on age;
 - ii. Register a restrictive covenant on title acknowledging the details and maintenance schedule required for the on-site storm water management system;
 - iii. Pay a parks contribution of \$23.50 per square metre of gross floor area of all habitable buildings on the lot, less any floor area exemptions permitted in Section 5.1.11 of the Zoning Bylaw and less payable the required Parks DCC amount, to be used for parkland acquisition; and
 - iv. Pay an amenity contribution based on the increase in floor area ratio from the base density permitted by the Multi-Unit Residential – Tier 2 (RM7) zone.
2. By amending Appendix A to Zoning Bylaw 2275 by relabeling the hatched area shown below in Figure 1 and known as Lot A, Section 12, Range 4E, North Saanich District, Plan EPP135507 from Multi-Unit Residential - Rental (RM6-R) to Multi-Unit Residential – Tier 2 (RM7).

Civic Address: 9972 Third Street

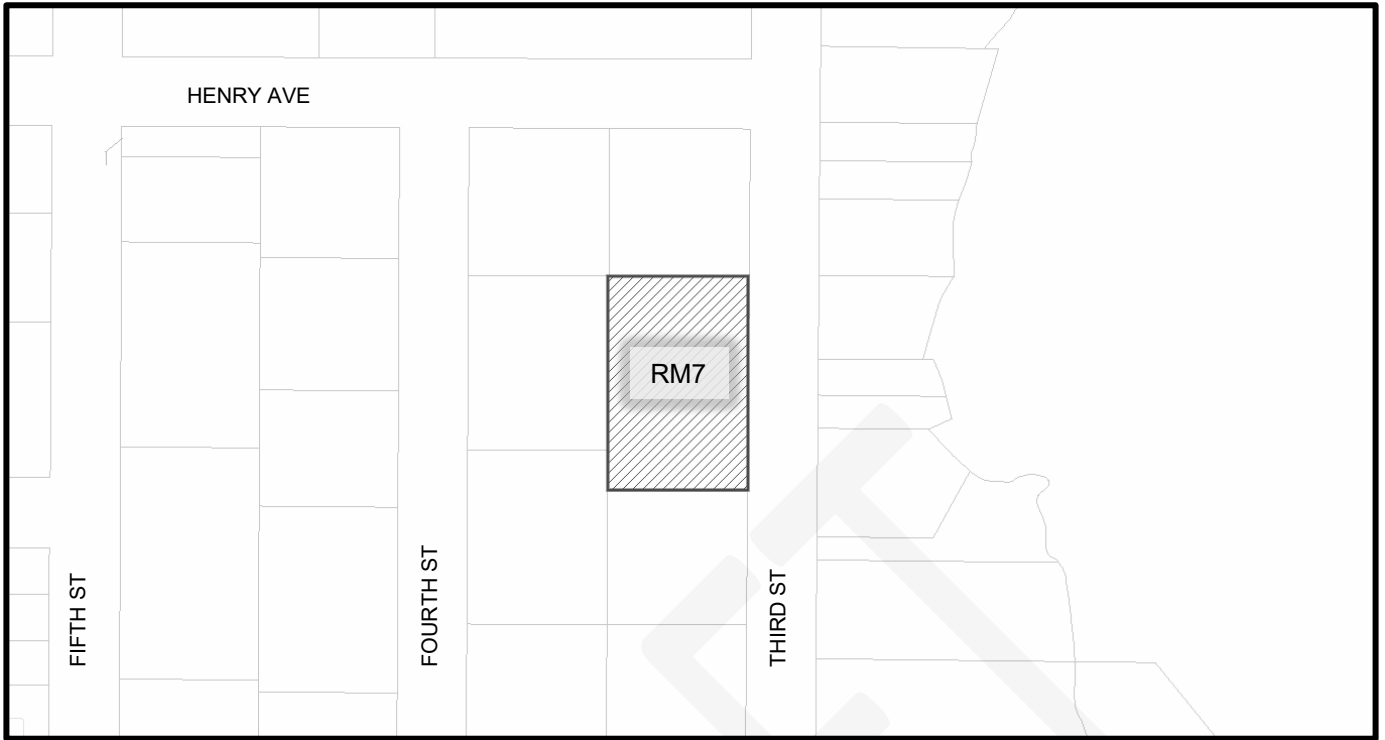


Figure 1

Read a first time the _____ day of _____
Read a second time the _____ day of _____
Read a third time the _____ day of _____
Ministry of Transportation & Infrastructure approval this _____ day of _____
Adopted the _____ day of _____

MAYOR

CORPORATE OFFICER



TOWN OF SIDNEY

REPORT TO COUNCIL

TO: Mayor and Council

FROM: Andrew Hicik, Director of Finance

DATE: Regular Council - 22 Jun 2026 **FILE NO.:** 1970-04

SUBJECT: **Permissive Tax Exemption Renewal Request**

PURPOSE:

To consider an extension of the property tax exemption for Rest Haven Lodge, operated by Broadmead Care Society.

BACKGROUND:

The Town grants permissive tax exemptions to several local organizations, under Community Charter guidelines and our own Tax Exemption policy. Permissive exemptions are in place for 13 different organizations (not including accessory lands for churches). The existing exemptions may be classified according to two general categories:

1. Municipal Purposes – properties operated by external organizations providing services that *may* otherwise be provided by the Town (i.e. services that are sometimes provided by local governments, especially those with a wide mandate and big budget).
 - Sidney Historical Museum
 - SHOAL (Seniors) Centre
 - ArtSea Community Arts Council
 - Sidney & North Saanich Memorial Park Society – Mary Winspear Centre
 - Sidney BIA (visitor information services and economic development).
2. Community Benefit – properties operated by external organizations providing services that are not traditionally municipal in nature, but are of general benefit to the community.
 - Sidney Lions Food Bank
 - Scout and Guide Hall
 - Shaw Centre for the Salish Sea (tourism/economic generator)
 - ANAVETS (Legion)
 - St. Andrew’s Abbeyfield Housing Society
 - Rest Haven Lodge, operated by Broadmead Care
 - Wakefield Manor, operated by Beacon Community Services
 - Beacon Community Services office and employment centre
 - Beacon Community Services Assisted Living facility at SHOAL Centre
 - Shoreline Medical Society (public health care).

All 13 organizations may be considered “non-profit”, and all operate programs or facilities that are either open to the public, or at least open to a certain segment of the population by membership or participation (sometimes paid).

Broadmead Care Society operate Rest Haven Lodge, a licenced residential care facility on Mills Road. The Society also owns and operates several other similar facilities in Greater Victoria, including Broadmead Care in Royal Oak, Beckley Farm Lodge in James Bay, and Nigel House in Saanich. Broadmead was granted their initial exemption in 2018, for a 4-year period which expired at the end of 2022. They then sought a 10-year renewal of their tax exemption, but were

Permissive Tax Exemption Renewal Request

granted only two years (2023-2024); this short renewal was intended to match them up to the remainder of the Town's exemptions, which were all reviewed in 2024. As part of that review, Broadmead Care was granted an additional two years of exemption, 2025-2026. That exemption is coming to an end, and they have applied once again for a 2-year renewal.

Please refer to their application documentation, which is attached.

DISCUSSION:

Rest Haven Lodge was the second community care facility granted a tax exemption; the first was Abbeyfield Housing Society, which was ultimately approved on their third application. There was some hesitancy to approve such an exemption, as it may have resulted in additional applications, including those from privately-held facilities, and ultimately an unacceptable loss of tax revenues that would have to be made up by the remaining tax base.

Since those two initial care facilities came forward, additional exemptions have been granted for Wakefield Manor and Assisted Living at SHOAL; both of these are operated by Beacon Community Services.

There remain four additional licenced residential care or assisted living facilities in Sidney; however, all that remain are for-profit operators who would not be eligible for a permissive exemption.

COMMUNICATION & PUBLIC ENGAGEMENT:

Before adoption of a permissive exemption bylaw, the proposed exemption must be advertised.

FINANCIAL IMPLICATIONS:

The estimated municipal tax impact of renewing the Rest Haven Lodge exemption for next year is \$21,000. This is not a loss of tax revenues, however, as the revenues are instead collected from the remaining taxable properties (residential, in this case). The total annual benefit to the facility would be approximately \$41,000, when the full tax bill is considered.

If Council supports renewal of the exemption, the required bylaw would be brought forward for adoption prior to the end of October.

RECOMMENDATION:

That the property tax exemption for Rest Haven Lodge be renewed for **either two or eight** additional years.

| | |
|---------------|--|
| Submitted By: | Andrew Hicik, Director of Finance |
| Concurrence: | Liam Edwards, Chief Administrative Officer |
| Concurrence: | |
| Concurrence: | |

ATTACHMENTS:

[Broadmead Care Society Exemption Request](#)



March 12, 2026

Andrew Hicik, Director of Finance
Town of Sidney
2440 Sidney Avenue
V8L 1Y7

Dear Andrew,

Re: Request for Property Tax Exemption – Rest Haven Lodge

Thank you and Council for your continued support of Rest Haven Lodge through the permissive property tax exemption over the past several years. Your support has helped Broadmead Care continue to provide essential services to seniors in the Sidney community. On behalf of Broadmead Care, I respectfully request renewal of the exemption for a further two-year term. Attached are our most recent audited financial statements and the certificate of title for your reference.

Broadmead Care is a non-profit charitable organization that provides supportive housing and programs for seniors across Vancouver Island. Our mission is to build communities where older adults can experience connection, dignity, and well-being.

Rest Haven Lodge plays an important role in supporting seniors and families in Sidney. In addition to being home to 73 residents requiring long-term care, the site operates a well-established Adult Day Program that helps seniors living in the community remain active and socially connected.

The Adult Day Program offers recreational programming, meals, and social opportunities such as exercise classes, games, guided walks, and group outings. With more than 5,200 program spaces offered annually and approximately 154 hours of programming each month, the program helps reduce isolation and supports seniors who may be experiencing physical or cognitive challenges.

Access to the program is through referral by Island Health. While the program is supported by Island Health, Broadmead Care continues to subsidize costs to keep participation affordable for seniors. The program fee remains \$5 per day, including a meal, with transportation available through the Broadmead Care bus service.

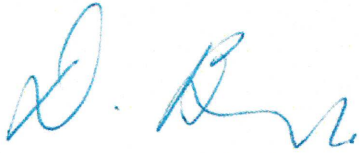
Over the past year, Broadmead Care has invested more than \$60,000 in capital and building improvements at Rest Haven Lodge. The home continues to maintain a 99% occupancy rate and receives consistently strong feedback from residents and families.

Approval of a two-year permissive tax exemption would allow Broadmead Care to continue reinvesting resources directly into enhanced programming, services, and facility improvements that benefit seniors and families in the Sidney community.

Page 2
Andrew Hicik
March 12, 2026

Thank you for your continued consideration and support of the work we do. Please do not hesitate to contact me if you require any additional information.

Yours truly,

A handwritten signature in blue ink, appearing to read "D. Bernardo". The signature is fluid and cursive, with a large initial "D" and a long, sweeping underline.

Derrick Bernardo
President & CEO



Broadmead Care Society
Financial Statements
March 31, 2025

Independent Auditor's Report

To the Members of Broadmead Care Society:

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Broadmead Care Society (the "Society"), which comprise the statement of financial position as at March 31, 2025, and the statements of operations and changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at March 31, 2025, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other information

Management is responsible for the other information, consisting of an annual report, which is expected to be made available to us after the date of the auditor's report.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

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

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

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

MNP LLP

400 MNP Place, 345 Wallace Street, Nanaimo B.C., V9R 5B6

T: 250.753.8251 F: 250.754.3999

Those charged with governance are responsible for overseeing the Society's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

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

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

As required by the Societies Act (British Columbia), we report that, in our opinion, the accounting principles in Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding year.

Nanaimo, British Columbia

June 24, 2025

MNP LLP

Chartered Professional Accountants

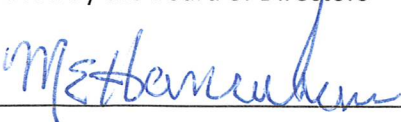
Broadmead Care Society
Statement of Financial Position
March 31, 2025

| | 2025 | 2024 |
|---|---------------|---------------|
| Assets | | |
| Current assets | | |
| Cash | \$ 8,478,750 | \$ 8,341,077 |
| Short-term investment | - | 2,105,997 |
| Accounts receivable (note 3) | 2,851,909 | 2,409,423 |
| Prepaid expenses | 29,912 | 17,147 |
| Total current assets | 11,360,571 | 12,873,644 |
| Non-current assets | | |
| Restricted cash and cash equivalents | 81,500 | 71,873 |
| Investments (note 4) | 1,526,242 | 2,348,321 |
| Prepaid lease (note 5) | 50,333 | 52,333 |
| Property and equipment (note 6) | 68,423,346 | 47,201,500 |
| | \$ 81,441,992 | \$ 62,547,671 |
| Liabilities | | |
| Current liabilities | | |
| Accounts payable and accrued liabilities (note 7) | \$ 5,605,988 | \$ 4,260,019 |
| Employee compensation payable | 2,389,795 | 2,509,747 |
| Deferred contributions (note 8) | 1,587,434 | 2,353,726 |
| Construction loan (note 9) | 35,427,518 | 15,555,915 |
| Current portion of long-term debt (note 10) | 41,203 | 413,299 |
| Total current liabilities | 45,051,938 | 25,092,706 |
| Non-current liabilities | | |
| Accrued retirement benefits | 208,071 | 235,411 |
| Long-term debt (note 10) | 6,905 | 48,108 |
| | 214,976 | 283,519 |
| Deferred capital contributions (note 11) | 19,859,691 | 20,142,278 |
| | 65,126,605 | 45,518,503 |
| Net Assets | | |
| Unrestricted | 3,406,197 | 4,690,168 |
| Internally restricted (note 12) | 3,765,276 | 3,765,276 |
| Externally restricted | 81,500 | 71,873 |
| Invested in property and equipment (note 13) | 9,062,414 | 8,501,851 |
| | 16,315,387 | 17,029,168 |
| | \$ 81,441,992 | \$ 62,547,671 |

Commitments and contingencies (note 22)

The accompanying notes are an integral part of these financial statements

Approved by the Board of Directors





Broadmead Care Society
Statements of Operations and Changes in Net Assets
Year ended March 31, 2025

| | Unrestricted | Externally restricted | Internally restricted | Invested in property and equipment | 2025 Total | 2024 Total |
|--|---------------|-----------------------|-----------------------|------------------------------------|---------------|---------------|
| Revenue | | | | | | |
| Island Health funding | \$ 38,479,014 | \$ - | \$ - | \$ - | \$ 38,479,014 | \$ 40,263,449 |
| Resident and participant fees | 11,568,789 | - | - | - | 11,568,789 | 11,157,414 |
| Veterans Affairs Canada funding | 2,287,540 | - | - | - | 2,287,540 | 2,182,110 |
| Donations (note 15) | 431,043 | - | - | - | 431,043 | 1,021,930 |
| Other (note 16) | 1,568,794 | 3,103 | - | - | 1,571,897 | 1,739,975 |
| Amortization of deferred capital contributions (note 11) | - | - | - | 1,446,112 | 1,446,112 | 1,409,226 |
| | 54,335,180 | 3,103 | - | 1,446,112 | 55,784,396 | 57,774,104 |
| Expenses | | | | | | |
| Employee compensation and benefits | 47,378,064 | - | - | - | 47,378,064 | 46,107,668 |
| Operating supplies | 3,298,027 | - | - | - | 3,298,027 | 2,712,117 |
| Facilities | 2,140,174 | - | - | - | 2,140,174 | 2,044,991 |
| Food | 1,986,335 | - | - | - | 1,986,335 | 1,896,375 |
| Interest | 11,683 | - | - | - | 11,683 | 13,541 |
| Amortization of property and equipment | - | - | - | 1,683,895 | 1,683,895 | 1,642,424 |
| | 54,814,282 | - | - | 1,683,895 | 56,498,177 | 54,417,116 |
| Surplus (deficiency) of revenue over expenses | (479,102) | 3,103 | - | (237,783) | (713,781) | 3,356,988 |
| Net assets, beginning of year | | | | | | |
| | 4,690,168 | 71,873 | 3,765,276 | 8,501,851 | 17,029,168 | 13,672,180 |
| Net investment in property and equipment (note 14) | (380,771) | (4,276) | - | 385,047 | - | - |
| Repayment of long-term debt | (413,299) | - | - | 413,299 | - | - |
| Funding of replacement reserve | (10,800) | 10,800 | - | - | - | - |
| Net assets, end of year | \$ 3,406,197 | \$ 81,500 | \$ 3,765,276 | \$ 9,062,414 | \$ 16,315,387 | \$ 17,029,168 |

The accompanying notes are an integral part of these financial statements

Broadmead Care Society
Statement of Cash Flows
Year ended March 31, 2025

| | 2025 | 2024 |
|--|---------------------|----------------------|
| Cash flow from operating activities: | | |
| Surplus (deficit) of revenue over expenses | \$ (713,781) | \$ 3,356,988 |
| Adjust for non-cash revenue and expenses: | | |
| Amortization of property and equipment | 1,683,895 | 1,642,424 |
| Amortization of deferred capital contributions | (1,446,112) | (1,409,226) |
| Unrealized investment (gain) loss | 36,652 | (77,310) |
| | (439,346) | 3,512,876 |
| Changes in working capital: | | |
| Accounts receivable | (442,485) | (1,597,022) |
| Prepaid expenses | (12,765) | (17,147) |
| Accounts payable and accrued liabilities | (137,598) | 186,336 |
| Employee compensation and benefits payable | (119,952) | 568,898 |
| Deferred contributions | (1,031,873) | (1,171,853) |
| Accrued retirement benefits | (27,340) | (69,225) |
| Net cash flow from (used in) operating activities | (2,211,359) | 1,412,863 |
| Cash flow from financing and investing activities: | | |
| Capital contributions received | 1,163,525 | 731,916 |
| Repayment of long-term debt | (413,299) | (52,564) |
| Purchase of property and equipment | (21,847,006) | (11,307,617) |
| Construction loan advances | 18,814,867 | 9,081,860 |
| Change in non-cash working capital related to capital expenditures | 1,749,147 | 1,598,060 |
| Net transfers to restricted cash and cash equivalents | (9,637) | (6,004) |
| Net change in investments | 785,427 | 864,856 |
| Net cash flow from financing and investing activities | 243,035 | 910,507 |
| Increase (decrease) in cash and cash equivalents | (1,968,324) | 2,323,371 |
| Cash and cash equivalents, beginning of year | 10,447,074 | 8,123,703 |
| Cash and cash equivalents, end of year | \$ 8,478,750 | \$ 10,447,074 |
| Cash and cash equivalents at March 31 comprise: | | |
| Cash | \$ 8,478,750 | \$ 8,341,077 |
| Short-term investment | - | 2,105,997 |
| | \$ 8,478,750 | \$ 10,447,074 |

The accompanying notes are an integral part of these financial statements

Broadmead Care Society

Notes to the Financial Statements

Year ended March 31, 2025

1. Purpose of the organization

Broadmead Care Society (the “Society”) is incorporated under the *Societies Act* (British Columbia) as a not-for-profit organization. The purpose of the Society is to operate long-term care and adult day programs including:

| Facility | Services |
|-------------------------|---|
| Veterans Memorial Lodge | Complex care residential facility and adult day programming for veterans and members of the community |
| Veterans Health Centre | Geriatric assessment and treatment program integrated into a social and recreational program for veterans living in the community |
| Beckley Farm Lodge | Complex care residential facility and adult day programming for members of the community |
| Rest Haven Lodge | Complex care residential facility and adult day programming for members of the community |
| Nigel House | Residential facility for adults with disabilities |
| Harriet House | Residential facility for adults with disabilities |

The Society is a registered charity under the *Income Tax Act*, Canada. The Society is not subject to income taxes under the *Income Tax Act* and, as such, no provision for income taxes is included in these financial statements.

2. Significant accounting policies

The financial statements of the Society have been prepared by management in accordance with the Canadian Accounting Standards for Not-For-Profit Organizations in Part III of the CPA Handbook (the “Standards”). The following is a summary of significant accounting policies followed in preparation of the financial statements.

a. Use of estimates and judgement

The preparation of financial statements in accordance with the Standards requires management to make judgments, estimates and assumptions that affect the application of accounting policies and the recorded amounts of assets and liabilities and disclosure of contingent assets and liabilities and the reported amounts of revenue and expenses. Actual results may differ from those estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimates are revised and in any future periods affected.

In preparing the financial statements, the significant judgments made by management in applying the Society’s accounting policies and the key sources of estimation were the allowance for doubtful accounts, amortization rates and useful lives of property and equipment, and impairment of long-lived assets.

b. Revenue recognition

The Society follows the deferral method of accounting for contributions, which include grants, donations and rental and services revenue.

- i. Unrestricted contributions are recognized when received or receivable if the amount receivable can be reasonably estimated and collection is reasonably assured.

Broadmead Care Society
Notes to the Financial Statements
Year ended March 31, 2025

- ii. Contributions externally restricted for purposes other than property and equipment are deferred and recognized as revenue in the year in which related expenses are recognized.
- iii. Contributions restricted for the acquisition of property and equipment are recognized as revenue in amounts that match the amortization expense of the related property and equipment purchased with the contributions.

Resident fees and other amounts contributed by residents are recognized in the period during which occupancy took place. Sales and other revenue is recognized when the goods are sold or the services provided.

c. Cash and cash equivalents

Cash and cash equivalents include cash on deposit and short-term deposits with maturities of less than 120 days.

d. Investments

Investments are recorded at market value, which is determined from published price quotations, and corresponding unrealized gains or losses that occur due to changes in market values are reported on the statement of operations.

e. Property and equipment

Property and equipment, except land, is measured at cost less accumulated amortization. Land is carried at cost and not amortized. Cost includes expenditures that are directly attributable to the acquisition of the asset. Interest incurred during the course of construction is capitalized as part of the constructed building.

Amortization is calculated on a straight-line basis over the estimated useful lives of the assets as follows:

| Asset category | Term |
|----------------------------|---------------|
| Buildings and improvements | 5 - 50 years |
| Major equipment | 3 - 15 years |
| Building service equipment | 5 - 20 years |
| Land improvements | 10 - 25 years |
| Vehicles | 5 - 10 years |

Amortization commences once the property and equipment have been put into service.

Estimated useful lives of property and equipment are reviewed annually and adjusted if appropriate. Any changes are accounted for prospectively. Property and equipment are tested for impairment whenever events or changes in circumstances indicate that their carrying amounts may not be fully recoverable. An impairment loss is recognized in the period it is determined impairment exists and is calculated as the excess of the carrying value of the asset over its fair value.

f. Employee future benefits

The Society and its employees contribute to a multi-employer pension plan. As sufficient information is not available to use defined benefit plan accounting standards, the employee future benefits are accounted for using the standards for defined contribution plans whereby the Society's contributions to the pension plan are reported as expenses.

Broadmead Care Society
Notes to the Financial Statements
Year ended March 31, 2025

g. Replacement reserve

Under the terms of an operating agreement with the BC Housing Management Commission (“BC Housing”), the Society is required to maintain a replacement reserve for major repair and replacements for the Harriet House facility. The replacement reserve account is to be funded annually in the amount determined by the annual budget, plus interest earned. These funds along with the accumulated interest are held in a separate bank account.

The reserve funds may only be used for repairs and replacements in accordance with the operating agreement.

h. Financial instruments

Financial instruments are recorded at fair value on initial recognition. Freestanding derivative instruments that are not in a qualifying hedging relationship and equity instruments that are quoted in an active market are subsequently measured at fair value. All other financial instruments are subsequently recorded at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Society has not elected to carry any such financial instruments at fair value.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Society determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Society expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

i. Contributed services and materials

Volunteers contribute many hours each year to assist the Society in carrying out its mandate. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements. Contributed materials are recognized at fair market value in the financial statements upon receipt.

3. Accounts receivable

| | 2025 | 2024 |
|------------------------------------|---------------------|---------------------|
| Trade and other receivables | \$ 963,876 | \$ 790,960 |
| Funding receivable | 1,507,845 | 1,305,368 |
| Goods and Services Tax recoverable | 380,188 | 277,928 |
| Accrued interest | - | 35,167 |
| | \$ 2,851,909 | \$ 2,409,423 |

4. Investments

| | 2025 | 2024 |
|---------------------------|---------------------|---------------------|
| Fixed income | \$ 954,775 | \$ 1,349,523 |
| Equities and mutual funds | 571,467 | 998,798 |
| | \$ 1,526,242 | \$ 2,348,321 |

Broadmead Care Society
Notes to the Financial Statements
Year ended March 31, 2025

5. Prepaid lease

The Society's Harriet House facility is situated on land leased from The Corporation of the District of Saanich until May 31, 2050, with the restriction that the land be used for community housing. The prepaid lease amount is amortized over the term of the lease, with the amortization included in amortization of property and equipment expense.

6. Property and equipment

| | 2025 | | 2024 | |
|----------------------------|-----------------------|--------------------------|----------------------|----------------------|
| | Cost | Accumulated amortization | Net book value | Net book value |
| Land | \$ 6,623,326 | \$ - | \$ 6,623,326 | \$ 6,623,326 |
| Buildings | 31,379,857 | 20,855,735 | 10,524,122 | 11,395,570 |
| Major equipment | 10,866,354 | 8,594,428 | 2,271,926 | 2,090,929 |
| Building service equipment | 11,343,025 | 9,572,086 | 1,770,939 | 1,593,894 |
| Vehicles | 341,345 | 277,894 | 63,450 | 81,569 |
| Land improvements | 445,539 | 141,384 | 304,155 | 32,633 |
| Construction in progress | 46,865,429 | - | 46,865,429 | 25,383,579 |
| | \$ 107,864,873 | \$ 39,441,527 | \$ 68,423,346 | \$ 47,201,500 |

Property and equipment at March 31, 2025 includes \$46.9 million of assets that have not been amortized as the assets are under construction (2024 - \$25.4 million).

7. Accounts payable and accrued liabilities

| | 2025 | 2024 |
|--|---------------------|---------------------|
| Trade and other payables | \$ 963,822 | \$ 1,158,146 |
| Trade payables – construction in progress | 4,075,949 | 2,592,382 |
| Government remittances payable | 538,818 | 501,512 |
| Due to Broadmead Care Foundation of BC (note 15) | 27,399 | 7,979 |
| | \$ 5,605,988 | \$ 4,260,019 |

8. Deferred contributions

| | 2025 | 2024 |
|-------------------------------|---------------------|---------------------|
| Operating grant contributions | \$ 597,898 | \$ 1,838,278 |
| Capital contributions | 988,517 | 510,685 |
| Other | 1,019 | 4,763 |
| | \$ 1,587,434 | \$ 2,353,726 |

Broadmead Care Society
Notes to the Financial Statements
Year ended March 31, 2025

9. Construction loan

Under the terms of an agreement with BC Housing, the Society has access to financing up to \$47.5 million in the form of a non-revolving construction loan to finance the construction of the new Nigel House building. Advances on the construction loan bear interest at a rate determined by BC Housing based on its borrowing cost plus an administration fee, not exceeding bank prime rate plus 1% (3.7% at March 31, 2025). Advances on the construction loan are due on demand, and are secured by the new Nigel House land and building. Accrued interest to March 31, 2025, included in construction in progress, is \$1,633,316 (2024 - \$576,580).

10. Long-term debt

| | 2025 | 2024 |
|--|-----------------|-----------|
| Mortgage repayable at \$3,458 per month, including interest at 1.01% to May 2026. Secured by a building with a net book value of \$0.5 million at March 31, 2025 | \$ 48,108 | \$ 88,898 |
| Mortgage payable | - | 372,509 |
| | 48,108 | 461,407 |
| Less current portion | 41,203 | 413,299 |
| | \$ 6,905 | \$ 48,108 |

Scheduled annual repayment of the long-term debt is as follows:

| Years ending March 31 | Amount |
|-----------------------|------------------|
| 2026 | \$ 41,203 |
| 2027 | 6,905 |
| | \$ 48,108 |

11. Deferred capital contributions

Deferred capital contributions represent the unamortized amount of restricted funds received for capital purposes.

| | 2025 | 2024 |
|--|----------------------|---------------|
| Balance, beginning of year | \$ 20,142,278 | \$ 20,819,588 |
| Capital contributions received and used to fund capital expenditures | 1,163,525 | 731,916 |
| Amortization of deferred capital contributions recognized | (1,446,112) | (1,409,226) |
| Balance, end of year | \$ 19,859,691 | \$ 20,142,278 |

Broadmead Care Society
Notes to the Financial Statements
Year ended March 31, 2025

12. Internally restricted net assets

Internally restricted net assets include reserves established by the Society's Board of Directors for the following:

| | 2025 | 2024 |
|---------------------------|---------------------|---------------------|
| Nigel House redevelopment | \$ 3,000,000 | \$ 3,000,000 |
| Capital projects | 440,032 | 440,032 |
| Asset replacement fund | 300,000 | 300,000 |
| Resident activities fund | 25,244 | 25,244 |
| | \$ 3,765,276 | \$ 3,765,276 |

13. Net assets invested in property and equipment

| | 2025 | 2024 |
|---|---------------------|---------------------|
| Property and equipment | \$ 68,423,346 | \$ 47,201,500 |
| Prepaid lease | 50,333 | 52,333 |
| Amounts financed by: | | |
| Construction loan | (35,427,518) | (15,555,915) |
| Working capital related to construction in progress | (4,075,949) | (2,592,382) |
| Long-term debt | (48,108) | (461,407) |
| Deferred capital contributions | (19,859,691) | (20,142,278) |
| | \$ 9,062,414 | \$ 8,501,851 |

14. Net investment in property and equipment

| | 2025 | 2024 |
|---|-------------------|------------------|
| Capital expenditures | \$ 21,847,006 | \$ 11,307,617 |
| Financed by: | | |
| Construction loan advances | (18,814,867) | (9,081,860) |
| Working capital related to construction in progress | (1,483,567) | (1,405,571) |
| Capital contributions | (1,163,525) | (731,916) |
| | \$ 385,047 | \$ 88,270 |

Broadmead Care Society
Notes to the Financial Statements
Year ended March 31, 2025

15. Related party transactions

The Broadmead Care Foundation of BC (the "Foundation") is incorporated under the *Societies Act* (British Columbia) and is a registered charity under the *Income Tax Act, Canada*. There are directors who serve on the Foundation and Society Boards of Directors, and as a result the Foundation and Society are related.

The Society received donations of \$162,000 from the Foundation for capital purposes in the year ended March 31, 2025 (2024 - \$160,000). Amounts due to the Foundation are non-interest bearing and due on demand.

16. Other revenue

| | 2025 | 2024 |
|-----------------------------------|---------------------|---------------------|
| Investment income | \$ 611,107 | \$ 510,754 |
| Contracted services | 329,929 | 140,793 |
| Rent | 41,120 | 39,676 |
| Unrealized investment gain (loss) | (36,652) | 77,310 |
| Other | 626,393 | 971,442 |
| | \$ 1,571,897 | \$ 1,739,975 |

17. Endowment funds

The Society is the beneficiary of a hosted endowment fund held and administered by the Victoria Foundation. The balance of the endowment at March 31, 2025 is \$139,063 (2024 - \$129,821), and this amount is not included in the Society's financial statements. The Society received income of \$5,967 from the endowment funds in the year ended March 31, 2025 (2024 - \$5,849).

18. Employee future benefits

The Society and its employees contribute to the Public Service Pension Plan ("PSPP") in accordance with the British Columbia Public Sector Pension Plans Act. The PSPP is a multi-employer contributory defined benefit pension plan and is available to substantially all employees of the Society. The British Columbia Pension Corporation, on behalf of employers, administers the PSPP, including payment of pension benefits to eligible employees. The most recent actuarial valuation has determined that the plan is fully funded and has a surplus for basic account pension benefits. During the year ended March 31, 2025, the Society contributed \$2.8 million to the PSPP (2024 - \$2.7 million).

19. Trust funds

The Society administers certain trust funds on behalf of residents of its homes that are not recorded in these financial statements. Cash held in trust at March 31, 2025 was \$268,671 (2024 - \$238,612).

Broadmead Care Society
Notes to the Financial Statements
Year ended March 31, 2025

20. Financial risk management

The Society has a comprehensive risk management framework to monitor, evaluate and manage the principal risks assumed with financial instruments, including credit risk, currency risk, interest rate risk, liquidity risk and market risk.

a) Credit risk

Credit risk is the risk that one party to a financial instrument will cause financial loss for the other party by failing to discharge an obligation on a timely basis or at a reasonable cost. The Society is exposed to credit risk on cash deposits and accounts receivable. The Society holds its cash deposits in large Canadian financial institutions. Accounts receivable are not concentrated with any single party, and therefore the Society is not subject to any significant concentration of credit risk.

b) Currency risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The Society is exposed to currency risk through investments that are denominated in a foreign currency.

c) Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Society is exposed to interest rate risk on interest bearing investments, cash deposits, short-term investment, and construction loan financing.

d) Liquidity risk

Liquidity risk is the risk that the Society will encounter difficulty in meeting obligations associated with financial liabilities on a timely basis or at a reasonable cost. The Society manages its liquidity risk by monitoring its operating cash flow requirements and by preparing budgets and cash flow forecasts to ensure it has sufficient funds to meet its obligations.

e) Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The Society is exposed to market risk on investments.

21. Remuneration paid to directors, employees and contractors

Under the *Societies Act* (British Columbia), societies must disclose remuneration paid to directors, and to employees and contractors earning over \$75,000 for the fiscal year.

| | 2025 | 2024 |
|---|--------------|--------------|
| Number of employees exceeding the earnings threshold | 55 | 44 |
| Total remuneration paid to employees exceeding the earnings threshold | \$ 5,793,975 | \$ 5,117,529 |

Members of the Society's Board of Directors receive no remuneration for their services other than reimbursement of expenses.

Broadmead Care Society
Notes to the Financial Statements
Year ended March 31, 2025

22. Commitments and contingencies

a) Lease commitments

The Society has entered into operating lease agreements for office equipment and a vehicle. Scheduled annual lease payments are as follows:

| Years ending March 31 | Amount |
|-----------------------|-----------|
| 2026 | \$ 35,600 |
| 2027 | 25,000 |
| 2028 | 13,000 |
| 2029 | 11,000 |
| 2030 | 6,500 |

b) Nigel House redevelopment

The Society has entered into a series of agreements for the construction of a new building that will replace the existing Nigel House facility.

i. Sale of property

The Society has entered into an agreement to sell the existing Nigel House land and building to BC Housing for \$10 upon the completion of the new building. As this transaction is a non-monetary exchange without commercial substance, no gain or loss will be recognized.

ii. Financing agreements with BC Housing

During the year ended March 31, 2022, the Society entered into an agreement with BC Housing wherein BC Housing will provide certain financial supports for the new building.

Take out mortgages

During the year ended March 31, 2022, the Society entered into an agreement with BC Housing wherein upon completion of the new building in 2025, the construction loan will be partially repaid by two take-out mortgages insured by Canada Mortgage and Housing Corporation ("CMHC") as follows:

| Maximum amount | Repayment term |
|----------------|----------------|
| \$ 20,989,481 | 25 years |
| 14,877,433 | 35 years |
| \$ 35,866,914 | |

The mortgages will bear interest at rates determined at the time the mortgage funds are advanced, and will be secured by two of the three strata blocks that the building will be divided into upon completion.

Broadmead Care Society
Notes to the Financial Statements
Year ended March 31, 2025

Sale of housing units to the Provincial Rental Housing Corporation

During the year ended March 31, 2022, the Society entered into an agreement with BC Housing wherein upon completion of the new building, one strata block, comprising 10 affordable rental units will be sold to the Provincial Rental Housing Corporation for the proportionate share of the total building cost that the 10 units represent, with the proceeds applied to the outstanding balance of the construction loan.

Forgivable loan

During the year ended March 31, 2025, the Society entered into an agreement with BC Housing wherein upon completion of the new building in 2025 BC Housing will provide a demand non-revolving construction loan up to \$5.5 million to be used to fund the project. The term of the loan is 35 years, and does not bear interest as long as the Society is in compliance with the terms of the agreement, and is secured by the Nigel House land and building. The loan is forgivable commencing in year 11, at 1/25 of the principal per annum.

Society equity contribution

The difference between the remaining construction loan balance, forgivable loan, and the take-out mortgage advances will be funded by the Society, estimated to be \$2.5 million.

iii. Cost overrun agreement with BC Housing

Concurrently with entering into the financing agreement with BC Housing during the year ended March 31, 2025, the Society entered into a cost overrun agreement with BC Housing wherein the Society accepted responsibility for any costs of the new building that exceed the agreed upon project budget of \$51 million.

iv. Construction contracts

In the normal course of construction of the new building, the Society has entered into several contracts with suppliers of construction materials and services.

23. Comparative figures

Certain of the comparative figures as at and for the year ended March 31, 2024 have been reclassified to conform to the current year's presentation.

TITLE SEARCH PRINT

2024-06-03, 12:28:10

File Reference:

Requestor: Laurie.Macdonald@broadmeadcare.com

Declared Value \$6950000

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

| | |
|---------------------------------------|--|
| Land Title District | VICTORIA |
| Land Title Office | VICTORIA |
| Title Number | CA6710177 |
| From Title Number | S112802 |
| Application Received | 2018-03-29 |
| Application Entered | 2018-04-14 |
| Registered Owner in Fee Simple | |
| Registered Owner/Mailing Address: | BROADMEAD CARE SOCIETY, INC.NO. S0024781 4579 CHATTERTON WAY VICTORIA, BC V8X4Y7 |
| Taxation Authority | Sidney, Town of |
| Description of Land | |
| Parcel Identifier: | 005-815-291 |
| Legal Description: | THAT PART OF LOT 3, SECTION 12, RANGE 3 EAST, NORTH SAANICH DISTRICT, PLAN 7096 LYING NORTH OF THE PRODUCTION EASTERLY OF THE SOUTHERLY BOUNDARY OF LOT 1 OF SAID PLAN |
| Legal Notations | NONE |
| Charges, Liens and Interests | NONE |
| Duplicate Indefeasible Title | NONE OUTSTANDING |
| Transfers | NONE |
| Pending Applications | NONE |



TOWN OF SIDNEY

REPORT TO COUNCIL

TO: Mayor and Council

FROM: Brian Robinson, Manager of Public Works & Parks
Brian Murphy, Director of Engineering

DATE: Regular Council - 22 Jun 2026 **FILE NO.:** 6240-20

SUBJECT: Royal Canadian Legion Legacy Project

PURPOSE:

To address a request from the Royal Canadian Legion, Saanich Peninsula Branch 37, to install a plaque, bench and garden feature in a prominent public location to create a legacy in celebration of their 100th anniversary.

BACKGROUND:

At the Regular Council Meeting on June 8, 2026, Council received a letter (see Attachment 1) and presentation from Mr. Kenny Podmore, the Legion Centennial Chair, requesting Council's approval for installation of a commemorative plaque, memorial bench and trees in a prominent public location in Sidney. This request was referred to staff for a report back to Council.

DISCUSSION:

On June 15, 2026, Town staff, along with the Legion Branch 37 President and Centennial Chair determined that the walkway to the Sidney / North Saanich Library entrance would be an ideal location for a commemorative feature marking the Legion's 100th Anniversary (see Attachment 2). This addition would complement the already approved capital project to improve pathway lighting and landscaping at the library.

The Legion's financial contribution would fund a new bench including a concrete slab with room to accommodate a wheelchair beside the bench, and a dedication plaque and plinth.

Landscaping, including seasonal displays, would enhance the commemorative plaque feature.

In terms of alternate locations, stand-alone memorials in other parks would require new landscape design plans, irrigation upgrades, and accessibility considerations which would exceed the budget contribution identified by the Legion. As for the request for a dedicated tree, the Town does not currently have a policy related to tree dedication and new trees require ongoing maintenance.

COMMUNICATION & PUBLIC ENGAGEMENT:

If the commemorative project moves forward, the Town would work with the Legion to communicate and celebrate this new feature, possibly involving a formal plaque unveiling, social media, website update, and a Town Talk story. The timeline of the project would tie in well to Remembrance Day in November.

FINANCIAL IMPLICATIONS:

The Town's capital project PWW-24-001 to Improve Library Pathway Lighting Landscaping has an approved budget of \$38,914 with the project scheduled for completion later this summer (work to begin mid-July). The Legion contribution of \$7,500 for bench, plaque, landscape features and accessibility improvements will enhance the existing project and the extra work involved can be completed efficiently and cost effectively as part of the original project previously approved.

RECOMMENDATION:

1. That the legacy project request from the Royal Canadian Legion, Saanich Peninsula Branch 37, for the installation of a commemorative plaque, memorial bench and area landscaping along the walkway to the Sidney / North Saanich Library be approved; and
2. That the Legion's contribution of \$7,500 be accepted and these works be included within the the existing capital project to improve the Library's pathway lighting and landscaping.

| | |
|---------------|---|
| Submitted By: | Brian Robinson, Manager of Public Works & Parks |
| Concurrence: | Brian Murphy, Director of Engineering |
| Concurrence: | Andrew Hicik, Director of Finance |
| Concurrence: | Liam Edwards, Chief Administrative Officer |

ATTACHMENTS:

[Attachment 1 - Legion letter](#)

[Attachment 2 - Legacy Project - location](#)



**Branch 037
Sidney**

Mayor and Council
Town of Sidney
2440 Sidney Avenue
Sidney, BC V8L 1Y7

**Royal Canadian Legion
Saanich Peninsula Branch 37
PO Box 2152 STN Main
Sidney BC V8L 3S6**

**Phone: 250 656 2428
E-mail: rcl37@peninsulalegion.ca
Website: peninsulalegion.ca**

Re: Request for Support – Legion Centennial Memorial

June 1st, 2026

Dear Mayor and Members of Council,

On behalf of the members of Royal Canadian Legion Branch 37 Saanich Peninsula, we are writing to seek the Town of Sidney's support for a special legacy project to commemorate the Legion's Centennial in 2026.

Since 1926, Legion Branch 37 has served Veterans, military families, and the residents of Sidney and the Saanich Peninsula through remembrance activities, advocacy, volunteer service, and community-building initiatives. As we approach this significant milestone, we hope to create a lasting public tribute that recognizes the Legion's century of service and its enduring connection to the residents of Sidney. As the home of our Branch and the community we have proudly served for the past century, Sidney is a fitting location for this commemorative project.

To mark this important occasion, we propose the installation of a Legion Centennial Memorial in a prominent public location within Sidney. The memorial would consist of a commemorative plaque recognizing the Legion's Centennial, accompanied by a memorial bench and trees that would provide a place for reflection, remembrance, and community gathering for generations to come. To assist with the cost of this project, the Legion has applied to Veterans Affairs Canada's Commemorative Partnership Program (CPP) for funding toward the commemorative plaque. While the application is currently under review and no funding decision has been made, we are optimistic that the project aligns well with the program's objectives of recognizing Veterans and preserving Canada's remembrance heritage.

We believe this project would not only celebrate the Legion's rich history but also serve as a lasting reminder of the contributions and sacrifices of Veterans and the many volunteers who have strengthened our community over the past century.

Cost

We have established a preliminary budget of approximately \$7,500 to complete the project, consisting of:

- I. \$3,000 for a Town of Sidney Memorial Bench
- II. \$2,000 for a bronze commemorative plaque and mounting structure
- III. \$1,000 for trees
- IV. \$1,500 for staff time

The Legion recognizes that this project will require staff time and municipal resources to bring to fruition. To

REMEMBER - JOIN - GIVE

offset these costs, we have included \$1,500 in our project budget to cover installation related staff time, including the placement of the memorial and any associated landscaping work.

Should the CPP application be successful, grant funding would be applied toward the cost of the commemorative plaque. However, regardless of the outcome of the grant application, the Legion is committed to ensuring the project proceeds and is prepared to fund any remaining costs required to complete the memorial.

We also recognize that the Town may have considerations regarding long-term maintenance. While we believe the proposed trees would enhance the site by providing shade, beauty, and a welcoming setting for reflection, we are flexible on this aspect of the proposal and would be pleased to work with staff to determine whether the tree component is appropriate for the selected location.

Location

We would like the Centennial Memorial to be in a public space that is seen every day by many citizens from our community. Potential locations could include Beacon Park, Tulista Park, or another suitable location along Sidney's waterfront trail system. We don't have a specific spot in mind and would defer to staff about a mutually agreeable location.

Timeline

Veterans Affairs Canada's Commemorative Partnership Program requires the plaque to be installed by July 31, 2026. If the grant is approved, we would work with staff to ensure the plaque is installed prior to the July 31, 2026 deadline, with the bench and landscaping elements following thereafter if necessary.

Once all the items are in place, we would like to hold a small dedication ceremony with elected officials from Town of Sidney and neighbouring jurisdictions. The Legion would plan and organize the dedication ceremony in consultation with Town staff.

In closing, we respectfully request Council's support for this Centennial Memorial project and authorization for staff to work with the Legion to identify a suitable location and implementation plan. We believe this project represents a meaningful opportunity to recognize one hundred years of service by the Royal Canadian Legion while creating a lasting community asset for residents and visitors alike.

We appreciate Council's consideration of this proposal and hope to work collaboratively with the Town to create a lasting tribute to a century of service, remembrance, and community leadership on the Saanich Peninsula.

Respectfully submitted,

Ryan Trelford
President

Kenny Podmore
Centennial Chair



**Branch 037
Sidney**



**Royal Canadian Legion
Saanich Peninsula Branch 37
PO Box 2152 STN Main
Sidney BC V8L 3S6**

**Phone: 250 656 2428
E-mail: rcl37@peninsulalegion.ca
Website: peninsulalegion.ca**

Artist's Rendering of Memorial Project:



| | | | | |
|---|-------------------------------|------------------------------|-----------------------------|--|
| <p>CONCEPT OVERVIEW</p> <p>A welcoming place for reflection, remembrance and community. The Legion Centennial Memorial will honour a century of service while providing a lasting legacy for future generations.</p> | <p>MEMORIAL PLAQUE</p> | <p>MEMORIAL BENCH</p> | <p>TREE PLANTING</p> | <p>TREE PLANTING MEMORIAL BENCH MEMORIAL PLAQUE</p> <p>ARTIST RENDERING - CONCEPT ONLY</p> |
|---|-------------------------------|------------------------------|-----------------------------|--|

* This rendering is provided for illustrative purposes only. Final design, materials, landscaping, and location would be developed in consultation with Town of Sidney staff. *



Sidney / North Saanich Library
Location for Royal Canadian Legion Legacy Project



TOWN OF SIDNEY

REPORT TO COUNCIL

TO: Mayor and Council

FROM: Andrew Hicik, Director of Finance

DATE: Regular Council - 22 Jun 2026 **FILE NO.:** 2380-20

SUBJECT: Lease Renewal - Vancouver Island Regional Library

PURPOSE:

To seek approval for a renewed Lease Agreement between the Town and the Vancouver Island Regional Library (VIRL) for continuing operation of the local Library.

BACKGROUND:

VIRL has been providing library operation services in Sidney since 1966. The local branch on Resthaven Drive was constructed in partnership with North Saanich around 1982. Since that time, the Town has had lease agreements in place with VIRL, as well as a cost-sharing agreement with North Saanich for building maintenance.

The Town's latest 10-year lease agreement with VIRL is set to expire at the end of August. This latest lease was signed immediately following the renovations to the library that VIRL funded between 2014 and 2016. The parties wish to renew the lease for an additional 10-year term, with an additional four months added on to take the expiry of the term to December 31st (2036). There is one five-year renewal included in the proposed lease.

The changes to the lease are minimal, consisting of updates to the dates and lease payments. All other conditions remain the same.

DISCUSSION:

Some of the key parameters of the lease are as follows:

- VIRL is responsible for operating the library service out of the Resthaven branch. The cost of this service is recovered through the annual VIRL levy on the municipal property tax notice. This year's levy was \$1,140,214. North Saanich would pay their own levy for their share of the operating costs.
- The Town of Sidney is responsible for maintaining the building and grounds, with half of this cost recoverable from North Saanich. As the rental revenues under the lease agreement exceed the cost of maintenance, the facility generates net revenue; half of this net revenue is transferred to North Saanich, after deducting Town administrative fees.
- Early termination of the lease is possible, but it must follow a legislated process. In practical terms, it would also involve negotiations with VIRL, and likely provincial approval.

Pursuant to the *Community Charter*, the Town must give notice of its intention to not make property available to the public for acquisition.

FINANCIAL IMPLICATIONS:

As indicated above, this lease represents a net revenue for the Town. For 2026, this net revenue is budgeted at \$37,275. This net revenue represents the maintenance of the library only. The significant operating levy identified above is separate.

Under the VIRL model, the library system as a whole pays for the cost of constructing or upgrading each member branch, with the cost of doing so spread among the participating members. Sidney’s branch predates this arrangement, which is why we collect lease payments for use of the facility. The GVPL system, on the other hand, requires each member to provide a library for their operations (or become a member of a joint facility).

RECOMMENDATION:

That the 10-year Lease between the Town and the Vancouver Island Regional Library (VIRL) be approved, subject to a notice being published in the newspaper.

| | |
|---------------|--|
| Submitted By: | Andrew Hicik, Director of Finance |
| Concurrence: | Liam Edwards, Chief Administrative Officer |
| Concurrence: | |
| Concurrence: | |

ATTACHMENTS:

[Attachment 1 - VIRL Lease 2026-2036](#)

**VANCOUVER ISLAND REGIONAL LIBRARY
LEASE**

This Lease dated for reference the 1st day of September 2026.

BETWEEN:

TOWN OF SIDNEY
2440 Sidney Avenue
Sidney, BC
V8L 1Y7
(the "Landlord")

AND:

VANCOUVER ISLAND REGIONAL LIBRARY DISTRICT BOARD
P.O. Box 3333, 6250 Hammond Bay Road,
Nanaimo, BC
V9R 5N3
(the "Tenant")

- A. The Landlord is the registered owner of those lands and premises generally known as the Library, located at 10091 Resthaven Drive, Sidney, BC and legally described as:

Town of Sidney
Parcel Identifier: 003-648-729
Lot B, Section 12, Range 4 East, North Saanich District, Plan 19965

- B. Pursuant to the *Community Charter*, the Landlord is authorized to make agreements with a public authority respecting activities, works or services within the powers of a party to the agreement, including agreements respecting the undertaking, provision and operation of activities, works and services.
- C. Pursuant to the *Library Act*, the Tenant is authorized to acquire land and lease or construct buildings for library purposes;
- D. The Tenant has requested and the Landlord has agreed to grant a lease for the purpose of a public library;

NOW THEREFORE this Agreement witnesses that, in consideration of the rents payable and promises contained in this Agreement, the parties covenant and agree as follows:

Leased Premises

1. The Landlord hereby leases to the Tenant that portion (the "Premises") of the Library which area the parties agree is approximately 5,670 square feet.

Term

2. This Lease shall be in effect for a term (the "Term") of ten (10) years and four (4) months, commencing on the 1st day of September 2026 and ending on the 31st day of December 2036, subject to earlier termination as provided for in this Agreement.

Early Termination

3. (a) It is understood that the Tenant has entered into this Lease with the Landlord for the purpose of the Tenant providing library services to Sidney (the "Participating Area") pursuant to Part 3 of *Library Act*, RSBC 1996 Chapter 264 as amended or replaced from time to time (the "Library Act").
- (b) If the Participating Area fulfils all the requirements and obtains all consents to withdraw from the Vancouver Island Regional Library (or its successor) (the "Regional Library District") pursuant to the *Library Act*, then the Tenant may provide the Landlord with no less than sixty (60) days written notice.
- (c) The Tenant may at its option surrender the remainder of the existing term of this lease and any available rights of renewal and deliver up possession of the Premises to the Landlord all effective as at the date that the withdrawal of the Participating Area from the Regional Library District becomes effective (the "Effective Termination Date") and;
- (d) The Landlord will accept the surrender of this Lease and will accept delivery up of possession of the Premises on the same conditions as if the existing term of the Lease had expired on the Effective Termination Date; and the Landlord and the Tenant will be relieved of any continuing obligations under this Lease and the Lease will terminate on the Effective Termination Date, provided that the termination will be without prejudice to any rights or obligations of the parties that arose as a result of default prior to the Effective Termination Date.
- (e) If the Regional Library District is disestablished pursuant to the *Library Act*, then upon the Tenant providing the Landlord with no less than sixty (60) days notice:
- (i) the Tenant may at its option surrender the remainder of the existing term of this Lease and any available rights of renewal and deliver up possession of the Premises to the Landlord, all effective as at the date that the disestablishment of the Regional Library District becomes effective (the "Disestablishment Effective Termination Date"); and
 - (ii) the Landlord will accept the surrender of this lease and will accept delivery up of possession of the Premises, on the same conditions as if the existing term of the lease had expired on the Disestablishment Effective Termination Date; and

- (iii) the Landlord and the Tenant will be relieved of any continuing obligations under this Lease, and the Lease will terminate on the Disestablishment Effective Termination Date, provided that the termination will be without prejudice to any rights or obligations of the parties that arose as a result of a default prior to the Disestablishment Effective Termination Date.
- (f) Alternatively, the two parties may mutually agree to terminate the lease for the purpose of moving to a new library facility within the service area.

Renewal

4. The Term shall be automatically renewed for an additional five years, ending December 31, 2041 ("Renewal Term") unless either party provides notice in writing, at least 12 months prior to the expiry of the Term, of a desire to terminate the agreement.

Rent (Schedule A)

5. The Tenant shall pay to the Landlord an annual rent (the "Rent") of \$24.41 per square foot (\$152,363) for 2026.

Tax

6. The Tenant shall pay the Landlord goods and services tax on the Rent and any other taxes which may apply to this Lease.

Rent Increases

7. On January 1st of each year of the term of this agreement, the annual rent shall increase by the annual Consumer Price Index (CPI) for Victoria, as most recently published by Statistics Canada, to a maximum of 2%, but if that CPI value should decrease or remain unchanged, the rent shall not in any case be reduced from the previous year.

Payment of Rent

8. The Tenant shall pay the Rent to the Landlord in equal monthly installments, in advance.

Tenant's Covenants

9. The Tenant covenants and agrees with the Landlord that:

Rent

(a) The Tenant will pay the Rent and all additional rents reserved under this Lease;

Utilities

- (b) (i) the Tenant will be responsible for its own telephone, fax and line charges, electricity, water and sewer;
- (ii) the Landlord will be responsible for all costs of garbage removal, custodial services and maintenance of the HVAC (Heating, Ventilation, Air Conditioner) System;

Construction

- (c) the Tenant will not construct or do any structural renovations, alterations or major repairs to the Premises unless:
 - (i) the Tenant has obtained the prior written consent of the Landlord as to the nature and plans and specifications of the work, and
 - (ii) the Tenant has obtained all necessary building, development and other permits and approvals,

and all such work shall be undertaken at the sole cost of the Tenant;

Repairs

- (d) the Landlord will be responsible for the structural components of the Premises and the heating, cooling and electrical systems as well as all minor repairs of the Premises (except for glass replacement, window hinges, and locks, in the area occupied as a Library which will be the responsibility of the Tenant) and the Tenant will promptly notify the Landlord of defects or minor repairs which the Tenant considers are the responsibility of the Landlord to repair;

Security

- (e) the Tenant will be responsible to ensure the security of, and to monitor the use of, the Premises occupied as a Library. The Town will respond to security calls but reserves the right to renegotiate this issue at such time as there are financial concerns;

Inspection

- (f) the Tenant will allow the Landlord to inspect the Premises at any time to determine whether the Tenant is complying with its covenants under this Lease;

Assignment

- (g) the Tenant shall not assign this Lease or sublet the Premises without the prior written consent of the Council of the Landlord;

Use

- (h) the Tenant shall use the Premises solely for the purpose of operating and providing a public library;
- (i) the Tenant shall not carry on or permit to be carried on in the Premises any noxious, noisesome or offensive trade, business or calling, and no act, matter or thing whatsoever shall at any time during the term be done which may grow to the annoyance, nuisance, grievance or damage to the public or other tenants, the occupiers, or owners of adjoining lands or properties, or which may make void or voidable any policy of insurance carried by the Landlord or which may result in any increase of premiums for any policy of insurance;

Foyer and Washroom Use

- (j) the Tenant shall maintain the foyer of the Library in its present condition and in particular:
 - (i) the Tenant will consult with the Landlord prior to in any way decorating or altering the foyer;
 - (ii) the Tenant will not change any locks to either the foyer or the public washrooms unless the Tenant first receives consent of the Landlord and agrees to provide the Landlord with new keys to those locks; and
 - (iii) the Tenant shall, whenever the Library is open, monitor the use of the foyer and washrooms and advise the Landlord of any problems, defects and vandalism;

Signage

- (k) the Tenant and the Landlord will meet to discuss an arrangement, mutually satisfactory to both parties, for the placement of an external sign advertising the Vancouver Island Regional Library;

Regulations

- (l) the Tenant will comply promptly at its own expense with all laws, bylaws, orders, notices and other legal requirements of all authorities having jurisdiction;

Indemnity

- (m) the Tenant will release the Landlord from all claims and demands which the Tenant may have and the Tenant will indemnify and save harmless the Landlord from all suits, actions, damages, liens (including builders liens), losses, costs (including actual legal fees), expenses and harm of whatsoever kind which the Landlord may incur or suffer, directly or indirectly, whether arising from death, bodily injury, property loss, property damage or other loss or damage of any kind, which results from, is connected with or in any way

arises from this Lease, the use of the Premises by the Tenant (reasonable wear and tear and structural defects excepted), the carrying on of any activity in relation to the Tenant's use, any breach by the Tenant under this Lease or any act, omission, default or negligence of the Tenant and the Landlord may add those amounts to the Rent and they are payable to the Landlord immediately and in this paragraph, every reference to the Landlord includes its elected officials, officers, employees, agents and others and every reference to the Tenant includes its officers, employees, agents, contractors, invitees and others, and this clause shall survive the expiry or sooner termination of this Lease;

Insurance

- (n) the Tenant will take out and maintain during the term of this Lease a policy of comprehensive general liability insurance providing coverage for all possible liability under this Lease including claims for death, bodily injury, property loss and damage, third party and public liability, in an amount of not less than five million (\$5,000,000.00) dollars per occurrence or such greater amount as the Landlord may from time to time designate, which policy names the Landlord as an additional insured, and the Tenant will provide the Landlord with proof of this insurance prior to the execution of this Lease and at other times upon request of the Landlord;
- (o) the Tenant will take out and maintain during the term of this Lease a policy of insurance for the contents of the Premises and the leasehold improvements, to their full replacement cost, to insure them against loss or damage from theft, fire and other perils;
- (p) the Tenant will ensure that all policies of insurance contain a clause requiring the insurer not to cancel the policy without first giving thirty (30) days prior written notice to the Landlord;
- (q) if the Tenant does not provide or maintain the insurance required by this Lease, the Landlord may (but is not required to) take out the necessary insurance and pay the premium and the Tenant shall pay all the Landlord's costs of doing so as additional rent payable immediately on demand.

Builders Liens

- (r) the Tenant will promptly pay all accounts for work and materials supplied to the Premises which it orders and promptly remove any liens and judgments which may be filed against the title to the Library and the Tenant will at all times post in at least two conspicuous places on the Premises notices under the *Builders Lien Act* that the Landlord is not responsible for any work or improvements and the Tenant will in addition permit the Landlord to post such notices;

Yielding Up

- (s) the Tenant will, at the expiration or earlier termination of this Lease, peaceably surrender and give up possession of the Premises without notice from the Landlord, any right to notice to quit or vacate being hereby expressly waived by the Tenant, despite any law or custom to the contrary, and at that time the Tenant will:
- (i) remove all fixtures and improvements installed by the Tenant, which the Landlord may direct or permit to be removed, and everything not so removed shall be deemed to be the property of the Landlord, at no cost to the Landlord; and
 - (ii) leave the Premises in a safe, clean, tidy and sanitary condition and in good and tenantable repair (reasonable wear and tear excepted) satisfactory to the Landlord.

Landlord's Covenants

10. The Landlord covenants with the Tenant for quiet enjoyment, so long as the Tenant pays all rents reserved herein and complies with its covenants.

Provisos

11. Provided always and it is hereby agreed that:

- (a) if the Tenant is in default in the payment of rent or any other sum payable under this Lease or the Tenant should be in default under any other obligation or covenant and if that default should continue for thirty (30) days after the Tenant receives notice of the default from the Landlord, or
- (b) if the Term or any of the goods or chattels on the Premises are at any time seized or taken in execution or attachment by any creditor of the Tenant or under bill of sale, conditional sale, or chattel mortgage; or
- (c) if a writ of execution issues against the goods or chattels of the Tenant; or
- (d) if the Tenant makes any assignment for the benefit of creditors; or
- (e) if the Tenant comes insolvent or bankrupt,

then the term of this Lease shall, at the option of the Landlord, become immediately forfeited and the Landlord may re-enter the Premises and the rights of the Tenant under this Lease shall lapse and be absolutely forfeited.

Landlord's Insurance

12. The Landlord shall insure the Library building against risk of loss or damage from fire.

Waiver

13. The Landlord, by waiving or neglecting to enforce the right to forfeiture of this Lease or the right of re-entry upon breach of any covenant, condition of agreement in it, does not waive the Landlord's right upon any subsequent breach of the same or any other covenant, condition or agreement in this Lease.

Distress

14. If the Landlord is entitled to levy distress against the goods and chattels of the Tenant, the Landlord may use enough force necessary for that purpose and for gaining admittance to the Premises and the Tenant releases the Landlord from liability for any loss or damage sustained by the Tenant as a result, and if the Tenant removes its goods and chattels from the Province, the Landlord may follow them for 30 days.

Destruction

15. If the Premises or any part of them are at any time during the Term burned down or damaged by fire, lightning, explosion, tempest, or earthquake, so as to render them unfit for the purpose of the Tenant

(a) if, during the continuance of this Lease, the Premises are destroyed by fire or any other cause to the extent of 50% or more, in the opinion of the Landlord, or if they shall be so badly damaged that, in the opinion of the Landlord, notice of which is to be given to the Tenant within fourteen (14) days of the happening of such damage, they cannot be repaired with reasonable diligence within ninety (90) days of the happening of such damage, then this Lease shall, at the option of either the Landlord or the Tenant, terminate from the date of such damage or destruction.

If the Lease is so terminated, the Tenant shall then immediately surrender the Premises and all interest therein to the Landlord and the Tenant shall pay Rent until the time of such damage or destruction and the Landlord may re-enter or repossess the Premises discharged of the Lease and may remove all the property of the Tenant therefrom;

(b) if the Premises are partially destroyed by fire or any other cause but can, in the opinion of the Landlord, be repaired with reasonable diligence within ninety (90) days from the happening of the damage, then the Landlord shall repair. If the damage is such as to meanwhile render the Premises wholly unfit for the carrying on the Tenant's use, then Rent shall not accrue while the repairs are made.

Holding Over

16. If the Tenant holds over following the Term and the Landlord accepts rent, this Lease becomes a tenancy from month to month subject to those conditions in this Lease applicable to a tenancy from month to month.

Landlord's Payments

17. If the Landlord incurs any damage, loss or expense or makes any payment for which the Tenant is liable under this Lease, then the Landlord may add the cost or amount of the damage, loss, expense or payment to the Rent and may recover it as if it were rent in arrears.

Landlord's Repairs

18. (a) If the Tenant fails to repair or maintain the Premises in accordance with this Lease, the Landlord, its agents, employees or contractors may, upon ninety-six (96) hours notice, enter the Premises and make the required repairs or do the required maintenance and recover the cost from the Tenant; and
- (b) in making the repairs or doing the maintenance the Landlord may bring and leave upon the Premises all necessary materials, tools and equipment; and
- (c) the Landlord will conduct any such work so as to cause as little disruption as possible to the operation of the library, but in any case the Landlord will not be liable to the Tenant for any inconvenience, annoyance, loss of business or injury suffered by the Tenant by reason of the Landlord effecting the repairs or maintenance.

Time

19. Time shall be of the essence in this Lease.

No Registration

20. The Tenant acknowledges that this Lease will not be registered in the Land Title Office.

Notice

21. Any notice, document or communication required or permitted to be given hereunder shall be in writing and shall be deemed to be satisfactory if and deemed to have occurred when:

- (a) sent by facsimile transmission, email or when personally delivered, on the date of service; or
- (b) mailed by prepaid registered mail, on the date received or on the sixth day after receipt of mailing by any Canada post office, whichever is the earlier, so long as the notice is mailed to the party at the address provided herein or to whatever address the parties from time to time in writing agree to,

PROVIDED THAT all notices to the Landlord shall be marked to the attention of the Chief Administrative Officer.

Fitness of Premises

22. The Tenant acknowledges that the Landlord has made no representation or warranties as to the condition, fitness or nature of the Premises and by executing this Lease, the Tenant releases the Landlord from any and all claims which the Tenant now has or may in the future have in that respect.

23. The Tenant has inspected the Premises in their present state and the Tenant acknowledges and the Landlord confirms that, to the best of their knowledge, the Premises are sound and suitable for the Tenant's purposes.

Net Lease

24. The Landlord shall not be responsible during the Term for any cost, charges, expenses or outlays of any nature whatsoever in respect to the Premises or its contents except those mentioned in this Lease.

Entire Agreement

25. The provisions herein contained constitute the entire agreement between the parties and supersede all previous communications, representations, warranties, covenants and agreements whether verbal or written between the parties with respect to the subject matter hereof.

Remedies Not Exclusive

26. No remedy conferred upon or reserved to the Landlord is exclusive of any other remedy herein or provided by law, but such remedy shall be cumulative and shall be in addition to any other remedy herein or hereafter existing at law, in equity or by statute.

Further Assurances

27. The parties hereto shall execute and do all such further deeds, acts, things, and assurances as may be reasonably required to carry out the intent of this Lease.

Severance

28. If any portion of this Lease is held invalid by a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of the Lease.

References

29. Every reference to each party is deemed to include the heirs, executors, administrators, successors, assigns, servants, employees, agents, contractors, officers, licensees and invitees of such party, wherever the context so requires or permits.

Powers Preserved

30. Nothing contained or implied herein shall prejudice or affect the Landlord's rights and powers in the exercise of its functions pursuant to the *Local Government Act* or its rights and powers under all of its public and private statutes, bylaws, orders and regulations to the extent the same are applicable to the Premises.

Authority

31. The Landlord represents and warrants that it has full authority to enter into this Lease and to carry out the actions contemplated herein and that all resolutions and preconditions to validity have been duly adopted.

Authority

32. The Tenant represents and warrants that it has full authority to enter into this Lease and to carry out the actions contemplated herein and that all resolutions and preconditions to validity have been duly adopted and the person executing this Lease on behalf of the Tenant represents and warrants to the Landlord that he has full authority to do so.

Enurement

33. This Agreement shall enure to the benefit of and be binding on the parties hereto and their respective successors and permitted assigns.

Amendment

34. The parties hereto may by agreement amend the terms of this Lease, such amendment to be evidence in writing and executed by both parties.

Governing Law

35. This Lease shall be governed by and construed in accordance with the laws of the Province of British Columbia.

Interpretation

36. Wherever the singular or masculine or neuter is used in this Lease, the same shall be construed as meaning the plural, the feminine or body corporate where the context or the parties thereto so require.

The Corporate Seal of **THE TOWN OF SIDNEY** was hereunto affixed in the presence of:

Mayor

Corporate Officer

The Corporate Seal of **VANCOUVER ISLAND REGIONAL LIBRARY DISTRICT BOARD** was hereunto affixed in the presence of:

Authorized Signatory

Authorized Signatory

SCHEDULE A

Rent Schedule

Calculation of Area Occupied

| OCCUPIED BY | square meters | AREA OCCUPIED | |
|-----------------------------------|----------------------|----------------------|-------------------|
| | | square feet | % of total |
| Vancouver Island Regional Library | 526.8 | 5,671 | 86% |
| Town of Sidney (Nell Horth Room) | 86.7 | 933 | 14% |
| | | 6,604 | |

Common Area

Total common area 61.7 664.20

share of Common Area allocated based on area occupied:

| | | |
|-----------------------------------|-----|-----|
| Vancouver Island Regional Library | 570 | 86% |
| Town of Sidney (Nell Horth Room) | 94 | 14% |
| | 664 | |

Rent Calculation

Vancouver Island Regional Library

| | |
|--------------------------|------------------|
| Area Occupied by Library | 5,671 |
| Share of Common Area | 570 |
| Total | 6,241 |
| Rental rate per sq. ft. | \$24.41 for 2026 |

Annual Rent \$152,363 for 2026



TOWN OF SIDNEY

REPORT TO COUNCIL

TO: Mayor and Council

FROM: Alison Verhagen, Director of Development Services

DATE: Regular Council - 22 Jun 2026 **FILE NO.:** 0340-50

SUBJECT: Amendments to Planning Procedures Policy DV-005

PURPOSE:

To provide Council with information about proposed amendments to Planning Procedures Policy DV-005.

BACKGROUND:

Policy DV-005 was adopted by Council in April 2005. The purpose of the policy is to provide information about the processes for reviewing planning and land use applications for amendments to the Official Community Plan, amendments to the Zoning Bylaw, Development Permits, Development Variance Permits, and Temporary Use Permits. The policy consists of a table of contents, an introduction page, and a manual consisting of the guides to each type of application.

DISCUSSION:

The content of the manual in this policy is outdated. Staff propose to update the policy by replacing the previous content on each application process with current information that accurately reflects current processes. Current development application guides for each type of permit process are proposed to replace the previous manual. They would continue to provide information on when an application is required, how and where to apply, how long it will take, the application fees, and the procedures followed. Information on the Temporary Use Permit process has been updated to reflect the broader provisions for this type of permit application following the adoption of the related OCP Bylaw amendment on June 8, 2026.

Formatting updates are also proposed to be consistent with current standards for Town policies and guides.

RECOMMENDATION:

That the proposed amendments to Planning Procedures Policy DV-005 be approved.

| | |
|---------------|---|
| Submitted By: | Alison Verhagen, Director of Development Services |
| Concurrence: | Liam Edwards, Chief Administrative Officer |
| Concurrence: | |
| Concurrence: | |

ATTACHMENTS:

[Amendments to Planning Procedures Policy DV-005](#)

| | | | |
|----------------------------|--------------------------|--------------|--------------|
| Title: | | | |
| PLANNING PROCEDURES | | | |
| Origin: | Development Services | | |
| Adopted: | Council - April 25, 2005 | #2005.17.319 | DV-005 |
| Amended: | | | Page: 1 of 1 |

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[Manual](#)

The Town has land use policies and bylaws which regulate growth and development in the Town. The Planning Procedures Manual provides a summary of the procedures, fees, forms and permits used for land use planning applications.

TOWN OF SIDNEY PLANNING PROCEDURES MANUAL

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INTRODUCTION

The Town of Sidney has land use bylaws and policies ~~and bylaws~~ which regulate growth and development in the Town. However, these bylaws and policies are guiding tools, and can be amended through legislated processes if an appropriate land development is proposed. This manual provides a summary of the procedures, fees, forms, and permits used for the following land use planning applications:

- Amendments to the Official Community Plan;
- Amendments to the Zoning Bylaw;
- Development Permits;
- Development Variance Permits; and
- Temporary ~~Commercial or Industrial Use~~ Permits.

The manual explains each type of bylaw or permit application process, and provides a summary of when an application is required, how and where to apply, how long it will take, the application fees, and the procedures followed.

Application forms are available on the Town's website at www.sidney.ca or at the Town Hall; at the following location:

Development Services Department
Sidney Town Hall
2440 Sidney Avenue
Sidney, BC V8L 1Y7

Before you make a formal application, be sure to discuss your project with a Development Services Department staff person. To make an appointment or for more information, please contact staff by email at developmentervices@sidney.ca or by telephone at call [250-656-1725](tel:250-656-1725).

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Guide to Official Community Plan Amendments

What is the Official Community Plan?

The Town of Sidney Official Community Plan (OCP) is a statement of policies and objectives to guide future land use and development in the Town. The OCP establishes general land use designations within the Town, such as areas for residential, commercial, industrial, institutional, and marine uses. Within each of these designations there are policies and objectives which work toward maintaining and enhancing the quality of life in Sidney.

The OCP also provides development guidelines for buildings and land developments within Development Permit Areas.

When do I need to apply for an amendment?

The most common reason for applying for an amendment to the OCP is if you are proposing a zoning amendment which does not conform to the OCP (for example, if you want to rezone a property for commercial use, but the OCP designation allows only residential uses).

Who can apply?

A property owner can apply for an OCP amendment, or they can authorize someone else to make the application on their behalf. Authorization must be received in writing. Where a property is owned by a company or society, the application must be signed by a person with signing authority and must include a copy of the corporate registry naming the individuals with signing authority. Where a property is owned by more than one person, signatures of all owners are required. For strata buildings, approval is also required from the Strata Council.

How do I apply?

To apply for an amendment to the OCP, obtain an application form and checklist from the Town Hall, or the Town of Sidney website (www.sidney.ca) and return them with the application fee and all required information. Before you make a formal application, be sure to discuss your project with a Planning staff member in the Development Services Department. To make an appointment, or for more information, contact the Development Services Department at 250-656-1725 or developmentsservices@sidney.ca.

How long does it take?

OCP amendment applications take approximately four to six months to process. However, this time may vary depending on whether the submitted application package is complete, its complexity, and the number of other applications under review.

If the OCP Amendment also requires a Zoning Amendment, a Development Permit, or a Development Variance Permit, the applications can be submitted and reviewed concurrently, thus streamlining the development process.

Guide to Official Community Plan Amendments

What is the cost?

The cost of an OCP amendment application ranges from \$1300.00 to \$1700.00, plus a \$1500.00 public hearing fee and a \$300 mail-out deposit.

If the application is a joint OCP amendment and Zoning Bylaw amendment, the combined application fee ranges from \$1800.00 to \$2500.00, plus a \$1500.00 public hearing fee and a \$300 mail-out deposit. Fees are set in Land Use Procedures Bylaw No. 1380.

Who makes the decision?

The decision on whether to approve an OCP amendment application is made by Council.

What is the process of amending the OCP?

The following is a summary of the application procedure for an OCP amendment, as shown on the attached flowchart.

NOTE: At any time in the following process, Council or Committee of the Whole may table an application, refer it for comment or reject it.

1. Submission of Application

- **Preliminary discussion (recommended):** The applicant meets with Development Services Department planning staff to discuss the proposed project and review applicable planning regulations.
- **Public Meeting (recommended):** The applicant meets with members of the public to discuss the proposed project and gauge public support.
- **Application received:** The applicant submits an application, drawings, fees and other required information. Development Services staff review the application package to ensure all information has been provided. If there is missing information, staff will contact the applicant and require this information before the application package will be accepted as complete and proceeds for review.
- **Installation of Notice of Development application sign:** Once a completed application package is received, the applicant shall install a “Notice of Development Application Sign” on the subject property within two weeks, as per Section 3.5-7 of Land Use Procedures Bylaw No. 1380. The sign must remain on the property for the duration of the Official Community Plan Amendment application process.
- **Radius Mail-out Notice:** Once a completed application package is received, staff mail a Notice of Development Application within two weeks to residents and property owners within a 100 metre (328 foot) radius of the subject property, as per section 3.8 of Land Use Procedures Bylaw No. 1380.

2. Application Review & Report

- **Staff Review:** Planning staff will conduct an initial review of the application.

Guide to Official Community Plan Amendments

- **Referrals:** Applications may be referred to other Town of Sidney departments (Building Inspection, Engineering, Fire, Parks, and Public Works). Applications may also be referred to other agencies if relevant, such as the RCMP or Provincial ministries or to third party utility providers (BC Hydro, Telus, etc.). This allows for the input of comments or concerns relating to design, location or other aspects of the proposal.
- **Development Review Committee (DRC):** The DRC is a committee made up of representatives of each Town of Sidney department. They review major planning applications and comment on matters relevant to their departments. Planning staff gather comments and provide a summary to the applicant.
- **Detailed Report:** Staff check the proposal for conformance with relevant Town bylaws, such as the Official Community Plan, Zoning, Off-Street Parking and Loading and Screening Bylaw. A report is prepared by staff for the Committee of the Whole, summarizing the project, outlining any areas which do not conform to Town bylaws or are of concern, and providing recommendations. In accordance with Provincial requirements, amendments to the OCP are reviewed in relation to such things as the capital expenditure program and any waste management or economic strategy plans that may be in place. If affected, they are also referred to other government bodies such as the Ministry of Transportation and Transit, School District, Capital Regional District or District of North Saanich. Comments and staff recommendations on these points will be included in the report to Committee of the Whole. Once the Committee of the Whole agenda is finalized (usually the Thursday before a meeting), a link to the meeting agenda package which includes the staff report is sent to the applicant.

3. Committee & Council Review

- **Committee of the Whole:** The Committee of the Whole is a sub-committee of Council which usually meets at 6:00 p.m. in Council Chambers on the first and third Monday of each month. The applicant is expected to make a presentation to the Committee on their proposal at the meeting and submit any presentation materials (e.g. PowerPoint/PDF presentation, drawings, etc.) by 12:00pm on Tuesday prior to the meeting. The Committee of the Whole may refer the application to the Advisory Planning Commission for comment, or directly to Council with a recommendation. Committee of the Whole's recommendation is received by the Mayor and Council at a Regular Council meeting, where Council considers it and makes a resolution(s) on the matter.
- **Advisory Planning Commission (APC):** The APC usually meets on the first and third Tuesday of each month at 2:00 pm and provides recommendations to Council on matters relating to planning and land use. Applications are referred to the APC:
 1. if they propose new development in a designated development permit area: Intensive Neighbourhood Residential, Neighbourhood Townhouse, Multi-Unit Residential, Neighbourhood Commercial, Downtown Commercial, West Sidney Mixed Use Village, West Side Industrial, and Harbour Road Marine;
 2. if they involve properties designated as Heritage or Environmentally Sensitive; or
 3. at Council's discretion.

Guide to Official Community Plan Amendments

Applicants are expected to make a brief presentation about their proposal to the Advisory Planning Commission and submit the presentation by 12:00pm on the day before the meeting.

- **Council:** Council meetings are usually held at 6:00 p.m. in Council Chambers on the second and fourth Monday of each month. They review the recommendations from the various committees. If Council is satisfied that the internal review is complete, they will initiate a public review of the application by authorizing staff to draft the amending bylaw for their consideration. This may be done subject to certain conditions being met (such as the submission of revised drawings). If any revisions are made to the drawings after the initial submission, applicants must submit updated hard copies before the permit can be issued.

4. Bylaw Adoption Process

- **Preparation of draft bylaw amendment:** Planning staff draft a bylaw which would amend the OCP to allow the proposed development.
- **Bylaw 1st and 2nd Reading:** Once the amending bylaw is drafted, it is placed on a Council meeting agenda for their consideration. If the bylaw is given first and second reading, a time and date for a public hearing and consideration of third reading and adoption is set.
- **Statutory Reviews & Referrals:** Staff send the bylaw for any necessary approvals as per Council's previous resolutions on what other government bodies to consult with and as per provincial legislation for approval. In accordance with Provincial requirements, amendments to the OCP may be referred to other government bodies such as the Ministry of Transportation and Transit, School District, Capital Regional District or District of North Saanich. This ensures that all agencies and government bodies which may be affected by the amendments are made aware of them and have opportunity for input.
- **Radius Mail-out Notice & Advertise in Newspaper:** Prior to the public hearing, notification of the proposed amendments and public hearing (1) is advertised in two consecutive editions of a local newspaper, and (2) in most situations will be mailed to neighbouring residents and property owners within 100 metres of the subject property. Development Services staff prepare and send the radius mail out and the newspaper advertisement. The notice will include the time and location of the public hearing.
- **Public Hearing:** Public hearings, which are held during regular Council meetings, allow for public input on the proposed amendment. Council receives both verbal and written presentations from any interested persons. The applicant is expected to answer questions from Council regarding the proposal.
- **Council-3rd Reading & Adoption/Rejection:** Council considers all public input on the proposed OCP amendment and typically:
 - gives the bylaw third reading and adoption; or
 - rejects the application.

Council may give the bylaw a third reading and adoption at the same Council meeting as the public hearing is held. However, Council may also table the application after third reading in

Guide to Official Community Plan Amendments

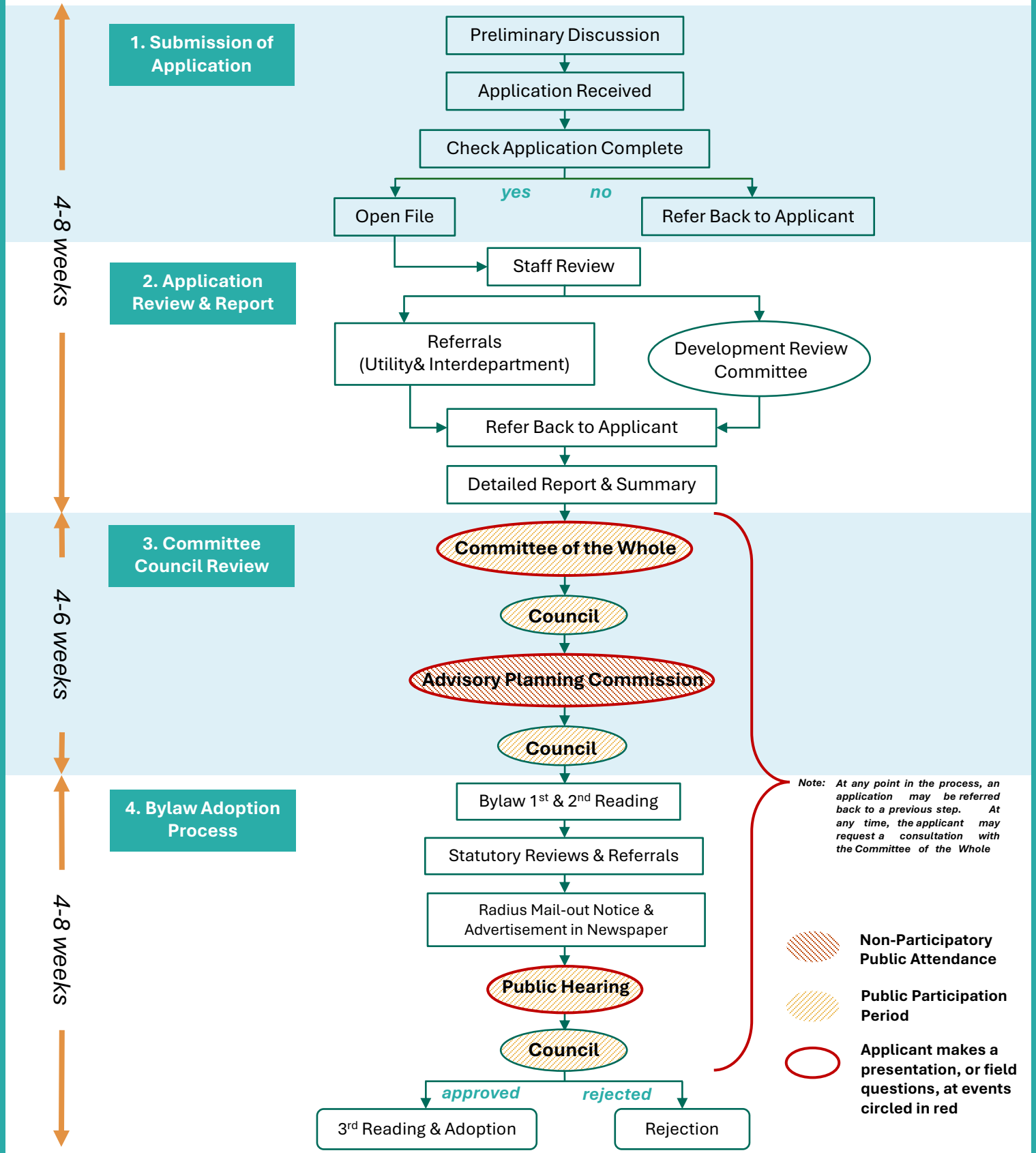
order to allow the applicant and the Town the opportunity to sign any agreements, such as restrictive covenants, prior to final adoption.

Contact Us:

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www.sidney.ca



OCP Amendment Application Process





Guide to Amending the Zoning Bylaw

What is a Zoning Bylaw?

The Town of Sidney Zoning Bylaw designates different areas, called zones, within the Town and provides specific regulations for each zone on such matters as permitted uses, maximum density, maximum height, minimum setbacks of buildings from each lot line, etc.

When do I need to apply for an amendment?

All new developments must conform to the requirements of the zone in which they are located. If not, you may apply for an amendment to the Zoning Bylaw to:

1. “rezone” your property to a different zone; or
2. amend the requirements of the current zone.

Alternatively, you may be able to apply for a Development Variance Permit (DVP), to relax one or more Zoning Bylaw requirements for your property. However, a DVP cannot be used to vary the permitted use or density of land as outlined in the Zoning Bylaw. (See the document “Guide to Development Variance Permits”).

The proposed amendment must correspond to the Official Community Plan (OCP) designation for the property. For example, a property which is designated for future residential use in the OCP cannot be “rezoned” for commercial use. If the proposed amendment does not align with the OCP, then an application to amend to the OCP would also be required.

Who can apply?

A property owner can apply for a Zoning Amendment, or they can authorize someone else to make the application on their behalf. Authorization must be received in writing. Where a property is owned by a company or society, the application must be signed by a person with signing authority and must include a copy of the corporate registry naming the individuals with signing authority. Where a property is owned by more than one person, signatures of all owners are required. For strata buildings, approval is also required from the Strata Council.

How do I apply?

To apply for an amendment to the Zoning Bylaw, obtain an application form and checklist from the Town Hall, or the Town of Sidney website (www.sidney.ca) and return them with the application fee and all required information. Before you make a formal application, be sure to discuss your project with a Development Services Department. To make an appointment, or for more information, contact the Development Services Department at 250-656-1725 or developmentsservices@sidney.ca.

How long does it take?

Zoning amendment applications take approximately four to six months to process. However, this time may vary depending on whether or not the submitted application package is complete, its complexity, and the number of other applications under review.

Guide to Amending the Zoning Bylaw

If the Zoning Amendment also requires an OCP Amendment, a Development Permit, or a Development Variance Permit, the applications can be run concurrently, thus streamlining the development process.

What is the cost?

The cost of a Zoning amendment application ranges from \$1300 to \$1700, plus a \$1500 public hearing fee and a \$300 mail-out deposit.

If the application is a joint OCP amendment and Zoning Bylaw amendment, the combined application fee ranges from \$1800 to \$2500, plus a \$1500 public hearing fee and a \$300 mail-out deposit. Fees are set in Land Use Procedures Bylaw No. 1380.

Please note that all application fees are non-refundable.

Who makes the decision?

The decision on whether to approve a Zoning Bylaw amendment application is made by Council.

What is the process of amending the Zoning Bylaw?

The following is a summary of the application procedure for an amendment to the Zoning Bylaw, as shown on the attached flowchart.

NOTE: At any time in the following process, Council or Committee of the Whole may table an application, refer it for comment, or reject it.

1. Submission of Application

- **Preliminary discussion (recommended):** The applicant meets with Development Services Department planning staff to discuss the proposed project and review applicable planning regulations.
- **Application received:** The applicant submits an application form, drawings, fees, and other required information. Development Services staff review the application package to ensure all information has been provided. If there is missing information, staff will contact the applicant and require this information before the application package will be accepted as complete and proceeds for review.
- **Installation of Notice of Development application sign:** Once a completed application package is received, the applicant shall install a “Notice of Development Application Sign” on the subject property within two weeks, as per Section 3.5-7 of Land Use Procedures Bylaw No. 1380. The sign must remain on the property for the duration of the Zoning Amendment application process.
- **Radius Mail-out Notice:** Once a completed application package is received, if the proposal is not in alignment with the Official Community Plan, then staff will mail a Notice of New Development Application within two weeks to residents and property owners within a 100 metre (328 foot) radius of the subject property, as per section 3.8 of Land Use Procedures Bylaw No. 1380.

Guide to Amending the Zoning Bylaw

2. Application Review & Report

- **Staff Review:** Planning staff will conduct an initial review of the application.
- **Referrals:** Applications may be referred to other Town of Sidney departments (Building Inspection, Engineering, Fire, Parks, and Public Works). Applications may also be referred to other agencies if relevant, such as the RCMP or Provincial ministries or to third party utility providers (BC Hydro, Telus, etc.). This allows for the input of comments or concerns relating to design, location or other aspects of the proposal.
- **Development Review Committee (DRC):** The DRC is a committee made up of representatives of each Town of Sidney department. They review major planning applications and comment on matters relevant to their departments. Planning staff gather comments and provide a summary to the applicant.
- **Detailed Report:** Staff check the proposal for conformance with relevant Town bylaws, such as the Official Community Plan, Zoning, Off-Street Parking and Loading and Screening Bylaw. A report is prepared by staff for the Committee of the Whole, summarizing the project, outlining any areas which do not conform to Town bylaws or are of concern, and providing recommendations. Once the Committee of the Whole agenda is finalized (usually the Thursday before a meeting), a link to the meeting agenda package which includes the staff report is sent to the applicant.

3. Committee & Council Review

- **Committee of the Whole:** The Committee of the Whole is a sub-committee of Council which usually meets at 6:00 p.m. in Council Chambers on the first and third Monday of each month. The Committee of the Whole reviews the application and staff report. The applicant is expected to make a presentation to the Committee on their proposal at the meeting and submit any presentation materials (e.g. PowerPoint/PDF presentation, drawings, etc.) by 12:00pm on Tuesday prior to the meeting. The Committee of the Whole may refer the application to the Advisory Planning Commission for comment, or directly to Council with a recommendation. Committee of the Whole's recommendation is received by the Mayor and Council at a Regular Council meeting, where Council considers it and makes a resolution(s) on the matter.
- **Advisory Planning Commission (APC):** The APC usually meets on the first and third Tuesday of each month at 2:00 pm and provides recommendations to Council on matters relating to planning and land use. Applications are usually referred to the APC:
 1. if they propose new development in a designated development permit area: Intensive Neighbourhood Residential, Neighbourhood Townhouse, Multi-Unit Residential, Neighbourhood Commercial, Downtown Commercial, West Sidney Mixed Use Village, West Side Industrial, and Harbour Road Marine;
 2. if they involve properties designated as Heritage or Environmentally Sensitive; or
 3. at Council's discretion.

Applicants are expected to make a brief presentation about their proposal to the Advisory Planning Commission and submit the presentation by 12:00pm on the day before the meeting.

Guide to Amending the Zoning Bylaw

Council: Council meetings are usually held at 6:00 p.m. in Council Chambers at the Town Hall on the second and fourth Monday of each month. They review the recommendations from the various committees. If Council is satisfied that the internal review is complete, they will initiate a public review of the application by authorizing staff to draft the amending bylaw for their consideration. This may be done subject to certain conditions being met (such as the submission of revised drawings). If any revisions are made to the drawings after the initial submission, applicants must submit updated hard copies before the permit can be issued.

4. Bylaw Adoption Process

As part of recent updates to provincial housing legislation, municipalities are no longer permitted to hold a public hearing for zoning amendment applications that are consistent with the Official Community Plan and that include a residential component that accounts for at least half of the gross floor area of all proposed buildings and structures. In alignment with this, if a proposed residential development aligns with the OCP designation, the public hearing requirement is waived to streamline approvals and support housing delivery. However, the bylaw to allow the zoning amendment still needs to receive three readings and be adopted by Council. The next steps in the process for a zoning amendment application related to a residential development are as follows:

- **Preparation of draft bylaw amendment:** Planning staff draft a bylaw which would amend the Zoning Bylaw to allow the proposed development.
- **Radius Mail-out Notice & Advertise in Newspaper:** Prior to consideration of first reading of the bylaw, notification of the proposed amendments (1) is advertised in two consecutive editions of a local newspaper, and (2) in most situations will be mailed to neighbouring residents and property owners within 100 metres of the subject property. Development Services staff prepare and send the radius mail out and the newspaper advertisement.
- **Bylaw 1st, 2nd, and 3rd Reading:** The draft bylaw is placed on a Council meeting agenda for consideration. Council can consider three readings of the bylaw at one meeting. Adoption of the bylaw is usually considered at a subsequent Council meeting.
- **Statutory Reviews & Referrals:** In accordance with Provincial requirements, amendments to the Zoning Bylaw may be referred to other government bodies such as the Ministry of Transportation and Transit, School District, Capital Regional District or District of North Saanich. This ensures that all agencies and government bodies which may be affected by the amendments are made aware of them and have opportunity for input.
- **Council Adoption/Rejection:** Council considers all public input on the proposed zoning amendment and typically:
 - gives the bylaw final consideration and then adopts it; or
 - rejects the application.

For zoning amendment applications that do not involve residential development, a public hearing is required. The next steps in the process for that type of application are as follows:

- **Preparation of draft bylaw amendment:** Planning staff draft a bylaw which would amend the Zoning Bylaw to allow the proposed development.
- **Bylaw 1st and 2nd Reading:** Once the amending bylaw is drafted, it is placed on a Council meeting agenda for their consideration. If the bylaw is given first and second reading, Council determines whether a public hearing is required and sets the time and date.

Guide to Amending the Zoning Bylaw

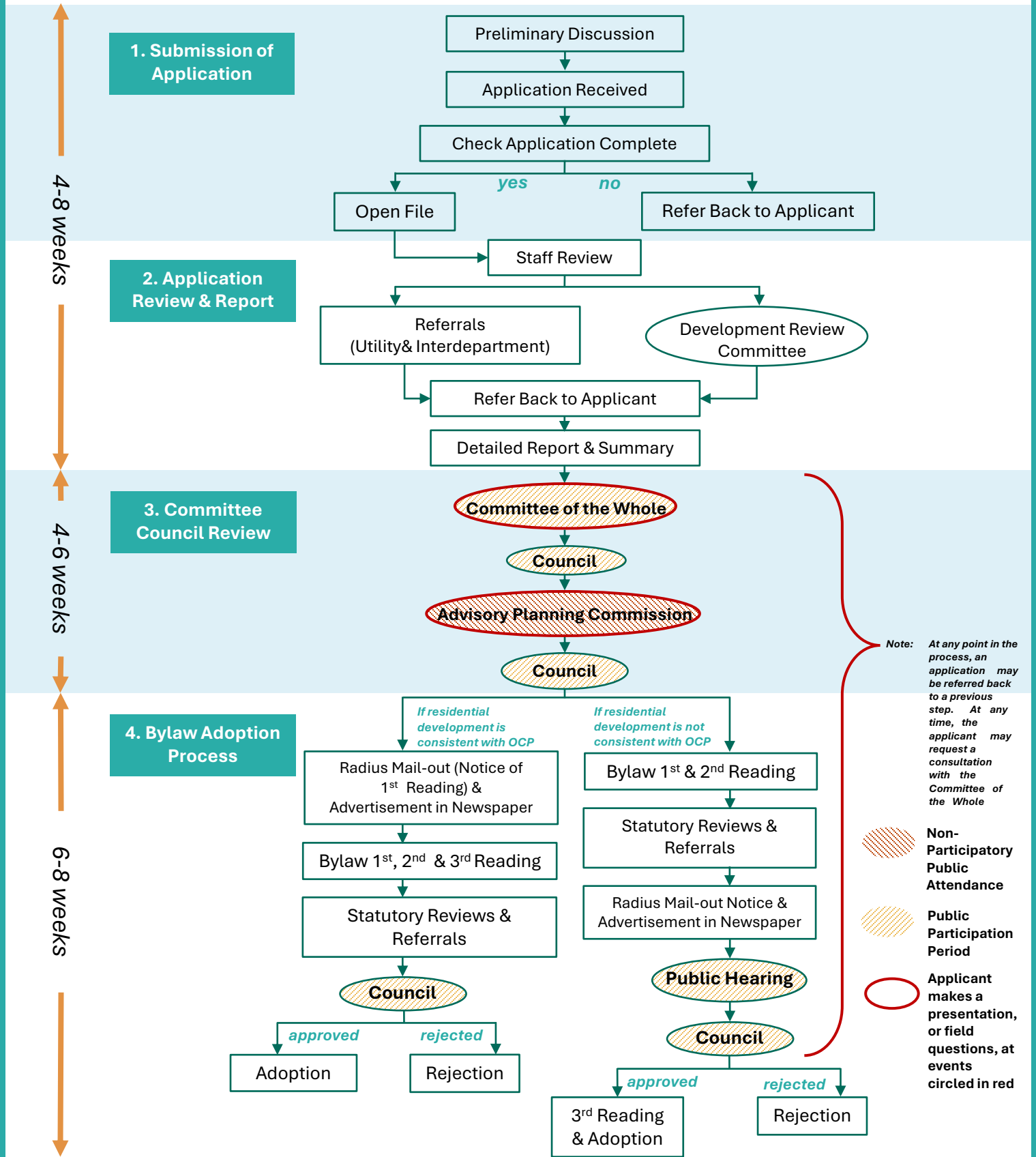
- **Statutory Reviews & Referrals:** In accordance with Provincial requirements, amendments to the Zoning Bylaw may be referred to other government bodies such as the Ministry of Transportation and Transit, School District, Capital Regional District or District of North Saanich. This ensures that all agencies and government bodies which may be affected by the amendments are made aware of them and have opportunity for input.
- **Radius Mail-out Notice & Advertise in Newspaper:** Prior to the public hearing, notification of the proposed amendments (1) is advertised in two consecutive editions of a local newspaper, and (2) in most situations will be mailed to neighbouring residents and property owners within 100 metres of the subject property. Development Services staff prepare and send the radius mail out and the newspaper advertisement. The notice will include the time and location of the public hearing.
- **Public Hearing:** Public hearings, which are held during regular Council meetings, allow for public input on the proposed amendment. Council receives both verbal and written presentations from any interested persons. The applicant is expected to answer questions regarding the proposal.
- **Council-3rd Reading & Adoption/Rejection:** Council considers all public input on the proposed zoning amendment and typically:
 - gives the bylaw third reading, final consideration and then adopts it; or
 - rejects the application.

Contact Us:

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Zoning Bylaw Amendment Application Process





Guide to Applying for a Development Permit (Major)

What is a Development Permit (Major)?

The Official Community Plan (OCP) establishes form and character Development Permit Areas within the Town. These include all areas designated in the OCP for Intensive Neighbourhood Residential, Neighbourhood Townhouse, Multi-Unit Residential, Neighbourhood Commercial, Downtown Commercial, West Sidney Mixed Use Village, West Side Industrial, and Harbour Road Marine. These are areas where new construction or alterations to buildings and land are controlled by design guidelines in the OCP.

Each Development Permit Area is subject to specific development guidelines. These guidelines address such things as building design, landscaping, pedestrian walkways, lighting and signage.

Any new development or changes to an existing building or land within a Development Permit Area must conform to the respective development guidelines. Before a building permit can be issued, a Development Permit must be reviewed by staff and approved by Council.

If approved, a notice of the issuance of a permit is registered on the title of the property.

When do I need to apply for a Development Permit (Major)?

If your property is located within one of the designated form and character Development Permit Areas and you are:

- undertaking any kind of new construction, or additions or alterations to the exterior of an existing building that results in an increase in the Gross Floor Area (G.F.A), or
- making changes to the number of parking spaces on a property

you are required to first obtain a Development Permit (Major) before applying for a Building Permit or commencing any work.

If you are not sure whether your property is within a Development Permit Area, contact the Development Services Department.

Who can apply?

A property owner can apply for a Development Permit, or they can authorize someone else to make the application on their behalf. Authorization must be received in writing. Where a property is owned by a company or society, the application must be signed by a person with signing authority and must include a copy of the corporate registry naming the individuals with signing authority. Where a property is owned by more than one person, signatures of all owners are required. For strata buildings, approval is also required from the Strata Council.

How do I apply?

To apply for a Development Permit (Major), obtain an application form and checklist from the Town Hall, or the Town of Sidney website (www.sidney.ca) and return them with the application fee and all required information. Before you make a formal application, be sure to discuss your project with a planning staff member in the Development Services Department. To make an appointment, or for more information, contact the Development Services Department at 250-656-1725 or developmentservices@sidney.ca.

Guide to Applying for a Development Permit (Major)

How long does it take?

Development Permit (Major) applications take approximately four to six months to process. However, this time may vary depending on whether the submitted application package is complete, the complexity of the proposed changes, and the number of other applications under review.

If the Development Permit also requires a Development Variance Permit, or amendments to the Zoning Bylaw and/or the OCP, the applications can be submitted and reviewed concurrently, thus streamlining the development process.

What is the cost?

The cost of a Development Permit (Major) application is as follows:

- \$300.00 plus \$50.00 per unit of residential construction as per the application;
- \$300.00 plus \$0.50 x square metre of the proposed floor area as per application for all other uses;
- An additional \$300.00 mail-out deposit for properties designated as Downtown Commercial (COM-1) in the Official Community Plan Bylaw.

*Please note that all application fees are non-refundable. The cumulative total of both fees applies when the proposed development includes more than one use.

Fees are set in Land Use Procedures Bylaw No. 1380.

Who makes the decision?

The decision on whether to approve a Development Permit (Major) is made by Council.

What is the Development Permit (Major) Process?

The following is a summary of the application procedure for a Development Permit (Major), as shown on the attached flowchart.

NOTE: At any time in the following process, Council or Committee of the Whole may table an application, refer it for comment, or reject it.

1. Submission of Application

- **Preliminary discussion (recommended):** The applicant meets with Development Services Department planning staff to discuss the proposed project and review applicable planning regulations.
- **Application received:** The applicant submits an application form, drawings, fees, and other required information. Development Services staff review the application package to ensure all information has been provided. If there is missing information, staff will contact the applicant and require this information before the application package will be accepted as complete and proceeds for review.

Guide to Applying for a Development Permit (Major)

- **Radius Mail-out for Downtown Commercial:** When an application for a Development Permit (Major) for a property designated Downtown Commercial (COM-1) in the Official Community Plan Bylaw is received, staff will mail a notice with information on the development application within two weeks to residents and property owners within a 75 metre (246 feet) radius of the subject property.

2. Application Review & Report

- **Staff Review:** Planning staff will conduct an initial review of the application.
- **Referrals:** Applications may be referred to other Town of Sidney departments (Building Inspection, Engineering, Fire, Parks, and Public Works). Applications may also be referred to other agencies if relevant, such as the RCMP or Provincial ministries or to third party utility providers (BC Hydro, Telus, etc.). This allows for the input of comments or concerns relating to design, location or other aspects of the proposal.
- **Development Review Committee (DRC):** The DRC is a committee made up of representatives of each Town of Sidney department. They review major planning applications and comment on matters relevant to their departments. Planning staff gather comments and provide a summary to the applicant.
- **Detailed Report:** Staff check the proposal for conformance with relevant Town bylaws, such as the Official Community Plan, Zoning, Off-Street Parking and Loading, and Tree Preservation Bylaw.

A report is prepared by staff for the Committee of the Whole, summarizing the project, outlining any areas which do not conform to Town bylaws or are of concern, and providing recommendations. Once the Committee of the Whole agenda is finalized (usually the Thursday before a meeting), a link to the meeting agenda package which includes the staff report is sent to the applicant.

3. Committee & Council Review

- **Committee of the Whole:** The Committee of the Whole is a sub-committee of Council, which usually meets at 6:00 p.m. in Council Chambers at Town Hall on the first and third Monday of each month. The Committee of the Whole reviews the staff report and plans provided by the applicant. The applicant is expected to make a presentation to the Committee on their proposal at the meeting and submit any presentation materials (e.g. PowerPoint/PDF presentation, drawings, etc.) by 12:00pm on Tuesday prior to the meeting. The Committee of the Whole may refer the application to the Advisory Planning Commission for comment, or directly to Council with a recommendation. Committee of the Whole's recommendation is received by the Mayor and Council at a Regular Council meeting, where Council considers it and makes a resolution(s) on the matter.
- **Advisory Planning Commission (APC):** The APC usually meets on the first and third Tuesday of each month at 2:00 pm and provides recommendations to Council on matters relating to planning and land use. Applications are usually referred to the APC:
 1. if they propose new development in a designated development permit area: Intensive Neighbourhood Residential, Neighbourhood Townhouse, Multi-Unit Residential, Neighbourhood Commercial, Downtown Commercial, West Sidney Mixed Use Village, West Side Industrial, and Harbour Road Marine;
 2. if they involve properties designated as Heritage or Environmentally Sensitive; or
 3. at Council's discretion.

Guide to Applying for a Development Permit (Major)

Applicants are expected to make a brief presentation about their proposal to the Advisory Planning Commission and submit the presentation by 12:00pm on the day before the meeting.

- **Council:** Council meetings are usually held at 6:00 p.m. in Council Chambers at the Town Hall on the second and fourth Monday of each month. They review the recommendations from the various committees. If Council is satisfied that the internal review is complete, they will either approve the permit application or reject it. The authorization to issue the permit may be subject to certain conditions being met (such as the submission of revised drawings). If any revisions are made to the drawings after the initial submission, applicants must submit updated hard copies before the permit can be issued.

4. Permit Completion

- **Issue permit:** Once all conditions are met, staff issues the permit, and a Notice of Permit is registered on the title of the subject property. Upon confirmation by the Land Titles Office that the Notice of Permit has been registered, the applicant is notified and sent a copy of the registered Development Permit. The permit itself remains on file at the Town Hall.
- **Other permits:** The work approved by the Development Permit may still require a Building Permit before the owner can start making the changes approved by the Development Permit. Please check with Development Services staff to see what other permits may be required before starting work.

Contact Us:

Development Services Department

By Email: developmentservices@sidney.ca

By Phone: 250-656-1725

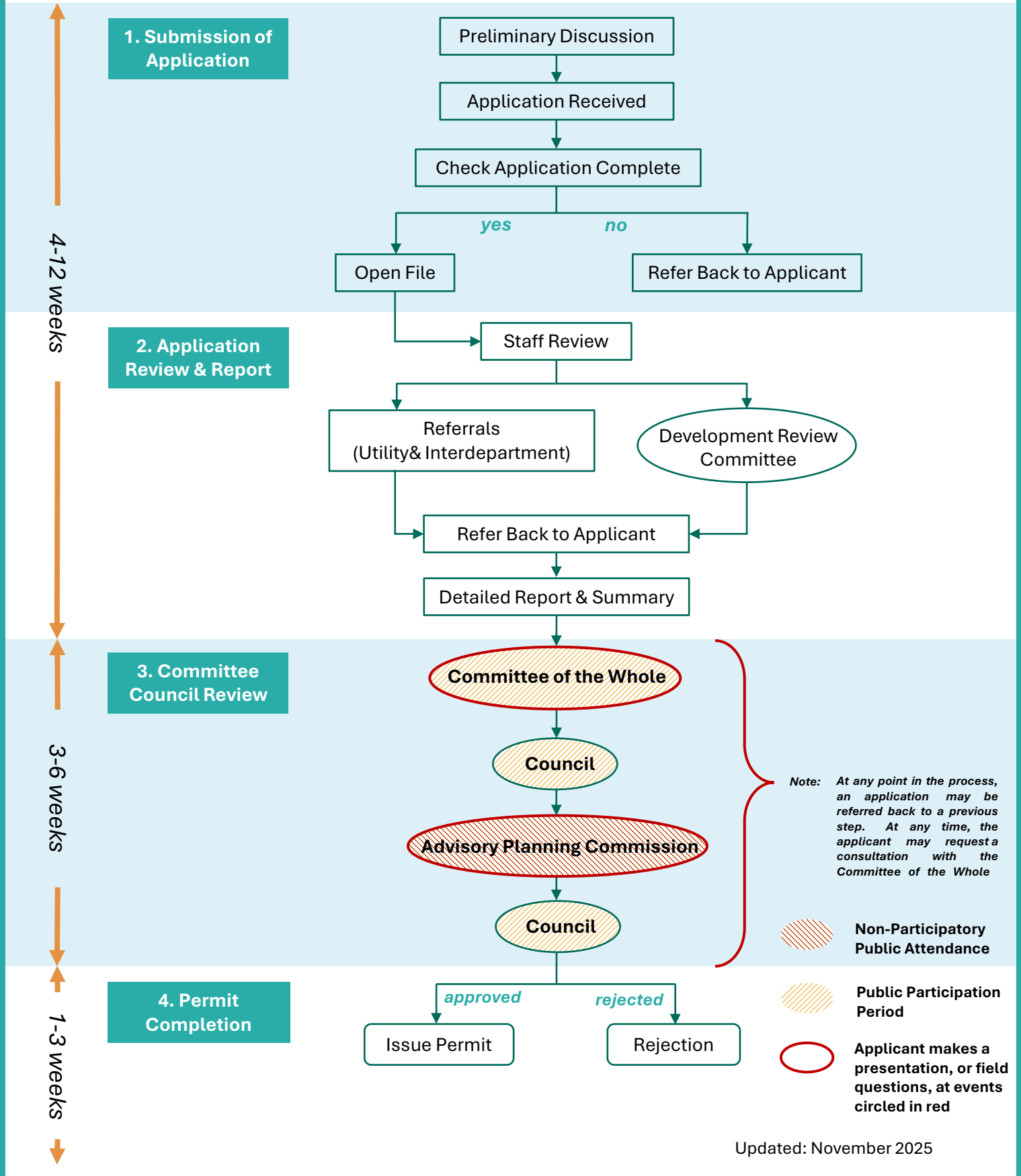
In Person: 2440 Sidney Ave, Sidney BC V8L 1Y7

(Monday to Friday 8:30 am – 4:00 pm excluding statutory holidays)

www.sidney.ca



Development Permit (Major) Application Process





Guide to Applying for a Development Permit (Minor)

What is a Development Permit (Minor)?

The Official Community Plan (OCP) establishes form and character Development Permit Areas within the Town. These include all areas designated in the OCP for Intensive Neighbourhood Residential, Neighbourhood Townhouse, Multi-Unit Residential, Neighbourhood Commercial, Downtown Commercial, West Sidney Mixed Use Village, West Side Industrial, and Harbour Road Marine. These are areas where new construction or alterations to buildings and land are controlled by design guidelines in the OCP. The OCP also designates Environmentally Sensitive Development Permit Areas, where the alteration of land or vegetation is controlled by design guidelines in the OCP.

Each Development Permit Area is subject to specific development guidelines. These guidelines address such things as building design, landscaping, pedestrian walkways, lighting and signage.

Any changes to an existing building or land within a Development Permit Area must conform to the respective development guidelines. Before a building permit can be issued, a Development Permit must be approved and issued by the Director of Development Services.

The Director of Development Services may approve a Minor Development Permit if the work to be undertaken is considered minor in nature (projects in which there is no increase in gross floor area or lot coverage, or no reduction in the number of off-street parking or loading spaces provided and it meets the requirements of the applicable Development Permit Area).

If approved, a notice of the issuance of a permit is registered on the title of the property.

When do I need to apply for a Development Permit (Minor)?

If your property is located within one of the designated form and character or Environmentally Sensitive Development Permit Areas and you are:

- undertaking any kind of additions or alterations to the exterior of an existing building, landscaping, or
- developing within Environmentally Sensitive Areas (ESA) which requires alteration of land

you are required to first obtain a Development Permit (Minor) before applying for a Building Permit or commencing any work.

If you are not sure whether your property is within a Development Permit Area, contact the Development Services Department.

Who can apply?

A property owner can apply for a Development Permit, or they can authorize someone else to make the application on their behalf. Authorization must be received in writing. Where a property is owned by a company or society, the application must be signed by a person with signing authority and must include a copy of the corporate registry naming the individuals with signing authority. Where a property is owned by more than one person, signatures of all owners are required. For strata buildings, approval is also required from the Strata Council.

Guide to Applying for a Development Permit (Minor)

How do I apply?

To apply for a Development Permit (Minor), obtain an application form and checklist from the Town Hall, or the Town of Sidney website (www.sidney.ca) and return them with the application fee and all required information. Before you make a formal application, be sure to discuss your project with a Planning staff member in the Development Services Department. To make an appointment, or for more information, contact the Development Services Department at 250-656-1725 or developmentsservices@sidney.ca.

What additional information is needed to apply for a Development Permit in an ESA?

Additional information may be requested as part of the application where circumstances require. This may include identifying the location of a natural boundary, identifying areas of special concern (e.g. bird nests), determination of the Streamside Protection and Environment Area (SPEA), an arborist report, an archaeological referral, a report by a qualified Professional Engineer, and/or an environmental assessment report by a Qualified Environmental Professional (QEP). Provincial or Federal approval may also be required, depending on the site and proposed work.

How long does it take?

Development Permit (Minor) applications take approximately six to nine weeks to process. However, this time may vary depending on whether the application is complete, the complexity of the proposed changes and the number of other applications under review.

What is the cost?

The cost of a Development Permit (Minor) application is \$150.00. Please note that application fees are non-refundable.

Who makes the decision?

The Director of Development Services may approve and issue a Development Permit (Minor). The Director of Development Services may reject an application, but it is then forwarded to Council for further consideration.

What is the Development Permit (Minor) Process?

The following is a summary of the application procedure for a Development Permit, as shown on the attached flowchart.

1. Submission of Application:

- **Preliminary discussion (recommended):** The applicant meets with Development Services Department planning staff to discuss the proposed project and review applicable planning regulations.

Guide to Applying for a Development Permit (Minor)

- **Application received:** The applicant submits an application, drawings, fees and other required information. Development Services staff reviews the application package to ensure all information has been provided. If there is missing information, staff will contact the applicant and require this information before the application package will be accepted as complete and proceeds for review.

2. Application Review & Report

- **Staff Review:** Planning staff will conduct an initial review of the application.
- **Referrals:** Applications may be referred to other Town of Sidney departments (Building Inspection, Engineering, Fire, Parks, and Public Works). Applications may also be referred to other agencies if relevant, such as the RCMP or Provincial ministries or to third party utility providers (BC Hydro, Telus, etc.). This allows for the input of comments or concerns relating to design, location or other aspects of the proposal.
- **Detailed Report:** Staff checks the proposal for conformance with relevant Town bylaws, such as the Official Community Plan, Zoning, Off-Street Parking and Loading and Screening Bylaw. A report is prepared by staff for the Director of Development Services, summarizing the project, outlining any areas which do not conform to Town bylaws or are of concern, and providing recommendations.

3. Approval/Issuance

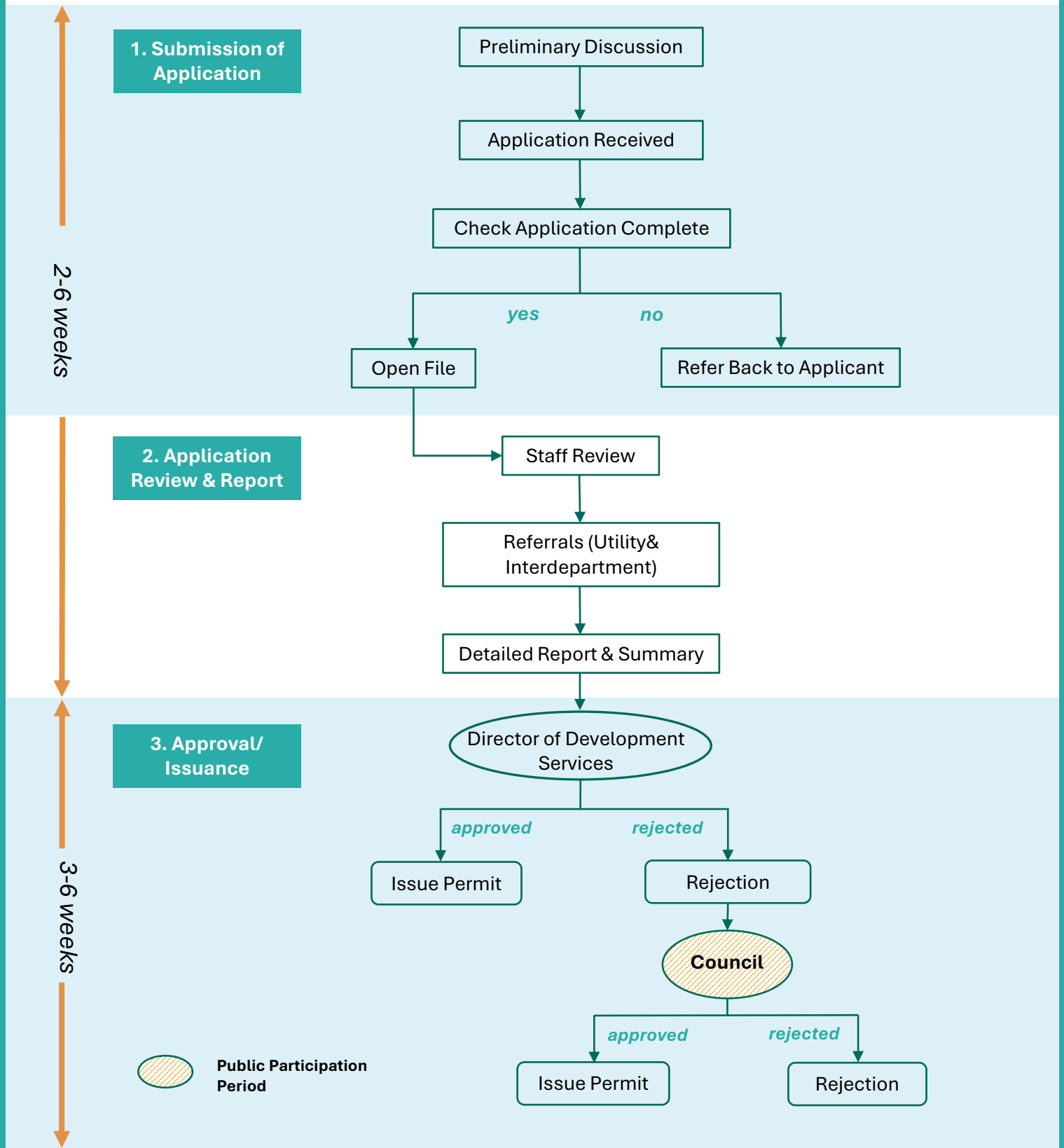
- **Decision:** The Director of Development Services will review the staff report and if satisfied he/she will authorize staff to issue the permit. The authorization to issue the permit may be subject to certain conditions being met (such as the submission of revised drawings). If any revisions are made to the drawings after the initial submission, applicants must submit updated hard copies before the permit can be issued. If the Director of Development Services is not satisfied then he/she may not reject the application, however, it is forwarded to Council for further consideration.
- **Council:** Council usually meets at 6:00 p.m. in Council Chambers on the second and fourth Monday of each month. Council reviews the application and staff report and will either authorize staff to issue the permit or reject the application.
- **Issue permit:** Once all conditions are met, staff issues the permit, and a Notice of Permit is registered on the title of the subject property. Upon confirmation by the Land Titles Office that the Notice of Permit has been registered, the applicant is notified and sent a copy of the registered Development Permit. The permit itself remains on file at the Town Hall.

Contact Us:

Development Services Department
By Email: developmentsservices@sidney.ca
By Phone: 250-656-1725
In Person: 2440 Sidney Ave, Sidney BC V8L 1Y7
(Monday to Friday 8:30 am – 4:00 pm excluding statutory holidays)
www.sidney.ca



Development Permit (Minor) Application Process





Guide to Applying for a Development Variance Permit

What is a Development Variance Permit?

A Development Variance Permit (DVP) is a permit which allows for the relaxation of one or more bylaw requirements. This typically involves the relaxation of requirements related to building setbacks or height but may also apply to lot coverage or parking standards. A DVP cannot be used to vary the use or density of development on land; this includes regulations for minimum lot area.

When do I need to apply for a DVP?

All new developments must conform to applicable planning regulations and Town of Sidney Bylaws. However, you have the option to apply for a DVP to vary requirements of the following Town bylaws, on matters other than the use or density of the land:

- Zoning Bylaw;
- Off-Street Parking and Loading Bylaw;
- Sign Bylaw

Alternatively, you may apply for an amendment to the Zoning Bylaw to change applicable zoning regulations, including those affecting use or density. (See the document “Guide to Zoning Bylaw Amendments”.)

Who can apply?

A property owner can apply for a Development Permit, or they can authorize someone else to make the application on their behalf. Authorization must be received in writing. Where a property is owned by a company or society, the application must be signed by a person with signing authority and must include a copy of the corporate registry naming the individuals with signing authority. Where a property is owned by more than one person, signatures of all owners are required. For strata buildings, approval is also required from the Strata Council.

How do I apply?

To apply for a DVP, obtain an application form and checklist from the Town Hall, or the Town of Sidney website (www.sidney.ca) and return them with the application fee and all required information. Before you make a formal application, be sure to discuss your project with a Planning staff member in the Development Services Department. To make an appointment, or for more information, contact the Development Services Department at 250-656-1725 or developmentservices@sidney.ca.

How long does it take?

DVP applications take approximately 2 to 3 months to process. However, this time may vary depending on whether the application is complete, its complexity and the number of other applications under review.

If the Development Variance Permit also requires a Development Permit, amendments to zoning and/or the OCP, the applications can be run concurrently, thus streamlining the development process.

Guide to Applying for a Development Variance Permit

What is the cost?

The cost of a Development Variance Permit application is \$250. Please note that application fees are non-refundable. Fees are set in Land Use Procedures Bylaw No. 1380.

Who makes the decision?

The decision on whether to approve a DVP is made by Council.

What is the Development Variance Permit Process?

The following is a summary of the application procedure for a DVP, as shown on the attached flowchart.

NOTE: At any time in the following process, Council or Committee of the Whole may table an application, refer it for comment or reject it.

1. Submission of Application

- **Preliminary discussion (recommended):** The applicant meets with Development Services Department planning staff to discuss the proposed project and review applicable planning regulations.
- **Application received:** The applicant submits an application, drawings, fees, letter of rationale and other required information. Development Services staff review the application package to ensure all information has been provided. If there is missing information, staff will contact the applicant and require this information before the application package will be accepted as complete and proceeds for review.

2. Application Review & Report

- **Staff Review:** Planning staff will conduct an initial review of the application.
- **Referrals:** Applications may be referred to Town of Sidney departments (Building Inspection, Engineering, Fire and Parks) Applications may also be referred to other agencies if relevant, such as the RCMP or Provincial ministries or to third party utility providers (BC Hydro, Telus, etc.). This allows for the input of comments or concerns relating to the design, location or other aspects of the proposal.
- **Development Review Committee (DRC):** The DRC is a committee made up of representatives of each Town of Sidney department. They review major planning applications and comment on matters relevant to their departments. Planning staff gather comments and provide a summary to the applicant.
- **Detailed Report:** Staff checks the proposal for conformance with relevant Town bylaws, such as the Official Community Plan, Zoning, Off-Street Parking and Loading and Screening Bylaw.

A report is prepared by staff for the Committee of the Whole, summarizing the project, outlining any areas which do not conform to Town bylaws or are of concern, and providing recommendations. Once the Committee of the Whole agenda is finalized (usually the Thursday before a meeting), a copy of the report is sent to or made available for pick up by the applicant.

Guide to Applying for a Development Variance Permit

3. Committee & Council Review

- **Committee of the Whole:** The Committee of the Whole is a sub-committee of Council, which usually meets at 6:00 p.m. in Council Chambers at Town Hall on the first and third Monday of each month. The Committee of the Whole reviews the staff report and plans provided by the applicant. The applicant is expected to make a presentation to the Committee on their proposal at the meeting and submit any presentation materials (e.g. PowerPoint/PDF presentation, drawings, etc.) by 12:00pm on Tuesday prior to the meeting. The Committee of the Whole may refer the application to the Advisory Planning Commission for comment, or directly to Council with a recommendation. Committee of the Whole's recommendation is received by the Mayor and Council at a Regular Council meeting, where Council considers it and makes a resolution(s) on the matter.
- **Advisory Planning Commission (APC):** The APC usually meets on the first and third Tuesday of each month at 2:00 pm and provides recommendations to Council on matters relating to planning and land use. Applications are sometimes referred to the APC:
 1. if they involve variances in a designated development permit area: Intensive Neighbourhood Residential, Neighbourhood Townhouse, Multi-Unit Residential, Neighbourhood Commercial, Downtown Commercial, West Sidney Mixed Use Village, West Side Industrial, and Harbour Road Marine;
 2. if they involve properties designated as Heritage or Environmentally Sensitive; or
 3. at Council's discretion.

Applicants are expected to make a brief presentation about their proposal to the Advisory Planning Commission and submit the presentation by 12:00pm on the day before the meeting.

- **Council:** Council usually meets at 6:00 p.m. in Council Chambers on the second and fourth Monday of each month. They review the recommendations from the various committees. If Council is satisfied that the internal review is complete, they will either make a resolution to move forward with the radius notification process, make amendments to the requested variance(s), or reject the application.

4. Permit Process

- **Radius Mail-out notice:** Development Services staff prepare a notice describing the proposed variance. This notice is mailed to residents and property owners within a 75 metre (246 foot) radius of the subject property. Those people with concerns or comments are given approximately ten days to respond in writing to Council. The notice gives the time and date of the Council meeting when Council will consider approving the requested variance(s).
- **Council:** Council will consider all public input on the proposed variance and either,
 - Approve the application; or
 - reject the application.
- **Permit Completion:** Staff issues the permit, and a Notice of Permit is registered on the title of the property. Upon confirmation by the Land Title office that the Notice of Permit has been registered, the applicant is notified and sent a copy of the Notice of Registration. The permit itself remains on file at the Town Hall.

Guide to Applying for a Development Variance Permit

Contact Us:

Development Services Department

By Email: developmentsservices@sidney.ca

By Phone: 250-656-1725

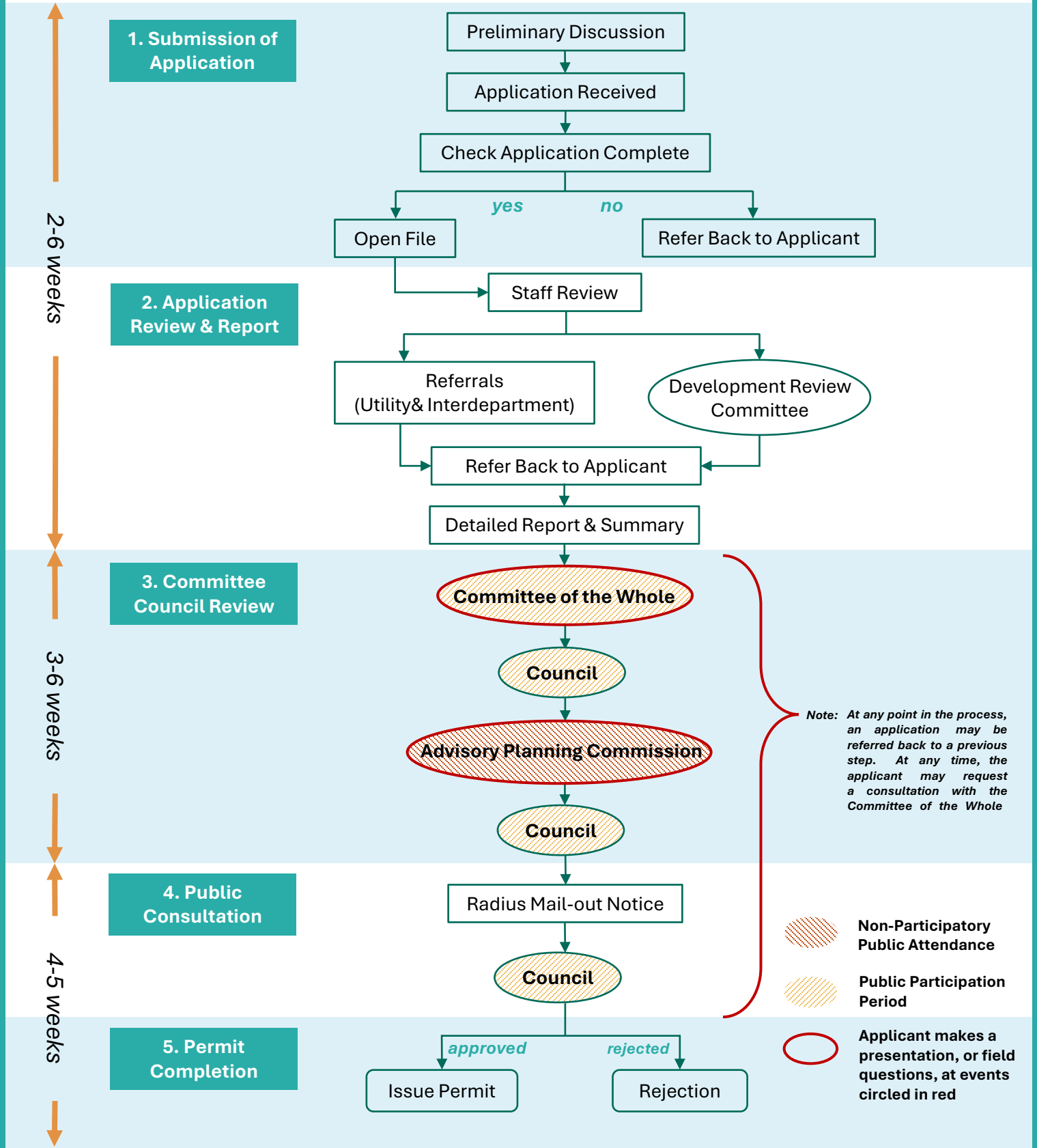
In Person: 2440 Sidney Ave, Sidney BC V8L 1Y7

(Monday to Friday 8:30 am – 4:00 pm excluding statutory holidays)

www.sidney.ca



Development Variance Permit Application Process





Guide to Applying for a Temporary Use Permit

What is a Temporary Use Permit?

The Town of Sidney Official Community Plan (OCP) designates areas where temporary uses may be allowed, provided that a Temporary Use Permit has been issued. Temporary Use Permits are generally issued for special events or as a trial of a new use on a property and are valid only for a specific period of time. This allows for temporary uses that do not conform to Zoning Bylaw regulations, without the need for a zoning amendment. Temporary tourist accommodation for a special sports event is an example of a use which might require a Temporary Use Permit.

When do I need to apply for a Temporary Permit?

You may apply for a Temporary Use Permit if you are proposing a temporary use (1) on a property within any land designation in the OCP except for Marine, and (2) which conforms to any conditions listed in the OCP.

Who can apply?

A property owner can apply for a Temporary Use Permit, or they can authorize someone else to make the application on their behalf. Authorization must be received in writing. Where a property is owned by a company or society, the application must be signed by a person with signing authority and must include a copy of the corporate registry naming the individuals with signing authority. Where a property is owned by more than one person, signatures of all owners are required. For strata buildings, approval is also required from the Strata Council.

How do I apply?

To apply for a Temporary Use Permit, obtain an application form and checklist from the Town Hall, or the Town of Sidney website (www.sidney.ca) and return them with the application fee and all required information. Before you make a formal application, be sure to discuss your project with a Planning staff in the Development Services Department. To make an appointment, or for more information, contact the Development Services Department at 250-656-1725 or developmentsservices@sidney.ca.

How long does it take?

Temporary Use Permit applications take approximately two to four months to process. However, this time may vary depending on whether the application is complete, its complexity and the number of other applications under review.

What is the cost?

The cost of a Temporary Use Permit application is \$1700.00.

Who makes the decision?

The decision of whether to approve an application for a Temporary Use Permit is made by Council.

Guide to Applying for a Temporary Use Permit

What is the Temporary Use Permit process?

The following is a summary of the application procedure for a Temporary Use Permit, as shown on the attached flowchart.

NOTE: At any time in the following process, Council or Committee of the Whole may table an application, refer it for comment or reject it.

1. Submission of Application

- **Preliminary discussion (recommended):** The applicant meets with Development Services Department planning staff to discuss the proposed project and review applicable planning regulations.
- **Application received:** The applicant submits an application, drawings, fees and other required information. Development Services staff review the application package to ensure all information has been provided. If there is missing information, staff will contact the applicant and require this information before the application package will be accepted as complete and proceeds for review.

2. Application Review & Report

- **Staff Review:** Planning Staff prepares a brief summary of the application for referral.
- **Referrals:** Applications may be referred to other Town of Sidney departments (Building Inspection, Engineering, Fire, Parks, and Public Works). Applications may also be referred to other agencies if relevant, such as the RCMP or Provincial ministries or to third party utility providers (BC Hydro, Telus, etc.). This allows for the input of comments or concerns relating to design, location or other aspects of the proposal.
- **Development Review Committee (DRC):** The DRC is a committee made up of representatives of each Town of Sidney department. They review major planning applications and comment on matters relevant to their departments. Planning staff gather comments and provide a summary to the applicant.
- **Detailed Report:** Staff checks the proposal for conformance with relevant Town bylaws, such as the Official Community Plan, Zoning, Off-Street Parking and Loading and Screening Bylaw.

A report is prepared by staff for the Committee of the Whole, summarizing the project, outlining any areas which do not conform to Town bylaws or are of concern, and providing recommendations. Once the Committee of the Whole agenda is finalized (usually the Thursday before a meeting), a link to the meeting agenda package which includes the staff report is sent to the applicant.

3. Committee & Council Review

- **Committee of the Whole:** The Committee of the Whole is a sub-committee of Council, which usually meets at 6:00 p.m. in Council Chambers at Town Hall on the first and third Monday of each month. The Committee of the Whole reviews the staff report and plans provided by the applicant. The applicant is expected to make a presentation to the Committee on their proposal at the meeting and submit any presentation materials (e.g.

Guide to Applying for a Temporary Use Permit

PowerPoint/PDF presentation, drawings, etc.) by 12:00pm on Tuesday prior to the meeting. The Committee of the Whole may refer the application to the Advisory Planning Commission for comment, or directly to Council with a recommendation. Committee of the Whole's recommendation is received by the Mayor and Council at a Regular Council meeting, where Council considers it and makes a resolution(s) on the matter.

- **Advisory Planning Commission (APC):** The APC usually meets on the first and third Tuesday of each month at 2:00 pm and provides recommendations to Council on matters relating to planning and land use. Applications are usually referred to the APC:
 1. if they involve property in a designated development permit area: Intensive Neighbourhood Residential, Neighbourhood Townhouse, Multi-Unit Residential, Neighbourhood Commercial, Downtown Commercial, West Sidney Mixed Use Village, West Side Industrial, and Harbour Road Marine;
 2. if they involve properties designated as Heritage or Environmentally Sensitive; or
 3. at Council's discretion.

Applicants are expected to make a brief presentation about their proposal to the Advisory Planning Commission and submit the presentation by 12:00 pm on the day before the meeting.

- **Council:** Council usually meets at 6:00 p.m. in Council Chambers on the second and fourth Monday of each month. They review the recommendations from the various committees. If Council is satisfied that the internal review is complete, they will initiate a public review of the application by authorizing staff to draft and advertise the proposed permit. This may be done subject to certain conditions being met (such as the submission of revised drawings). If any revisions are made to the drawings after the initial submission, applicants must submit updated hard copies before the permit can be issued. Further, Council may:
 1. instructed staff to include certain conditions of use in the permit; or
 2. require, prior to the issuance of the permit, that the applicant,
 - a) undertake certain actions; or
 - b) provide bonding to guarantee conformance to the permit.

4. Public Consultation

- **Radius Mail-out Notice & Advertise in Newspaper:** Development Services staff prepare a notice with information about the proposed Temporary Use Permit. Notification of the proposed permit is (1) advertised in two consecutive editions of a local newspaper, and (2) mailed to property owners, tenants, and businesses within a 75 metre (246 foot) radius of the subject property.
- **Council Approval/Rejection:** Council receives both verbal and written presentations from any interested persons. The applicant is expected to be prepared to answer questions on the proposal. Council considers all public input on the proposed permit and either,
 - Approves the Temporary Use Permit; or
 - rejects the application.

5. Permit Completion

- **Issue Permit:** Staff issues the permit, and a Notice of Permit is registered on the title of the property. Upon confirmation by the Land Titles Office that the Notice of Permit has been

Guide to Applying for a Temporary Use Permit

registered, the applicant is notified and sent a copy of the Notice of Registration. The permit itself remains on file at the Town Hall.

Contact Us:

Development Services Department

By Email: developmentsservices@sidney.ca

By Phone: 250-656-1725

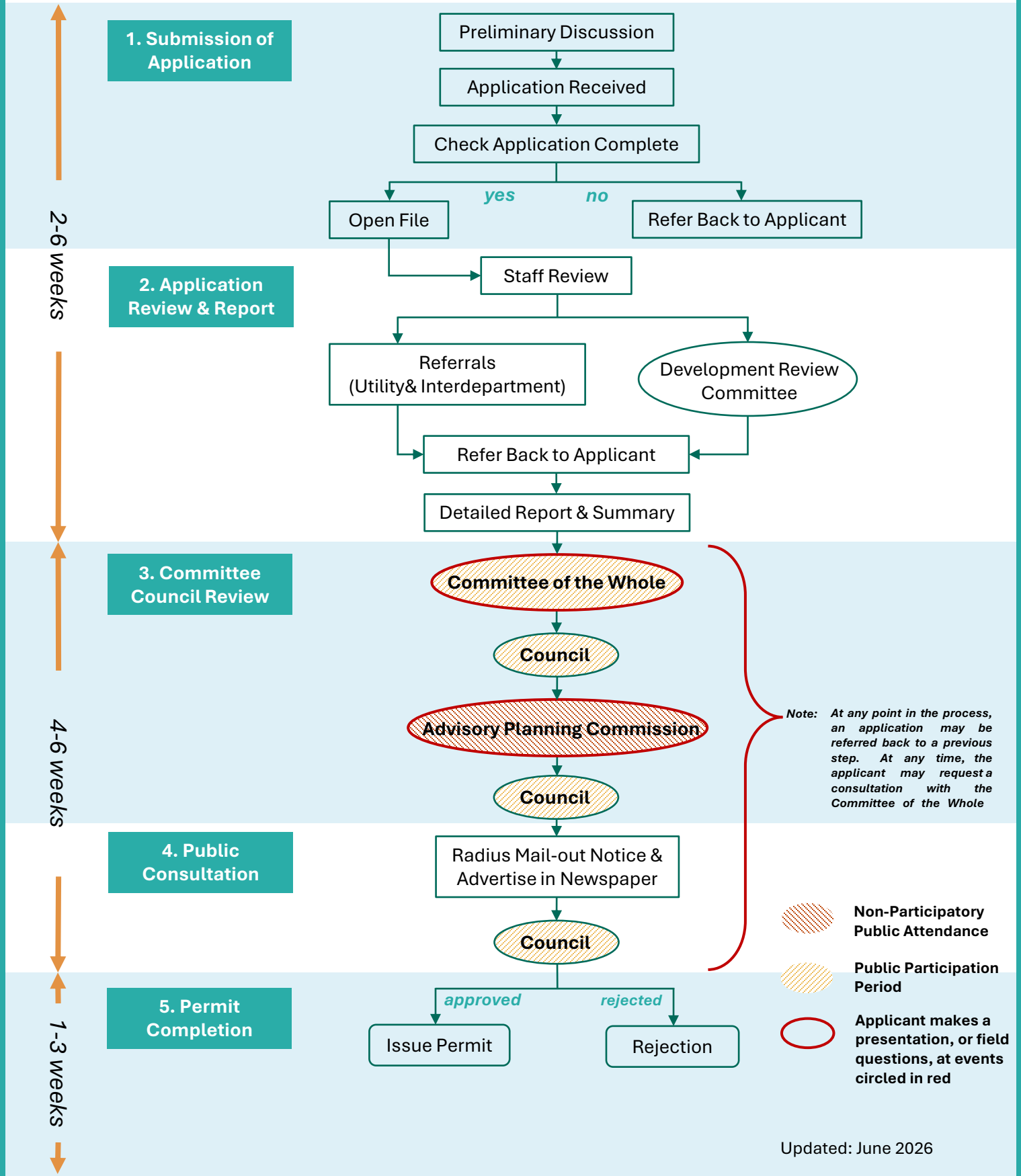
In Person: 2440 Sidney Ave, Sidney BC V8L 1Y7

(Monday to Friday 8:30 am – 4:00 pm excluding statutory holidays)

www.sidney.ca



Temporary Use Permit Application Process





TOWN OF SIDNEY

REPORT TO COUNCIL

TO: Mayor and Council

FROM: Kathy Chen, Manager of Finance
Andrew Hicik, Director of Finance

DATE: Regular Council - 22 Jun 2026 **FILE NO.:** 1880-20

SUBJECT: **2025 Statement of Financial Information**

PURPOSE:

The purpose of this report is to obtain Council's approval of the Statement of Financial Information for the Town of Sidney for the year ended December 31, 2025.

DISCUSSION:

In accordance with the Financial Information Act ("the Act"), the Town is required to submit an annual Statement of Financial Information (SOFI) to the Ministry responsible for local government by June 30th. The Act outlines the information that is required to be reported in the SOFI and how the information is to be made available to the public. The SOFI must be approved by Council and the officer assigned responsibility for financial administration under the Community Charter.

The SOFI contains financial statements and schedules that have been titled using the language of the Act, and references the Financial Information Regulation (FIR) section of the Act, under which the information is prepared.

The following information has been included in the Town's SOFI submission:

1. Approval of Financial Information
 - I. Statement of Approval by Council and the Financial Administrator.
 - II. Management report signed by the Financial Administrator.
2. Statement of Financial Information
 - I. The Town's audited Financial Statements – Although the Act only requires certain segments, we include the entire set of statements for convenience.
 - II. Schedule of Debt – This has been included to meet provisions of the Act, which requires more detailed information than is included in the audited Financial Statements.
3. Schedule of Guarantee and Indemnity Agreements – A guarantee would be a promise by the Town to discharge a debtor's liability if the debtor failed to do so. An indemnity would be for the Town to make good on a loss which one person has suffered in consequence of the act or default of another. The Town did not

have any qualifying guarantees or indemnities as at Dec. 31, 2025, and will be filing a “nil” schedule.

4. Schedule of Remuneration and Expenses (page 39 of the SOFI Report)

- I. Remuneration and expenses paid to, or on behalf of, all employees earning in excess of \$75,000 per annum, and a consolidated total for all other employees earning \$75,000 or less. Remuneration includes any form of salary, wages and taxable benefits paid by the Town. Expenses include the cost of professional membership, continuing education/training, attendance at conferences, and other costs incurred while conducting Town business. These expenses are directly related to, and necessary for, the employees in executing their employment duties. Virtually all of the expenses represent payments made *on behalf of* employees, and only a small portion is typically paid as reimbursements *directly to* the employees.
 - II. Remuneration and benefits paid to Council members for discharge of their duties of office, and expenses incurred while representing the Town as a member of Council. This has been prepared in accordance with Section 168 of the Community Charter. Similar to employees, most of the listed expenses are paid to third parties, on behalf of Council members, for attendance at various events or conferences.
5. Statement of Severance Agreements – This would include a listing of compensation representing severance agreements with the Town’s non-unionized employees, showing the number of agreements and the number of months “compensation” represented by these agreements. The Town did not enter into any severance agreements during 2025 fiscal year.
6. Schedule of Payments Made for the Provision of Goods or Services (page 42 of the SOFI Report) – This includes:
- A list of suppliers of goods or services that received payments in excess of \$25,000 (including GST) in 2025, and a consolidated total for all other suppliers paid \$25,000 or less.
 - A listing of payments for the purposes of grants and contributions.

A copy of the full 2025 SOFI report is attached to this staff report.

COMMUNICATION & PUBLIC ENGAGEMENT:

The SOFI report must be made available to any individual who makes a request to examine it; a hard copy for examination is available in the Finance department and an electronic copy is available on the Town’s website. Copies of the report must be kept for three years following the fiscal year reported.

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION:

That Council approves the Statement of Financial Information for the Town of Sidney for the year ended December 31, 2025.

| | |
|---------------|--|
| Submitted By: | Kathy Chen, Manager of Finance |
| Concurrence: | Andrew Hicik, Director of Finance |
| Concurrence: | Liam Edwards, Chief Administrative Officer |
| Concurrence: | |

ATTACHMENTS:

[2025 SOFI Report](#)

STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2025



TOWN OF SIDNEY

BRITISH COLUMBIA

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STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2025

STATEMENT OF APPROVAL

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approve all the statements and schedules included in this Statement of Financial Information for the year ended December 31, 2025, produced under the *Financial Information Act*.

Andrew Hicik
Chief Financial Officer

June 22, 2026

Cliff McNeil-Smith
Mayor, On behalf of Council

June 22, 2026

STATEMENT OF FINANCIAL INFORMATION YEAR ENDED DECEMBER 31, 2025

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the Financial Information Act have been prepared by management in compliance with legislation, and in accordance with public sector accounting standards for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. The integrity and objectivity of these statements are management's responsibility. Management is also responsible for the additional statements and schedules presented in this document, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced. The Town's Chief Financial Officer is responsible for assessing the management systems and practices of the Town.

The Council is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control.

The Town's independent external auditor, KPMG LLP, conducts an examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination includes a review and evaluation of the Town's system of internal control, and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. Their examination does not relate to the other schedules and statements required by the Financial Information Act. The external auditor has full and free access to Council, and presents the Audit Findings Report on an annual basis.

On behalf of the Town of Sidney,

Andrew Hicik
Chief Financial Officer

June 22, 2026

STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2025

FINANCIAL STATEMENTS



TOWN OF SIDNEY

BRITISH COLUMBIA

TOWN OF SIDNEY



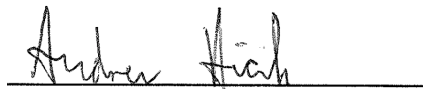
FINANCIAL REPORTING RESPONSIBILITY

The accompanying financial statements of the Town of Sidney (the “Town”) are the responsibility of management and have been prepared in compliance with legislation, and in accordance with public sector accounting standards for local governments, as established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies is included in note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management’s judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Town’s management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

The Municipal Council meets with management and the external auditors to review the financial statements and discuss any significant reporting or internal control matters prior to their acceptance of the financial statements.

The financial statements have been audited by KPMG LLP, independent external auditors appointed by the Town. The accompanying Independent Auditor’s Report outlines their responsibilities, the scope of their examination, and their opinion on the Town’s financial statements.



Director of Finance



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

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Councillors of the Town of Sidney

Opinion

We have audited the financial statements of the Town of Sidney (the "Town"), which comprise:

- the statement of financial position as at December 31, 2025
- the statement of operations and accumulated operating surplus for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of remeasurement gains and losses for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2025, and its results of operations, its remeasurement gains and losses, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty

exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.

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

Handwritten signature of KPMG LLP in black ink, with a horizontal line underneath.

Chartered Professional Accountants

Victoria, Canada
May 11, 2026

TOWN OF SIDNEY

Statement of Financial Position December 31, 2025, with comparative figures for 2024

| | 2025 | 2024 |
|--|-----------------------|-----------------------|
| Financial assets: | | |
| Cash and cash equivalents (note 2) | \$ 14,680,803 | \$ 14,071,752 |
| Investments | 9,204,297 | 9,000,000 |
| Property taxes receivable | 557,201 | 412,937 |
| Accounts receivable | 2,933,340 | 2,761,494 |
| MFA Debt Reserve Fund cash (note 5c) | 159,865 | 155,216 |
| | <u>27,535,506</u> | <u>26,401,399</u> |
| Liabilities: | | |
| Accounts payable and accrued liabilities | 4,374,320 | 3,454,335 |
| Deferred revenue and deposits (note 3) | 5,883,884 | 5,166,739 |
| Employee future benefit liability (note 4) | 1,135,500 | 1,131,800 |
| Debt (note 5) | 10,100,236 | 10,555,138 |
| Asset retirement obligations (note 6) | 757,700 | 739,300 |
| | <u>22,251,640</u> | <u>21,047,312</u> |
| Net financial assets | 5,283,866 | 5,354,087 |
| Non-financial assets: | | |
| Tangible capital assets (note 7) | 121,476,096 | 119,186,841 |
| Inventory of supplies | 465,217 | 378,342 |
| Prepaid expenses | 499,078 | 462,581 |
| | <u>122,440,391</u> | <u>120,027,764</u> |
| Accumulated operating surplus (note 8) | 127,673,436 | 125,193,836 |
| Accumulated remeasurement gain | 50,821 | 188,015 |
| Accumulated surplus | <u>\$ 127,724,257</u> | <u>\$ 125,381,851</u> |

Contractual rights (note 14)
Commitments and contingent liabilities (note 15)

The accompanying notes are an integral part of these financial statements.



Director of Finance

TOWN OF SIDNEY

Statement of Operations and Accumulated Operating Surplus Year ended December 31, 2025, with comparative figures for 2024

| | <i>Budget</i> 2025 | Actual 2025 | Actual 2024 |
|---|-----------------------|-----------------------|-----------------------|
| | <i>(note 12)</i> | | |
| Revenue: | | | |
| Net taxes available for municipal purposes (note 9) | \$ 18,843,746 | \$ 18,822,262 | \$ 17,188,397 |
| Fees, rates and service charges | 8,381,853 | 8,277,508 | 7,636,683 |
| Government transfers (note 10) | 3,250,987 | 2,828,768 | 3,869,608 |
| Investment earnings | 750,000 | 913,474 | 1,248,663 |
| Gifts and contributions | 132,500 | 806,353 | 1,588,570 |
| Penalties and interest | 129,500 | 160,121 | 153,827 |
| Actuarial adjustment on debt | - | 81,851 | 67,434 |
| Other | 9,500 | 48,290 | 3,840 |
| Total revenue | 31,498,086 | 31,938,627 | 31,757,022 |
| Expenses: | | | |
| General government | 3,610,923 | 3,449,984 | 3,499,661 |
| Protective services | 8,876,673 | 8,779,254 | 7,363,649 |
| Transportation | 5,269,301 | 4,884,037 | 5,133,712 |
| Environmental health services | 1,501,004 | 1,289,084 | 1,278,898 |
| Environmental development | 733,095 | 565,652 | 579,080 |
| Leisure, parks and cultural | 4,090,041 | 4,050,718 | 3,871,539 |
| Water utility | 2,748,025 | 2,629,181 | 2,494,048 |
| Sewer utility | 2,883,109 | 2,688,590 | 2,691,771 |
| Other (note 11) | 1,213,040 | 1,122,527 | 1,178,033 |
| Total expenses | 30,925,211 | 29,459,027 | 28,090,391 |
| Annual operating surplus | 572,875 | 2,479,600 | 3,666,631 |
| Accumulated operating surplus, beginning of year | 125,193,836 | 125,193,836 | 121,527,205 |
| Accumulated operating surplus, end of year | \$ 125,766,711 | \$ 127,673,436 | \$ 125,193,836 |

The accompanying notes are an integral part of these financial statements.

TOWN OF SIDNEY

Statement of Changes in Net Financial Assets Year ended December 31, 2025, with comparative figures for 2024

| | Budget 2025 | Actual 2025 | Actual 2024 |
|---|-----------------------|---------------------|---------------------|
| | <i>(note 12)</i> | | |
| Annual surplus | \$ 572,875 | \$ 2,479,600 | \$ 3,666,631 |
| Acquisition of tangible capital assets | (11,118,520) | (5,993,687) | (11,466,772) |
| Amortization of tangible capital assets | 3,500,000 | 3,690,283 | 3,467,218 |
| Gain on disposal of tangible capital assets | - | (39,091) | (886) |
| Proceeds on disposal of tangible capital assets | - | 53,240 | 18,404 |
| | <u>(7,045,645)</u> | <u>190,345</u> | <u>(4,315,405)</u> |
| Acquisition of inventory of supplies | - | (465,217) | (378,342) |
| Acquisition of prepaid expense | - | (499,078) | (462,581) |
| Consumption of inventory of supplies | - | 378,342 | 320,899 |
| Use of prepaid expenses | - | 462,581 | 400,001 |
| | <u>(7,045,645)</u> | <u>66,973</u> | <u>(4,435,428)</u> |
| Change in net financial assets | <u>(7,045,645)</u> | <u>66,973</u> | <u>(4,435,428)</u> |
| Net financial assets, beginning of year | 5,354,087 | 5,354,087 | 9,566,512 |
| Change in accumulated remeasurement gain (loss) | - | (137,194) | 223,003 |
| (Net debt) / Net financial assets, end of year | <u>\$ (1,691,558)</u> | <u>\$ 5,283,866</u> | <u>\$ 5,354,087</u> |

The accompanying notes are an integral part of these financial statements.

TOWN OF SIDNEY

Statement of Remeasurement Gains and Losses Year ended December 31, 2025, with comparative figures for 2024

| | 2025 | 2024 |
|--|------------------|-------------------|
| Accumulated remeasurement gain (loss), beginning of year | \$ 188,015 | \$ (34,988) |
| Unrealized gain (loss) attributable to: | | |
| Foreign exchange | (137,194) | 223,003 |
| Net change in remeasurement gain (loss) for the year | (137,194) | 223,003 |
| Accumulated remeasurement gain, end of year | \$ 50,821 | \$ 188,015 |

The accompanying notes are an integral part of these financial statements.

TOWN OF SIDNEY

Statement of Cash Flows

Year ended December 31, 2025, with comparative figures for 2024

| | 2025 | 2024 |
|--|----------------------|----------------------|
| Cash provided by (used in): | | |
| Operating activities: | | |
| Annual surplus | \$ 2,479,600 | \$ 3,666,631 |
| Items not involving cash: | | |
| Amortization | 3,690,283 | 3,467,218 |
| Gain on disposal of tangible capital assets | (39,091) | (886) |
| Developer contribution of tangible capital assets | (495,320) | (898,435) |
| Change in employee future benefit liability | 3,700 | (1,700) |
| Actuarial adjustment on debt | (81,851) | (67,434) |
| Asset retirement expense on inactive assets | 500 | 4,800 |
| Unrealized remeasurement gain (loss) on foreign exchange | (137,194) | 223,003 |
| Changes in non-cash assets and liabilities: | | |
| Property taxes receivable | (144,264) | (7,210) |
| Accounts receivable | (171,846) | 3,708,410 |
| Accounts payable and accrued liabilities | 919,985 | (623,617) |
| Deferred revenue | 717,145 | (979,743) |
| Inventory of supplies | (86,875) | (57,443) |
| Prepaid expenses | (36,497) | (62,580) |
| Net change in cash from operating activities | 6,618,275 | 8,371,014 |
| Capital activities: | | |
| Proceeds on disposal of tangible capital assets | 21,440 | 18,404 |
| Cash used to acquire tangible capital assets | (5,448,667) | (10,534,437) |
| Net change in cash from capital activities | (5,427,227) | (10,516,033) |
| Investment activities: | | |
| Investments | (204,297) | 3,020,282 |
| Net change in cash from investing activities | (204,297) | 3,020,282 |
| Financing activities | | |
| Municipal Finance Authority debt reserve adjustment | (4,649) | (17,921) |
| Debt issued and assumed | - | 1,300,000 |
| Long-term debt repaid | (373,051) | (327,079) |
| Net change in cash from financing activities | (377,700) | 955,000 |
| Net change in cash and cash equivalents | 609,051 | 1,830,263 |
| Cash and cash equivalents, beginning of year | 14,071,752 | 12,241,489 |
| Cash and cash equivalents, end of year | \$ 14,680,803 | \$ 14,071,752 |
| Cash paid for interest | \$ 340,788 | \$ 278,809 |
| Cash received from interest | 936,661 | 1,273,635 |

The accompanying notes are an integral part of these financial statements.

TOWN OF SIDNEY

Notes to Financial Statements Year ended December 31, 2025

The Town of Sidney (the "Town") is a municipality in the Province of British Columbia and operates under the provisions of the Local Government Act and Community Charter. Its principal activities are the provision of local government services to residents of the Town. These include administrative, protective, transportation, environmental, recreational, water, sewer and fiscal services.

1. Significant accounting policies:

The financial statements of the Town are prepared by management in accordance with Canadian public sector accounting standards for local governments, as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the Town are as follows:

(a) Reporting entity:

The financial statements include a combination of the assets, liabilities, accumulated surplus, revenues and expenses of all of the Town's activities and funds. Inter-departmental balances and organizational transactions have been eliminated.

(b) Basis of accounting:

The Town follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

(c) Government transfers:

Government transfers are recognized in the financial statements as revenue in the period the transfers are authorized and any eligibility criteria have been met, except when, and to the extent that, the transfer gives rise to an obligation that meets the definition of a liability for the recipient government. Transfers received which meet the definition of a liability are included in deferred revenue.

(d) Property tax revenue:

Property tax revenue is recognized on an accrual basis using property assessment values established by BC Assessment for the current year and the tax rates established annually by Council. Tax revenues are recorded at the date property taxes are due. Assessments are subject to appeal and tax adjustments are recorded when the results of the appeals are known, and if required. An allowance for unresolved assessment appeals is also recorded.

(e) Deferred revenue:

Deferred revenue includes grants, contributions and other amounts received from third parties pursuant to legislation, regulation or agreement, which may only be used in certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenues arising from exchange transactions are recognized when the related performance obligation(s) are satisfied.

TOWN OF SIDNEY

Notes to Financial Statements Year ended December 31, 2025

1. Significant accounting policies (continued):

(f) Investment income:

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue is added to the deferred revenue balance.

(g) Financial instruments:

The Town's financial instruments consist of cash, investments, accounts receivable, accounts payable and accrued liabilities, deposits, and debt. The carrying amount of these financial instruments approximates the fair value because they are short-term in nature or because they bear interest at market rates.

Financial instruments are recorded at fair value on initial recognition. Derivative instruments and equity instruments that are quoted in an active market are reported at fair value. All other financial instruments are subsequently recorded at cost or amortized cost unless management has elected to carry the instruments at fair value. The Town does not hold any instruments that require fair value reporting and has not elected to record any other financial instruments at fair value.

Financial instruments recorded at cost are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method or effective interest rate method. All financial assets are assessed for impairment on an annual basis.

(h) Employee future benefits:

The Town and its employees make contributions to the Municipal Pension Plan. The Town contributions are expensed as incurred.

Leave benefits such as banked sick, discretionary, or vacation time, along with retirement allowance benefits, are also available to the Town's employees. The costs of these benefits are actuarially determined based on service, best estimates of retirement ages, and expected future salary and benefit increases. The obligation under this benefit plan is accrued based on projected benefits as the employees render services necessary to earn the future benefits.

(i) Asset retirement obligation:

An asset retirement obligation (ARO) is a legal obligation associated with the retirement of a tangible capital asset and is recognized when, as at the financial reporting date, all of the following criteria are met:

- (i) There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- (ii) The past transaction or event giving rise to the liability has occurred;
- (iii) It is expected that future economic benefit will be given up; and
- (iv) A reasonable estimate of the amount can be made.

The recognition of an ARO liability increases the carrying value of the underlying asset, and is amortized over the asset's remaining useful life in accordance with the accounting policy outlined in note 1(j). Where the underlying asset is no longer in productive use, the obligation is recorded as an expense on the Statement of Operations and Accumulated Operating Surplus.

TOWN OF SIDNEY

Notes to Financial Statements
 Year ended December 31, 2025

1. Significant accounting policies (continued):

(i) Asset retirement obligation (continued):

AROs are initially measured at the best estimate of the amount required to retire a tangible capital asset at the financial statement date. In subsequent periods, the assumptions used in determining the ARO will be reviewed annually, and the value of the liability revised, when appropriate.

(j) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities, and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The costs, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

| Assets | Useful Life - Years |
|-------------------------------------|---------------------|
| Land improvements | 10 - 75 |
| Buildings and building improvements | 15 - 100 |
| Vehicles, machinery and equipment | 3 - 50 |
| Water and wastewater infrastructure | 12 - 75 |
| Road infrastructure | 25 - 100 |

Amortization is charged annually. Assets under construction are not amortized until the asset is available for productive use. Tangible capital assets are written down when conditions indicate that they no longer contribute to the Town's ability to provide services, or when the value of future economic benefits associated with the asset is less than the book value.

(ii) Contribution of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, with the value of the contribution recorded as revenue.

(iii) Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

(iv) Interest capitalization

The Town does not capitalize interest costs associated with the acquisition or construction of tangible capital assets.

TOWN OF SIDNEY

Notes to Financial Statements Year ended December 31, 2025

1. Significant accounting policies (continued):

(k) Contaminated sites:

A liability for contaminated sites is recognized when a site is not in productive use and the following criteria are met:

- (i) An environmental standard exists;
- (ii) Contamination exceeds the environmental standard;
- (iii) The Town is directly responsible or accepts responsibility;
- (iv) It is expected that future economic benefits will be given up; and
- (v) A reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site. Management has not identified any Town sites that meet the criteria of a contaminated site.

(l) Foreign currency:

Foreign currency transactions are translated into Canadian dollars at the exchange rate prevailing on the transaction date. Monetary assets and liabilities denominated in foreign currencies are translated into Canadian dollars at the exchange rate prevailing at the financial statement date. Unrealized foreign exchange gains or losses, resulting from a change in the exchange rate that arises prior to settlement, are recognized in the Statement of Remeasurement Gains and Losses. In the period of settlement, realized gains or losses are recognized on the Statement of Operations and Accumulated Operating Surplus, and the related unrealized balances are reversed from the Statement of Remeasurement Gains and Losses.

(m) Measurement uncertainty:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Estimates include assumptions used in estimating historical cost and useful lives of tangible capital assets, estimating provisions for accrued liabilities, including employee future benefits, contaminated sites, contingent liabilities and asset retirement obligations. Actual results could differ from these estimates.

2. Cash and cash equivalents:

| | 2025 | 2024 |
|---|---------------|---------------|
| Cash | \$ 12,657,300 | \$ 14,071,752 |
| Municipal Finance Authority money market fund | 2,023,503 | - |
| | \$ 14,680,803 | \$ 14,071,752 |

TOWN OF SIDNEY

Notes to Financial Statements Year ended December 31, 2025

3. Deferred revenue and deposits:

The deferred revenues and deposits reported on the statement of financial position are comprised of the following:

| | Balance at Dec 31, 2024 | Recognized as revenue or refunded | Interest earned | Current year deferred | Balance at Dec 31, 2025 |
|---|----------------------------|---|--------------------|--------------------------|----------------------------|
| Prepaid property taxes | \$ 1,996,280 | \$ (1,996,280) | \$ - | \$ 2,852,812 | \$ 2,852,812 |
| Prepaid fees and charges | 703,131 | (329,731) | - | 212,515 | 585,915 |
| Deferred developer contributions & deposits | 1,872,843 | (1,762,386) | 6,700 | 1,619,887 | 1,737,044 |
| Deposits on hold | 594,485 | (385,563) | - | 499,191 | 708,113 |
| | \$ 5,166,739 | \$ (4,473,960) | \$ 6,700 | \$ 5,184,405 | \$ 5,883,884 |

4. Employee future benefit liability:

Sick leave and retirement benefits are available to Town employees; these benefits will require funding in future periods. The amounts recorded for these benefits are actuarially determined based on years of service and best estimates of retirement ages and expected future salary and wage increases. The obligations are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

Information regarding the Town's obligation for employee future benefits is as follows:

| | 2025 | 2024 |
|---------------------------------------|--------------|--------------|
| Accrued employee benefit obligations: | | |
| Balance, beginning of year | \$ 993,900 | \$ 909,900 |
| Plan amendment | - | 68,100 |
| Current service cost | 100,900 | 88,300 |
| Interest cost | 43,800 | 38,900 |
| Benefits paid | (128,400) | (109,500) |
| Actuarial adjustment | (37,900) | (1,800) |
| Balance, end of year | 972,300 | 993,900 |
| Unamortized net actuarial gain | 163,200 | 137,900 |
| Accrued employee benefit liability | \$ 1,135,500 | \$ 1,131,800 |

Any actuarial gain or loss is amortized over a period equal to the employees' average remaining service lifetime, estimated to be 10 years (2024 - 10 years).

The liabilities are based on an actuarial valuation of the Town's employee future benefits completed as at December 31, 2025.

TOWN OF SIDNEY

Notes to Financial Statements Year ended December 31, 2025

4. Employee future benefit liability (continued):

The significant actuarial assumptions adopted in measuring the Town’s accrued benefit obligation are as follows:

| | 2025 | 2024 |
|------------------------------------|-------|-------|
| Discount rates | 4.40% | 4.30% |
| Expected wage and salary increases | 2.50% | 2.50% |

The Town funds the employee future benefits with tax revenues from the general operating fund. The total expense recorded in the financial statements in respect of obligations under this plan amounts to \$132,100 (2024 - \$107,800).

Municipal pension plan:

The Town and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of assets and administration of benefits. The Plan is a multi-employer, defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2024, the Plan had about 273,000 active members and approximately 133,000 retired members. Active members include approximately 47,000 contributors from local governments.

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

The most recent actuarial valuation for the Municipal Pension Plan, as at December 31, 2024, indicated a \$2,675 million funding surplus for basic pension benefits on a going concern basis.

The next valuation will be as at December 31, 2027 with results available in 2028.

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

The Town paid \$776,044 for employer contributions (2024 - \$727,316) and Town employees paid \$695,776 for employee contributions (2024 - \$655,654) to the plan in fiscal 2025.

TOWN OF SIDNEY

Notes to Financial Statements
Year ended December 31, 2025

4. Employee future benefit liability (continued):

GVLRA – CUPE Long-Term Disability Trust

The Trust was established January 1, 1987 as a result of negotiations between the Greater Victoria Labour Relations Association representing a number of employers and the Canadian Union of Public Employees representing a number of CUPE locals. The Trust’s sole purpose is to provide a long-term disability income benefit plan. Employers and employees each contribute equal amounts into the Trust. The total plan provision for approved and unreported claims was fully actuarially determined as at December 31, 2024. At December 31, 2024, the total plan provision for approved claims was \$29,016,100 (2023 - \$25,464,600) and the provision for unreported claims was \$2,671,900 (2023 - \$2,327,000) with an accumulated deficit of \$4,356,410 (accumulated surplus in 2023 - \$3,419,021).

The Town paid \$112,040 for employer contributions (2024 - \$109,974) and Town employees paid \$112,040 for employee contributions (2024 - \$109,974) to the plan in 2025.

5. Debt:

| | 2025 | 2024 |
|---------------------------|----------------------|----------------------|
| Debt principal | | |
| Short-term and other debt | \$ 54,039 | \$ 109,830 |
| Long-term debt | 10,046,197 | 10,445,308 |
| | \$ 10,100,236 | \$ 10,555,138 |

- (a) The Town issues debt instruments through the Municipal Finance Authority (MFA), pursuant to loan authorization bylaws under authority of the Community Charter and the Local Government Act, to finance certain capital expenditures.
- (b) The gross long-term debt issued at year-end was \$12,800,000 (2024 - \$12,800,000). The debt principal reported is net of repayments and actuarial gains or losses on sinking fund contributions managed by the MFA.
- (c) Under borrowing arrangements with the MFA, the Town is required to lodge security by means of demand notes and interest-bearing cash deposits based on the amount of the borrowing. As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. These deposits are held by the MFA as security against the possibility of debt repayment default. If the debt is repaid without default, the deposits are refunded to the Town. At December 31, 2025 there were contingent demand notes of \$219,185 (2024 - \$219,185) and cash deposits of \$159,865 (2024 - \$155,216). The demand notes are not included in the financial statements of the Town; however, the cash deposits are included in the financial statements as MFA Debt Reserve Fund cash.

TOWN OF SIDNEY

Notes to Financial Statements
 Year ended December 31, 2025

5. Debt (continued):

(d) Principal repayments for long-term debt are estimated as follows over the next five years and thereafter:

| | | |
|-----------|----|------------|
| 2026 | \$ | 317,260 |
| 2027 | | 317,260 |
| 2028 | | 317,260 |
| 2029 | | 317,260 |
| 2030 | | 317,260 |
| 2031-2050 | | 8,459,897 |
| | \$ | 10,046,197 |

(e) Scheduled debt repayments may be suspended should sinking fund accumulations exceed original estimates.

(f) Total interest expense incurred on debt during the year was \$354,773 (2024 - \$278,809).

(g) Existing long-term debt matures in annual amounts to the year 2050, and interest rates range from 1.47% to 3.83%. The weighted average interest rate for 2025 was 2.75% (2024 - 2.60%).

(h) Included in other debt are Equipment Financing Loan Agreements with the Municipal Finance Authority totaling \$54,039 (2024 - \$109,830) to finance the purchase of tangible capital assets.

The loans are repaid in monthly payments of \$4,523 and mature in 2026. The loans are repayable on demand upon occurrence of any event of default. Interest is charged on a daily floating rate basis and compounded monthly. At year end, the floating rate was 2.91% per annum. Interest paid during the year was \$2,934 (2024 - \$7,564) and has been included in expenses on the Statement of Operations and Accumulated Operating Surplus. As a condition of borrowing, the Town has issued promissory notes in the value of \$265,000 to the MFA.

TOWN OF SIDNEY

Notes to Financial Statements
Year ended December 31, 2025

6. Asset retirement obligations:

The Town’s asset retirement obligation consists of two obligations as follows:

(a) Asbestos obligation:

The Town owns and operates buildings that are known to contain asbestos and other hazardous materials, which represent a health hazard upon demolition or certain renovations. The recognition of asset retirement obligations involves an accompanying increase to the buildings and building improvements capital assets; where the buildings and building improvements capital assets are no longer in productive use, the obligation is expensed on the Statement of Operations and Accumulated Operating Surplus. These asset retirement activities are estimated to occur between 2028 and 2082.

(b) Well closure obligation:

The Town is responsible for a number of historic wells. Provincial regulations require wells to be decommissioned, if not in use. This obligation was expensed on the Statement Operations and Accumulated Operating Surplus, as the underlying assets are no longer in productive use.

Changes to the asset retirement obligation in the year are as follows:

| | Asbestos removal | Well closure | Total 2025 | Total 2024 |
|--|---------------------|-----------------|---------------|---------------|
| Asset retirement obligation, beginning of year | \$ 726,100 | \$ 13,200 | \$ 739,300 | \$ 700,600 |
| Additions | - | - | - | 4,200 |
| Revisions in estimate | 18,000 | 400 | 18,400 | 34,500 |
| Asset retirement obligation, end of year | \$ 744,100 | \$ 13,600 | \$ 757,700 | \$ 739,300 |

TOWN OF SIDNEY**Notes to Financial Statements
Year ended December 31, 2025****7. Tangible capital assets:**

| Cost | Balance at Dec 31, 2024 | Additions | Disposals / Transfers | Balance at Dec 31, 2025 |
|-------------------------------------|----------------------------|---------------------|--------------------------|----------------------------|
| Land | \$ 15,818,725 | \$ - | \$ - | \$ 15,818,725 |
| Land improvements | 17,356,054 | 487,137 | 195,528 | 18,038,719 |
| Buildings and building improvements | 31,928,833 | 205,461 | 119 | 32,134,413 |
| Vehicles, machinery and equipment | 14,546,863 | 1,929,378 | (244,665) | 16,231,576 |
| Water and wastewater infrastructure | 54,063,139 | 820,687 | 713,585 | 55,597,411 |
| Roads infrastructure | 42,944,048 | 1,137,293 | 249,421 | 44,330,762 |
| Assets under construction | 1,859,803 | 1,413,731 | (1,385,887) | 1,887,647 |
| Total | \$ 178,517,465 | \$ 5,993,687 | \$ (471,899) | \$ 184,039,253 |

| Accumulated Amortization | Balance at Dec 31, 2024 | Amortization Expense | Disposals | Balance at Dec 31, 2025 |
|-------------------------------------|----------------------------|-------------------------|---------------------|----------------------------|
| Land | \$ - | \$ - | \$ - | \$ - |
| Land improvements | 7,964,522 | 474,604 | - | 8,439,126 |
| Buildings and building improvements | 10,891,793 | 774,889 | - | 11,666,682 |
| Vehicles, machinery and equipment | 6,973,190 | 859,324 | (333,849) | 7,498,665 |
| Water and wastewater infrastructure | 19,896,544 | 747,461 | - | 20,644,005 |
| Roads infrastructure | 13,604,575 | 834,005 | (123,901) | 14,314,679 |
| Assets under construction | - | - | - | - |
| Total | \$ 59,330,624 | \$ 3,690,283 | \$ (457,750) | \$ 62,563,157 |

| Net Book Value | Balance at Dec 31, 2024 | Balance at Dec 31, 2025 |
|-------------------------------------|----------------------------|----------------------------|
| Land | \$ 15,818,725 | \$ 15,818,725 |
| Land improvements | 9,391,532 | 9,599,593 |
| Buildings and building improvements | 21,037,040 | 20,467,731 |
| Vehicles, machinery and equipment | 7,573,673 | 8,732,911 |
| Water and wastewater infrastructure | 34,166,595 | 34,953,406 |
| Roads infrastructure | 29,339,473 | 30,016,083 |
| Assets under construction | 1,859,803 | 1,887,647 |
| Total | \$ 119,186,841 | \$ 121,476,096 |

(a) Assets under construction

Assets under construction in the amount of \$1,887,647 (2024 - \$1,859,803) have not been amortized. Amortization of these assets will commence when the assets are available for service.

(b) Contributed tangible capital assets

Contributed capital assets are recognized at fair market value at the date of contribution and consist of water, wastewater and roads infrastructure. The value of contributed assets received during the year is \$495,320 (2024 - \$898,435).

TOWN OF SIDNEY

Notes to Financial Statements Year ended December 31, 2025

7. Tangible capital assets (continued):

(c) Works of art and historical cultural assets

The Town manages and controls a limited number of works of art and non-operational historical cultural assets including artifacts, paintings and sculptures located at Town sites and public display areas. These assets are not recorded as tangible capital assets and are not amortized.

(d) Write-downs

The Town did not write down any tangible capital asset values during 2025 or 2024.

8. Accumulated surplus:

Accumulated surplus consists of individual fund surpluses, reserves and reserve funds as follows:

| | 2025 | 2024 |
|---|-----------------------|-----------------------|
| Surplus: | | |
| Invested in tangible capital assets | \$ 110,636,060 | \$ 107,909,803 |
| Surplus from operations | 2,331,240 | 2,871,156 |
| Total surplus | 112,967,300 | 110,780,959 |
| Reserves set aside by Council: | | |
| Miscellaneous operating purposes | 887,203 | 823,215 |
| Miscellaneous capital purposes | 476,347 | 439,293 |
| Total reserves | 1,363,550 | 1,262,508 |
| Reserves funds set aside for specific purposes by Council: | | |
| Land sale proceeds | 87,175 | 284,282 |
| Parkland acquisition | 242,873 | 13,073 |
| Off-street parking | 439,997 | 425,197 |
| Alternative transportation | 72,210 | 387,742 |
| Computer replacement | 512,809 | 461,038 |
| General capital | 473,914 | 552,307 |
| Vehicle replacement | (145,000) | 589,435 |
| Fire equipment replacement | (172,374) | (256,484) |
| Infrastructure replacement | 5,557,306 | 4,745,376 |
| Amenities | 1,189,252 | 1,147,883 |
| Ferry terminal | 1,723,411 | 1,542,648 |
| Agreements | 133,371 | 138,057 |
| Climate action | 93,941 | 147,741 |
| Canada Community-Building Fund | 1,777,911 | 1,591,216 |
| Grow ing Communities Fund | 1,195,925 | 1,225,642 |
| Total reserve funds | 13,182,721 | 12,995,153 |
| MFA Debt Reserve Fund cash | 159,865 | 155,216 |
| | \$ 127,673,436 | \$ 125,193,836 |

TOWN OF SIDNEY**Notes to Financial Statements
Year ended December 31, 2025****8. Accumulated surplus (continued):**

The Town periodically receives Canada Community-Building Fund contributions from the federal government. These funds, along with interest earned on the funds, are recorded as revenues and transferred to reserves until they are used to fund future eligible expenditures under the Community Works Fund Agreement.

| | 2025 | 2024 |
|---|--------------|--------------|
| Canada Community-Building Fund, beginning of year | \$ 1,591,216 | \$ 2,404,667 |
| Amounts received during the year | 624,298 | 624,298 |
| Interest earned restricted for projects | 55,500 | 125,200 |
| Expenditures | (493,103) | (1,562,949) |
| Canada Community-Building Fund, end of year | \$ 1,777,911 | \$ 1,591,216 |

9. Net taxes available for municipal purposes:

| | 2025 | 2024 |
|--|---------------|---------------|
| Taxes: | | |
| Property taxes | \$ 35,050,808 | \$ 31,851,612 |
| Revenue in lieu of taxes | 306,643 | 319,729 |
| Other | 1,076,775 | 1,066,205 |
| | 36,434,226 | 33,237,546 |
| Less taxes on behalf of: | | |
| Provincial Government School Authorities | 9,188,910 | 8,813,380 |
| Capital Regional District | 3,401,823 | 3,164,876 |
| Capital Regional Hospital District | 955,565 | 961,391 |
| BC Transit | 3,423,501 | 2,486,027 |
| BC Assessment Authority | 286,551 | 276,503 |
| Municipal Finance Authority | 1,553 | 1,547 |
| Business Improvement Area | 354,061 | 345,425 |
| | 17,611,964 | 16,049,149 |
| Net taxes available for municipal purposes | \$ 18,822,262 | \$ 17,188,397 |

TOWN OF SIDNEY**Notes to Financial Statements
Year ended December 31, 2025****10. Government transfers:**

Government transfers are recognized in the financial statements as revenue in the period the transfers are authorized and any eligibility criteria and stipulations have been met. The government transfers reported on the Statement of Operations and Accumulated Operating Surplus are:

| | 2025 | 2024 |
|---|---------------------|---------------------|
| Federal grants: | | |
| Canada Community-Building Fund | \$ 624,298 | \$ 624,298 |
| Provincial grants: | | |
| Federal / provincial capital grant programs | 825,378 | 1,364,741 |
| Small community protection grant | 300,000 | 341,600 |
| Traffic fine revenue sharing | 80,000 | 97,000 |
| Other provincial grants | 359,055 | 354,391 |
| | 1,564,433 | 2,157,732 |
| Regional and other local governments: | | |
| Capital | - | 500,170 |
| Policing | 535,077 | 482,943 |
| Recreation | 104,960 | 94,465 |
| Other | - | 10,000 |
| | 640,037 | 1,087,578 |
| Total government transfer revenue | \$ 2,828,768 | \$ 3,869,608 |

11. Other expenses:

| | 2025 | 2024 |
|--|--------------|--------------|
| Grants to non-government organizations: | | |
| Saanich Peninsula Memorial Park Society | \$ 443,425 | \$ 414,970 |
| Shaw Centre for the Salish Sea | 206,932 | 205,000 |
| Sidney Business Improvement Area Society | 181,340 | 178,703 |
| ArtSea Community Arts Council | 51,800 | 51,800 |
| South Island Prosperity Partnership | 28,841 | 28,138 |
| Peninsula Celebrations Society | 12,000 | 12,000 |
| Other | 60,826 | 60,965 |
| | 985,164 | 951,576 |
| Interest on prepaid taxes | 63,464 | 94,284 |
| Amortization on miscellaneous assets | 5,313 | 7,924 |
| Other | 68,586 | 124,249 |
| | \$ 1,122,527 | \$ 1,178,033 |

TOWN OF SIDNEY

Notes to Financial Statements Year ended December 31, 2025

12. Budget data:

The budget data presented in these financial statements is based upon the 2025-2029 Financial Plan adopted by Council on May 12, 2025. The table below reconciles the approved budget to the budget figures reported in these financial statements.

| | Budget Amount |
|--|-------------------|
| Revenues: | |
| Financial Plan | \$ 30,765,791 |
| Add: | |
| Vancouver Island Regional Library Levy | 1,086,356 |
| Less: | |
| Sidney Business Improvement Area Levy | (354,061) |
| Total revenue | 31,498,086 |
| Expenses: | |
| Financial Plan | 30,192,916 |
| Add: | |
| Vancouver Island Regional Library Levy | 1,086,356 |
| Less: | |
| Sidney Business Improvement Area Levy | (354,061) |
| Total expenses | 30,925,211 |
| Annual surplus | \$ 572,875 |

13. Segmented information:

The Town of Sidney is a diversified organization that provides a wide range of services. These services have been captured in specific functions that have been separately disclosed in the segmented information as follows:

(a) General Government:

The General Government function is comprised of Legislative Services (Council and Committees) and General Administration, which includes Financial Management, Driver Services, Computer Services, Human Resources, Common Services, and other administrative activities related to the management of the Town.

(b) Protective Services:

The Protective Services function is comprised of five core services: Emergency Measures, Fire Protection, Police Protection, Court House, and Building & Bylaw Enforcement.

Emergency Measures captures the Town's emergency preparedness programs that ensure the Town is prepared and able to respond to the devastating effects of a disaster or major catastrophic event.

Fire Protection services are carried out by the Town's Fire Department, whose mandate is to provide critical, life-saving services in preventing or minimizing the loss of life and property from fire and natural or man-made emergencies.

Police Protection services are performed under contract by the RCMP, who ensure the safety of lives and property in the Town through law enforcement, the maintenance of law and order, and the prevention of crime.

TOWN OF SIDNEY

Notes to Financial Statements Year ended December 31, 2025

13. Segmented information (continued):

Building and Bylaw Enforcement promotes, facilitates and enforces general compliance with the provisions of bylaws that pertain to the health, safety and welfare of the community.

(c) Transportation Services:

The Transportation Services function is responsible for a wide variety of transportation and engineering services including Roads, Storm Drainage, Dock & Port Facilities, and Hydrants.

The Roads function's principal activity is the development and maintenance of the Town's roadway systems by the Public Works department or contracted service providers. The main functions include traffic services consisting of street signs, street painting and traffic light control maintenance; street lighting; road, curb, sidewalk and cul-de-sac repairs and maintenance; and street sweeping.

The Storm Drains service performs preventative maintenance and repairs to the Town's storm drain system, maintains and repairs storm drain ditches, and cleans catch basins.

Dock & Port Facilities captures maintenance of the Town's waterfront infrastructure.

Hydrant services pertain to the maintenance of existing and installation of new fire hydrants.

(d) Environmental Health Services:

Environmental Health Services is comprised of two functions: Solid Waste and Environmental Programs.

Solid Waste provides garbage, organics and compost collection and disposal services to residents and businesses through the Town's designated contractors.

Environmental Programs undertakes initiatives in the Town that address the impacts of climate change.

(e) Environmental Development Services:

Environmental Development Services administers zoning and related bylaws, and provides long range planning and policy services, as well as administrative support to the Building Inspection function.

(f) Leisure, Parks and Cultural Services:

Leisure, Parks & Cultural Services is comprised of four different functions: Parks, Library, Senior's Centre and Museums.

Parks is responsible for the maintenance, planning and development of Town park facilities such as ornamental gardens, natural ecosystems, and playgrounds for recreational and cultural enjoyment in a beautiful and safe environment. It also preserves and enhances green spaces on public lands.

Library services are specific to maintenance of the Town owned library building, and funding to the Vancouver Island Regional Library service to operate and manage the library.

The Town owned Shoal Activity Centre is operated by Beacon Community Services, who receive funding from the Town to provide senior-related programs.

TOWN OF SIDNEY

Notes to Financial Statements Year ended December 31, 2025

13. Segmented information (continued):

Museum services include providing space and funding to the Sidney Museum and Archives Society to manage and operate the Town's Historical Museum and Archives. The Town also provides space to the New Marine Centre Society for the operation of the Shaw Centre for the Salish Sea.

(g) Sewer and Water Utilities:

The Sewer Utility protects the environment and human health from the impacts of liquid waste generated as a result of human occupation and development in the Town. The Town operates a collection system, which transfers wastewater to a sub-regional treatment facility.

The Water Utility delivers clean, safe and aesthetically pleasing potable water, in accordance with the Provincial Drinking Water Protection Act, to the residents and businesses of the Town. The water is for the purposes of domestic and commercial consumption, irrigation and firefighting. The Town operates a water distribution system only, using treated water purchased in bulk from the Regional District.

(h) Other:

Other includes all revenues and expenses not captured in the above-named segmentation categories.

Other revenues include municipal taxes, unconditional provincial and federal government grants, traffic fine revenues, investment income, and other miscellaneous sources of revenue.

Other expenses include community support funding and grants, economic development, interest on prepaid taxes and deposits, contingencies, and other miscellaneous expenses.

The resulting annual surplus is primarily used for budgeted transfers to reserves, debt principal repayments, and acquisition of tangible capital assets.

Certain allocation methodologies have been employed in the preparation of the segmented financial information. Property taxation and revenue in-lieu of taxes are apportioned to the functions based on year-end operating results and funding of capital expenditures.

The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements, as disclosed in note 1.

TOWN OF SIDNEY

Notes to Financial Statements
Year ended December 31, 2025

13. Segmented information (continued):

| | General Government | Protective Services | Transportation Services | Environmental Health Services | Environmental Development Services | Leisure, Parks and Cultural | Water Utility | Sewer Utility | Other | 2025 |
|---------------------------------|-----------------------|------------------------|----------------------------|-------------------------------------|--|-----------------------------------|-------------------|-------------------|---------------------|---------------------|
| Revenue: | | | | | | | | | | |
| Taxes for municipal purposes | \$ 2,756,279 | \$ 6,797,684 | \$ 2,209,338 | \$ 223,997 | \$ 524,291 | \$ 3,240,472 | \$ 489,825 | \$ 586,950 | \$ 1,993,426 | \$ 18,822,262 |
| Fees, rates and service charges | 548,751 | 417,034 | 1,004,726 | 936,112 | 25,606 | 159,203 | 2,484,300 | 2,525,633 | 176,143 | 8,277,508 |
| Government transfers | 3,946 | 993,680 | 536,254 | 149,881 | 27,445 | 113,264 | - | - | 1,004,298 | 2,828,768 |
| Investment earnings | - | - | - | - | - | - | - | - | 913,474 | 913,474 |
| Gifts and contributions | - | - | 487,820 | - | - | 23,069 | 7,500 | - | 287,964 | 806,353 |
| Penalties and interest | - | - | - | 3,185 | - | - | 7,357 | 7,873 | 141,706 | 160,121 |
| Actuarial adjustment on debt | - | - | - | - | - | - | - | - | 81,851 | 81,851 |
| Other | - | - | - | - | - | - | - | - | 48,290 | 48,290 |
| Total revenue | 3,308,976 | 8,208,398 | 4,238,138 | 1,313,175 | 577,342 | 3,536,008 | 2,988,982 | 3,120,456 | 4,647,152 | 31,938,627 |
| Expenses: | | | | | | | | | | |
| Salaries, wages and benefits | 2,300,507 | 3,691,845 | 1,900,995 | 226,906 | 525,550 | 1,469,098 | 612,977 | 387,516 | 13,029 | 11,128,423 |
| Contracted services | 870,033 | 3,790,409 | 753,110 | 1,034,502 | 38,526 | 1,672,007 | 45,149 | 2,017,311 | 519,048 | 10,740,095 |
| Supplies and equipment | 58,592 | 351,043 | 370,322 | 27,326 | 1,576 | 385,630 | 1,673,570 | 88,538 | 375 | 2,956,972 |
| Debt interest | - | 239,186 | 32,059 | - | - | 83,528 | - | - | 13,986 | 368,759 |
| Other | 869 | 2,500 | - | 350 | - | - | - | - | 570,776 | 574,495 |
| Amortization | 219,983 | 704,271 | 1,827,551 | - | - | 440,455 | 297,485 | 195,225 | 5,313 | 3,690,283 |
| Total expenses | 3,449,984 | 8,779,254 | 4,884,037 | 1,289,084 | 565,652 | 4,050,718 | 2,629,181 | 2,688,590 | 1,122,527 | 29,459,027 |
| Annual surplus (deficit) | \$ (141,008) | \$ (570,856) | \$ (645,899) | \$ 24,091 | \$ 11,690 | \$ (514,710) | \$ 359,801 | \$ 431,866 | \$ 3,524,625 | \$ 2,479,600 |

TOWN OF SIDNEY

Notes to Financial Statements
Year ended December 31, 2025

13. Segmented information (continued):

| | General Government | Protective Services | Transportation Services | Environmental Health Services | Environmental Development Services | Leisure, Parks and Cultural | Water Utility | Sewer Utility | Other | 2024 |
|---------------------------------|-----------------------|------------------------|----------------------------|-------------------------------------|--|-----------------------------------|-------------------|--------------------|---------------------|---------------------|
| Revenue: | | | | | | | | | | |
| Taxes for municipal purposes | \$ 2,483,143 | \$ 5,407,119 | \$ 2,183,721 | \$ 159,572 | \$ 533,803 | \$ 3,026,490 | \$ 483,675 | \$ 582,530 | \$ 2,328,344 | \$ 17,188,397 |
| Fees, rates and service charges | 492,537 | 496,009 | 1,146,711 | 894,969 | 23,442 | 157,514 | 2,217,453 | 2,030,600 | 177,448 | 7,636,683 |
| Government transfers | 22,415 | 591,861 | 1,865,855 | 205,819 | 21,295 | 99,466 | - | - | 1,062,897 | 3,869,608 |
| Investment earnings | - | - | - | - | - | - | - | - | 1,248,663 | 1,248,663 |
| Gifts and contributions | - | 7,355 | 1,402,427 | - | - | 119,138 | 36,375 | 23,275 | - | 1,588,570 |
| Penalties and interest | - | - | - | 3,313 | - | - | 8,987 | 8,518 | 133,009 | 153,827 |
| Actuarial adjustment on debt | - | - | - | - | - | - | - | - | 67,434 | 67,434 |
| Other | - | - | - | - | - | - | - | - | 3,840 | 3,840 |
| Total revenue | 2,998,095 | 6,502,344 | 6,598,714 | 1,263,673 | 578,540 | 3,402,608 | 2,746,490 | 2,644,923 | 5,021,635 | 31,757,022 |
| Expenses: | | | | | | | | | | |
| Salaries, wages and benefits | 2,128,988 | 3,227,149 | 1,961,079 | 227,432 | 516,442 | 1,391,618 | 615,225 | 395,844 | 8,177 | 10,471,954 |
| Contracted services | 1,062,001 | 2,948,292 | 1,117,688 | 1,006,395 | 61,909 | 1,564,050 | 76,932 | 2,021,831 | 478,567 | 10,337,665 |
| Supplies and equipment | 61,884 | 277,171 | 386,943 | 38,671 | 729 | 457,393 | 1,532,108 | 73,756 | 435 | 2,829,090 |
| Debt interest | - | 227,770 | 32,505 | - | - | 31,601 | - | - | - | 291,876 |
| Other | 632 | 2,500 | - | 6,400 | - | 126 | - | - | 682,930 | 692,588 |
| Amortization | 246,156 | 680,767 | 1,635,497 | - | - | 426,751 | 269,783 | 200,340 | 7,924 | 3,467,218 |
| Total expenses | 3,499,661 | 7,363,649 | 5,133,712 | 1,278,898 | 579,080 | 3,871,539 | 2,494,048 | 2,691,771 | 1,178,033 | 28,090,391 |
| Annual surplus (deficit) | \$ (501,566) | \$ (861,305) | \$ 1,465,002 | \$ (15,225) | \$ (540) | \$ (468,931) | \$ 252,442 | \$ (46,848) | \$ 3,843,602 | \$ 3,666,631 |

TOWN OF SIDNEY

Notes to Financial Statements Year ended December 31, 2025

14. Contractual rights:

The Town holds contractual rights arising from contracts and agreements that have been entered into with various parties that provide the Town with enforceable future payments that will result in assets and revenues in the future. The estimated contractual rights under these contracts, for the years ending December 31 are as follows:

| | | |
|------|-----------|------------------|
| 2026 | \$ | 1,253,857 |
| 2027 | | 1,126,196 |
| 2028 | | 1,130,422 |
| | \$ | 3,510,475 |

In addition to these contractual rights, the Town has agreements with several parties that provide for the recovery of operating costs, and payment of annual fees and commissions. The timing and extent of these future contributions vary depending on annual results, and cannot be determined with certainty at the financial statement date.

15. Commitments and contingent liabilities:

- (a) Under Section 412 of the Local Government Act, all member municipalities are jointly and severally liable for the indebtedness of the Capital Regional District in the event of default by the Regional District. Management does not consider external payment under this contingency to be likely and therefore, no amounts have been accrued.
- (b) The Town is a participant in the Municipal Insurance Association of British Columbia (MIABC). Should the MIABC pay out claims in excess of its accumulated reserves, it is possible that the Town, along with other participants, would be required to contribute towards the deficit. Management does not consider external payment under this contingency to be likely and therefore, no amounts have been accrued.
- (c) The Town is a shareholder and member of Capital Regional Emergency Service Telecommunications (CREST) Incorporated, which provides centralized emergency communications and related public safety information services to municipalities, regional districts, the provincial and federal governments and their agencies, and emergency service organizations throughout the Greater Victoria region and the Gulf Islands. Members' obligations to share in funding ongoing operations and any additional costs relating to capital assets are to be contributed pursuant to a Members' Agreement.
- (d) The Town has an RCMP Premises Agreement with the District of North Saanich for the provision of accommodations for a joint RCMP detachment. The parties jointly own the building occupied by the policing detachment, in proportion to their relative contributions to the principal repayment of the debt incurred in order to construct the building. North Saanich's proportionate share is approximately 36%. The Agreement requires the Town to pay to North Saanich their proportionate share of the fair market value of the building should the parties eventually decide to terminate their agreement to provide joint accommodations.

TOWN OF SIDNEY

Notes to Financial Statements Year ended December 31, 2025

15. Commitments and contingent liabilities (continued):

A market value study commissioned in 2011 places North Saanich's share at approximately \$615,000, and the RCMP Premises Agreement caps the maximum payout at \$715,000. However, there is no intention at this time to contemplate termination of the agreement.

- (e) The Town has entered into two agreements with the Saanich Peninsula Memorial Park Society (MPS), which commit the Town to the following payment streams until the current agreements expire in 2032, at which time the funding formula may be renegotiated.

Base Funding Agreement: The Town will provide annual funding to the Society in the amount of 2.5% of the previous year's municipal property tax revenues. The 2025 payment was \$369,522; and the 2026 payment will be \$408,955; future year payments are estimated to increase by 4% annually.

Parking Agreement: The Town uses a part of the Society's lands for the purpose of a public parking lot. This agreement commits the Town to pay the equivalent of 0.5% of the previous year's municipal property tax revenues. The 2025 payment was \$73,904; and the 2026 payment will be \$81,791; future year payments are estimated to increase by 4.0% annually.

The Town has also committed to assuming responsibility for grounds maintenance at the Mary Winspear Centre (the local theatre and conference facility owned and operated by MPS), beginning in 2017, at a maximum cost of \$25,000 per year, with an annual inflation factor being applied starting in the sixth year. The maximum commitment for 2026 will be \$29,079. This commitment is included in the Town's annual operating budget, under Leisure, Parks and Cultural Services.

16. Financial risk management:

The Town is exposed to the following risks from its use of financial instruments in the normal course of operations: liquidity risk, credit risk, interest rate risk and foreign exchange risk. It is management's opinion that the Town is not exposed to significant risks from its use of financial instruments which could affect its ability to achieve strategic objectives.

- (a) Liquidity risk:

Liquidity risk is the risk that the Town will not be able to meet its financial obligations as they become due. The Town manages its liquidity risk by continually monitoring cash flows from operations and anticipated investing and financial activities to ensure, as far as possible, that it will always have sufficient liquidity to meet obligations when due.

- (b) Credit risk:

Credit risk is the risk of financial loss to the Town if a counterparty to a financial instrument fails to meet their contractual obligations. The Town is exposed to credit risk through its receivables and investment holdings.

TOWN OF SIDNEY

Notes to Financial Statements Year ended December 31, 2025

16. Financial risk management (continued):

(b) Credit risk (continued):

Receivables primarily consist of payment for cost sharing agreements with neighboring local governments, user fees, accrued interest and other payments secured by letters of credit. The risk of default on these receivables is very low. Receivables from other parties are monitored regularly and an allowance for potentially uncollectible amounts is established when needed.

Investments consist of guaranteed investment certificates, issued by either Canadian Chartered banks with a credit rating of AA or higher, or credit unions with 100% guarantee from the Credit Union Deposit Insurance Corporation of British Columbia.

(c) Interest rate risk:

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate due to changes in market interest rates. The Town is exposed to interest rate risk on its floating rate deposits and variable rate equipment financing loans. Maintaining an adequate level of readily accessible floating rate deposits is necessary for working capital and mitigates the Town's exposure to liquidity risk. The balance of the Town's variable rate equipment financing loans does not expose the Town to a significant level of interest rate risk, and is partially offset by the floating rate deposits.

(d) Foreign exchange risk:

Foreign exchange risk is the risk that the fair value of financial instruments will fluctuate due to changes in foreign exchange rates. The functional currency of the Town is the Canadian dollar, and the Town occasionally makes certain purchases denominated in U.S. dollars. The Town is exposed to foreign exchange risks on its U.S. dollar bank account; however, the exposure does not significantly impact the Town's operations.

17. Comparative information:

Certain prior year comparative information has been reclassified to conform to the presentation adopted in the current year.

TOWN OF SIDNEY

Growing Communities Fund Grant Schedule Year Ended December 31, 2025 (Unaudited)

On March 23, 2023, the Town received \$3,820,000 in a one-time grant from the Provincial Growing Communities Fund. The grant was recognized as revenue when received and transferred to a statutory reserve to fund future eligible expenditures.

| | 2025 | 2024 |
|---|--------------|--------------|
| Growing Communities Fund Grant, beginning of year | \$ 1,225,642 | \$ 3,820,000 |
| Interest earned | 42,700 | 198,900 |
| Eligible costs incurred | | |
| Water system upgrades | - | (1,799,000) |
| Public safety | (43,560) | - |
| Road improvements | (28,857) | (505,000) |
| New accessible public washroom | - | (305,000) |
| Parks improvements | - | (168,883) |
| Other | - | (15,375) |
| Growing Communities Fund Grant, end of year | \$ 1,195,925 | \$ 1,225,642 |

TOWN OF SIDNEY

Capacity Funding for Housing Initiatives Grant Schedule Year Ended December 31, 2025 (Unaudited)

On January 30, 2024, the Town received \$206,117 in a one-time grant from the Provincial Capacity Funding for Local Government Housing Initiatives program. The unused portion of the grant was deferred, and will be recognized as revenue as eligible expenditures are incurred.

| | 2025 | 2024 |
|---|------------|------------|
| Capacity Funding for Housing Initiatives Grant, beginning of year | \$ 184,822 | \$ - |
| Received during the year | - | 206,117 |
| Eligible costs incurred: | | |
| DCC / ACC Bylaw development | (19,855) | (21,295) |
| Tenant Protection Bylaw development | (7,590) | - |
| Capacity Funding for Housing Initiatives Grant, end of year | \$ 157,377 | \$ 184,822 |

STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2025

SCHEDULE OF DEBTS

| DEBT TYPE | DESCRIPTION | ORIGINAL LOAN PROCEEDS | PRINCIPAL BALANCE DEC 31/24 | NEW DEBT 2025 | PRINCIPAL PAID 2025 | INTEREST PAID 2025 | ACTUARIAL EARNINGS 2025 | PRINCIPAL BALANCE DEC 31/25 | INTEREST RATE | MATURITY YEAR |
|-------------------|----------------------------|------------------------|-----------------------------|---------------|---------------------|--------------------|-------------------------|-----------------------------|---------------|---------------|
| Long Term | Lochside/Iroquois | \$ 1,448,000 | \$ 788,991 | \$ - | \$ 38,798 | \$ 33,738 | \$ 24,059 | \$ 726,134 | 3.38% | 2035 |
| Long Term | Iroquois/Public Works Yard | 1,073,000 | 637,414 | - | 28,750 | 15,773 | 15,466 | 593,198 | 1.47% | 2036 |
| Long Term | Public Works Yard | 479,000 | 299,895 | - | 14,187 | 16,238 | 5,681 | 280,027 | 3.39% | 2037 |
| Long Term | Community Safety Building | 3,000,000 | 2,513,327 | - | 63,058 | 94,500 | 15,056 | 2,435,213 | 3.15% | 2047 |
| Long Term | Community Safety Building | 2,500,000 | 2,214,916 | - | 52,548 | 66,500 | 9,701 | 2,152,667 | 2.66% | 2049 |
| Long Term | Community Safety Building | 3,000,000 | 2,690,765 | - | 73,950 | 75,300 | 11,469 | 2,605,346 | 3.03% | 2050 |
| Long Term | Parkland Acquisition | 1,300,000 | 1,300,000 | - | 45,969 | 49,790 | 419 | 1,253,612 | 3.83% | 2044 |
| Financing | Equipment | 308,437 | 109,830 | - | 55,791 | 2,934 | - | 54,039 | Variable | 2026 |
| Total Debt | | \$ 13,108,437 | \$ 10,555,138 | \$ - | \$ 373,051 | \$ 354,773 | \$ 81,851 | \$ 10,100,236 | | |

Prepared pursuant to Financial Information Regulations, Schedule 1, Section 4

STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2025
SCHEDULE OF INDEMNITY AND GUARANTEES

No indemnity and guarantee agreements in 2025.

**STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2025
SCHEDULE OF REMUNERATION AND EXPENSES**

| ELECTED OFFICIALS | NAME | POSITION | REMUNERATION | | | EXPENSES ¹ |
|--------------------------------|---------------------|------------|-------------------|------------------|-------------------|-----------------------|
| | | | GROSS | BENEFITS | TOTAL | |
| | McNeil-Smith, Cliff | Mayor | \$ 46,249 | \$ - | \$ 46,249 | \$ - |
| | Duck, Stephen | Councillor | 18,473 | 2,573 | 21,046 | 3,746 |
| | Duncan, Sara | Councillor | 18,473 | 3,187 | 21,660 | - |
| | Garnett, Scott | Councillor | 18,473 | - | 18,473 | - |
| | Novak, Richard | Councillor | 18,473 | 3,187 | 21,660 | 2,831 |
| | O'Keefe, Terri | Councillor | 18,473 | 1,688 | 20,161 | 1,918 |
| | Rintoul, Chad | Councillor | 18,473 | - | 18,473 | - |
| Total Elected Officials | | | \$ 157,087 | \$ 10,635 | \$ 167,722 | \$ 8,495 |

EMPLOYEES

| NAME | POSITION | REMUNERATION | EXPENSES ² |
|----------------------|--------------------------------------|--------------|-----------------------|
| Bankes, Connor | Senior Engineering Technician | \$ 98,216 | \$ 1,731 |
| Benson, Greg | Fleet Mechanic | 91,003 | 22 |
| Birrell, Ty | Probationer FF - Auxiliary | 76,206 | 13 |
| Chen, Kathy | Manager of Finance | 137,136 | 2,545 |
| Clary, Jenn | Director of Engineering | 134,845 | 360 |
| Collins, Greg | Purchaser - Inventory Controller | 80,420 | - |
| Cooke, Robert | Safety Coordinator | 84,873 | 5,269 |
| Cosgrove, Peter | Flush Truck Operator | 75,998 | - |
| Coward, Kory | Crew Chief (Underground Utilities) | 84,258 | 1,267 |
| Day, Reg | Chargehand (Underground Utilities) | 78,188 | - |
| Demaere, Bruce | Manager of Engineering | 137,053 | 550 |
| Edwards, Liam | Chief Administrative Officer | 210,231 | 2,254 |
| Fletcher, Celina | Municipal Planner | 89,203 | 3,469 |
| Ford, Richard | Career Firefighter/Fire Inspector II | 154,257 | 357 |
| Geary, Joey | Deputy Fire Chief | 128,473 | 49 |
| Gill, Leanne | Driver Services Supervisor | 75,509 | - |
| Green, Ron | Senior Electrician | 107,131 | 525 |
| Halliday, Clifford | Bylaw Enforcement Officer | 78,985 | 1,521 |
| Harman, Mike | Deputy Fire Chief | 185,566 | 5,236 |
| Harman, Stephen | Career Firefighter | 92,166 | 10 |
| Hicik, Andrew | Director of Finance | 171,719 | 428 |
| Holt, Alan | Crew Chief (Surface Infrastructure) | 93,602 | - |
| Hunt, Clayton | Parks Foreman | 87,302 | 89 |
| Joe, Jesse | Geospatial Analyst | 89,536 | 2,437 |
| Jones, Dan | Building Official I | 84,117 | 4,311 |
| Judson, Laura | Manager of Communications | 123,064 | 654 |
| Kimber, Mike | Foreman, Underground Utilities | 115,290 | 1,875 |
| Lohr, Andrew | Facilities Maintenance Supervisor | 83,288 | - |
| MacDonald, Constance | Manager of Human Resources | 115,597 | 1,327 |
| Macedo, John | Chargehand (Surface Infrastructure) | 76,812 | - |

EMPLOYEES (CONTINUED)

| NAME | POSITION | REMUNERATION | EXPENSES ² |
|--|--|---------------------|-----------------------|
| Maxwell, Will | Manager of Information Services | 135,507 | - |
| McLaughlin, Cory | Chargehand (Underground Utilities) | 83,635 | - |
| Mikkelsen, Brett | Fire Chief | 259,777 | 8,352 |
| Morton, Anna | Executive Assistant | 79,067 | 2,137 |
| Moyes, Jeffrey | Career Firefighter | 82,740 | 32 |
| Nelson, Sandi | Corporate Officer | 127,341 | 3,104 |
| Newcomb, Corey | Director of Community Planning | 153,754 | 3,365 |
| Olender, Brittany | Gardener I | 77,921 | 89 |
| Osland, Alan | Gardener III (Irrigation) | 76,705 | 360 |
| Paula, Jerry | Chargehand (Surface Infrastructure) | 80,771 | - |
| Pelton, Craig | Career Firefighter | 131,622 | 13 |
| Preanicov, Natalia | Senior Accountant | 79,818 | 1,315 |
| Pryor, Michael | Senior Arborist | 84,651 | 1,446 |
| Robinson, Brian | Manager Public Works & Parks | 145,633 | 2,424 |
| Robinson, Ken | Fleet Mechanic | 91,651 | 22 |
| Sumberac, Adriano | Foreman, Surface Infrastructure | 125,930 | 188 |
| Sumberac, Michael | Crew Cheif (Underground Utilities) | 78,458 | 1,904 |
| Tatem, Elizabeth (Paige) | RCMP Computer Systems Administrator | 82,827 | - |
| Verhagen, Alison | Director of Development Services | 153,844 | 1,464 |
| Wang, Kaiyun | Engineering Tech | 76,798 | 222 |
| Warburton, Craig | Engineering Tech - Land Development | 81,723 | 2,601 |
| Wilson, Annette | Police Clerk III (Crime Analyst/Quality Control) | 86,306 | - |
| Youell, Matt | Crew Chief (Underground Utilities) | 86,840 | 961 |
| | | \$ 5,703,363 | \$ 66,299 |
| Consolidated total of other employees with remuneration of \$75,000 or less: | | 3,473,496 | n/a |
| Total Employees | | \$ 9,176,860 | \$ 66,299 |

1. Incurred while representing the Town as a member of Council at events and conferences.
2. Includes professional memberships, continuing education/training, attendance at conferences, and other costs incurred while conducting Town business.

Reconciliation:

| | |
|--|-----------------------|
| Total Remuneration - Elected Officials | \$ 167,722 |
| Total Remuneration - Employees | <u>9,176,860</u> |
| Subtotal | 9,344,582 |
| Total per Consolidated FS Note 13 | <u>11,128,423</u> |
| Variance* | <u>\$ (1,783,841)</u> |

* Note 13 to the Consolidated Financial Statements provides a listing of expenses by object. The amount of \$11,128,423 includes salaries, wages, employer benefit costs (i.e. dental, health, pension), payroll taxes (CPP, EI, WCB) and other employer paid payroll costs (i.e. severances, employee benefit obligation, allowances), whereas the amount of \$9,344,582 shown above for the Schedule of Remuneration and Expenses represents only salaries, wages and taxable benefits (life insurance and AD&D). Furthermore, the Consolidated Financial Statements are prepared in accordance with generally accepted accounting principles for local governments, and as such are prepared on an accrual basis and exclude wages paid on capitalized items. The Schedule of Remuneration and Expenses does not incorporate accrual accounting and represents amounts actually paid during 2025.

Employer contribution to Employment Insurance and Canada Pension Plan:

| | |
|-----------------------|-------------------|
| Employment Insurance: | \$ 143,324 |
| Canada Pension Plan: | <u>424,888</u> |
| | <u>\$ 568,212</u> |

Council Insurance Policies:

2025 Accidental Death & Dismemberment Insurance for loss resulting from injury while performing duties associated with the position - Lloyd's Policy #00007742

Principal Sum - \$250,000 Weekly Accident Indemnity - \$750 Accident Reimbursement - \$25,000

Disclosure of contracts with Council members:

There were no contracts with Council members.

Severance Agreements:

There were no severance agreements between the Town of Sidney and its non-unionized employees during fiscal year 2025.

STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2025
SCHEDULE OF PAYMENTS FOR THE PROVISION OF GOODS AND SERVICES

1. Alphabetical list of suppliers who received aggregate payments exceeding \$25,000:

| Supplier Name | Aggregate amount paid to supplier |
|---|--|
| Receiver General for Canada-Police Agreement | \$ 2,699,199 |
| Capital Regional District - Grant/Requisition | 1,897,742 |
| Capital Regional District - Water Consumption | 1,629,940 |
| Vancouver Island Regional Library | 1,086,712 |
| EMTERRA Environmental | 876,455 |
| W.A. Jones & Sons Trucking Ltd. | 677,458 |
| C-1 Contractors Ltd | 439,672 |
| Capital City Paving Ltd. | 419,431 |
| Emco Corporation | 415,338 |
| E-Comm, Emergency Communications for British Columbia | 331,490 |
| BC Hydro | 314,623 |
| Stantec Consulting Ltd | 272,793 |
| Skyblue Services Corp | 211,093 |
| Jenner Chevrolet Buick GMC Ltd | 176,294 |
| Parkland Corporation | 169,794 |
| Flagtrux Traffic Control | 162,817 |
| PW Trenchless Construction Inc. | 149,297 |
| Trane Canada | 133,286 |
| Municipal Insurance Association of British Columbia | 128,490 |
| Sidney Museum & Archives Society | 125,436 |
| City of Surrey | 113,360 |
| Goldstream Rock Products Ltd | 111,986 |
| Sigma Safety Corp | 109,806 |
| BC Crown Land | 108,871 |
| Seafirst Insurance Brokers Ltd. | 104,344 |
| CentralSquare Canada Software Inc | 102,476 |
| Telus | 99,325 |
| Beacon Community Services | 96,759 |
| Island Asphalt Company | 95,460 |
| Associated Engineering (B.C.) Ltd. | 93,229 |
| MacNutt Enterprises Ltd. | 92,287 |
| Butler Concrete & Aggregate Ltd | 92,025 |
| Robbins Parking Service Ltd | 89,725 |
| Janox Fluid Power Ltd | 84,709 |
| District of North Saanich | 82,107 |
| First Light Technologies Ltd | 80,321 |
| Sidney BIA Society | 76,250 |
| Scho's Line Painting Ltd. | 75,044 |
| Urban Systems Ltd. | 73,434 |
| CC Equipment Ltd | 72,891 |
| ICBC | 69,680 |
| Softchoice Canada Corp | 68,134 |
| Microsoft Canada | 67,429 |
| Capital Regional District-Animal Control | 64,252 |

| Supplier Name | Aggregate amount paid to supplier |
|--|--|
| Camtrux CCTV Services Ltd | 55,755 |
| Harris Victoria Chrysler Dodge Jeep Ram Ltd | 55,355 |
| CDW Canada Corp | 54,752 |
| Young, Anderson Barristers & Solicitors | 54,178 |
| Strata Corporation # VIS 5564 | 53,371 |
| Amazon | 53,040 |
| Ryzuk Geotechnical | 51,182 |
| Sweeping Success Janitorial | 49,231 |
| Wekan Holdings Ltd. | 49,151 |
| Foreshore Equipment & Supply | 49,113 |
| Super Save Disposal Inc | 47,920 |
| Wheaton Chevrolet Buick Cadillac GMC Ltd | 47,711 |
| Blackjacket Paving Ltd | 47,458 |
| Onsite Engineering Ltd | 47,030 |
| PrairieCoast Equipment Inc | 45,259 |
| FortisBC-Natural Gas | 44,505 |
| Indigenous Corporate Training Inc | 42,000 |
| Capital Region Emergency Services Telecommunication Inc. | 40,797 |
| Greater Victoria Labour Relations Assoc-membership | 40,134 |
| Slegg Building Materials | 39,894 |
| Strata Corporation #VIS 6263 The Pier | 36,404 |
| Tetra Tech Canada Inc. | 35,385 |
| Strata Corporation #4994 | 35,152 |
| Pacific Rim Shelters | 34,350 |
| Island Temperature Controls | 34,049 |
| Wesco Distribution Canada LP | 33,434 |
| Diamond Head Consulting | 33,222 |
| JSF Technologies | 32,278 |
| Wsanec Leadership Council | 31,688 |
| BCHydro-Sundry | 30,377 |
| Ipsos LP | 29,400 |
| Euna Solutions Canada | 28,975 |
| Associated Fire & Safety | 27,837 |
| Bremer Consulting | 27,601 |
| Integrity | 27,103 |
| C & C Growers Inc. | 26,426 |
| Horizon Signs | 26,174 |
| District of Central Saanich | 25,567 |
| School District #63 | 25,200 |
| | \$ 15,989,724 |
| 2. Consolidated total paid to suppliers who received aggregate payments of \$25,000 or less | \$ 1,700,462 |

3. Grants and contributions

| <u>Recipient Organization</u> | <u>Amount</u> |
|--|--------------------------|
| Memorial Park Society / Mary Winspear Centre | \$ 443,425 |
| Shaw Centre for the Salish Sea | 206,932 |
| Sidney Business Improvement Area Society | 181,340 |
| ArtSea Community Arts Council | 51,800 |
| South Island Prosperity Partnership | 30,283 |
| School District #63 | 20,326 |
| Peninsula Celebrations Society | 12,000 |
| Beacon Community Services | 7,000 |
| Vancouver Island South Film & Media Commission | 5,000 |
| Saanich Marine Rescue Society | 5,000 |
| Peninsula Streams Society | 5,000 |
| Friends of St. Andrews | 4,500 |
| Need 2 - Suicide Prevention | 3,500 |
| Sampson, Karen F (Watanmy Powwow) | 3,000 |
| Cycling Without Age Society | 1,500 |
| Saanich Peninsula Pipe Band | 1,000 |
| Navy League of Canada | 1,000 |
| Sidney Guide & Scout Hall Society | 1,000 |
| 676 Kittyhawk Air Cadets Squadron | 1,000 |
| Parkland Parent Association | 750 |
| Stelly's Secondary School Parents Dry After | 750 |
| Compost Education Centre | 500 |
| | <u>\$ 986,606</u> |

4. Reconciliation

| | |
|--|----------------------------|
| Total of aggregate payments exceeding \$25,000 paid to suppliers | \$ 15,989,724 |
| Consolidated total of payments of \$25,000 or less paid to suppliers | 1,700,462 |
| Grants and contributions | 986,606 |
| | <u>18,676,793</u> |
| Total per Consolidated Statement of Operations | 13,715,576 |
| Add: Expenditures for capital purposes * | 5,480,467 |
| | <u>19,196,044</u> |
| Variance ** | <u>\$ (519,251)</u> |

* Pursuant to public sector accounting standards for local governments, capital expenditures are not considered expenses. However, as this report is prepared on a cash basis, and cash outlays occurred in 2025 for capital purchases, the amount of these purchases is included in this reconciliation.

** The Financial Statements are prepared in accordance with public sector accounting standards for local governments, and as such are prepared on an accrual basis. The Schedule of Payments Made for the Provision of Goods or Services does not incorporate accrual accounting and represents amounts actually paid during 2025. The amounts shown on the Schedule of Payments Made for the Provision of Goods or Services include the GST paid to suppliers, where applicable, whereas the Financial Statements do not.

TOWN OF SIDNEY BUILDING PERMIT REPORT FOR THE MONTH:

May 2026

| | 2026 | | | 2026 | | | Jan 1, 2025 - May 31, 2025 | | |
|--|------------------|------------------------|--------------|----------------------|-------------------------|--------------|----------------------------|-------------------------|--------------|
| | TOTAL THIS MONTH | | | TOTAL - YEAR TO DATE | | | TOTAL - LAST YEAR TO DATE | | |
| TYPE OF CONSTRUCTION | No. of Permits | Construction Value | No. of Units | No. of Permits | Construction Value | No. of Units | No. of Permits | Construction Value | No. of Units |
| COMMERCIAL: | | | | | | | | | |
| Commercial - (Accessory/Addition/Alteration/Tenant Improvement) | 1 | \$ 11,160.00 | | 6 | \$ 1,071,160.00 | 0 | 5 | \$ 575,500.00 | |
| Commercial - New | | | | 0 | \$ - | 0 | | \$ - | |
| INDUSTRIAL: | | | | | | | | | |
| Industrial - (Accessory/Addition/Alteration/Tenant Improvement) | | | | 0 | \$ - | 0 | | \$ - | |
| Industrial - New | | | | 0 | \$ - | 0 | 1 | \$ 150,000.00 | |
| INSTITUTIONAL: | | | | | | | | | |
| Institutional - (Accessory/Addition/Alteration/Tenant Improvement) | | | | 0 | \$ - | 0 | | \$ - | |
| Institutional - New | | | | 0 | \$ - | 0 | | \$ - | |
| EXCAVATION/BLASTING | | | | 2 | \$ 421,750.00 | 0 | | | |
| DEMOLITION/MOVING | 4 | | (3) | 11 | \$ - | (10) | 19 | \$ - | (6) |
| MULTI-FAMILY | | | | | | | | | |
| New | | | | 1 | \$ 2,600,000.00 | 8 | | | |
| Additions/Alterations | | | | 5 | \$ 180,481.00 | 0 | 2 | \$ 18,395.00 | |
| SMALL SCALE MULTI-UNIT HOUSING: | | | | | | | | | |
| 3/4 Unit - New | | | | 2 | \$ 4,500,000.00 | 7 | 3 | \$ 6,140,000.00 | 11 |
| RESIDENTIAL: | | | | | | | | | |
| 2F - New | 2 | \$ 1,960,000.00 | 4 | 6 | \$ 5,040,000.00 | 12 | 1 | \$ 800,000.00 | 2 |
| 2F - Additions/Alterations | 1 | \$ 265,000.00 | | 1 | \$ 265,000.00 | 0 | | | |
| SF - New | 1 | \$ 794,500.00 | 1 | 2 | \$ 1,544,500.00 | 2 | 3 | \$ 3,100,000.00 | 3 |
| SF - Additions/Alterations | 4 | \$ 245,831.00 | | 14 | \$ 1,130,417.00 | 0 | 6 | \$ 105,000.00 | |
| SF to 2F | | | | 1 | \$ 400,000.00 | 1 | 4 | \$ 128,000.00 | 4 |
| PLUMBING: | 6 | | | 22 | \$ - | 0 | 20 | | |
| TOTALS | 19 | \$ 3,276,491.00 | 2 | 73 | \$ 17,153,308.00 | 20 | 64 | \$ 11,016,895.00 | 14 |

| Revenue (building, demolition, plumbing, fireplace, blasting): | Actual | Budget |
|--|----------------------|---------------|
| 2026 Building Permit Revenue Budget | | \$ 435,000.00 |
| Permit Revenue - Trial Bal Summary - MAY 2026 | \$44,389.20 | |
| Year to Date | \$ 265,373.50 | |

TOTAL CONSTRUCTION VALUE FROM 2025:
\$19,894,986.43

Council Approved Projects without an Issued Building Permit

Current Month: May 2026

| Folder Number | Civic Address | Approval Date | Expiry Date | Application Details |
|--|---|---------------|-------------|---|
| DP100841 / DV100350 / RZ100107 | 2060 White Birch Road | 23-Jan-24 | 18-Sep-26 | RZ: To amend the CD37 zone by changing the method of calculating residential density and increasing the maximum lot coverage. DP: To construct a four-storey, 60-unit apartment building with one level of underground parking. DV: To decrease parking setback along the eastern property line. |
| DP100842 / DV100349 / RZ100109 | 9522 Lochside Drive | 25-Mar-24 | 22-Nov-27 | RZ: To rezone the property from Neighbourhood Motel (C4) to CD44 and CD45. DP: To construct a three-storey mixed use commercial/multi-unit residential development and eight buildings containing a total of 48 2.5 storey townhouses. DV: To reduce the required setback for a rooftop access structure from the north and west building faces; and to locate retaining walls and staircases within the front setback. |
| DP100838 / RZ100104 | 2180 Beacon Avenue W | 13-May-24 | 4-Sep-26 | DP: To develop a five storey 140 unit multi-unit residential apartment building with surface parking and one level of underground parking. RZ: To amend the Zoning Bylaw in order to allow a 5 storey 140 unit multi-family residential development. |
| DP100848 | 9895/9899 Seventh Street | 24-Feb-25 | 24-Mar-27 | DP: for the form and character of a 4 storey 21 unit multi-unit residential development. |
| DP100847 / DV100359 | 2098 Beacon Avenue W, 2114 Beacon Avenue W, 2107 Jahn Place | 9-Sep-25 | 6-Dec-27 | DP: for the form and character of two 4 storey buildings with a total of 180 units (90 units per building) and underground parking. DV: To reduce the minimum front yard setbacks from 4.5m to 3.28m. |
| DP100853 | 9824 Third Street | 12-Jan-26 | 12-Jan-28 | DP: for the form and character of a four-storey mixed-use commercial/residential development in the Downtown Commercial Development Permit Area. |
| DP100854 | 9601 Fifth Street | 15-Dec-25 | 6-Mar-28 | DP: for the form and character of a three unit residential building. |
| DP100855 | 9601 Fourth Street | 15-Dec-25 | 9-Feb-28 | DP: for the form and character of a three unit residential building. |
| DP100856 | 2436 Ocean Avenue | 15-Dec-25 | 9-Feb-28 | DP: for the form and character of a three unit residential building. |
| <p>Legend:</p> <p>OCP: Official Community Plan Amendment Application</p> <p>RZ: Rezoning Amendment Application</p> <p>DP: Development Permit Application</p> <p>DV: Development Variance Permit Application</p> <p>SA: Subdivision Application</p> | | | | |

Monthly reports of the Town's Building Permit applications received and Building Permits issued are available upon request.

Town of Sidney Small Scale Multi-Unit Housing (SSMUH) Report

SSMUH Permits Issued in 2026

January 1, 2026 - May 31, 2026

| Folder Number | Civic Address | Issued Date | Application Details |
|---|-----------------------|-------------|--|
| BP106389 | 10440 Resthaven Drive | 13-Mar-26 | To construct a new three unit residential development. |
| BP106440 | 10033 Siddall Road | 21-Apr-26 | To construct a new four unit residential development. |
| | | | |
| | | | |
| | | | |
| Legend: DP: Development Permit Application BP: Building Permit | | | |
| | | | |
| | | | |

Monthly reports of the Town's Building Permit applications received and Building Permits issued are available upon request.

TOWN OF SIDNEY

RECEIVED JUN 05 2026

June 4, 2026

Mayor and Council
Town of Sidney

**Subject: Summary of Public Relations Event — Seacrest High Street
Community Proposal**

Dear Mayor and Council,

Please find attached an outline of the public relations event held at the demolition site for the **Seacrest High Street community proposal** (Fourth Street side of the Third Street property) on **Friday, May 29, 2026, from 4:00 to 6:00 PM.**

I attended the full two-hour presentation and have summarized the notes conveyed to me by citizens who spoke with the event moderator. The comments and observations reflect the discussions I observed and the feedback relayed to me by attendees.

The Council will need to address multiple aspects of the zoning application for this development. The proposal raises a number of technical and community considerations that should be reviewed impartially by town staff so that Council can make a well-informed decision that produces the best possible outcome for our Town.

If you would like a more detailed account of the comments I collected or wish to discuss any specific points from the presentation, I am available to provide further information.

Yours sincerely,

[Redacted signature]

W. Robert Earle

[Redacted] Fourth Street, [Redacted]

Sidney, BC [Redacted]

Email: [Redacted]

Phone/Text: [Redacted]

| | |
|----------------|-------------------------------------|
| File No. | |
| Mayor | |
| Councillor(s) | |
| Agenda | <input checked="" type="checkbox"/> |
| CAO | |
| Administration | |
| Finance | |
| IT | |
| Dev Services | <input checked="" type="checkbox"/> |
| Engineering | |
| Parks | |
| Public Works | |
| Fire Dept | |
| RCMP | |
| Comments: | |
| | For info |



Meeting Notes – High Street 9972 Third Street Sidney

Friday, May 29, 2026 – 4 to 6 p.m. As attended by the undersigned

TOWN OF SIDNEY

Attendance & General Sentiment

- About 30 people attended.
- The public open house was held on 4th Street not on 3rd Street as given in the hand out sheet distributed to a few homes on 3rd Street and unfortunately the excitement expected was not generated from the purpose of the meet and greet.
- It appeared that **100% of the citizens present opposed the proposed development**, based on conversations held throughout the two-hour meeting.
- Not everyone signed the attendance sheet; some feared signing might imply agreement, and others found the purpose of the signature unclear.

Key Concerns Raised

- Discussion consistently focused on the **unacceptable density** proposed for the area between 3rd and 4th Street.
- The **garbage collection area** shown in the plans appears too small. Proper waste management requires separate containers for garbage, plastics and tins, and compost. A single dumpster cannot meet these needs.
- **No guest parking** was shown. Some existing condos on 3rd and 4th also lack guest parking, meaning this proposal would further strain already limited space.
- The idea of **affordable rental units** versus market-rate units is not realistic for new construction if rent is expected to align with the standard “30% of income” affordability measure.
- **Traffic on 3rd Street is already self-regulated**, with drivers slowing to allow each other to pass due to parking on both sides of the street.
- **Seniors often act as informal crossing guards**, stopping traffic so they can safely cross 3rd and 4th Streets.
- The proposed complex may require a **study on converting nearby streets to one-way traffic**, which would increase pressure on surrounding blocks and undermine Sidney’s character as a relaxed, walkable town.

Issues with the Presentation

- The presentation materials distributed on May 29 misspelled “Town of Sidney” as “Sydney,” leading many to believe the project was copied from a Nova Scotia housing proposal. Such a significant typo undermines confidence in the presentation.
- The **photos posted on the fencing were misleading**, giving an inaccurate impression and minimizing the true scale of the proposal.
- The design Layout as shown will direct access to the back door entrance on 4th street where most of the egress and exits from the building will occur and increase traffic volume to overburdened congestion on Fourth Street.



Site Layout & Environmental Concerns

TOWN OF SIDNEY

- The proposal is so close to adjacent properties that **no space remains for a walking or biking path** between 3rd and 4th Streets or for convenient beach access—one of Sidney’s strengths. This is a major red flag.
- Regarding traffic, the developer claimed he observed **minimal traffic flow**, but citizens responded that Sidney is not Highway 401; there are already bottlenecks due to normal resident and visitor movement toward Beacon Avenue.
- The possible current market downturn has caused some investors to pull back, creating real challenges in securing funding and raising concerns about **condo market saturation**.
- Even the government is now **reducing funding for increased housing density** nationwide.
- The Bowerbank Road housing project is an example where the **Town of Sidney had to intervene** when the developer could not cover rising costs.

Questions About Project Intent

- Some residents believe the “**High Street secret**” is that the project is actually intended as a **seniors’ housing complex**, not affordable housing for working families, and may be designed to financially rescue the contractors.
- The original land block contained **24 living units**. A previous proposal suggested increasing this to **35 units**, which was considered reasonable. After ownership changed, the project expanded to **75 units—a 300% increase**.
- Various building shapes were presented (L-shaped, W-shaped, O-shaped, reverse-L), but **none were acceptable** because 75 units inevitably reduce livable space regardless of layout.
- A maximum limit to the number of **Units proposed of 50 units** can be considered then the Monterey Cypress would remain to enhance the green space.
- Does the financial consideration for the town tax base play any part to determine increased town revenue if project is considered mixed use of Unit configurations?
- It was determined that the developer **cannot build higher** because the water table does not allow the depth required.

Tree Removal Concerns

- Removing the central Monterey Cypress and paving over its root system will leave the remaining two trees without canopy protection, **weakening them and increasing the likelihood of failure**.
- Removing the trees does **not** increase the number of living units nor address concerns about excessive density. It is simply trying to fit a square peg in a round hole.
- Unfortunately, the magnificent Cypress trees have become a “**red whale**” distraction, used to mask the intent to vary the OCP until the project fits.
- This is not the mandate of the Mayor and Council, whose role is not to guarantee developer profitability under the banner of density or affordability.
- Its back to the drawing board for this community development.

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JUN 05 2026

Livability & Design Issues

- There is **no green space** for working residents to enjoy after returning home.
- The **rooftop patio is very small**, located only in one corner of the roof, and the photos presented give a misleading impression of its usability.
- A rental complex of this size would require **full-time management**, given the high turnover typical in rental markets.
- A **mixed strata-and-rental model** with fewer units should be considered.

TOWN OF SIDNEY

Overall Assessment

- This proposed development **does not fit the Sidney model**, even though past councils have responsibly increased density where appropriate.
- The High Street representative answered questions directly, but **none of the answers provided evidence** that the proposal aligns with the Town of Sidney's OCP, regardless of potential variances.
- It has become clear that **Vancouver Island councils have a responsibility** to ensure developments support a high quality of life.
- Saying "people can choose how they want to live" does not solve Sidney's long-term planning needs in 2026 and beyond.
- Sidney residents deserve better, and the project should return to the **drawing board**.
- This rezoning bylaw should **not** be approved. Better solutions exist and can be developed without accepting this proposal being the only option.
- **Bottom line : this proposal as given is not acceptable to move forward from the advisory planning committee . Serious revisions must be considered.**
- The profitability of private ventures is **not** the primary concern of Sidney's laws, and predicting financial outcomes is a specialized field.
- These notes may seem blunt, but reality has its ups and downs.

Some thoughts for your consideration as given to me during the casual -drop in by Seacrest developer. Input that is noted was by the Sidney citizens present who sought more clarity on the proposal now in the planning stage in this brief summary.

June 4 2026

W. Robert Earle

██████████ Fourth Street Sidney



RECEIVED 15.1.
JUN 05 2026

Highstreet is Joining Your Community: Public Open House Invite

TOWN OF SIDNEY

We'd like to invite you to a **casual, drop-in open house** to share the vision for Seacrest, your neighbourhood's newest purpose-built rental community, and to hear directly from you.

Location: 9972 Third Street, Sidney BC

Date: Friday, May 29, 2026

Time: 4:00 – 6:00 PM

No presentation. No formal agenda. Just a chance to stop by, ask questions, and have a conversation with the people behind the project. We look forward to meeting you!



About Highstreet

Founded in 2005, Highstreet is an award-winning, BC-based real estate development company. With a track record of delivering over 6,000 homes across Western Canada, Highstreet uniquely manages the entire lifecycle of its projects - developing, building, and operating community-focused properties.

We focus on homes built to last past move-in; designed for daily livability and sustainability over time. Because we design, build and operate our communities, the responsibility stays with us. If something isn't working, we're the ones who fix it.

We aim to add lasting value to the neighbourhoods we build in. Maintaining the building matters, and so does how we show up for the people around it.

What's Being Built

TOWN OF SIDNEY



Seacrest is a four-storey purpose-built rental building with 75 suites, including one-, two-, and three-bedroom homes. Additional highlights include:

- Onsite parking with EV-ready infrastructure
- Secure bike storage
- Rooftop patio lounge & outdoor gathering space, with BBQs and a community garden
- Solar panels for amenity areas

It's a fully electric building designed to meet Step Code 4, surpassing the minimum provincial code standards to be net-zero ready - meaning it's built to use less energy over time.



The goal is simple: rental homes designed for functional living, built to last.

For more information and ongoing project updates, visit gohighstreet.ca.

RECEIVED
JUN 05 2026

TOWN OF SIDNEY



From: Dale Hoover <[REDACTED]>
Sent: Thursday, June 4, 2026 6:32 PM
To: admin
Cc: cbankes@sidney.com
Subject: Mayor and Council

[You don't often get email from [REDACTED] Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

I would like to bring a safety concern to council regarding Bowerbank roadway at the intersection of Piercy Ave. Over the last few months I've seen numerous drivers illegally entering the roadway through the entrance clearly marked for bicycles and buses only (today in fact I was cut off by two vehicles in succession doing this while I was attempting to pass through the entrance by bike). This driver practice presents an unacceptable risk to users of the cycleway, many of whom are children.

The RCMP and town Engineering department are both aware of the issue; education and monitoring efforts so far seem to have had limited effect.

I would support efforts to improve monitoring and enforcement practices to reduce this risk. I would be happy to speak with council in person if it could be helpful.

Thank you for your consideration.

Dale Hoover
 [REDACTED] Courser Dr
 Sidney

| | |
|----------------|-----------------|
| File No. | |
| Mayor | |
| Councillor(s) | |
| Agenda | ✓ |
| CAO | |
| Administration | |
| Finance | |
| IT | |
| Dev Services | |
| Engineering | ✓ |
| Parks | |
| Public Works | |
| Fire Dept | |
| RCMP | |
| Comments: | |
| | ACKNOWLEDGEMENT |
| | RESPONSE |

Subject: FW: Peninsula Recreation Commission Borrowing Bylaw Request Update
Attachments: May 28th Peninsula Recreation Commission Letter to Councils.pdf

From: Niall Paltiel [REDACTED]
Sent: June 8, 2026 2:10 PM
To: Mayor McNeil-Smith <Mayor@sidney.ca>
Cc: Liam Edwards <ledwards@sidney.ca>; Luisa Jones <ljones@crd.bc.ca>; Steve J Meikle <smeikle@panoramarec.bc.ca>
Subject: Peninsula Recreation Commission Borrowing Bylaw Request Update

You don't often get email from [REDACTED] [Learn why this is important](#)

Good afternoon Mayor McNeil-Smith,

I have attached an updated brief with the adopted May 28th PRC notice of motion attached. I believe the memo provided and included documents (with report links included) may assist members of your Council in resolving questions raised at the May 11th Sidney Council meeting. Further, if you see benefit, I would be happy to spend 5-minutes as a delegation at an upcoming meeting to provide context and clarification around this new borrowing bylaw request. Please do not hesitate to reach out if you have any questions, suggestions and/or I you think I may be able to assist in building consensus on this item.

Thank you for your support and consideration to date.

With respect,

Niall Paltiel

Brentwood Bay, BC

[REDACTED]

Reduced-Scope Recreation Sub-Regional Facility Proposal Hovey Road

Prepared by: Niall Paltiel, Chair, Peninsula Recreation Commission

For consideration: PRC Regular Meeting – May 28, 2026

To: Members of the Peninsula Recreation Commission

From: Niall Paltiel, Chair, Peninsula Recreation Commission

Date: June 8, 2026

Re: Notice of Motion – Reduced-Scope Borrowing Bylaw for Hovey Road Recreation Facility

Dear Member Municipalities:

I am writing to share a Notice of Motion that was moved and adopted by the Peninsula Recreation Commission (PRC) at our May 28, 2026, meeting. The motion proposes that the PRC formally request the CRD Board to immediately consider an updated project budget of up to \$10,114,000 (proposed funding via \$1 million from capital reserves and \$9.114 million via borrowing) to support a reduced-scope, approximately 7,500 square feet recreation facility at the Hovey Road Civic Facility location in the District of Central Saanich.

This proposal responds directly to two recent developments:

1. The Town of Sidney's May 11 decision not to support the original \$14,200,000 borrowing bylaw for a 10,000 sq. ft. facility; and
2. The District of North Saanich's deferral of its consideration of the bylaw to June 29, 2026 for public input.

Moreover, this updated proposal reflects on feedback received through public discourse and through a careful review of questions, feedback and comments provided by all three, member municipal councils and discussions with a number of the participant W̱SÁNEĆ Nations.

In response to Central Saanich staff feedback, the Commission is prepared to contemplate accommodating an approximately ~ 7,500 sq. ft. proposal with an estimated upshot capital cost of \$10,114,000, including \$1.0 million from reserves and \$9.114 million from debt — a reduction of approximately \$5 million, or 35%, from the original \$14.2 million borrowing authority. The revised estimate provides greater clarity, a stronger 29% contingency, includes a defined \$1.5 million tenant improvement allowance, and reflects a more conservative capital estimate overall.

Most importantly, the reduced scope sharpens rather than weakens the rationale for this project. By scaling the facility down to 7,500 square feet, the proposal places its sole focus on the fundamental and most basic recreation needs that have been clearly and repeatedly identified through:

- The Peninsula Recreation Commission Strategic Plan;
- The 2017 and 2024–25 Facility Needs Assessments; and
- The 2024 and 2025 Panorama Recreation Centre Annual Reports, which document significant and growing program capacity challenges.

These sources point consistently to the same high-demand, high-impact program areas — a weight room and flexible multi-purpose space — as the most pressing unmet needs across the Peninsula. The revised proposal delivers precisely on these priorities and nothing more. It is a disciplined, evidence-based response to documented need.

To be candid: this is not the Commission's preferred outcome, nor is it the District of Central Saanich's. The original proposal best reflected the full scope of documented needs across the Peninsula. However, the revised proposal preserves the core program intent, the time-sensitive land donation opportunity, and the most cost-effective path forward available to us in the current market. We maintain that the outcome of this regional investment would be a welcome addition to the regional suite of services we provide and will ensure that the existing Greenglade and Forest Park Panorama facilities remain sustainable for years to come

If things move forward the next steps in the process of loan authorization may include the following:

- The Peninsula Recreation Commission will receive the revised loan authorization bylaw at its June 25 meeting and will consider a recommendation for the revised borrowing bylaw and a process of consent to the CRD Board.
- If it advances from the PRC, the CRD Board will consider the matter at its July 8 meeting.
- If it advances from the CRD Board, the bylaw would then be sent to the three participating municipalities for consideration of their individual municipal consent in July and/or August 2026.

It is our hope that this updated proposal demonstrates our sincere believe that this is the right location, the right scope and the right project for both the District, our neighbouring W̱SÁNEĆ Nations, and the entire Saanich Peninsula.

With appreciation,



Niall Paltiel

Chair, Peninsula Recreation Commission

Notice of Motion

Meeting: Peninsula Recreation Commission – Regular Meeting
Date: May 28, 2026
Moved by: Commissioner Niall Paltiel, Chair

WHEREAS the Peninsula Recreation Commission ("PRC") serves the residents of the District of Central Saanich, Town of Sidney, District of North Saanich, and the W̱SÁNEĆ Nations as a shared sub-regional recreation service operating within W̱SÁNEĆ traditional territories;

AND WHEREAS the PRC Strategic Plan, the 2017 and 2024–25 Facility Needs Assessments, and the 2024 and 2025 Panorama Recreation Centre Annual Reports have each independently confirmed unmet recreation demand, overcrowding, geographic access concerns, and significant and growing program capacity challenges;

AND WHEREAS the District of Central Saanich has offered to contribute land at the Hovey Road Civic Facility site at no cost to the PRC, presenting a rare and time-sensitive opportunity to expand recreation capacity in a geographically underserved area of the Peninsula;

AND WHEREAS a business case prepared for the PRC concluded that the Hovey Road option represents the most cost-effective avenue available to address regional recreation demand;

AND WHEREAS the Town of Sidney on May 11, 2026, indicated it would not support the original \$14,200,000 borrowing bylaw for a 10,000 sq. ft. facility, and the District of North Saanich has deferred its consideration of the bylaw to June 29, 2026;

AND WHEREAS the PRC has reviewed the feedback and concerns raised during the deliberations of both Councils and wishes to respond constructively with a revised proposal that concentrates exclusively on the highest-priority, evidence-based program needs identified in PRC planning documents;

THEREFORE BE IT RESOLVED: That the Peninsula Recreation Commission:

1. **Endorse a reduced-scope recreation facility** at the Hovey Road Civic Facility location in the District of Central Saanich, with a footprint of approximately **7,500 square feet**, retaining the **weight room and multi-purpose program space** as core program elements, with reduced or eliminated pottery studio and/or reduced or eliminated meeting room components to be confirmed through detailed design.
2. **Request that the Capital Regional District (CRD) Board** give immediate consideration to an updated borrowing bylaw of **up to \$9,114,000** to support the reduced-scope facility.
3. **Confirm** that any residual square footage from the originally proposed 10,000 sq. ft. footprint shall remain with the District of Central Saanich, with no further financial or operational obligation to the PRC; and

4. **Affirm** the Commission's continued commitment to equitable, evidence-based, and collaborative recreation service delivery across the Saanich Peninsula in partnership with member municipalities and the W̱SÁNEĆ Nations.

CARRIED

Frequently Asked Questions

Why is the reduced-scope facility the right response?

The 7,500 sq. ft. proposal sharpens the project to its fundamental and most basic recreation needs — those that have been repeatedly and consistently identified across every major PRC planning document:

- The PRC Strategic Plan;
- The 2017 Facility Needs Assessment;
- The 2024–25 Facility Needs Assessment; and
- The 2024 and 2025 Panorama Recreation Centre Annual Reports, which document significant and growing program capacity challenges.

The revised facility delivers exactly on these priorities — a weight room and flexible multi-purpose space. It is the most disciplined, evidence-aligned, and cost-effective response available to the Commission.

Why here? Why is Hovey Road the right location?

The District of Central Saanich is contributing land at no cost to the PRC as part of its Civic Facilities Redevelopment. Free land of this scale and location is an extraordinary contribution unlikely to be replicated elsewhere on the Peninsula in the foreseeable future.

Central Saanich is also the largest population centre within the PRC service area, contributing 38.8% (≈\$2.368M) of the 2026 requisition, yet it has no purpose-built public recreation facility within its boundaries. Locating new capacity here directly addresses long-standing geographic inequity.

Why now? Why can't this wait?

1. **Capacity is already exceeded.** In 2025, the weight room and fitness classes alone saw nearly 200,000 visits. Group fitness classes fill within 15 minutes of registration. The pottery studio is fully subscribed. Approximately 500 people per day are using fitness spaces at Greenglade and Panorama.
2. **Market conditions are favourable.** A projected slow-down in the construction market presents a cost opportunity that may not persist.
3. **The land offer is tied to the current Civic Facilities Redevelopment** in Central Saanich. Delay risks losing this opportunity entirely.

Who is paying for what?

| Funder | Contribution |
|-----------------------------|---|
| District of Central Saanich | Donated land at the Hovey Road Civic Facility site; ownership of any residual square footage; ongoing requisition of \$2.368M (38.8% of total in 2026); share of debt servicing per PRC cost-allocation formula |
| Town of Sidney | Requisition contribution of \$1.786M (29.3% in 2026); share of debt servicing per PRC cost-allocation formula |
| District of North Saanich | Requisition contribution of \$1.942M (31.9% in 2026); share of debt servicing per PRC cost-allocation formula |
| User fees | 50.2% of operating revenues (\$6.14M in 2026), continuing to offset operating costs |
| CRD Borrowing & Reserves | Up to \$10,114,000 total — \$1,000,000 from reserves and \$9,114,000 from debt |

Why is the footprint specifically 7,500 sq. ft. and not a range?

Specificity provides Councils with clarity and certainty on scope, budget, and responsibility. A defined footprint removes ambiguity about cost and ensures that any additional square footage or associated costs remain clearly within Central Saanich's purview, not the PRC's.

Who takes on the residual square footage from the original plan?

The District of Central Saanich retains ownership and purview of the residual space (approximately 2,500 sq. ft. relative to the original 10,000 sq. ft. concept). There is no obligation on the PRC or its member municipalities to fund, develop, or program that space.

What changed in the budget?

| Cost Type | Revised (7,500 sq ft) | Class C Feb 2026 | Class D Oct 2025 |
|---|-----------------------|---------------------|---------------------|
| Base Building & Site Development | \$4,967,625 | \$6,623,500 | \$9,392,000 |
| Site Development (incl. additional parking) | \$968,000 | \$968,000 | \$1,265,000 |
| Tenant Improvements (Interior) | \$1,371,250 | \$2,000,000 | n/a |
| Design and Construction PM Fees | \$800,000 | \$960,000 | \$1,400,000 |
| Startup Equipment Costs | \$560,000 | \$630,000 | \$330,000 |
| Contingency (29%) | \$1,447,125 | \$2,878,000 | \$2,817,600 |
| Estimated Capital Costs | \$10,114,000 | \$14,059,500 | \$15,204,600 |

The original Financial Plan anticipated \$14.2M debt + \$1.0M reserves based on the Class D estimate. The revised proposal restructures funding as \$9.114M debt + \$1.0M reserves, a \$5.0M (~35%) reduction.

What is the demonstrated need?

The evidence base is substantial, consistent, and drawn directly from the PRC's own planning documents:

- **PRC Strategic Plan:** Identifies recreation infrastructure expansion and geographic equity as core priorities.
- **2017 and 2024–25 Facility Needs Assessments:** Both confirmed unmet recreation demand, overcrowding, and geographic access concerns. The 2025 assessment found **49% of 700+ online respondents** identified full classes as the primary barrier to participation, and **32% of 300 randomly surveyed residents** cited convenience of location as a key issue.
- **2024 and 2025 Panorama Recreation Centre Annual Reports:** Document **significant and growing program capacity challenges**, including nearly 200,000 visits to weight room and fitness classes in 2025, group fitness classes filling within 15 minutes, and a fully subscribed pottery studio.

Why these specific uses (weight room and multi-purpose space)?

These are the highest-demand, highest-impact uses consistently identified across the PRC Strategic Plan, both needs assessments, and the most recent Annual Reports. They:

- Directly relieve the most acute capacity pressures at Panorama and Greenglade;
- Serve the broadest demographic (youth, seniors, families, working adults);
- Provide maximum program flexibility within a constrained footprint;

- Support core public-health and youth-development outcomes.

The reduced scope ensures that every square foot of the revised facility is dedicated to the highest-priority needs identified by the PRC's own evidence base.

Isn't the PRC already planning significant capital spending elsewhere?

Yes — and that reinforces the case. The current five-year capital plan for existing facilities already exceeds the cost of the proposed new facility:

| Facility | 2026–2030 Capital Plan |
|-----------------------------|-------------------------------|
| Panorama Recreation Centre | \$13.93M |
| Greenglade Community Centre | \$0.455M |
| Combined Total | ≈\$14.385M |

Spending \$14.4M on maintaining existing infrastructure without adding new capacity will not resolve the geographic inequity or capacity constraints documented in PRC reports.

Hasn't Central Saanich already been subsidizing the sub-regional system?

Yes. Central Saanich has made low-cost municipal facilities available to support regional recreation access without a proportionate cost-allocation adjustment in return. The Hovey Road project — combined with the donated land — begins to rebalance that long-standing inequity.

What about the W̱SÁNEĆ Nations?

Residents of Tsawout and Tsartlip First Nations, and other W̱SÁNEĆ communities, access PRC services. Geographic access from these communities to existing Peninsula facilities can mean travel times of up to 1.5 hours round trip for residents with limited transportation options. The Hovey Road location materially improves access for these Nations, consistent with the spirit of UNDRIP commitments made by all Peninsula municipalities.

What happens if this doesn't proceed?

- Existing facilities will continue to operate at or beyond capacity.
- Documented unmet demand will persist and grow.
- Geographic inequity in recreation access will deepen, particularly for Central Saanich residents and the W̱SÁNEĆ Nations.
- The opportunity presented by the donated land at Hovey Road will be lost.
- Broader governance questions about the sustainability of the PRC as a genuinely shared sub-regional service will require renewed attention.

Supporting References & Links

- [PRC Strategic Plan \(p. 12, 13, 17\)](#)
- [2019 Peninsula Recreation and Central Saanich Facility Needs Assessment](#)
- [2024–25 Peninsula Recreation Facility Needs Assessment](#)
- [2024 Panorama Recreation Centre Annual Report \(p. 11, 12, 14\)](#)
- [2025 Panorama Recreation Centre Annual Report \(p. 11, 12, , 13, 14\)](#)
- [Hovey Road Facility – Business Case / Alternative Delivery Options Staff Report](#)
- [Province of BC – Declaration on the Rights of Indigenous Peoples Act](#)



June 9, 2026

The Honourable Lisa Beare
Minister of Education and Child Care
Province of British Columbia
PO Box 9045 Stn Prov Govt
Victoria, BC V8W 9E2

The Honourable Nina Krieger
Minister of Public Safety and Solicitor General
Province of British Columbia
PO Box 9010 Stn Prov Govt
Victoria, BC V8W 9E2

Re: Human Rights Groups Urge Moratorium on Police in Schools in BC

Dear Ministers,

BC Civil Liberties Association and Policing-Free Schools (Canada) write to urge the Province to end all police-in-school programs¹ in BC public schools and prevent their reintroduction, regardless of name, structure, or level of reform. Because of the extensive background information and evidence that supports the content of this letter, appendices are provided in a manner corresponding to the order of our arguments calling for your action.

This request is urgent. Two recent incidents in BC show that police presence in schools can create serious risks and significant harm to students and staff. Additional reasons to act include the chronic and acute accountability gaps inherent to these programs, your obligation to uphold the human rights of children and staff in BC's schools, and the longstanding evidence civilian professionals, not police officers, keep learning environments safe.

¹ "Police-in-school programs" means any program or arrangement involving police presence in school or school-adjacent activities, including school liaison officer, school police liaison officer, school resource officer, youth officer, curriculum-based, non-curricular, presentation, mentorship, or informal relationship-building programs delivered by or involving police.

Gun Pointed at School Worker

We are aware of a serious incident in which a worker, while arriving at work and using the school's bike cage for its intended purpose, was treated as a criminal suspect without any apparent objective basis. Rather than first taking less intrusive steps to verify the worker's identity or connection to the school, the School Liaison Officer (SLO) escalated the encounter by pointing a firearm, detaining and handcuffing the worker, and searching their belongings.

On the facts as we understand them, these were highly invasive and harmful actions that an SLO used against a law-abiding person engaged in an ordinary workplace activity, and they raise significant concerns about whether the SLO's conduct was lawful, necessary, or proportionate. It also raises significant and unresolved questions about excessive use of force, accountability, and whether a school district can protect workers and students when it claims no practical authority over the officers they host under police-in-school programs.

Inappropriate Relationship Stemmed from Police Contact with Student

A second incident raises serious concerns arising from police authority, youth access, informal relationship-building, and unequal power dynamics. The Office of the Police Complaint Commissioner's (OPCC) most recent annual report describes misconduct over a 4-year period involving a Vancouver Police Department (VPD) officer whose abusive relationship with a former student originated through contact at a secondary school, where the officer had presented on policing and later exchanged career-related emails with the student while lying about their age.

The VSB and Independent School Association of BC were reportedly unaware of the incident, the investigation into the officer's conduct, and the substantiated findings. This raises serious accountability concerns. There appear to be no clear safeguards or oversight mechanisms requiring disclosure to school boards of risks associated with police-in-school programs, including information about officer misconduct investigations and related outcomes. This gap undermines school boards' ability to fulfill their duty to maintain safe environments for students and staff.

Governance, Disclosure and Accountability Failures

These incidents reveal a recurring structural problem in police-in-school programs: institutions promote them as carefully managed partnerships built on safety, mentorship, trust, and student well-being, yet when serious harms or accountability concerns arise, responsibility becomes fragmented or displaced. Police and school authorities appear unable or unwilling to provide clear answers about risk assessment, officer selection and placement, the content of any training required for police assigned to schools, disclosure to affected communities, student rights, complaint pathways, or misconduct outcomes.

Even elected parent representatives and journalists have faced barriers when seeking basic information about which officers are assigned to work with children and youth and whether those officers are subject to serious misconduct concerns.

Public education cannot depend on a partnership model in which responsibility and authority are split in ways that leave no institution fully accountable.² This lack of transparent governance and shared accountability undermines public confidence and raises serious concerns about whether schools can safely host relationship-based policing while police culture, oversight, and reporting systems remain subject to unresolved systemic scrutiny.

Provincial Responsibility to Prevent Discrimination and Harm

BC's Human Rights Commissioner has repeatedly called for police-in-school programs to end, warning that Indigenous, Black, and other racialized students may reasonably fear police because of their communities' disproportionate exposure to harmful police interactions.³

Those concerns have only been reinforced by BC,⁴ Canadian and International evidence on discriminatory policing, over-policing, use of force, and systemic anti-Indigenous and anti-Black racism. United Nations experts in human rights, including the right to education, have addressed police-in-school programs directly, noting that they are not neutral tools. These experts recommend that police presence in schools be reduced to the maximum extent possible to protect learning environments.

² School Act, RSBC 1996, c 412, ss 8.4-8.5; Vancouver District Parent Advisory Council, "Email - DPAC-VSB-VPD Concerns re: SLO placement in schools" (September 2023), online(pdf): https://drive.google.com/file/d/1EwtgRYun_7ttu2NaGjMG2WjUJuo53Gpf/view [DPAC Email]; Vancouver School Board, Memorandum of Understanding Between the Vancouver School Board and the Vancouver Police Department - School Liaison Officer Program (31 August 2023), online(pdf): https://media.vsb.bc.ca/media/Default/medialib/mou_slo_and_appendix.0b7a5a66724.pdf s 5.1 [VSB-VPD MOU]; Katie Hyslop, "Officer Involved in Myles Gray's Violent Death Now Works in a High School", The Tyee (5 June 2024), online: <https://thetyee.ca/News/2024/06/05/Officer-Involved-Violent-Death-Works-High-School/> [Hyslop, "Officer Involved"]; Katie Hyslop, "Vancouver Police Finally Reveal Names of School Liaison Officers", The Tyee (17 November 2025), online: <https://thetyee.ca/News/2025/11/17/Vancouver-Police-Reveal-Names-School-Liaison-Officers/> [Hyslop, "Vancouver Police Finally Reveal Names"]; Vancouver Police Department, "Youth Outreach", online: <https://vpd.ca/community/youth-outreach/>.

³ British Columbia's Office of the Human Rights Commissioner, Equity is safer: Human rights considerations for policing reform in British Columbia (Vancouver: BCOHRC, November 2021), online(pdf): https://bchumanrights.ca/wp-content/uploads/BCOHRC_Nov2021_SCORPA_Equity-is-safer.pdf [Equity is Safer]; Letter from Human Rights Commissioner Kasari Govender to Ministers Beare and Begg, "Re: School Police Liaison Officers" (3 February 2025), online(pdf): https://bchumanrights.ca/wp-content/uploads/BCOHRC_Feb2025_Letter-to-Beare-Begg-re-SPLOs.pdf [Govender Letter]; International Independent Expert Mechanism to Advance Racial Justice and Equality in the Context of Law Enforcement, Visit to the United States of America, UN Doc A/HRC/54/CRP.7 (26 September 2023), online: <https://www.ohchr.org/en/documents/country-reports/ahrc54crp7-international-independent-expert-mechanism-advance-racial> at paras 52-54 [International Expert Mechanism]; Special Rapporteur on the right to education, Farida Shaheed, The right to be safe in education, UN Doc A/HRC/59/41 (16 June 2025), online(pdf): <https://www.ohchr.org/sites/default/files/2025-06/a-hrc-59-41-aev.pdf> [Special Rapporteur].

⁴ Kiffer G Card et al, "Event-level outcomes of police interactions with young people in three non-metropolitan cities across British Columbia, Canada" (2021) 91 International Journal of Drug Policy 102824, doi: 10.1016/j.drugpo.2020.102824 [Card et al], online: <https://www.sciencedirect.com/science/article/abs/pii/S0955395920301651>.

Yet provincial and local authorities have continued to revisit, rebrand, or restore these programs without producing empirical evidence that they are effective or necessary. Program redesign does not cure these serious risks. Reduced visual markers of policing, additional training, and an emphasis on mentorship or relationship-building may make police presence feel less coercive to some people, but can also blur boundaries, obscure accountability, and deepen the very risks these programs claim to manage.

The Province cannot treat these decisions to expand police presence in schools as merely local matters: you have a responsibility to ensure that public education services uphold your human rights obligations.

Demonstrated Harms and Unproven Safety Benefits Require Action

After decades of police-in-school programs being operational in BC and elsewhere, there is no concrete evidence that the programs improve objective safety outcomes. Canadian reviews, human rights analyses, and empirical research instead identify recurring risks: criminalization, exclusion, discriminatory surveillance, unnecessary use of force, boundary violations, and abuse of power.

Invest in Evidence-Based Measures to Protect BC's Public Education Community

The evidence points away from policing and toward properly funded, healing-centred, and student-centred approaches to school safety. Schools need mental health supports, education assistants, youth counsellors, restorative practices, community-school models, culturally safe services, and equity-based safety planning—not the diversion of scarce education resources toward police liaison programs. Vancouver's own experience shows that non-policing safety infrastructure can be built and sustained, while teachers, parents, trustees, and oversight bodies have repeatedly identified chronic underfunding and inadequate supports as the real barriers to safe and inclusive schools.

As Human Rights Commissioner Govender has put it, equity is safer.

Our Calls to You

Considering the evidence and the Province's human rights obligations, we respectfully and urgently request that your Ministries:

1. End all police-in-school programs in BC public schools without delay.
2. Ensure that such programs cannot be re-established anywhere in BC, regardless of name, structure, or purported reform.
3. Publish reports from police bodies and school districts across BC that have participated in police-in-school programs since the 2020-2021 school year, including officer identities and school assignments, calls for service, searches, handcuffing and other use-of-force incidents, police collection and use of student and worker information, General Occurrence reports, charge recommendations, complaints, conduct investigations, substantiated

misconduct findings, and outcomes (disaggregated where legally and ethically appropriate).

5. Invest instead in properly funded schools and proven, human rights-based safety strategies that support well-being without the foreseeable harms of policing in schools.⁵

Please provide a substantive reply to this letter, including your availability to meet to discuss this pressing matter, by July 9, 2026. We stand ready to support your Ministries in realizing an evidence-based, human rights-centred vision for real, lasting public school safety in BC.

Sincerely,

Meghan McDermott, LL.B., LL.M.
Policy Director
BC Civil Liberties Association
meghan@bccla.org

Andrea Vásquez Jiménez, M. Ed.
Director and Principal Consultant
Policing Free Schools (Canada)
connect@policingfreeschools.ca

CC: The Honourable David Eby, Premier of British Columbia, Premier@gov.bc.ca
The Honourable Terry Yung, Minister of State for Community Safety and Integrated Services, MSPSSG.Minister@gov.bc.ca
The Honourable Niki Sharma, Attorney General, AG.Minister@gov.bc.ca
The Honourable Jodie Wickens, Minister of Children and Family Development, MCF.Minister@gov.bc.ca
Amna Shah, MLA, Parliamentary Secretary for Anti-Racism Initiatives, Amna.Shah.MLA@leg.bc.ca
Kasari Govender, BC Human Rights Commissioner, commissioner@bchumanrights.ca
Prabhu Rajan, BC Police Complaint Commissioner, info@opcc.bc.ca
Dwayne McDonald, Commanding Officer of E Division, BCRCMP-GRCENCB@rcmp-grc.gc.ca
BC Anti-Racism Secretariat antiracism@gov.bc.ca
Lynn Block, Opposition Critic for Education, Lynne.Block.MLA@leg.bc.ca
Macklin McCall, Opposition Critic for Solicitor General & Public Safety, macklin.mccall.mla@leg.bc.ca
Third Party (Green) Caucus, greencaucus@leg.bc.ca

⁵ Jennifer DePaoli and Jennifer McCombs, Safe Schools, Thriving Students: What We Know About Creating Safe and Supportive Schools (Learning Policy Institute, 9 August 2023), online: <https://learningpolicyinstitute.org/product/safe-schools-thriving-students-report> [Learning Policy Institute].

Appendices: Supporting Background and Authorities

These appendices correspond to the headings and content in the letter “Human Rights Groups Urge Moratorium on Police in Schools in BC” and provide supporting examples, evidence, and authorities.

Appendix A - Recent BC Harms and Governance Failures

A.1 Gun Pointed at School Worker

We are aware of a violent and unwarranted incident at a public secondary school in Vancouver last year. On the facts as we understand them, the worker was simply arriving at work and locking their own bicycle in the school’s bike cage. They were using the bike cage for exactly what it was there for.

What followed was a serious and escalating intrusion by an SLO on the worker’s rights. The SLO pointed a firearm at them, detained them, handcuffed them, and searched their personal belongings. These were not minor steps. They were highly invasive police actions used against a person who, on the known facts, was arriving at their workplace at the start of the day and securing their own bike.

In a free and democratic society, police action must be reasonably necessary. It is not enough that a more forceful approach might be convenient, faster, or effective. Unless the SLO had specific, objective reasons to believe the worker had committed, was committing, or was about to commit an offence, the officer could not lawfully treat the worker as a suspect just to “rule them out” as a possible bicycle thief.

That principle matters here. The SLO was dealing with a person at a school, at the start of the workday, using a bike cage for its obvious purpose. There were plainly less intrusive options available. The SLO could have spoken with them from a safe distance, asked whether they worked at the school, contacted school administration, checked staff information through school channels, or otherwise verified the worker’s identity.

On these facts, the SLO’s unjustified escalation transformed a basic identity-check or bike-theft inquiry into a frightening, coercive and violent police encounter for the worker at what should have been a safe and healthy workplace, involving a gun and associated prospect of death, detention, handcuffs, and a search of personal belonging.

The incident caused serious and lasting harm and demonstrates that even Vancouver’s “reimagined” SLO program can introduce, rather than reduce, risk. This incident reflects student concern about guns in schools recorded in the recently released Final Report of the

Evaluation of the School Liaison Officer (SLO) Program in Vancouver, including a student's fear that misinterpretation of circumstances by police could lead to someone being shot.⁶

Pointing a firearm at a member of the public is among the most serious forms of police use-of-force, short of discharging the weapon. Under BC's use-of-force framework, firearms are classified as a lethal-force option.⁷ Even where no physical injury occurs, the threat of potentially lethal force is a profound intrusion on personal security and dignity.

BC policing standards require police agencies to have procedures that require officers to report the display of a firearm as a use of force.⁸ Vancouver Police Department (VPD) procedures require members to report use of force, including an explanation, within 48 hours, triggering supervisory review.⁹ Yet the affected worker and the public do not know whether the officer reported the incident, whether supervisors reviewed it, or whether corrective, disciplinary, or training measures were considered and imposed.

We understand that the Vancouver School Board (VSB) took no concrete action to address the safety risk, even though it knew the worker experienced significant mental distress and could no longer work at the same location as the SLO. Treating reassignment of the harmed worker as the solution, rather than requiring their police partner (the VPD) to remove or reassign the officer, compounds the power imbalance inherent in police-in-school programs. The VSB's position that it has no role in protecting school staff and students from harm caused by an SLO beyond referring concerns to the VPD is inconsistent with its responsibility to ensure safe schools and with the SLO memorandum of understanding itself.¹⁰

A.2 Inappropriate Relationship Stemmed from Police Contact with Student

The risks of police-in-school programs are not limited to acute use-of-force incidents. The Office of the Police Complaint Commissioner's (OPCC) most recent annual report describes a VPD officer who attended a secondary school to present on policing, exchanged emails with a female student about a policing career, and later, after she graduated, entered an inappropriate relationship with her. The investigation found that the officer lied about his age and was verbally and emotionally abusive; the misconduct was classified as discreditable conduct, and

⁶ Vancouver School Board, Evaluation of the School Liaison Officer (SLO) Program, Final Report (April 2026), online(pdf): https://media.vsb.bc.ca/media/Default/medialib/evaluation-of-the-school-liaison-officer-program_april-2026.0f951388928.pdf [VSB Evaluation] at 7-8, 20.

⁷ BC Provincial Policing Standard 1.9.1, Use of Force Models.

⁸ BC Provincial Policing Standard, Reporting and Investigation Following the Use of Force, Subject 1.7.2 - Reporting and Investigation Following the Use of Force (1)(e), online: <https://www2.gov.bc.ca/gov/content/justice/criminal-justice/policing-in-bc/policing-standards/1-7/1-7-2-reporting-investigation-use-of-force>.

⁹ Vancouver Police Department Regulations and Procedures Manual, Use-of-Force 1.2.1, section 26, online(pdf): <https://vpd.ca/wp-content/uploads/2026/02/regulations-and-procedures-manual.pdf> at 31.

¹⁰ VSB-VPD MOU, supra note 2, s 5.1.

the disciplinary or corrective measure was dismissal, although the member resigned before dismissal.¹¹

The OPCC summary did not identify the officer, the student, or the school. Subsequent reporting noted that both the VSB and the Federation of Independent School Associations were unaware of the misconduct findings and related investigation, notwithstanding that the misconduct arose from a relationship that originated through police contact with a student in a school setting.¹²

The risk is not unprecedented. In a separate OPCC substantiated misconduct matter from 2021/22, a Vancouver police officer engaged in sexual activity with a high-school student; the disciplinary decision found discreditable conduct and imposed significant corrective measures.¹³ In an RCMP conduct appeal, a member acting as a volunteer youth sports coach had personal and suggestive text chats with a high-school student and co-coach; the Conduct Board ordered resignation or dismissal, and the Commissioner dismissed the appeal.¹⁴ A 1999 OPCC annual report also described a BC school liaison officer who committed numerous substantiated misconduct violations arising from school activities and was removed from liaison duties.¹⁵ These examples differ factually, but they reinforce the same safeguarding concern: police authority, youth access, mentorship, career guidance, and informal relationship-building roles create foreseeable risks that cannot be cured by program renaming or cosmetic reform.

A.3 Governance, Disclosure, and Accountability Failures

Police services and school authorities routinely describe these programs as carefully planned partnerships intended to advance student safety, well-being, mentorship, trust, transparency, and positive community relationships.¹⁶ Yet when serious harms occur, the institutions

¹¹ Office of the Police Complaint Commissioner, Appendix 2024/2025 Annual Report: Substantiated Allegation Summaries (Victoria: OPCC, 2025), online(pdf): <https://opcc.bc.ca/wp-content/uploads/2025/11/OPCC-2024-2025-Substantiated-Allegation-Summaries.pdf> at 34-35 [OPCC 2024/25 Annual Report]; at 34-35.

¹² Katie Hyslop, "VPD Officer Was Quietly Investigated over an Abusive Relationship with Teen", The Tye (12 December 2025), online: <https://thetyee.ca/News/2025/12/12/VPD-Officer-Investigated-Abusive-Relationship-Teen/> [Hyslop, "VPD Officer"].

¹³ Office of the Police Complaint Commissioner, Appendix 2021/2022 Annual Report: Substantiated Allegation Summaries (Victoria: OPCC, 2022), online(pdf): https://opcc.bc.ca/wp-content/uploads/2023/02/2022-11-10-2021-2022-Substantiated-Allegation-Summaries_FINAL.pdf at 26.

¹⁴ Royal Canadian Mounted Police External Review Committee, "Conduct (Discipline) Appeals - C-078" (21 November 2023), online: <https://www.canada.ca/en/rcmp-external-review-committee/services/case-summaries/conduct-discipline-appeals/c-078.html>.

¹⁵ Office of the Police Complaint Commissioner, 1999 Annual Report (Victoria: OPCC, 1999), online(pdf): https://opcc.bc.ca/wp-content/uploads/2022/01/1999_Annual_Report.pdf at 33-34.

¹⁶ See, e.g., Vancouver School Board, "News Release: VSB schools ready to welcome school liaison officers" (31 August 2023), online: <https://www.vsb.bc.ca/news-release-vsbschools-ready-to-welcome-school-liaison-officers.66726>; New Westminster Schools, "Message about the Board of Education's motion to create a MOU with the NWPD" (28 May 2025), online: <https://newwestschools.ca/blog/2025/05/28/message-about-the-board-of->

involved cannot show who is responsible for identifying risks, preventing harm, informing affected communities, or ensuring accountability.

The misconduct matter reported by the OPCC in its last annual report is illustrative. The school community was apparently not informed that a former student had been subjected to years of abusive conduct flowing from a relationship that began through school-based police programming. The public response deepens the concern: media reporting indicates that the Chief Constable was not made available to answer questions about the officer's conduct, while a VPD spokesperson stated that the officer had been dismissed despite the OPCC summary recording that the officer resigned before a dismissal order was issued.¹⁷ Because the officer's identity has been withheld throughout, the public has no way of knowing if he went on to work with another police department or to work with young adults.

The same accountability gap appears in the Vancouver school-worker incident involving the pointed gun, handcuffing and search. We understand that the VSB's position is that it has no authority over the school liaison officer involved or their specific school placement and cannot know about any related VPD investigation into the incident or its outcome. The VSB claims to have no meaningful role beyond notifying the VPD of the matter, even while continuing to host police in the school environment under its purview.¹⁸

Reform and training commitments do not resolve this structural problem. The VSB evaluation says the renewed program reduced visible markers of policing and provided additional training, while increasing relationship-building and broader involvement in school communities.¹⁹ When an officer is simultaneously a law-enforcement actor, intelligence gatherer, mentor, presenter, club sponsor, and informal support person, the boundary between care and coercion becomes unclear.

Accountability concerns are sharpened by the VPD's continued placement of Constable Hardeep Sahota as a school liaison officer.²⁰ Constable Sahota is also one of several VPD officers whose conduct in connection with the 2015 death of Myles Gray is the subject of a current OPCC public hearing. The Notice of Public Hearing states that the hearing will consider allegations that the respondent members intentionally or recklessly used unnecessary force against Mr. Gray, and that Const. Sahota neglected duty by failing to make and preserve

[educations-motion-to-create-a-mou-with-the-nwpd/](#) ; New Westminster Police Department, "Chief Constable Responds to School Board's School Safety Partnership Decision" (28 May 2025), online: <https://www.nwpolice.org/news-media/media-releases/message-from-the-chief-constable-on-school-board-decision/> .

¹⁷ Hyslop, "VPD Officer", supra note 12; OPCC 2024/25 Annual Report, supra note 11 at 34-35.

¹⁸ VSB-VPD MOU, supra note 2, s 5.1.

¹⁹ VSB Evaluation, supra note 6 at i, 31.

²⁰ Vancouver Police Department, "Youth Outreach", supra note 2; Hyslop, "Vancouver Police Finally Reveal Names", supra note 2.

contemporaneous notes and/or furnish required reports or statements in a timely way.²¹ Those allegations have not been finally determined. However, assigning an officer subject to unresolved serious public accountability proceedings to a school role premised on trust, mentorship, discretion, and safeguarding reasonably undermines public confidence. Reporting on the IIO investigation into the death of Mr. Gray also raises concerns about the constable's cooperation with civilian oversight.²²

Transparency problems have also affected journalists and parent representatives seeking basic information about police officers assigned to work with children in public schools, including how police are chosen for the role, who is assigned to which school, and what students' rights are understood to be when interacting with the police at school. Reporting indicates that when Vancouver's District Parent Advisory Council (DPAC) relayed parent concerns to the school board and police department about the risk to children in assigning an SLO known to have been involved in a violent death and asked that students and parents be informed of students' rights when interacting with police in schools, the institutions provided superficial responses.²³ They also failed to disclose to the DPAC whether the SLO in question would face disciplinary proceedings. A media outlet seeking the names of SLOs assigned to Vancouver schools faced FOI refusals based on claims from the VPD that the public disclosure of SLO identities could endanger officers' life or physical safety.²⁴ That position is difficult to reconcile with VPD's subsequent public posting of youth outreach/SLO identities.²⁵

Basic information about who is assigned to schools, what training they have, what student contacts they initiate, whether they are under investigation, and how complaints are handled should not require years of access-to-information disputes.²⁶ Where schools may not know whether assigned officers are subject to serious misconduct concerns, and where responsibility can be displaced between police and school authorities, neither institution appears fully accountable for safeguarding school communities.

²¹ Office of the Police Complaint Commissioner, Notice of Public Hearing, PH 2024-02, OPCC File 2015-11014 (11 December 2024), online(pdf): <https://opcc.bc.ca/wp-content/uploads/2024/12/11014-2024-12-11-Notice-of-Public-Hearing.pdf> at paras 1, 44.

²² Hyslop, "Officer Involved", supra note 4; Independent Investigations Office of BC, "IIO Files Petition in the Myles Gray Investigation (2015-116)" (11 October 2017), online: <https://iiobc.ca/media/iio-files-petition-in-the-myles-gray-investigation-iio-2015-116/>; Jessica Kerr, "Vancouver police officers could face charges in death of Myles Gray", Vancouver Is Awesome (16 January 2019), online: <https://www.vancouverisawesome.com/courier-archive/news/vancouver-police-officers-could-face-charges-in-death-of-myles-gray-3091744>.

²³ DPAC Email, supra note 2; Hyslop, "Officer Involved", supra note 2.

²⁴ Hyslop, "Vancouver Police Finally Reveal Names", supra note 2.

²⁵ Vancouver Police Department, "Youth Outreach", supra note 2.

²⁶ Katie Hyslop, "We Finally Have Some Info on School Liaison Officer Training", The Tyee (25 November 2025), online: <https://thetyee.ca/News/2025/11/25/Finally-Info-School-Liaison-Officer-Training/>; Katie Hyslop, "Despite Claims, School Liaison Officers Received No Special Training", The Tyee (13 January 2023), online: <https://thetyee.ca/News/2023/01/13/School-Liaison-Officers-No-Special-Training/>; Hyslop, "Vancouver Police Finally Reveal Names", supra note 4.

The broader police oversight record reinforces our core concerns. The OPCC has launched a systemic investigation into workplace-related sexualized conduct in BC municipal police departments and designated units, noting recurring conduct, power imbalances, barriers to reporting, and organizational-culture issues.²⁷ Comparable concerns arise beyond municipal policing: systemic cultural issues within the RCMP, BC's provincial police service involved in police-in-school programs, are well documented and include harassment and violence, and racism and misogyny.²⁸ These materials matter because police-in-school programs rely on trust, mentorship, informal relationships, and school-based authority. Schools should not be asked to treat relationship-based policing as a safeguarding measure while police culture, reporting pathways, and accountability systems remain under systemic review.

Appendix B – Provincial Responsibility to Prevent Discrimination and Harm

BC's Human Rights Commissioner Kasari Govender recommended in 2021 that police-in-school programs in BC should end. She reiterated that recommendation to your Ministries in 2025, emphasizing that Indigenous, Black, and other racialized children may have well-founded fears of police because they see their communities disproportionately affected by negative police interactions.²⁹ Victoria Police Department's 2018-2023 use-of-force data underscores the same concern.³⁰

Despite these warnings, school boards and provincial decision-makers have continued to revisit, rebrand, or expand police-in-school programming. The Province's intervention in

²⁷ Office of the Police Complaint Commissioner, Terms of Reference: Systemic Investigation Regarding Sexualized Conduct in Police Workplaces (25 March 2026), online(pdf): https://opcc.bc.ca/wp-content/uploads/2026/03/OPCC_Systemic-Investigation_-_Terms-of-Reference_25March26_final.pdf at 1-2.

²⁸ Royal Canadian Mounted Police, "RCMP response to the report of the Independent Assessors regarding the claims made under the Merlo/Davidson settlement agreement" (17 November 2025), online: <https://rcmp.ca/en/bastarache-report/rcmp-response-report-independent-assessors-regarding-claims-made-under-merlodavidson-settlement> ; Royal Canadian Mounted Police, 2024 Annual Report: Independent Centre for Harassment Resolution (Ottawa: RCMP, 2025), online: <https://rcmp.ca/en/corporate-information/publications-and-manuals/2024-annual-report-independent-centre-harassment-resolution> ; Shivangi Misra, Ashley Major, Pamela Palmater & Shelagh Day, *The Toxic Culture of the RCMP: Misogyny, Racism, and Violence against Women in Canada's National Police Force* (Canadian Feminist Alliance for International Action, May 2022), online: Mass Casualty Commission <https://commissiondespertemassives.ca/files/documents/roundtables/COMM0059795.pdf?t=1763043703>; The Joint Federal/Provincial Commission into the April 2020 Nova Scotia Mass Casualty, *Turning the Tide Together: Final Report of the Mass Casualty Commission, Volume 5: Policing* (March 2023), online(pdf): <https://masscasualtycommission.ca/files/documents/Turning-the-Tide-Together-Volume-5-Policing.pdf> at 427, 517, 627-628.

²⁹ Equity is Safer, supra note 3 at 9; Govender Letter, supra note 3 at 1-2.

³⁰ Victoria Police Department, "VicPD Use of Force Data 2018-2023" (15 January 2025), online: <https://vicpd.ca/2025/01/15/vicpd-use-of-force-data-2018-2023/> .

School District 61 was particularly troubling because it appeared to pressure a local board to restore school police programming despite evidentiary and human rights concerns.³¹

The reinstated SD61 Board recently stated that it had repeatedly asked police and government for empirical evidence that the police-in-school program was effective or necessary, but that evidence was not produced.³² Local disagreements cannot relieve the Province of its obligation to ensure that public education services do not perpetuate systemic discrimination or expose students and workers to avoidable harm.

Recent BC and Canadian materials reinforce that police-in-school programs cannot be assessed as neutral relationship-building initiatives divorced from broader issues about policing systems and inequality. In February 2026, BC's Human Rights Commissioner released a final review concerning the Vancouver Police Board settlement with Maxwell Johnson Sr. and A.B.; the Board had admitted discriminatory conduct based on Indigenous identity, race, and ancestry, and the Commissioner concluded that key collaborative measures to address systemic anti-Indigenous racism had not been fully satisfied.³³ The Commissioner's police use-of-force inquiry and Justice Canada materials specific to Black communities in BC further underscore concerns about over-policing, presumptions of guilt, and overrepresentation in arrest and correctional data.³⁴

Appendix C - International Human Rights Obligations

These are not only policy concerns. Canada is party to core international human rights instruments that protect children's dignity, non-discrimination, privacy, liberty, education, disability rights, and protection from degrading treatment.³⁵ Routine police involvement in school discipline, surveillance, informal questioning, record generation, and relationship-

³¹ Katie Hyslop, "What a School Board Sacking Reveals about Police in BC Schools", The Tyee (2 April 2025), online: <https://thetyee.ca/News/2025/04/02/School-Board-Sacking-Police-BC-Schools/> .

³² School District No 61 (Greater Victoria), "Statement from the Board of Education Regarding the Board's Reinstatement" (25 May 2026), online: <https://www.sd61.bc.ca/news-events/news/title/may25-statement/> .

³³ British Columbia's Office of the Human Rights Commissioner, Final review: Settlement Agreement between Maxwell Johnson Sr. and A.B. and the Vancouver Police Board (Vancouver: BCOHRC, 24 February 2026), online: <https://bchumanrights.ca/resources/publications/publication/vpb-johnson-final/> .

³⁴ British Columbia's Office of the Human Rights Commissioner, "Inquiry into police use of force", online: <https://bchumanrights.ca/inquiries-and-cases/inquiries/inquiry/use-of-force/> ; Justice Canada, "Executive summary", Canada's Black Justice Strategy: African Art and Culture Community Contributor Society Report (8 April 2025), online: <https://www.justice.gc.ca/eng/cj-jp/cbjs-scjn/aaccs/p1.html> ; Justice Canada, "Findings", Canada's Black Justice Strategy: African Art and Culture Community Contributor Society Report (8 April 2025), online: <https://www.justice.gc.ca/eng/cj-jp/cbjs-scjn/aaccs/p3.html> .

³⁵ Government of Canada, "Reports on United Nations human rights treaties", online: <https://www.canada.ca/en/canadian-heritage/services/canada-united-nations-system/reports-united-nations-treaties.html> ; Government of Canada, "International Human Rights Treaties to which Canada is a Party", online: <https://www.justice.gc.ca/eng/abt-apd/icg-gci/ihrl-didp/tcp.html> ; United Nations Human Rights Office of the High Commissioner, Convention on the Rights of the Child, International Covenant on Civil and Political Rights, International Covenant on Economic, Social and Cultural Rights, International Convention on the Elimination of All Forms of Racial Discrimination, and Convention on the Rights of Persons with Disabilities.

based programming must be assessed against those obligations that extend to BC, particularly where the burdens fall most heavily on Indigenous, Black, racialized, disabled, and other marginalized students.

UN human rights mechanisms have addressed police in schools directly. The International Independent Expert Mechanism to Advance Racial Justice and Equality in the Context of Law Enforcement concluded that school police presence contributes to the school-to-prison pipeline and recommended reducing police presence in schools to the maximum extent possible, eliminating use of force and arrests, avoiding criminalization of disciplinary infractions, and implementing alternatives. The UN Special Rapporteur on the right to education echoed that recommendation.³⁶

The Special Rapporteur also frames safety in education as a rights-based obligation to protect learners, educators, and non-teaching staff from violations of physical, sexual, and psychoemotional integrity without discrimination, fear, or reprisal. She warns that reliance on police in schools is not neutral because it shifts education from empowerment toward control.³⁷

UN treaty bodies have similarly called for measures to address racial discrimination in school discipline, including school-based arrests and referrals to juvenile and criminal systems for minor non-violent offences, and have raised concerns about police officers deployed to patrol school hallways.³⁸

Appendix D - Demonstrated Harms and Unproven Safety Benefits Require Action

Across Canada, and in BC specifically, there is no conclusive empirical evidence that police presence in schools improves objective safety outcomes. There is, however, substantial evidence of harm, particularly for Indigenous, Black, racialized, disabled, 2SLGBTQIA+, and otherwise marginalized students and staff.

- Recent BC youth-police research strengthens this concern. Card et al examined 675 police encounters reported by 360 young people aged 16-30 in Victoria, Chilliwack, and Prince George. Encounters resulted in questioning or ID requests (33.6%), warnings (19.6%), searches or frisks (15.4%), tickets (15.0%), and handcuffing or arrest (16.4%). In adjusted models, young Indigenous people were significantly more likely than white youth to be

³⁶ International Expert Mechanism, *supra* note 3 at paras 52-54; United Nations Special Rapporteur on the right to education, End of Mission Statement: Visit to the United States of America (10 May 2024), online(pdf): <https://www.ohchr.org/sites/default/files/documents/issues/education/statements/20240510-stm-eom-sr-education-usa.pdf> at 5-6.

³⁷ Special Rapporteur, *supra* note 3 at paras 40-43, 73-74, 95-97.

³⁸ Committee on the Elimination of Racial Discrimination, Concluding observations on the combined tenth to twelfth reports of the United States of America, UN Doc CERD/C/USA/CO/10-12 (21 September 2022), online(pdf): <https://documents.un.org/doc/undoc/gen/g22/495/96/pdf/g2249596.pdf> at paras 31-32; Committee on the Elimination of Racial Discrimination, Concluding observations of the Committee on the Elimination of Racial Discrimination: United States of America, UN Doc CERD/C/USA/CO/6 (8 May 2008), online(pdf): <https://documents.un.org/doc/undoc/gen/g08/419/82/pdf/g0841982.pdf> at para 34.

handcuffed or arrested, and the authors found that Indigenous and non-binary participants were more likely to experience punitive outcomes even after adjusting for histories of drug dealing, past police encounters, and contextual factors. Younger participants were more likely to be searched or frisked regardless of illegal activity or being suspected of a crime at the time of the encounter.³⁹

- The Campbell systematic review found no detectable improvements in school crime or violence from school-based law enforcement and found higher rates of exclusionary discipline.⁴⁰
- Canadian research supports caution: a 2021 BC review found very few systematic evaluations of Canadian school-policing programs and limited empirical outcome research; the authors of one frequently cited pro-SRO Peel study later acknowledged that, without comparison schools, they could not attribute observed improvements to police presence.⁴¹
- The April 2026 VSB evaluation reports positive perceptions among many respondents, including that 72% of staff and 57% of students who answered agreed that SLOs contribute to a sense of safety. But it is not a causal safety-outcomes study. It does not establish that police reduce harm, are necessary, or are less harmful than non-policing alternatives, and it identifies significant limits in design, participation, demographics, and comparability with prior reviews.⁴²
- The same evaluation confirms that the renewed program generates police files and criminal-legal pathways. From September 2023 to June 2025, participating secondary schools produced 1,117 unique calls and online reports to police; 52% resulted in General Occurrence reports; and 68 people were recommended for charges, although charges were not pursued in 74% of those cases.⁴³
- Vancouver's 2021 SLO engagement review remains central. Only 15% of Black student respondents agreed that the SLO program contributed to a sense of safety in schools, while 60% disagreed. Among Indigenous student respondents, 33% disagreed. Those findings

³⁹ Card et al, supra note 4.

⁴⁰ Benjamin W Fisher et al, "School-based law enforcement strategies to reduce crime, increase perceptions of safety, and improve learning outcomes in primary and secondary schools: A systematic review" (2023) 19:4 Campbell Systematic Reviews e1360, DOI: <https://doi.org/10.1002/cl2.1360>.

⁴¹ Dr Kanika Samuels-Wortley, "The State of School Liaison Programs in Canada" (May 2021), online(pdf): https://bchumanrights.ca/wp-content/uploads/Samuels-Wortley_May2021_School-liaison-programs.pdf [Samuels-Wortley];; Linda Duxbury and Craig Bennell, "Statement Regarding Concerns Raised About Police in Schools: An Evidence-Based Look at the Use of School Resource Officers", online(pdf): <https://carleton.ca/policeresearchlab/wp-content/uploads/sites/207/Peel-Report-Statement.pdf> at 2.

⁴² VSB Evaluation, supra note 6 at iii, 2, 6-7, 21, 31.

⁴³ Ibid at iv, 26-28, 31-32.

cannot be treated as resolved by a later perception survey with limited Indigenous participation.⁴⁴

- The Human Rights Commissioner's analysis of School District 61 police callout data found no correlation between school liaison officer presence and gang activity, and no reduction in school callouts before or after the programs were ended.⁴⁵
- The BC Teachers' Federation reported that police violence experienced in BIPOC communities enters the daily lives of teachers and students, affecting teaching, learning, and well-being, with Indigenous participants expressing the strongest fears of police presence in schools.⁴⁶
- Ontario Human Rights Commission materials and Canadian school-district reviews describe students feeling watched, targeted, intimidated, over-scrutinized, and at risk of discipline or criminalization when police are present in schools.⁴⁷ Official reviews in Toronto and Ottawa-Carleton report similar concerns, including intimidation and lack of formal evidence of program effectiveness.⁴⁸
- Research also raises disability-related concerns, including evidence that many school resource officers hold problematic attitudes toward students with disabilities.⁴⁹
- Other jurisdictions have acted on these concerns. Peel Regional Police dissolved its SRO program after acknowledging negative impacts on segments of the student population, and Louis Riel School Division discontinued its program after an independent equity-based review.⁵⁰

⁴⁴ Vancouver School Board, Vancouver School Board/VPD School Liaison Program Review: Engagement Summary (March 2021), online(pdf): https://sbvsbstorage.blob.core.windows.net/docs/18f0df3f-ed51-4836-b6e5-ac2e252654db_VSB-SLO-EngagementReport-Mar2021.pdf at 29; VSB Evaluation, supra note 6 at 5-7, 22-23.

⁴⁵ Govender Letter, supra note 3 at 2.

⁴⁶ BC Teachers' Federation, Policing in Schools Project: Report to the Executive Committee (Vancouver: BCTF, December 2022), online(pdf): <https://www.bctf.ca/docs/default-source/for-news-and-stories/policing-in-schools-final-report.pdf> at 6 [BCTF].

⁴⁷ Ontario Human Rights Commission, "OHRC Submission Regarding School Resource Officer Programs" (30 June 2025), online: <https://www3.ohrc.on.ca/en/ohrc-submission-regarding-school-resource-officer-programs> .

⁴⁸ Policing-Free Schools Canada, "Resources", online: <https://www.policingfreeschools.ca/resources>; Toronto District School Board, School Resource Officer Program Review (15 November 2017), online(pdf): https://briarpatchmagazine.com/pdf/TDSB_School_Resource_Officer_Program_Review.pdf at 1-3; Carolyn Tanner, Policy and Practice Review of Police Involvement in Schools (Ottawa-Carleton District School Board, June 2021), online(pdf): <https://www.ocdsb.ca/download/481531> at 75.

⁴⁹ David C May, Corrie Rice and Kevin I Minor, "An examination of School Resource officers' attitudes Regarding Behavioral Issues among Students Receiving Special Education services" (2012) 15:3 Current Issues in Education, cited in Samuels-Wortley, supra note 41 at 13.

⁵⁰ Peel Regional Police, "Dissolution of the School Resource Officer (SRO) Program" (18 November 2020), online: <https://www.peel.police.ca/news-feed/posts/update-dissolution-of-the-school-resource-officer-sro-program/> ; Louis Riel School Division, "An Equity-Based Review of Police Involvement in Schools" (17 March 2023), online: <https://www.lrsd.net/ci/p/20504> .

- Vancouver call-data reporting similarly undermines simplified safety narratives. Some categories of calls rose after SLO cancellation, but total secondary-school calls in 2022 were lower than in several years when SLOs were stationed in secondary schools, and the data did not show whether calls led to deployment, investigation, or charges.⁵¹
- Official misconduct and legal findings show that concerns about school-police contact are not merely subjective. OPCC findings include unnecessary force against young people, and the Human Rights Tribunal of Ontario found that race was a factor when Peel police handcuffed and shackled a six-year-old Black girl at her public school.⁵²⁵³

Appendix E - Invest in Evidence-Based Measures to Protect BC's Public Education Community

The available evidence points toward non-policing, healing-centred, and student-centred approaches: properly funded schools, mental health supports, education assistants, youth counsellors, restorative practices, community schools, culturally safe supports, and equity-based safety planning. Vancouver's own experience shows that non-policing school safety infrastructure can be developed; VSB's Safe and Caring Schools department was created after police were removed from schools and remained operational after SLOs returned.⁵⁴

Those investments are urgently needed. The Canadian Teachers' Federation has identified chronic underfunding and lack of adequate support as systemic problems requiring properly funded, supported, and resourced public education. BC parents, teachers, and trustees have described persistent funding gaps, and the BC Ombudsperson is investigating reports of disabled students being asked to stay home, often because schools lack the resources to meet their needs.⁵⁵

⁵¹ Katie Hyslop, "Are Schools More Dangerous Without Embedded Police?", *The Tyee* (7 November 2023), online: <https://thetyee.ca/News/2023/11/07/Are-Schools-More-Dangerous-Without-Embedded-Police/> [Hyslop, "Are Schools More Dangerous"].

⁵² OPCC 2024/25 Annual Report, supra note 11 at 14.

⁵³ *JKB v Peel (Police Services Board)*, 2020 HRTO 172; *JKB v Regional Municipality of Peel Police Services Board*, 2020 HRTO 1040; Human Rights Legal Support Centre, "HRTO rules that race was a factor in restraining and handcuffing of 6-year-old Black girl at her public school", online: <https://hrlsc.on.ca/hrto-rules-that-race-was-a-factor-in-restraining-and-handcuffing-of-6-year-old-black-girl-at-her-public-school/> ; Human Rights Legal Support Centre, "UPDATE: HRTO orders Peel Police Services Board to pay \$35,000 to 6-year-old Black girl restrained and handcuffed at her public school", online: <https://hrlsc.on.ca/update-hrto-orders-peel-police-services-board-to-pay-35000-to-6-year-old-black-girl-restrained-and-handcuffed-at-her-public-school/> .

⁵⁴ Hyslop, "Are Schools More Dangerous", supra note 51.

⁵⁵ Canadian Teachers' Federation, "Canadian educators Outline 4 key reforms in new Parachute survey series" (13 January 2025), online: <https://www.ctf-fce.ca/news-parachute-survey-finds-canadian-education> ; Katie Hyslop, "Is BC's Education Underfunded and at a 'Tipping Point'?", *The Tyee* (29 May 2025), online: <https://thetyee.ca/News/2025/05/29/BC-Education-Underfunded-Tipping-Point/> ; Ombudsperson BC, "Are BC schools fair when asking students to stay home? We're investigating" (December 2024), online: <https://bcombudsperson.ca/fairness-public-schools/> .

The BC Teachers' Federation concluded that student needs in a chronically underfunded public education system cannot be met by funding school liaison officers. Participants instead described safe, healthy, and equitable schools as fully funded schools grounded in community and holistic support for students' academic, emotional, social, and physical well-being.⁵⁶

Research-backed non-policing measures include increasing student access to mental health and counselling resources; investing in integrated student supports and community schools; fostering secure school relationships; adopting restorative practices and social-emotional learning; preparing staff to support student well-being; and conducting equity reviews of school safety measures and discipline outcomes.⁵⁷ As Commissioner Govender has framed it, equity is safer.⁵⁸

⁵⁶ BCTF, *supra* note 46 at 8, 12.

⁵⁷ Learning Policy Institute, *supra* note 5.

⁵⁸ Equity is Safer, *supra* note 3.

From: Joan Rosene [REDACTED]
Sent: Thursday, June 11, 2026 6:31 PM
To: admin
Subject: Please share with mayor and voucil
Attachments: 20260611_182650.jpg

Thursday nighty market, and this is the bandstand. Day after day, this guy takes over the bandstand, charges his bike battery in the power outlet, takes up the rest of the bandstand charging his solar panels.

Is this what they Town considers appropriate use of this beautiful park and bandstand?

Joan Rosene

[REDACTED] Seaport Place
 Sidney, B.C. [REDACTED]
 [REDACTED]

| | |
|----------------|----------|
| File No. | |
| Mayor | |
| Councillor(s) | |
| Agenda | ✓ |
| CAO | |
| Administration | |
| Finance | |
| IT | |
| Dev Services | |
| Engineering | ✓ BYLAW |
| Parks | |
| Public Works | |
| Fire Dept | |
| RCMP | |
| Comments: | |
| | For info |

4248 Glanford AVE., 2nd-Floor
Victoria British Columbia
V8Z 4B8



4248 rue Glanford, 2e étage
Victoria Colombie-Britannique
V8Z 4B8

Stephen Bains

*President
Président*

Todd Rogers

*Financial Secretary
Secrétaire Financière*

Luke Hill

*Vice-President
Vice-Président*

12 June 2026

Stephen Bains

778.677.4512

President@Unifor333BC.org

Electronic Mail and Post

Mayor and Council
2440 Sidney Avenue
Sidney, BC V8L 1Y7

Dear, Mayor and Council:

Re: Request for Dedicated Transit Operator Washroom – Sidney Transit Hub

I am writing to you as a representative and advocate of Transit Operators and Maintenance Workers employed at BC Transit. This letter is regarding the Sidney Transit Hub, currently undergoing design and consideration.

I understand that the inclusion of a separate washroom for BC Transit employees has not been finalized in the Sidney Transit Hub's design. The importance of a separate, dedicated washroom for Transit Operators cannot be understated.

Dedicated washrooms throughout the Victoria Regional Transit System are fundamental to ensuring the health and safety of Transit Operators, as well as the efficient delivery of public transportation. A washroom may seem like a trivial amenity. However, these facilities provide Transit Operators an area of refuge when enduring stress and anxiety. Furthermore, when confronted by a hostile passenger, washroom facilities are safe havens that have prevented Transit Operator assaults.

In closing, I write to you standing strongly in support of a private, dedicated washroom facility for Transit Operators at the future Sidney Transit Hub. Your support with this initiative is a small step towards ensuring the long-term sustainability of public transportation.

Sincerely,

Stephen Bains
President, Unifor Local 333-BC

CC: admin@sidney.ca

Subject: FW: Request to Postpone Scaffolding Installation on Beacon Avenue Until September

From: Cathy Larsen <cathy.larsen@departurestravel.com>

Sent: June 12, 2026 11:13 AM

To: Brian Murphy <bmurphy@sidney.ca>; [REDACTED]

Cc: admin <admin@sidney.ca>; Morgan Shaw <morgan@sidneybia.ca>; Executive Director <execdir@peninsulachamber.ca>; [REDACTED]; [REDACTED]

Subject: Re: Request to Postpone Scaffolding Installation on Beacon Avenue Until September

You don't often get email from cathy.larsen@departurestravel.com. [Learn why this is important](#)

Hi Brian,

I am writing to express my strong support for the request to postpone the planned scaffolding installation along Beacon Avenue until September.

As a local business owner in Sidney's downtown core, I share the concerns regarding the timing of this project during the peak summer tourism season. Beacon Avenue is a central hub for both residents and visitors, and the summer months are critical to the vitality and success of many small businesses in our community.

While I fully appreciate the importance of necessary building maintenance and understand that the Town may have limited authority to influence privately initiated work, I believe the Town plays an important role as a community advocate. A coordinated and respectful request to the property owner to consider delaying the project would send a strong message in support of local businesses and the overall visitor experience.

The concern is not with the work itself, but with the timing. Deferring this project until September would still allow the required improvements to proceed, while significantly reducing disruption to businesses, pedestrian access, and the overall atmosphere of the downtown core during its busiest season.

Thank you for your consideration and for your continued support of our local business community.

Yours truly,
Cathy

Cathy Larsen

CEO (Chief Experience Officer)

Departures Travel Sidney

Experts in the Art of Travel

203-2423 Beacon Avenue, Sidney, BC, V8L 1X5

Direct: 250-483-4766

Office: 250-999-9800

Toll Free: 1-800-475-3755

www.departurestravel.com

[Make an appointment](#)



STAUTW FIRST NATION

7728 TETAYUT RD | SAANICHTON, BC | V8M 2E4

Re: Reconsideration of Debt Bylaw – South Peninsula Recreation Facility (Hovey Road)

Dear Mayor McNeil Smith and Members of Sidney Council,

I write to you on behalf of the STAUTW First Nation regarding the Town of Sidney's May 11 decision not to support the borrowing bylaw for the proposed recreation facility on Hovey Road in Central Saanich. I respectfully urge Council to use the 30-day reconsideration window provided under Provincial legislation to revisit this decision.

The proposed 10,000 square foot facility in Central Saanich represents a rare and necessary opportunity to address well-documented recreation inequity on the Peninsula. For STAUTW members, the current geographic concentration of recreation infrastructure means that families — particularly those without reliable transportation — can face round trips of up to **1.5 hours** to reach existing facilities. This is not an inconvenience; it is a barrier that directly limits the ability of our youth, Elders, and families to participate in programs essential to their health and well-being.

Modern recreation planning recognizes facilities of this kind as essential public infrastructure — foundational to youth development, mental health, preventative wellness, and social inclusion. The services proposed in the Central Saanich facility are precisely the kind of investment that will give our youth meaningful opportunities to participate, grow, and thrive close to home. The 2019 and 2025 facility needs assessments both engaged members of our Nation and both confirmed what our communities have long known: the demand is real, the inequity is documented, and the time to build is now.

STAUTW participates in the requisition payments supporting Panorama Recreation through our service agreement with the District of Central Saanich. We do so in good faith, as partners in a shared sub-regional system intended to serve all residents across WSÁNEĆ traditional territories. However, the principle of shared service must be matched by a principle of shared access and equity. A regional model that consistently concentrates infrastructure away from underserved communities, including our Nation, is not a model we can continue to support indefinitely without question.

I must be direct: should Sidney's decision stand, and should the regional recreation model fail to respond equitably to the long-standing, evidence-based needs of communities on the south and central Peninsula, STAUTW will be compelled to encourage the District of Central Saanich to formally explore alternative pathways to recreation equity for our members.



STAUTW FIRST NATION

7728 TETAYUT RD | SAANICHTON, BC | V8M 2E4

These pathways could include:

- Partnership with **Saanich Parks and Recreation**, where facilities are geographically more accessible to our Nation;
- Investment in **additional District-based recreation infrastructure** within or adjacent to Central Saanich; and/or
- **Reducing requisition contributions** to facilities that demonstrate inadequate use or accessibility for our members and Central Saanich residents

This is not a path we wish to pursue. We would far prefer to continue as committed partners in a genuinely shared sub-regional system, one that responds collaboratively and equitably to the needs of every community it serves. The Hovey Road facility is an opportunity to demonstrate that such a system is still possible.

The question before Council is no longer whether need exists; that has been established beyond doubt. The question is whether the Peninsula Recreation Commission, and its member municipalities, can act together to meet that need. We ask that Sidney choose partnership, equity, and reconciliation in its reconsideration.

I would welcome the opportunity to meet with Mayor and Council to discuss this matter further before your reconsideration vote.

HÍSWŪKE for your time and consideration.

HÍ,ÁŪE SIÁM

Abraham Pelkey SMOŪEFET
Chief of STAUTW First Nation

cc: Mayor and Council, District of Central Saanich
Mayor and Council, District of North Saanich
Peninsula Recreation Commission