VILLAGE OF SAYWARD
COUNCIL MEETING AGENDA
May 21, 2019 – 7:00 PM
KELSEY CENTRE GYMNASIUM

1. **Call to Order**

2. **Public Input (maximum 30 minutes)**

   Mayor: "Public Input is for the purpose of permitting people in the gallery to provide input and shall be no longer than 30 minutes unless approved by majority vote of Council; each speaker may provide respectful comment on any topic they deem appropriate and not necessarily on the topics on the Agenda of the meeting; the public input opportunity is meant for input and questions and answers. Each speaker may not speak longer than 2 minutes but may have a second opportunity if time permits. Each speaker must not be allowed to speak regarding a bylaw in respect of which a public hearing has been held. For the record please state your name and address."

3. **Approval of Agenda.**

   Recommended Resolution:

   THAT the agenda for the Regular Meeting of Council for May 21, 2019 be approved.

4. **Minutes of Previous Meetings**

   Recommended Resolution:

   THAT the minutes from the Special Meeting of Council held on April 23, 2019 be adopted.

   THAT the minutes from the Regular Meeting of Council held on May 7, 2019 be adopted.

5. **Petitions and Delegations**

   a) Mayor Leslie Baird & CAO Sundance Topham, Village of Cumberland – Social Procurement

6. **Correspondence**

   Recommended Resolution:

   THAT the following correspondence be received:

   a) Sayward Futures Society – Canada Day 2019

   Recommended Resolution:

   THAT a letter be sent to Sayward Futures Society approving their request for a donation in kind for the items listed in their letter addressed to Mayor and Council dated May 6, 2019.

   b) Michelle Franze, BC Salmon Farmers Association – Invitation to Van Isle 360, June 3, 2019

   c) BC Rural Dividend program – sixth intake 2019-2020

Recommended Resolution:

THAT Council schedule a Committee of the Whole (COW) Meeting for _____ (Date) in the Kelsey Centre Multi-Purpose Room to discuss the sixth intake for the BC Rural Dividend program.

7. Council Reports

a) Residential Backyard Burning Bylaw No. 272, 1995 – report prepared by Councillor Wes Cragg

Recommended Resolution:

THAT Council, in collaboration with the Sayward Fire Chief/Deputy Fire Chief, amend the Fire Burning by-law; and

THAT the Village of Sayward add provision in our burning bylaw 272 as follows:

1) New provision in bylaw to include a Recreational Backyard firepits, Special Occasion/Ceremonial Fires, Outdoor Cooking Stations, and wood fired Saunas & Hot Tubs each to have a separate and distinct permit process, which may be required to have measurements and current photographs showing placement of the apparatus and/or fire pit.

2) Backyard recreational fire pits would be yearly permits based on the calendar year with a cost of $50.00 per year or part thereof.

8. Committee Member Reports – None

9. Mayor's Report

a) BCCFA 2019 Conference

Recommended Resolution:

THAT the Mayor's report regarding the BCCFA 2019 Conference be received; and

THAT Council approve Councillor Wes Cragg's attendance at the BCCFA 2019 Conference and AGM June 12-14, 2019 in Mission, BC.

b) BC PNP Entrepreneur Immigration Workshop

Recommended Resolution:

THAT the Mayor's report regarding the BC PNP Entrepreneur Immigration Workshop be received; and

THAT Council approve Councillor Bill Ives' attendance at the BC PNP Entrepreneur Immigration Workshop in Duncan, BC on June 11, 2019; and

FURTHER THAT Council invite a member from Sayward Futures Society to attend.

c) CEPF 2018 Evacuation Route Planning Grant & RFP

Recommended Resolution:

THAT the Mayor's report regarding the 2018 Evacuation Route Planning Grant & RFP be received; and

THAT the Mayor and EOC Director/Councillor Ives consult with Strathcona Regional District Protective Services Coordinator Shaun Koopman to issue an amended Request for Proposal to BC Bid for evacuation planning for the Village of Sayward; and

FURTHER THAT a follow up report be brought to Council after the RFP closing date.

d) CEPF 2019 Emergency Operations Centres Grant & RFP

Recommended Resolution:

THAT the Mayor's report regarding the 2019 Emergency Operations Centres Grant & RFP be received; and

THAT the Mayor, EOC Director/Councillor Ives and the CFO liaise with Protective Services Coordinator Shaun Koopman regarding evacuation training and radio communications enhancement; and

FURTHER THAT if an RFP is required to be competed a report be brought back to Council for approval prior to any tender being issued.

10. Staff Reports

a) Forest Fire Report – Fire Chief John Hanson

b) Permissive Tax Exemptions 2019 – CFO

Recommended Resolution:

THAT the CFO's report on Permissive Tax Exemptions 2019 be received for information and discussion; and

THAT Staff be directed to advertise the tax exemption process as outlined in this report.

11. Old Business – None

12. Bylaws – None

13. Financial – None

14. New Business

a) Summer Office Hours – Verbal report from Mayor

15. Public Question Period (maximum 15 minutes)

Mayor: "The purpose of the public question period is to permit people in the gallery to ask questions about the issues discussed by Council during the meeting. Speakers will be allowed to ask one question each. If time permits, after everyone has had an opportunity to ask questions, speakers will be allowed to ask a second question. For the record, please state your name and address."

16. In-Camera

Prepare to go In-Camera

THAT in accordance with Section 92 of the *Community Charter*, this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with Section 90 (1)(c) of the *Community Charter* to discuss labour relations or other employee relations.

17. Rise and Report – In-Camera Meeting held on May 7, 2019

Recommended Resolution:

THAT Council Rise and Report on the Sayward Day Care presentation by Councillor Cragg at the next Regular Meeting of Council June 4, 2019; and

THAT Councillor Cragg collaborate with Sayward Futures Society on this project.

18. Adjournment

Recommended Resolution:

THAT the Regular Meeting of Council for May 21, 2019 be adjourned.

VILLAGE OF SAYWARD
MINUTES
SPECIAL COUNCIL MEETING
April 23, 2019 – 2:30 PM
KELSEY CENTRE GYMNASIUM

Present: Mayor John MacDonald
Councillor Joyce Ellis
Councillor Wes Cragg

Absent: Councillor Norm Kirschner (authorized)
Councillor Bill Ives (authorized)

In Attendance: Paul Carver, Chief Administrative Officer
Lisa Clark, Chief Financial Officer

1. **Call to Order**
   Meeting was called to order at 2:30 PM

2. **Public Input (maximum 30 minutes)**

Debra Coates	In regard to the Revenue Anticipation Bylaw, will staff prepare a report before the money is spent?	Mayor – we are not borrowing to spend more money; this bylaw is strictly for cash flow while we wait for our property tax revenue and government grants.
Alanna Boise	Why are my taxes going up $900? I have a relative in Langley and their taxes are not increasing this much.	CFO – Your taxes are based on your assessment value, come into the office and I can let you know how your particular property assessment will impact your taxes for 2019.
Lee Ettinger	Revenue Anticipation Bylaw – is the interest rate fixed?	CFO – I will confirm this, and if the funds are used a report will be prepared.
Jackie Lyons	a.) I hope with the new Water Treatment Facility Council will not allow the ball field to be watered all summer long and our water will be used appropriately.	

	b.) I also would like to go on record that I am against the new ORV (ATV) bylaw.	

3. **Approval of Agenda**

MOTION S19/04
MOVED AND SECONDED

THAT the agenda for the Special Meeting of Council for April 23, 2019 be approved.

CARRIED

4. **Minutes of Previous Meetings - None**

5. **Bylaws**

a) Tax Rates Bylaw No. 454, 2019 – CFO

MOTION S19/05
MOVED AND SECONDED

THAT Tax Rates Bylaw No. 454, 2019 be received.

CARRIED

MOTION S19/05
MOVED AND SECONDED

THAT Tax Rates Bylaw No. 454, 2019 be given first and second reading.

CARRIED

MOTION S19/06
MOVED AND SECONDED

THAT Tax Rates Bylaw No. 454, 2019 be given third reading.

CARRIED

b) Revenue Anticipation Bylaw No. 453, 2019 – Report by CFO

MOTION S19/07
MOVED AND SECONDED

THAT Council receives the CFO's report on a Revenue Anticipation Bylaw; and

THAT Revenue Anticipation Bylaw No. 453, 2019 be given first and second reading.

CARRIED

MOTION S19/08
MOVED AND SECONDED

THAT Revenue Anticipation Bylaw No. 453, 2019 be given third reading.

CARRIED

6. Public Question Period (maximum of 15 minutes)

John Hanson	If Council knows what is in the budget and you know what you can spend, why do we need a line of credit?	Mayor – If taxpayers paid their taxes on January 1st, rather than July 2nd, we would not have a cash flow issue. The other main explanation is we have spent a good portion of our reserves on the new Water Treatment Facility.
Irene Callaghan	How much do we have in reserves?	CFO – I don't have the exact numbers here at this meeting for you, but I can get you this info if you come and see me.
Greg Sidoruk	What is the status of the bylaw complaint I submitted to the CAO regarding the leaking tidy tank on Spar St.?	CAO – I will look into this and contact you.
Debra Coates	Can we get a new Council photo on the Village website?	Mayor – yes, we are working on having a new photo taken soon.
Debra Coates	Does the Revenue Anticipation Bylaw state that the line of credit is only for a year?	Mayor – the MFA (Municipal Finance Authority) limits the loan to a year and it must be paid back by Dec 31st.
Lee Ettinger	I gave the CAO some information about fireworks in the Village, what is the status?	CAO – I have the info, thank you, and it will be useful.
Jackie Lyons	We already have a fireworks bylaw in place, why are we writing up a new one? And if it takes a few months to prepare, the summer (and fireworks season) will be over.	CAO – The new bylaw requires a permit for fireworks.
Karen McClinton	The RCMP told me that they can issue bylaw infraction tickets, if there is a ticketing bylaw.	
Mark Baker	What is the capacity for the Water Treatment Facility, how many people can it service?	CAO – The WTF is able to accommodate up to 345 people.
Daryl Lyons	If we took the cost of the new public works truck and divided it among all of the property owners in the Village, taxpayers would save $400, why do we not have a say?	Mayor – items of this nature are discussed at budget meetings where you are welcome to provide input, but ultimately the decision is up to your elected Council.

7. In-Camera - none

8. Adjournment

MOTION S19/09
MOVED AND SECONDED

That the Special Council Meeting of April 23, 2019 be adjourned.

CARRIED

The meeting was adjourned at 3:20 PM.

Mayor John MacDonald

Chief Administrative Officer

VILLAGE OF SAYWARD
MINUTES
REGULAR COUNCIL MEETING
May 7, 2019 – 7:00 PM
KELSEY CENTRE GYMNASIUM

Present: Mayor John MacDonald
Councillor Joyce Ellis
Councillor Bill Ives
Councillor Wes Cragg

Absent: Councillor Norm Kirschner (authorized)

In Attendance: Lisa Clark, Chief Financial Officer

1. **Call to Order**
Meeting was called to order at 7:00 PM. The Mayor read a preamble to the meeting clearing the air on some rumours he has been hearing in the community.

2. **Public Input (maximum 30 minutes)**

Mark Baker	On 3 different occasions the CAO has told me that the cost of the Working Waterfront Trail was to be covered entirely by a grant.	Mayor – this has been explained to the public several times, a small portion of the project costs are being funded by gas tax and operating surplus.
Janett Hoare	The meeting that is being talked about with Western Forest Products, is this an open meeting?	Mayor – No, it will be a closed meeting.
Jean Francois Morin	I have asked the CAO what the meeting with WFP is regarding and who is attending, and I have yet to hear from him, what is going on?	Mayor – After some thought, Council will open the meeting to the public.
Irene Callaghan	(Addressing Councillor Ives): You said that with the new ATV bylaw, ATV's would be able to go to the Post Office, is that true?	Councillor Ives – With the proposed bylaw, ORV's (ATV's) will only be able to travel on designated roadways.
Mark Baker	I was speaking to the RCMP and they said that the Sayward detachment will not exist in a year and half, what is Council doing to address this issue?	Mayor – Council will be sending letters to the RCMP Commissioner, our MP and MLA, and we also plan to discuss this issue at UBCM in September.

	Has private security been discussed?	Mayor - No.
Karen McClinton	(Addressing the Mayor): I asked you about the RCMP and you said that you would show me the letter you were writing, but I have yet to see it.	

3. **Approval of Agenda**

MOTION R19/124
MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for May 7, 2019 be approved as amended.

CARRIED

4. **Minutes of Previous Meetings**

MOTION R19/125
MOVED AND SECONDED

THAT the minutes from the Regular Meeting of Council held on April 16, 2019 be adopted as amended.

CARRIED

5. **Petitions and Delegations – None**

6. **Correspondence**

MOTION R19/126
MOVED AND SECONDED

THAT the following correspondence be received.

CARRIED

a) Cheryl Gallant MP – Bill C-68
b) City of Abbotsford – Resolution: Criminal Justice Reform
c) City of Abbotsford – Resolution: Continued widening of Trans Canada Highway #1

7. **Council Reports - None**

8. **Committee Member Reports – None**

9. **Mayor's Report**

a) Village of Gold River – Municipal Ticketing Bylaw

MOTION R19/127
MOVED AND SECONDED

THAT the Mayor's verbal report regarding the Village of Gold River's municipal ticketing bylaw be received.

CARRIED

10. **Staff Reports – None**

11. **Old Business - None**

12. **Bylaws**

a) Business License Bylaw No. 452, 2019 - CAO

MOTION R19/128
MOVED AND SECONDED

THAT amended Business License Bylaw No. 452, 2019 be received.

CARRIED

MOTION R19/129
MOVED AND SECONDED

THAT Business License Bylaw No. 452, 2019 be given fourth and final reading.

CARRIED

b) Fees and Charges Bylaw No. 451, 2019 - CAO

MOTION R19/130
MOVED AND SECONDED

THAT Fees and Charges Bylaw No. 451, 2019 be given fourth and final reading.

CARRIED

c) Tax Rates Bylaw No. 454, 2019 - CFO

MOTION R19/131
MOVED AND SECONDED

THAT Tax Rates Bylaw No. 454, 2019 be given fourth and final reading.

CARRIED

d) Revenue Anticipation Bylaw No. 453, 2019 - CFO

MOTION R19/132
MOVED AND SECONDED

THAT Revenue Anticipation Bylaw No. 453, 2019 be given fourth and final reading.

CARRIED

e) Water Rate Bylaw No. 448, 2019 - CFO

MOTION R19/133
MOVED AND SECONDED

THAT Water Rate Bylaw No. 448, 2019 be given fourth and final reading.

CARRIED

f) Sewer Rate Bylaw No. 449, 2019 - CFO

MOTION R19/134
MOVED AND SECONDED

THAT Sewer Rate Bylaw No. 449, 2019 be given fourth and final reading.

CARRIED

g) Solid Waste Collection Rates Bylaw No. 450, 2019 - CFO

MOTION R19/135
MOVED AND SECONDED

THAT Solid Waste Collection Rates Bylaw No. 450, 2019 be given fourth and final reading.

CARRIED

h) Cannabis Control Bylaw No. 455, 2019 - CAO

MOTION R19/136
MOVED AND SECONDED

THAT Cannabis Control Bylaw No. 455, 2019 be received.

CARRIED

MOTION R19/137
MOVED AND SECONDED

THAT Cannabis Control Bylaw No. 455, 2019 be given first and second reading.

CARRIED

i) Fireworks Regulation Bylaw No. 456, 2019 - CAO

MOTION R19/138
MOVED AND SECONDED

THAT Fireworks Regulation Bylaw No. 456, 2019 be received.

CARRIED

MOTION R19/139
MOVED AND SECONDED

THAT Fireworks Regulation Bylaw No. 456, 2019 be given first and second reading.

CARRIED

13. Financial - None

14. New Business

a) Off Road Vehicle Regulation Bylaw No. 446, 2019 – CAO

MOTION R19/140
MOVED AND SECONDED

THAT a Public Hearing for "Off Road Vehicle Regulation Bylaw No. 446, 2019" be scheduled for May 26, 2019 at 7:00 pm in the Kelsey Centre gymnasium.

CARRIED

b) Cannabis Control Bylaw No. 455, 2019 – CAO

MOTION R19/141
MOVED AND SECONDED

THAT a Public Hearing for "Cannabis Control Bylaw No. 455, 2019" be scheduled for May 26, 2019 at 8:00 pm in the Kelsey Centre gymnasium.

CARRIED

c) Canada Post civic addressing in the Sayward area – Report by Councillor Cragg

MOTION R19/142
MOVED AND SECONDED

THAT Councillor Cragg's verbal report on civic addressing be received.

CARRIED

15. Public Question Period (maximum of 15 minutes)

Nancy Critchley	Is the new ORV (ATV) bylaw only for the Village, or will it cover the highway down to the wharf as well? This could be very beneficial for my business.	Mayor – the bylaw can only apply to our municipal roadways, not provincial highways.
Janett Hoare	I am really baffled by the Canada Post civic addressing issue – when I was Postmaster we were required to give everyone a civic address and this was several years ago.	Councillor Cragg – It appears someone dropped the ball on this and I will be getting more info from Canada Post and will be putting something in the next edition of the Sayward News.

16. In-Camera - 8:00 PM

MOTION R19/143
MOVED AND SECONDED

That in accordance with Section 92 of the *Community Charter*, this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with Section 90 (1)(k) of the *Community Charter* to discuss negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

17. Rise and Report – In-Camera Meeting held on April 16, 2019

MOTION IC 19/38
MOVED AND SECONDED

THAT the Mayor prepare a letter to Darryl and Jackie Lyons (291 Ambleside Drive) stating that there will be no apology from the Village.

CARRIED

18. Adjournment

MOTION R19/144
MOVED AND SECONDED

That the Regular Council Meeting of May 7, 2019 be adjourned.

CARRIED

The meeting was adjourned at 8:40 PM.

Mayor John MacDonald

Chief Administrative Officer

Sayward Futures Society

Our Community Our Future

May 6, 2019

Mayor and Council
Village of Sayward
Box 29
Sayward, BC V0P 1R0

RE: CANADA DAY 2019

As in years past, Sayward Futures Society will once again be planning and organizing the Canada Day events for 2019. We are asking the Village of Sayward for their support with donations in kind of the following items:

1. The all day use of H'Kusam Park
2. Power from the Public Works yard, with several long extension cords for the bouncy castles and live entertainment.
3. Assistance on June 30th from Public works to deliver and set up the stage, BBQs, tables, tents, garbage cans, and hand washing station to H'Kusam Park. Dismantle and return to KC and Al's room after the event.
4. Two extra garbage cans with plastic liners which Greig Seafood can put any used cooking materials (foil, etc.)
5. Use of the Kelsey Centre Gym, kitchen, and washroom facilities in case of inclement weather
6. The use of several tables and chairs (to be used by Greig Seafood and volunteers at the BBQ) and the Kelsey Centre coffee carafes for hot chocolate in the evening
7. The use of the Village's hand washing station

We are also asking for permission, after the parade, to barricade the road at both ends of the park in order to help control the flow of traffic during the afternoon events to keep the day safer for everyone.

Thank you in advance for helping make the 2019 Canada Day celebration another one to remember.

Yours truly,

Sue Poulsen

Sue Poulsen
Chairperson, Sayward Futures Society

SFS Contact Info: PO Box 143 / 16 Sayward Rd / Sayward , BC / V0P 1R0
Phone 250 282 0018 Fax 250 282 0119 www.saywardfutures.ca

Lisa Clark

From: Michelle Franze <michelle@bcsalmonfarmers.ca>
Sent: May 08, 2019 2:46 PM
To: Lisa Clark
Subject: Invitation to Van Isle 360

Hi Debbie,

Thanks so much for calling me back! Sorry I missed it! I also sent an email to the Mayor at mayor@saywardvalley.ca, but if you could please make sure he receives it that would be great! I'm not sure how many Council Members in the past have been invited, but we will have a boat that can take about 6-8 people. We have also invited the Sayward Volunteer Fire Department as well, so we thought if you had 3-4 Council Members that would be able to join, and we will ask the Fire Department for 3-4 members that would fill the boat! I'm not sure what was offered in past years so let me know if that's okay!

The event is on June 3rd and we will have the boat pick you up from Kelsey's Bay in Sayward and leave around 2pm. We will be supplying a catered lunch for everyone, and can offer a tour to your members if you're interested. We will have the boat scheduled to take you back to Kelsey's bay at 5pm. Please let me know which of your members would like to join us!

Michelle Franze
Manager of Communications, Partnerships and Community

BC SALMON FARMERS ASSOCIATION

+1-604-202-4417
BC Salmon Farmers Association
201-911 Island Highway, Campbell River, BC, V9W 2C2

bcsalmonfarmers.ca Linkedin Instagram Facebook Twitter YouTube Pinterest

Paul Carver

From: Horel, Bridget FLNR:EX <Bridget.Horel@gov.bc.ca>
Sent: May 10, 2019 1:37 PM
Subject: Rural Dividend Funding Intake Announced

Hello Everyone,

Rural Dividend has announced the intake for the 2019-2020 year!

Applications will be accepted June 15 to midnight (Pacific time) Aug. 15, 2019. This is the only application window for 2019-2020. This was just announced today and the press release is available at: https://news.gov.bc.ca/releases/2019FLNR0136-000926

The sixth intake program guide and detailed instructions on how to apply are available on the BC Rural Dividend website: www.gov.bc.ca/ruraldividend

Enjoy the weekend!

All the best,
Bridget Horel
Regional Economic Operations Branch – Community Adjustment Manager
Rural Development Unit
Ministry of Forests, Lands, Natural Resource Operations and Rural Development
370 Dogwood Street South, Campbell River, BC
Bridget.Horel@gov.bc.ca 250-286-9370 (Office) 250-202-8619 (Cell)

2015 TOP WORK UNIT AWARD

British Columbia News

BC Rural Dividend program announces sixth intake

https://news.gov.bc.ca/19706
Friday, May 10, 2019 1:30 PM

Victoria - Local governments, Indigenous communities and organizations, as well as not-for-profit organizations are eligible and encouraged to apply for funding in the sixth intake of the BC Rural Dividend program.

Applications will be accepted June 15 to midnight (Pacific time) Aug. 15, 2019. This is the only application window for 2019-20.

Applications to the Rural Dividend can be submitted to the program's three funding streams.

- The project development stream provides up to $10,000 to help communities undertake preliminary work, such as feasibility assessments and business cases, to develop strong future projects.
- The single applicant stream provides up to $100,000 to support the implementation of community-driven economic development and diversification projects.
- The partnerships funding stream provides up to $500,000 to support projects that will be delivered with at least one eligible partner.

The program also includes a special circumstances provision to help communities respond to significant economic disruption.

Up to $25 million is available for 2019-20. All projects are assessed based on the information provided in the application and budget form, including a project's feasibility and its direct impact on economic development in the community.

Projects must take place in, or directly benefit, a community with a population of 25,000 or less to be eligible for funding.

Learn More:

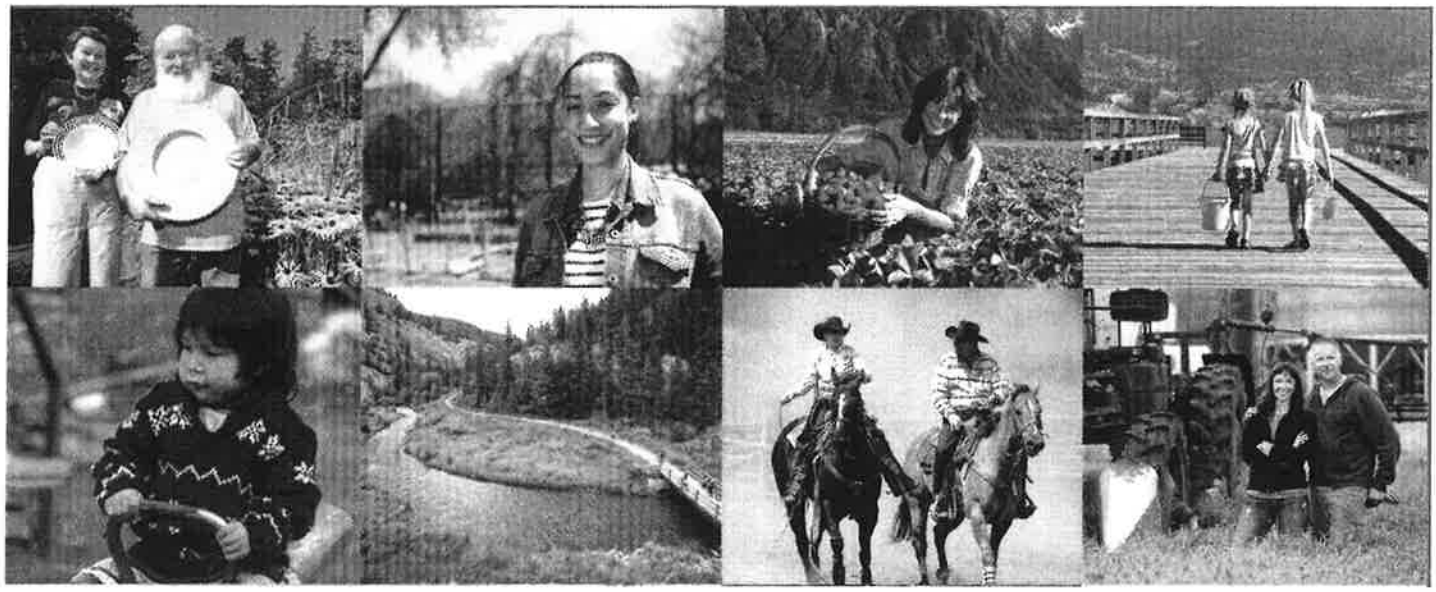
The sixth intake program guide and detailed instructions on how to apply are available on the BC Rural Dividend website: www.gov.bc.ca/ruraldividend

Media Contacts

Media Relations
Ministry of Forests, Lands,
Natural Resource Operations and Rural Development
250 356-7506

BRITISH COLUMBIA

BC Rural Dividend



Sixth Rural Dividend Intake begins June 15, 2019

The sixth intake of the BC Rural Dividend Program runs Saturday, June 15, 2019 to Thursday, August 15, 2019. Please review the revised program guide prior to submitting your application.

The online application form will open on June 15.

Additional resources and documents to support applicants will be added to the website prior to June 15.

Please check back for more information!

Program Updates for Sixth Intake

In 2018/2019, a review of the Rural Dividend Program was completed by an independent third party, with a focus on identifying opportunities for continuous improvement. In response to the review's findings the program has implemented a number of key improvements for the sixth intake period.

For additional details regarding the updates to the Rural Dividend Program please review the Sixth Intake Program Guide or the Program Details page of the website.

Program components that have been revised from previous intakes are identified with the "Updated" label.



BC Rural Dividend Program Guide

Sixth Round Application Intake 2019/20

BRITISH COLUMBIA

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

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1 Introduction

This document serves as the BC Rural Dividend Program Guide for the sixth application intake period. It is intended to provide prospective applicants with program information and directions on how to apply. The sixth application intake period will commence on Saturday, June 15, 2019 with a deadline of midnight PDT on Thursday, August 15, 2019. This is the only application intake period for 2019-2020.

Now in its fourth year, the BC Rural Dividend provides $25 million a year to assist rural communities, both Indigenous and non-Indigenous, with a population of 25,000 or less to strengthen and diversify their local economies. It was developed to recognize both the contribution rural communities have made to B.C.'s economy, and the unique challenges they face to diversify beyond natural resources.

The program will contribute to the strength and stability of rural communities using the principles of Community Economic Development (sustainable, participatory, asset-based, self-reliant and community based).

In 2018/2019, a review of the Rural Dividend Program was completed by an independent third party, with a focus on identifying opportunities for continuous improvement. In response to the reviews findings the program has implemented a number of key improvements for the sixth intake period. **Program improvements are identified by the "Updated" label throughout the guide.**

The Rural Dividend is administered by the B.C. Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

2 Program Objectives (UPDATED)

As the Rural Dividend moves into its fourth year of operation the program's objectives have been refined to continue to respond to the needs of rural communities. The program's objectives are as follows:

1. Increase community resilience and support economic development and diversification through enabling rural communities to implement their vision for long-term vibrancy, as well as prepare and respond to economic disruptions.
2. Support Indigenous communities and organizations to develop and lead traditional and/or emerging economic opportunities, including in the natural resource sector.
3. Strengthen the capacity of small and remote communities to address unique challenges in realizing their economic potential.
4. Assist rural communities to pursue innovative economic opportunities that support climate mitigation and/or adaptation for a cleaner future for BC.

3 Eligibility Criteria (UPDATED)

Eligibility of applications will be based on several components:

- The eligibility of the location that will directly benefit from the project or in which the project will take place;
- The eligibility of the applicant;
- The applicant's ability to meet the minimum required applicant financial contribution and;
- The inclusion of all mandatory documents with the submitted application.

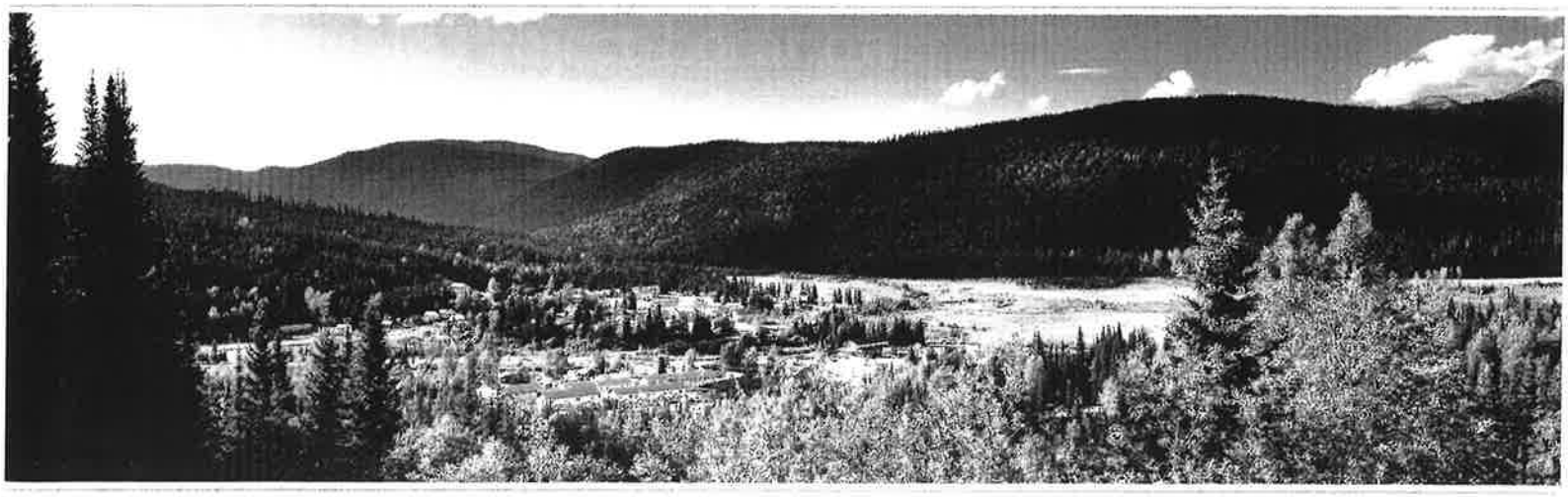
4 Eligible Project Location (UPDATED)

The goal of the program is to assist small rural communities across British Columbia. Applications must demonstrate how the proposed project will take place in or directly benefit either:

- Indigenous or non-Indigenous communities with a population of 25,000 or less located outside the geographic boundaries of Metro Vancouver and the Capital Regional District.[1]
- Unincorporated areas with a population of 25,000 people or less.

Population size will be determined using Statistics Canada 2016 Census Data (http://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E). Communities with populations up to 500 over the limit are eligible to apply.

[1] Communities within the Juan de Fuca Electoral Area, Salt Spring Island Electoral Area and the Southern Gulf Islands Electoral Areas are eligible to apply for funding (as defined on the Capital Regional District website – www.crd.bc.ca).



5 Eligible Applicants (UPDATED)

5.1 » Local Government

› A municipal government, or regional district, established by or under B.C. legislation with a population of 25,000 people or less.

› An unincorporated area with a population of 25,000 people or less whose application is submitted through a regional district or a not-for-profit organization.[2]

5.2 » Indigenous Communities and Organizations

› A First Nations band council within the meaning of Section 2 of the federal Indian Act or any successor to a band council established under federal legislation, or governing body of treaty First Nations.

» First Nations band councils with at least one rural reserve are eligible to apply for projects that will take place in, or directly benefit, the rural portion of their community.

» First Nations band councils that do not include a rural reserve are not eligible applicants. However, in unique situations such communities can submit applications for projects that will take place in, or directly benefit, a rural area.

› A First Nations, Métis, or Inuit organization incorporated as a not-for-profit corporation or society formed under an Act of Canada or a province or territory of Canada, and in good standing under the relevant Act.

› A corporation controlled by a First Nation incorporated under an Act of Canada, or a province or territory of Canada, and in good standing under the relevant Act.

5.3 » Not-for-profit Organization

› An organization incorporated as a not-for-profit corporation or society formed under an Act of Canada or a province or territory of Canada and in good standing under the relevant Act.

› Not-for-profit co-operatives incorporated as community service co-ops under the B.C. *Co-operative Association Act* are considered eligible as a not-for-profit organization.

› Not-for-profit organizations must have a B.C. location and be active in the Province.

› Not-for-profit organizations that have received significant foundational funding from the Province are not eligible applicants.

[2] An unincorporated area/community, for the purpose of application to the program, is considered to be a settlement area within a regional district electoral area. A community's boundaries may also coincide with a service area boundary (existing or proposed).

6 Eligible Partners

The partnership funding stream of the Rural Dividend Program is intended to support collaboration between communities to pursue regional economic development and diversification projects. Applications to the partnership funding stream are required to provide detail regarding the role that each partner will play in the development and implementation of the project. Applications that do not clearly demonstrate that a strong partnership will take place may not be approved for funding through the stream.

- Eligible partners include local governments, Indigenous communities and not-for-profit organizations (including universities and colleges).
- For-profit entities can serve as partners with an eligible applicant as long as the proposed project identifies broad community benefits and does not negatively impact other businesses.
- The partner(s) must have an active role in the project but are not required to contribute financially. Organizations that are only providing funding to a project but will take no further role are not eligible partners.
- Partners will not be considered eligible if they are owned by or own the applicant organization. Additionally, partners will be deemed ineligible if they and the applicant are owned by the same entity.
- Individuals are not considered eligible partners.
- All partners listed in the application are required to provide a partnership letter to the Rural Dividend confirming their role and commitment to the project. Projects submitted to the partnerships funding stream without partnership letters will be ineligible for funding.





7 Project Categories

The program includes four broadly defined project categories designed to offer communities flexibility in applying for program funding, and the opportunity to develop a wide range of solutions to the challenges their communities are facing. Projects in all four project categories are eligible for funding in each funding stream (listed in Section 8). Project categories are outlined below.

1 Community Capacity Building

- Projects that build the resources, capabilities and capacities of communities to deal with their key economic challenges and changes.
- Projects that provide or improve a community's potential to support economic diversity, expand market accessibility and enhance quality of life to attract investment.

2 Workforce Development

- Projects that offer training and skills development opportunities.
- Projects that help ensure resilience in the local workforce by attracting, retaining and training workers.

3 Community and Economic Development

- Projects that help rural communities plan to build a foundation for economic development, economic resilience and/or growth, or improve community vibrancy.
- Projects that implement strategies or intiatives to support economic development, resilience, diversification or growth.

4 Business Sector Development

- Projects that increase new business creation, business growth and adaptability in the community.
- Projects that allow communities to retain existing businesses and encourage their expansion.



8 Funding Streams

There are three funding streams as detailed below:

Funding Stream	Maximum Funding	Details
Project Development	$10,000	› Support for communities with limited capacity to undertake preliminary work (e.g. feasibility assessments and business cases) to develop strong future projects. › Eligible applicants can apply for up to 100% of total project cost. › An approved project development grant does not provide a guarantee of funding in subsequent applications submitted to government of B.C. funding programs.
Single Applicant	$100,000	› Supports implementation of community-driven projects. › Eligible applicants must contribute at least 20% of the total project cost via financial or in-kind contributions (maximum 10% in-kind contribution). › Eligible applicants can apply for up to 80% of the total project cost to a maximum of $100,000.
Partnerships	$500,000	› Supports implementation of community-driven projects. › Eligible applicants must have at least one eligible partner. › Eligible applicants and eligible partners must contribute at least 40% of total project cost via financial or in-kind contributions (maximum 10% in-kind contribution). › Eligible applicants can apply for up to 60% of the total project cost to a maximum of $500,000.

9 Applicant Contribution

Applicants to the single applicant and partnerships funding streams are required to provide a specific portion of the total project costs as the applicant and/or partner financial contribution.

9.1 » Source of Applicant Financial Contribution

Applicants can use their own funds (including funds obtained through financing) for their financial contribution, as well as funds they have obtained from not-for-profit organizations, such as development trusts.

Applicants must clearly outline their financial contribution and identify what portion of the contribution is provided through in-kind contributions (detailed below). The application is ineligible if the financial contribution does not meet the identified requirement, or if the contribution includes more than 10% in kind contributions.

Funding from other government sources (federal or provincial) cannot be included in the applicant financial contribution, except for the Community Works Fund. An application is ineligible if other government funding is included as part of the applicant financial contribution.

9.2 » In-kind Contributions

Applicants must clearly outline their in-kind contributions, including goods and services donated to a project by the eligible applicant and/or eligible partners (e.g. staff time, use of space or equipment). These types of contributions should be valued at fair market value.

Applicants can support the project with as many in-kind contributions as they feel are appropriate. However, it cannot make up more than 10% of their applicant financial contribution.



9.3 » Cost-Sharing Formula Examples

The following tables show examples of how the cost-sharing formula breaks down for each funding stream.

Single applicant funding stream:

Examples	Total Project Cost	Program contribution: 80% of total project cost or up to $100,000 maximum	Applicant contribution: 20% minimum (up to 10% maximum in-kind)
1	› $50,000	› $40,000 (80%)	› $10,000 minimum (can include up to $5,000 in-kind)
2	› $125,000	› $100,000 (80% total project cost and maximum amount)	› $25,000 minimum (can include up to $12,500 in-kind)
3	› $1,000,000	› $100,000 (maximum amount)	› $200,000 minimum (can include up to $100,000 in-kind) *Note: Remaining $700,000 from applicant or other funding sources*

Partnerships funding stream:

Examples	Total Project Cost	Program contribution: 60% of total project cost or up to $500,000 maximum	Applicant/partner contribution: 40% minimum (up to 10% maximum in-kind)
1	› $100,000	› $60,000 (60%)	› $40,000 minimum (can include up to $10,000 in-kind)
2	› $833,333	› $500,000 (60% total project cost and maximum amount)	› $333,333 minimum (can include up to $83,333 in-kind)
3	› $5,000,000	› $500,000 (maximum amount)	› $2,000,000 minimum (can include up to $500,000 in-kind) *Note: Remaining $2,500,000 from applicant/partners or other funding sources*





10 Other Sources of Funding

Applicants must clearly outline the amount and source of all funding that will contribute to the project. Verification of other sources of funding may be requested through the assessment process.

Funds obtained through financing can contribute to the total cost of the project. However, financing costs and interest charges are not eligible for program funding.

Funding from other government programs (federal or provincial) can contribute to the overall project funding as long as it is not part of the applicant financial contribution. When project funding is provided from other government programs, applicants must identify the program and provide a contact. Failure to provide this information could result in the disqualification of an application from the assessment process.

11 Project Timelines

Applications for projects that do not require additional steps before they can start (e.g. securing other funding, obtaining permits and approvals) will be more favourably ranked in the assessment and review process. The need for additional steps before the project can start will be taken into consideration in the review and assessment of applications. Such applications may also be deferred for consideration to a future intake round.

Applications must demonstrate that the project will be completed within two years from the project start date.

Costs that were incurred before the application was submitted are ineligible under the program.



12 Eligible Project Costs (UPDATED)

To be considered eligible, project costs must be direct and essential to the development and implementation of the project. Costs will be reviewed to determine if they are reasonable and have been accurately estimated. Funding cannot be used for ongoing operational or general organizational support. Inclusion of ineligible, unessential or unreasonable costs will be considered in the assessment and ranking of projects. Examples of costs that are eligible and ineligible for program funding are listed below.

Eligible Costs	Ineligible Costs
Direct costs related to development and implementation of the project.	› General organizational support costs. › Any costs associated with administering the project, such as preparing progress reports. › Costs being claimed under any other programs. › Costs incurred outside the time periods for the project as outlined in application. › Project contingency costs.
Infrastructure costs up to 35% of total project costs. (See Section 13 for additional details.)	› Traditional municipal infrastructure (water/sewer/road/sidewalk) projects.
Destination trail projects. (See Section 14 for additional details.)	› Sidewalk projects.
Consulting services, including: › Project management, › Design/engineering costs, › Business planning development, and › Project-related professional fees (e.g. architectural).	› Permits and approvals. › Legal costs. › Project-related professional fees payable to the eligible applicant.
Wages/benefits for new hires to work 100% on eligible project-related activities.	› Ongoing costs for existing staff salaries and benefits.
Capital purchases up to 35% of total project costs that are essential to project implementation, including: › Off-road vehicles, › Office equipment, and › Software and new technology.	› Land acquisition.
Marketing or promotion-related costs or speaker stipends.	› Directly meeting and/or lobbying of any level of government. › Expenses relating to attending conferences and trade shows. › Coordinating/hosting conferences/events.
Meals and project travel related expenses based on government per diem rates.[3]	› Remuneration and travel of elected officials. › International travel will require a special review to determine eligibility. › Alcohol.
Feasibility studies related directly to the project.	› Academic research that does not deliver concrete actions or tangible benefits.
Training activities as part of the Eligible Project or to support the project.	› GST and PST. › Financing costs and interest charges.

[3] Appendix 1 – Travel Allowances: http://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/appendix_1_travel_allowances.pdf

13 Infrastructure Costs (UPDATED)

Eligible projects can include infrastructure costs up to a maximum of 35% of the total project cost. Applications that have more than 35% of the total project cost in infrastructure costs will result in the ineligibility of the project. Examples are listed in the table below.

Total Project Cost	Maximum Infrastructure Costs (35% of Total Project Cost)
> $100,000	> $35,000
> $250,000	> $87,500
> $2,000,000	> $700,000

Applicants must clearly identify all costs related to infrastructure. For the purpose of the program, infrastructure costs are all costs related to the construction, renovation or refurbishment of buildings, facilities, equipment, and structures. Items such as engineering/design costs, project management, and professional fees are not considered infrastructure costs, and thus are not included in the 35% limit. Examples of infrastructure costs include:

- Construction of buildings or structures;
- Renovation or refurbishment of buildings or structures;
- Labour or wages, such as general laborers, plumbers, electricians;
- General contractor and/or contractor fees; and
- Construction materials such as lumber, windows, doors, fixtures.

The Rural Dividend Program requires that proposed infrastructure directly support economic development in the applicant community or communities. Traditional municipal infrastructure such as water, sewer, road or sidewalk projects are ineligible for funding.

Infrastructure project components will be reviewed to determine their applicability in supporting economic development based on the following criteria:

- Clear demonstration that the infrastructure is needed to support economic development/ diversification initiatives (and does not include traditional municipal infrastructure);
- Demonstrated alignment of the infrastructure with community infrastructure and economic development plans and priorities; and
- Identification of appropriate owner and source of ongoing maintenance for the infrastructure.

14 Destination Trail Projects (UPDATED)

In British Columbia, trail networks offer a unique opportunity to provide health and wellness benefits to communities while supporting local rural economic development by increasing tourism. To be eligible for funding, trail projects must create or improve trail networks that promote local economic diversification (i.e. mountain biking, off-roading, snowmobiling, hiking, Nordic and backcountry skiing) and are directly linked to the creation of a destination for recreation tourism. Trail projects will be evaluated for suitability based on the following criteria:

- Alignment of the trail project with local, regional and provincial recreation development, tourism and economic development plans and priorities;
- Demonstration that the trail project supports economic development /diversification initiatives;
- Identification of appropriate owner and source of ongoing maintenance for the trail project;
- Documentation demonstrating that required authorizations and regulatory approval processes are underway or complete; and
- Supports the *Trails Strategy for British Columbia* www.sitesandtrailsbc.ca/documents/Trail-Strategy-for-BC_V6_Nov2012.pdf

Project Components	Eligible Costs for Destination Trail Projects
Trail Building Infrastructure	› Costs directly related to the construction or rehabilitation of trails are exempt from the limit on infrastructure costs (35% of total project costs).
Non-Trail Building Infrastructure	› Costs related to infrastructure components not directly related to the construction or rehabilitation of trails (i.e. campgrounds, parking lots, huts) are subject to the limit on infrastructure costs (35% of total project costs).
Capital Purchases	› Destination Trails Projects are subject to the limit on capital costs (35% of total project costs).

15 Applying to the Program

The application form is available online **www.gov.bc/ruraldividend**. Please note that some components of the online application (i.e. council/board resolution) may require additional time and planning to complete.

Your complete application package must be received by midnight PDT on Thursday, August 15, 2019. Applicants will not be able to submit applications through the online application system past the identified deadline. All documents received by the program will be treated as confidential.

All program communication will take place with the primary contact using the contact information provided in the application. It is the responsibility of the applicant to notify the program office regarding any changes to the contact information provided.

If you need help in completing your application please refer to Section 28, Application Support.

16 Mandatory Supporting Documentation

Each application must include the following mandatory supporting documentation, which will be submitted through the online application form. All mandatory supporting documentation must be specific to the legal entity applying for funding and may not be from a related organization such as a parent company or subsidiary.

- Financial statements: Details are in Sections 17 and 18.
- Budget: All applicants must complete the program budget form posted at www.gov.bc.ca/ruraldividend.
- Resolution: All applicants must complete a Council/Organization resolution (included in the application form).
- Articles of Incorporation: Only required for Indigenous and non-Indigenous not-for-profit organizations and First Nations corporations. Documents must include the applicant's legal name and business number and can be Articles of Incorporation or the most recently filed Annual Report.
- Partnership letters: Only required for applicants to the partnerships funding stream. Letters must confirm the partner's role and commitment to the project.

Failure to submit the mandatory supporting documentation will result in the ineligibility of the application.

17 Financial Statements

Applicants must provide the financial statements identified for the requested funding amount. Financial statements that meet the requirement for a higher funding amount will also be accepted.

- Financial statements must be specific to the legal entity applying for funding and may not be from a related organization.
- Financial statements submitted must be in the final approved form, including signatures from the CPA who prepared them and organization representatives.
- Applicants must submit current financial statements (i.e. those which have been prepared within the past year).
- Financial statements must be submitted in their entirety; partial documents will not be accepted.

18 Levels of Required Financial Statements (UPDATED)

There are three levels of financial statements as indicated in the table below:

Levels	Financial Statements Required	Funding Amounts
1	Internally prepared financial statements signed by two board members/ Notice to Reader financial statements.	› $0–$50,000
2	Review engagement financial statements.	› $50,001–$100,000
3	Audited financial statements.	› $100,001–$500,000

18.1 Internally Prepared/ Notice to Reader Financial Statements ($0–$50,000)

Statements must be signed by two board members and include (1) a balance sheet from the previous fiscal year; (2) revenue and expense statements from the previous fiscal year; and (3) all notes pertaining to the financial statements. Financial statements prepared by an accountant (often referred to as "Notice to Reader" Financial Statements) are considered equivalent to internally prepared financial statements and should be provided if available.

18.2 » Review Engagement Financial Statements ($50,001–$100,000)

Statements must be prepared by an independent public accountant on a review basis. The accountant will not express an opinion on the fairness of the financial statements but must provide a limited assurance that the financial information is plausible and conforms to generally accepted accounting principles.

18.3 » Audited Financial Statements ($100,001–$500,000)

Statements must be prepared by an independent public accountant and include the examination of accounting records and other supporting evidence to render a professional opinion that the financial statements present a fair picture of the organization's financial position and its activities during the period in which the audit was carried out.

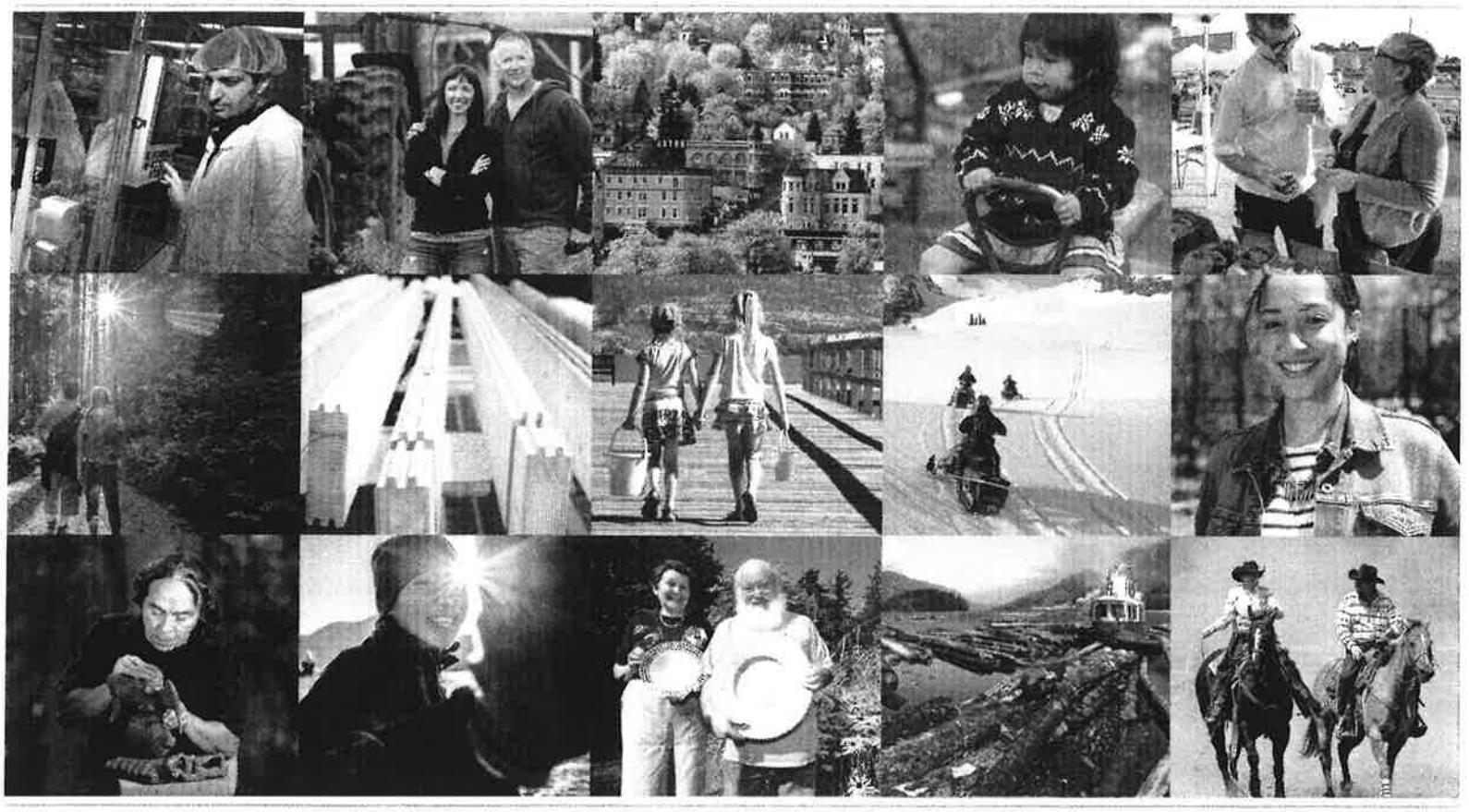
Failure to submit the correct financial statements for the requested funding amount will result in ineligibility. Please contact the program office if you have any questions regarding this requirement.

19 Optional Supporting Documentation

It is recommended that you include optional supporting documentation to provide additional information and context regarding your project. Suggestions include:

- Indications of community support: Letters, references, or details of consultation to show community support for the project. Indications of community support will only be accepted from stakeholder organizations or community leaders in their professional capacity (i.e. chamber of commerce, mayor or community development organization).
- Confirmation of funding from other funding sources listed in the project budget.
- Approved financial plan developed and approved by the community/organization.
- Quotes you have obtained from vendors or contractors to support your project budget.
- Other materials such as business plans or feasibility studies that support your project.

Please do not provide any personal identifiers or third-party personal information (i.e. talk about others) in applications or supporting documents.



20 Application Limit

An eligible applicant is limited to the submission of:

- One project development application; and
- One project application (single applicant or partnership).

There is no limitation on participation as a partner on projects submitted by other applicants. Additionally, applicants who received funding during previous intakes are not restricted from applying during current or future intake periods.

Regional districts are eligible to submit the number of applications noted above on behalf of each unincorporated area within their district. In addition, regional districts can submit applications on behalf of their district as a whole if the total population is less than 25,000. Regional districts are required to clearly identify in the application, which community or unincorporated area they are applying on behalf of.



21 Project Review and Assessment (UPDATED)

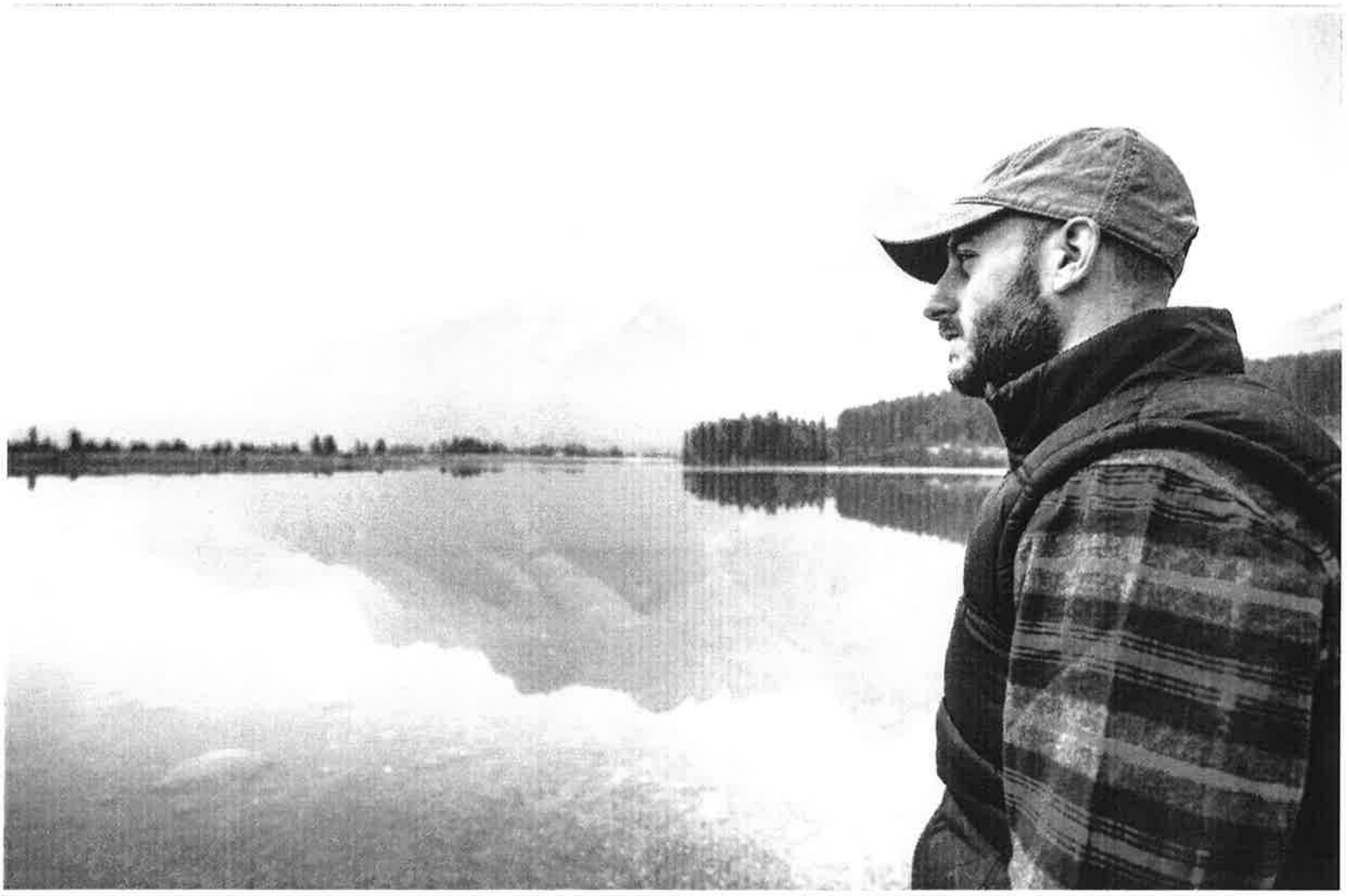
Eligible applications will be subject to a competitive review and assessment process. Eligible applications will be assessed and ranked based on the program's assessment components included in the table below. The selection process will be objective and unbiased.

Alignment with assessment components does not guarantee that a project will be funded. The program has seen increasing numbers of applications due to growing awareness and interest in the program. Applications are assessed in comparison with program assessment components and with other eligible applications received in the intake period; the provision of funding during one intake does not guarantee funding for similar projects in future intakes.

Applicants should provide sufficient information to support a thorough assessment of their project. They are encouraged to identify measurable benefits wherever possible to support the assessment. If additional information is determined to be needed to support the review and assessment, eligible applicants will be contacted, and additional information requested.

Decisions on applications are expected within six months after the application intake deadline. Funding decisions are final. Applications that are not funded in respect of a particular intake period may be re-submitted in a future intake period.

Assessment Components	
Project Application	› Aligns with one or more of the updated program objectives (see Section 2 for additional details) as demonstrated by the application and supporting documents. › Describes the details of the project clearly and concisely, including project activities and the community(ies) that will directly benefit. › Provides detailed project components and related deliverables, with clear timelines, to illustrate how they will be completed successfully within the two-year time limit. › Identifies the community(ies) in which project activities will take place or that will directly benefit from the project.
Project Budget	› Contains detailed descriptions of costs that are accurate estimates (supporting documentation such as quotes from contractors can be included to support the project budget). › Demonstrates costs are direct and essential to project implementation and are clearly linked to project activities described in the application. › Indicates clearly that costs assigned to Rural Dividend funding meet the program's eligibility criteria. *Please note that inclusion of ineligible costs, including exceeding the program's limits on infrastructure and capital costs, will impact the assessment of the application and may result in ineligibility.
Project Feasibility	› Demonstrates that the project has the support of the community and Indigenous communities. › Provides strong linkages between project activities and community planning. › Demonstrates that the project has been thoroughly planned and is ready for implementation. › Includes detailed information on any permits, permissions or other steps that are required for the project to be implemented and completed.
Due Diligence	› Adjudicators will consult with subject matter experts and other funding sources within government to ensure a project's viability.
Financial Review	› Adjudicators will review applicant financial statements to identify risk level and ensure the stability of an organization and its ability to implement the project.
Impact on Rural Economies	› Identifies how the project is directly linked to the economic needs of a rural community and clearly demonstrates incremental economic benefit. › Adjudication process will include the consideration of rural communities most in economic need.



22 Special Circumstances (UPDATED)

The Rural Dividend Program includes a special circumstances provision to support communities facing economic disruption resulting from the loss of a main employer or the impacts of a natural disaster. Communities whose circumstances match this description may contact the program at ruraldividend@gov.bc.ca or by calling 250-356-7950 for further information.

The special circumstances provision is intended to provide funding to applicants to pursue time-sensitive projects that are directly linked to a community's response to a significant economic disruption. Special circumstances applications are administered outside of the intake period and require applicants to identify a community need tied to a major economic shock, crisis, or loss of a key economic driver.

The following principles outline eligibility for special circumstances:

Application Components	Eligibility Principles
Eligible Applicants	› To ensure coordination in recovery efforts, eligibility will be limited to local governments and First Nation governments. › Funding for not-for-profit organizations may be provided only when responsibility is formally delegated by a local or First Nation government.
Eligible Communities	› Rural communities that have been directly or indirectly impacted by the loss of a main employer or natural disaster. › Communities will remain eligible for up to 24 months from the occurrence of the economic or natural disaster event. › After 24 months applicants can apply for funding support through regular intake periods.
Eligible Project Scope	› Projects must be directly focused on the planning or implementation of economic transition or recovery projects and linked to the economic or natural disaster event. › Projects included in community transition or recovery plans will be prioritized for funding. However, inclusion in a recovery plan is not required.
Eligible Project Timelines	› Applicants must clearly demonstrate that the timeline for a proposed project prevents participation in the regular intake process. › Projects that are not time sensitive in nature will be directed to the regular intake process.
Applicant Contribution	› The required applicant contribution is 20% of the total project cost for requests up to $100,000 and 40% of the total project cost for requests between $100,001 and $500,000. › The required contribution may be altered in instances where a clear justification is provided by the applicant.
Eligible Costs	› Applications will be subject to the eligible cost categories identified in Section 12, including the limits on infrastructure and capital costs. › Flexibility in eligible costs may be considered in extreme cases if the project demonstrates significant incremental economic benefit. › Eligible special circumstances applicants can apply for up to $500,000 in funding for an eligible project.
Reporting Requirements	› Funded projects will be subject to the reporting requirements identified in Section 23. › All projects must be completed within a two-year timeframe.

23 Grant Agreements and Reporting

Awarding of funding to successful applicants will be conditional upon finalization of a grant agreement that sets out the terms and conditions of the funding. The program reserves the right to award partial contributions of the total funding request.

Grant agreements will require that the applicants follow the program guidelines and requirements, including submitting progress and financial reporting documents. Funding recipients will be required to submit progress reports and a final report that outlines the project's performance and outcomes. Further details on such requirements will be provided to successful applicants.

Failure to meet the requirements of the grant agreement could result in the requirement for the repayment of funding to the program, and disqualify the funding recipient from further applications to the program.

24 Audits and Site Visits

Funding recipients may be subject to audit or site inspections at any time during the term of the funding agreement and for up to three years following the distribution of the program funds to the recipient, so the Province can examine project progress and documentation.

25 Events and Communications

The grant agreement may require the following:

- The Ministry of Forests, Lands, Natural Resource Operations and Rural Development be kept informed about promotional activities related to the project, with a minimum notice period before public materials are distributed or events held.
- The Government of British Columbia and the Ministry of Forests, Lands, Natural Resource Operations and Rural Development be acknowledged in project communications, events and signage.
- Consent to the Province to publish project details in reports and in promotion of the program (on websites and in public materials).

26 Freedom of Information

Applications submitted under the program are subject to the *Freedom of Information and Protection of Privacy Act*. The information being collected is for the purpose of administering the program and will be used for the purpose of evaluating eligibility under the program.

27 Conflict of Interest/Confidentiality

All documents received by the program will be treated as confidential. Program staff will uphold the standards for conflict of interest and confidentiality required by all B.C. public service employees.

28 Application Support

If you have a question that is not addressed in this program guide or the website (**gov.bc.ca/ruraldividend**), support is available from program staff at **ruraldividend@gov.bc.ca** or by calling **250-356-7950**.

BRITISH COLUMBIA

Ministry of
Forests, Lands, Natural
Resource Operations
and Rural Development

Contact Information

Rural Dividend Program

PHONE: 250-356-7950 (Victoria)

EMAIL: ruraldividend@gov.bc.ca

WEBSITE: gov.bc.ca/ruraldividend

Report from Councillor Cragg

Sayward Fire Burning by-law 2nd reading

I propose an amendment to bylaw 272 at second reading, as per the following submission:

Bylaw 272 does not address the various types of burning other than land clearing. Those missing are: Recreational fires (backyard), special occasion and/or ceremonial fires, outdoor cooking stations, wood fired saunas/hot tubs. At present bylaw 272, fire permits, are for 7 day period standard for clearing but for other recreational or other fires as indicated should be a yearly or part thereof, all requests for these permits would expire the last day of the calendar year.

Bylaw 451 Fees Bylaw schedule J the permit fee for fire permits is $50.00 this could be a yearly permit for recreational fires with the caveat that during Provincial Fire Ban, no recreation fire permits would be valid. A complete set of Village of Sayward backyard fire regulations should accompany the fire permits.

RECOMMENDATION

That council in collaboration with the Sayward Fire Chief/Deputy Fire Chief amend the Fire Burning by-law and:

That the VOS add provision in our burning bylaw 272 as follows:

a) New provision in bylaw to include a Recreational Backyard firepits, Special Occasion/Ceremonial Fires, Outdoor Cooking Stations, and wood fired Saunas & Hot Tubs each to have a separate and distinct permit process, which may be required to have measurements and current photographs showing placement of the apparatus and/or fire pit.
b) Backyard recreational fire pits would be yearly permits based on the calendar year with a cost of $50.00 per year or part thereof.

Wes Cragg

Councillor

Village of Sayward

MAYORS REPORT- BCCFA CONFERENCE

MISSION 12-14 June

The Village of Sayward has a Memorandum of Understanding for the creation of a Community Forest. To date we have moved forward but are awaiting First Nations Consultation with the We Wai Ke and the We Wai Kum First Nations, as the proposed timber offered by the Ministry of Forests is in their traditional territory. Once this consultation is complete we will be able to move forward with our application and hopefully then Minister Donaldson will then issue an invitation to Village of Sayward/K'omoks First Nation to own and manage a Community Forest as per our MOU with K'omoks First Nation.

Many of the procedures and best practices for joint stewardship of a Community Forest between FN and others will be discussed at this conference. A field trip to Mission Municipal Forests to see the workings of a Community Forest and explanation of collaboration with FN and recreational users will be provided. Other agenda items - Provincial Policy Updates, and discussion of the four Pillars of disaster management: Community Forest Leadership and Innovation.

RECOMMENDATION: That council authorize Councillor Wes Cragg to attend the BCCFA Conference and AGM in Mission 12 – 14 Jun and travel dates will be 11 and 14 Jun.

John MacDonald

Mayor Village of Sayward

2019 BCCFA Conference
June 12-14 2019
Mission, BC

BCCFA 2019 Conference Program	
WEDNESDAY JUNE 12	
7:00 am - 8:00 am	Hot breakfast Registration desk open
8:10 am – 3:30 ~~am~~ pm	**Mission Municipal Forest Field Trip** The field trip will feature efforts to operate a working forest while collaborating with local First Nation interests and the multiple recreational users and overlapping tenures on the land base. Resource Persons: Bob O'Neal Bob O'Neal, RPF, Director of Forestry, District of Mission Chris Gruenwald, RPF, Manager of Forestry Business, District of Mission Tom Blackbird, Recreation Officer, Recreation Sites and Trails BC, Chilliwack
	Dinner on your own
5:30 pm - 9:00 pm	Registration desk open
6:00 pm - 10:00 pm	**Welcome Reception** Meet and Greet starts at 6:00. This is a free event and open to the public The evening will feature local craft beer and wine
THURSDAY JUNE 13	
7:00 am - 8:30 am	Hot Breakfast and registration
8:30 am – 9:00 am	**Session 1** Welcome and Housekeeping - Susan Mulkey, BCCFA Manager of Communication and Extension, Conference Coordinator Jennifer Gunter, BCCFA Executive Director • Overview of BCCFA Priorities and Accomplishments • Highlights of the BCCFA Report: Socio Economic Impact of BC's Community Forest Program • 2019 Community Forest Indicators Survey Outcomes

9:00 am – 10:30 am	**Session 2** **The 4 Pillars of Disaster Management: Community Forest Leadership & Innovation** • Prevention and Mitigation • Preparedness • Response • Recovery **The Context – Resiliency and Adaptation** Bob Gray, Association for Fire Ecology, Certified Wildland Fire Ecologist R.W. Gray Consulting Ltd. **Prevention and Mitigation** Garnet Mireau, RPF, Forsite and Logan Lake Community Forest Management Team • How to manage for multiple values such as visuals, OGMAs and ungulate winter range while managing for fuel mitigation. **FireSmart Canada, BC FireSmart Committee Chair, FireSmart Canada Provincial Liaison, BC Wildfire Service** • How houses fit in the forest • Ember transfer and defensible space • Role for community forest managers **Response** Build your own Crew Cedar Elliot and Margaret Symon, Khowutzun Forest Services **Recovery** Ron Jacobson, Business Development Manager, NATS Nursery Ltd. The importance of native species and their role in recovery efforts.
10:30 am – 10:50 am	Break
10:50 pm – 12:00 pm	**Session 3** **First Nations Reconciliation Panel** Garry Merkel, RPF, co-chair, Minister's Forest and Range Practices Advisory Council. Andrea Lyall, RPF, UBC Doctoral Candidate, Faculty of Forestry Andrea's thesis examines Indigenous People's relationship with the forests including traditional and contemporary uses of the land and sea.

	Community Forest Speaker TBA The benefits and opportunities for reconciliation inherent in a CF tenure.
12:00 pm – 1:00 pm	Lunch
1:00 pm - 2:00 pm	**Session 4** **Provincial Policy Update** John Allan, Deputy Minister, Ministry of Forests, Lands, Natural Resource Operations and Rural Development • Coastal and Interior Forest Sector Revitalization Diane Nicholls, Assistant Deputy Minister and Chief Forester Ministry of Forests, Lands, Natural Resource Operations and Rural Development • FRPA Improvement Initiative Meggin Messenger, Office of the Chief Forester, Executive Director, Strategic Initiatives • Climate change and bio-economy Facilitated Q & A on opportunities and challenges proposed reforms bring for community forests
2:00 – 2:15	**Session 5** Community Investment Co-Op – Gord Borgstrom, BC Rural Centre Insurance and CFAs – Jordan Fellner, CIP, CRM, CAIB, Account Manager HUB International Insurance Brokers Hub Insurance
2:15 pm – 2:30 pm	Break
2:30 pm - 4:30 pm	Manager's Meeting
2:30 pm - 4:30 pm	Board of Director's Governance Session
5:30 pm - 11:00 pm	Annual Banquet and Silent Auction
FRIDAY JUNE 14	
6:30 am - 8:00 am	Hot Breakfast
8:30 am – 10:00 am	**BCCFA AGM**
10:00 am -10:30 am	**Session 6** Meike Siegner, UBC Graduate Student, Faculty of Forestry When Forest Management Becomes Personal – An Overview of the Work of Community Forest Managers in British Columbia

	Francis Johnson, Alkali Resource Management, Esk'etemc Community Forest Incorporating Traditional Values into Forest Management • The term "traditional values" is like "Indigenous Knowledge" and "Traditional Ecological Knowledge" and is based on the science of natural law using observation, reasoning, local experience, and is influenced by culture and spiritual way aboriginal people look at their ecosystems. This presentation will be discussed from a Secwepemc perspective and with upmost respect to each individual Indigenous Nation that have their own unique morals and values on the land.
10:30 am - 11:00 am	Break
11:00 am – 2:00 pm	**Session 7** Blanket Exercise • The Blanket Exercise is based on participatory popular education methodology with a goal to build understanding about our shared history as Indigenous and non-Indigenous peoples in Canada by walking through pre-contact, treaty-making, colonization and resistance. Everyone is actively involved as they step onto blankets that represent the land, and into the role of First Nations, Inuit and later Métis peoples. For more information go to: https://www.kairoscanada.org/what-we-do/indigenous-rights/blanket-exercise

MAYORS REPORT: PC PNP Entrepreneur Immigration Workshop

We have received notification of the Workshop to be held in Duncan on 11 June 1000 – 1400 hrs. Councillor Ives brought this project to council after attending the BCEDA Conference and AGM. We put in an application to be on the Entrepreneur Immigration Regional Pilot program and were successful with our application.

The training at this workshop is instrumental for Village of Sayward to attract the right entrepreneur, hosting exploratory visits and making referrals. This training is a critical step for communities as discussion will be around specific tactics and approaches related to managing interest and demand. Community representatives for the pilot MUST complete this training in order to confirm our enrollment and post our community profile on their website.

If the Village of Sayward would like to have more than one person participate in this workshop we are to include the name of the person and the organization where they work. I would suggest that we work in collaboration with Sayward Futures Society moving forward with this project and include their Executive Director or a member of their Board to attend this workshop.

RECOMMENDATION

That Village Council send councillor Ives to the workshop on 11 June in Duncan 1000 – 1400 and that VOS invite a member of SFS Board or their Executive Director to attend. Costs for SFS to be borne by SFS. Village cost to be, travel on day of workshop, and per diem rates for meals as required, no overnight accommodation authorized.

John MacDonald

Mayor Village of Sayward

Paul Carver

From: Branch, Kimberley JTT:EX <Kimberley.Branch@gov.bc.ca>
Sent: May 10, 2019 2:48 PM
To: 'shannon@hopebc.ca'; 'anna.gladue@gmail.com'; 'mfaucher@peachland.ca'; 'directorssi@crd.bc.ca'; Paul Carver; 'mgilbert@northernrockies.ca'; 'jarnold@northernrockies.ca'; 'Amy.Melmock@cvrd.bc.ca'; 'brian.carruthers@cvrd.bc.ca'; 'sandymark1044@gmail.com'; 'ZoeDhillon@district.vanderhoof.ca'; 'loriegli@district.vanderhoof.ca'; 'cvced@rdek.bc.ca'; 'stomlin@rdek.bc.ca'; 'ExecutiveDirector@cvchamber.ca'
Cc: Luney, Aireen M JTT:EX; PNP Concierge JTT:EX; Kim, Michael C JTT:EX; Branch, Kimberley JTT:EX; Liu, Marlene JTT:EX; Thomas, Bonnie L JTT:EX; Fraser, Sarah W FLNR:EX; Lachman, Kathy FLNR:EX; Brightwell, Gerri FLNR:EX; Imus, Marc S FLNR:EX; Olson, Larry FLNR:EX; Bruns, Myles FLNR:EX; Toperczer, Richard E FLNR:EX; McLay, Cheryl FLNR:EX; Koh, Wendy FLNR:EX; Danshin, Tamara FLNR:EX; Colombo, Emily FLNR:EX; Richardson, Dale B FLNR:EX; McLay, Cheryl FLNR:EX; Grant, Peggy M FLNR:EX; von der Gonna, Marc FLNR:EX; McRobert, Brad P FLNR:EX; Horel, Bridget FLNR:EX
Subject: Entrepreneur Immigration Regional Pilot - INVITATION: Community Orientation and Training

Colleagues:

Thank you for enrolling for the BC PNP Entrepreneur Immigration Regional Pilot! We are excited to embark on this journey of closer collaboration to support your efforts to attract foreign entrepreneurs to invest in and establish new businesses and create jobs in your communities.

We have now concluded the second and final intake phase of community enrolment. We will be holding orientation workshops for communities on the following dates and locations:

Community:	**Fort Nelson**
Date:	May 27, 2019
Time:	10 am – 2 pm (working lunch will be provided)
Venue:	TBC (will be provided to participants at a later date once venue confirmed)
RSVP :	**Wednesday, May 22, 2019 (COB)**

Community:	**Nelson**
Date:	June 6, 2019
Time:	12 pm – 4 pm (working lunch will be provided)
Venue:	TBC (will be provided to participants at a later date once venue confirmed)
RSVP:	**Monday, June 3, 2019 (COB)**

Community:	**Duncan**
Date:	June 11, 2019
Time:	10 am – 2 pm (working lunch will be provided)
Venue:	TBC (will be provided to participants at a later date once venue confirmed)
RSVP:	**Wednesday, June 5, 2019 (COB)**

The training is designed to prepare communities for their role as pilot participants and will cover the following topics: Attracting the Right Entrepreneur, Hosting Exploratory Visits and Making Referrals. The training is a critical step for communities as we will discuss specific tactics and approaches related to managing interest and demand,

marketing, community processes and next steps to confirm participation. Community representatives for the pilot MUST complete the training in order to confirm their enrolment and post their community profile on our website. Please contact us if you are unable to attend the training to discuss other options.

We ask that you please RSVP at your earliest so we can confirm #s, venues and catering. If your community would like to have more than one person participate, please indicate in your RSVP and include the name of the person and the organization where they work.

Our Marketing and Outreach team are also planning outreach to the regions together with Immigration, Refugee and Citizenship Canada (IRCC) to provide information about provincial and federal immigration programs to access talent. If your community is interested hosting a session related to talent, please let us know via PNPConcierge@gov.bc.ca.

We are looking forward to meeting you all!

Best regards,

Aireen & Kim

Concierge Services | Immigration Programs Branch
Ministry of Jobs, Trade and Technology
Email:
PNPConcierge@gov.bc.ca | Website: www.WelcomeBC.ca/PNP

BC Provincial Nominee Program
www.WelcomeBC.ca/PNP

Village of Sayward – Evacuation Route Planning

On the 08 February 2019 the Village of Sayward received notification that we have been authorized a grant in the amount of $24,500.00 to have an Evacuation Plan for Village of Sayward put in place. We must send out an RFP for Evacuation Planning and should give the interested parties at least 30 days to respond.

There is a draft RFP attached, which requires a few amendments that should be discussed with Mr. Shaun Koopman at Strathcona Regional District. We (the village) has an obligation to our citizens to have this emergency planning route completed soonest.

RECOMMENDATION:

That the Mayor and EOC Councillor Ives consult with Mr Koopman to amend and print a new RFP, the amended RFP be sent to BC Bid.

That a follow up report be presented to council once RFP have been accepted.

John MacDonald

Mayor

Village of Sayward

COPY

UBCM Union of BC Municipalities

February 6, 2019

Paul Carver, CAO
Village of Sayward
PO Box 29
Sayward, BC V0P 1R0

RE: CEPF: 2018 Evacuation Route Planning – Approval Agreement & Terms of Conditions of Funding – IN CONFIDENCE

Dear Mr. Carver,

Thank you for submitting an application for the 2018 Evacuation Route Planning funding stream under the Community Emergency Preparedness Fund.

I am pleased to inform you **in confidence** that the Evaluation Committee has approved funding for your project, *Village of Sayward Interface Fire and Flooding Evacuation Plan*, in the amount of $24,500.00.

As outlined in the Program & Application Guide, grant payments will be issued when the approved project is complete, UBCM has received and approved the required final report and financial summary and Emergency Management BC has reviewed the completed Evacuation Route Plan.

The Ministry of Transportation & Infrastructure has provided funding for this program and the general Terms & Conditions are attached. In addition, in order to satisfy the terms of the contribution agreement, we have the following requirements:

(1) This approval agreement is required to be signed by the CAO or designate and returned to UBCM;

(2) To provide the Province of BC with the opportunity to make announcements of funding approvals under this program, please keep information regarding this funding approval in confidence until March 1, 2019;

(3) The funding is to be used solely for the purpose of the above named project and for the expenses itemized in the budget that was approved as part of your application;

(4) All expenditures must meet eligibility requirements as defined in the Program & Application Guide;

The Community Emergency Preparedness Fund is funded by the Province of BC

(5) All project activities must be completed within 12 months and no later than February 28, 2020;

(6) The Final Report Form and required attachments are required to be submitted to UBCM within 30 days of the project end date and no later than March 27, 2020;

(7) Any unused funds must be returned to UBCM within 30 days following the project end date.

Please note that descriptive information regarding successful applicants under the 2018 Evacuation Route Planning grant program may be posted on the UBCM and/or the provincial government website and all final report materials will be made available to the Province of BC.

On behalf of the Evaluation Committee, I would like to congratulate the Village of Sayward for responding to this opportunity to plan for the safe evacuation of your community to support the emergency preparedness and resiliency of BC communities.

If you have any questions, please feel welcome to contact Local Government Program Services at 250-387-4470 or cepf@ubcm.ca.

Sincerely,

Rebecca Bishop
CEPF Program Officer

Approval Agreement (to be signed by the CAO or designate)

I, JOHN MACDONALD, have read and agree to the general Terms & Conditions and the requirements for funding under the 2018 Evacuation Route Planning funding stream.

John E MacDonald — 14 MAY 2019

Signature MAYOR — Date

Please return a scanned copy of this signed Approval Agreement to cepf@ubcm.ca

Village of Sayward
Request for Proposal

Evacuation Planning

Issue Date:

Closing Location:
Village of Sayward
Attention: Paul Carver

Closing Date and Time:
Two (2) complete hard copies of each proposal must be received by 4:30pm PST
Friday May 31, 2019

Contact Person:
Paul Carver
Office (250)
cao@saywardvalley.ca
250-282-5512
652-A H'Kusam Way
PO Box 29
Sayward BC
V0P 1R0

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A. Intent
The Village of Sayward invites proposals from consulting firms to develop an evacuation plan for the Village of Sayward with a focus on the threats of a tsunami and interface fire.

B. Definitions and Administrative Requirements

1. Definitions
Throughout this request for proposal, the following definitions apply:
"Agreement" means the written agreement resulting from this Request for Proposal executed by the Village of Sayward and the consulting evacuation planning firm.

"BC Bid" means the website with an electronic tendering service maintained by the BC Government.

"Consulting engineer" means the successful proponent to this Request for Proposal.

"Proponent" means a consulting evacuation planning firm that submits a proposal in response to this Request for Proposal.

"Proposal" means a submission in response to this Request for Proposal.

"RFP" means Request for Proposal.

"Services" means the work requested to be performed as stated in the Request for Proposal.

"Standing Offer Agreement" means to provide the required evacuation planning services at pre-arranged prices under set terms and conditions. This will most likely be in the form of a contract.

"Village" means the Village of Sayward.

2. Terms and Conditions
The following terms and conditions will apply to this RFP. Submission of a Proposal in response to this RFP indicates acceptance of all the terms that follow and that are included in any addenda issued by the Village.

3. Changes to Proposals
By submission of a written notice, a Proponent may amend or withdraw its Proposal prior to the closing date and time.

The Proponent will not change the wording of its Proposal after closing and no words or comments will be added to the Proposal unless requested by the Village for clarification.

4. Proponent's Expenses

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Proponents are solely responsible for their own expenses in preparing and submitting a Proposal. The Village will not be liable for any claims for costs or damages incurred by a Proponent in preparing a proposal, loss of anticipated profit in connection with a final agreement or any other matter whatsoever.

5. Proposal Validity

Proposals will remain open for acceptance for at least 60 days after the closing to provide the Village with sufficient time to evaluate the Proposals and award a contract.

6. Currency and Taxes

Prices quoted are to be in Canadian dollars with disbursements and applicable taxes shown as separate items in the Proposal.

7. Acceptance of Proposals

This RFP should not be construed as an agreement to purchase goods for services. The Village is not bound to accept the lowest priced or any Proposal of those submitted. Proposals will be assessed in light of the evaluation criteria and the Village is under no obligation to receive further information, whether written or oral, from any Proponent.

Proposals, rather than tenders, have been requested in order to afford Proponents a more flexible opportunity to employ their expertise and innovation, and thereby satisfy the Village's needs in a more cost-effective manner. The Village reserves the right to reject any and all Proposals for any reason or to accept any Proposal in whole or in part on the basis of the Proposals received which the Village, in its sole unrestricted discretion, deems to be the best value for the Village.

Proponents acknowledge the Village's rights under this clause and absolutely waive any right to action against the Village for the Village failure to accept their Proposal whether such right of action arises in contract, negligence, bad faith or any other cause of action.

The Village reserves the right to enter into negotiations with one or more Proponents concerning the terms and conditions of the services to be provided, and expressly reserves the right through such negotiations to request changes, alterations, additions or deletions from the terms of any Proposals received.

The acceptance of any Proposal is subject to funding and approval by the Village Council.
After acceptance by the Village, the successful Proponent will be issued a written notice of award.

8. Not a Tender Call

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This RFP is not a tender call and the submission of any response to this RFP does not create a tender process. This RFP is not an invitation for any offer to contract, and it is not an offer to contract made by the Village.

9. Definition of Contract

Notice in writing to a Proponent of the acceptance of its Proposal by the Village and the subsequent full execution of a written agreement will constitute a contract for the services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

10. Sub-contracting

Proposals which reference the use of sub-contractors will be accepted. The proposed sub-contractors must be clearly identified by name and service area expertise. The same information required of a Proponent must be included for sub-contractors included. Proposals including sub-contactors will be evaluated based on the totality of the Proponent's information including the sub-contractor's information. The same terms and conditions set out in this RFP apply to a sub-contractor named in a Proponent's proposal.

11. Liability for Errors

While the Village has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Village, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

12. Modifications of Terms

The Village reserves the right to modify the terms of the RFP at any time at its sole discretion. Such modifications will be posted electronically on BC Bid.

13. Ownership of Proposals and Freedom of Information

All documents, including Proposals, submitted to the Village become the property of the Village. Each Proposal should clearly identify any information that is considered to be confidential or proprietary information.

However, the Village is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. As a result, while section 21 of the *Freedom of Information and Protection of Privacy Act* does offer some protection for confidential third-party business, financial and proprietary information, the Village cannot guarantee that any such information provided to the Village will remain confidential if an application for records is made under the *Freedom of Information and Protection of Privacy Act.*

14. Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves and ensuring that they comply with the laws applicable to the collection and dissemination of information, including resumes and

other personal information concerning employees and employees of subcontractors. If this RFP requires Proponents to provide the Village with personal information of employees who have been included as resources in response to this RFP, Proponents will ensure that they have obtained written consent from each of those employees before sending this personal information to the Village. The Village may, at any time, request the original consents or copies from Proponents and upon such request being made Proponents will immediately supply such originals or copies to the Village.

15. Confidentiality of Information
Information pertaining to the Village obtained by the Proponent as a result of participation in this RFP is confidential and must not be disclosed without written authorization from the Village.

16. Conflict of Interest
Proposals will not be evaluated if the Proponent's current or past corporate or other interests are, in the reasonable opinion of the Village, deemed or perceived to be a conflict of interest in connection with this RFP or the activities or mandate of the Village.

The Village reserves the right to disqualify or reject a proposal in whole or in part where the Proponent or its directors, officers, shareholders or any person associated with the Proponent has a claim or has initiated a claim or legal proceeding against the Village with respect to any previous contracts, tenders or business transactions and where this is seen in the reasonable opinion of the Village as creating a conflict of interest between the Proponent and the Village.

17. Communication during Procurement Process
Proponents and their agents will not contact any member of the Village Council or staff with respect to this RFP, other than the representative named in this RFP, at any time prior to the award of a contract or the termination of this RFP.

In the event of any lobbying or contact in contravention of this section, the Village in its discretion may at any time, but will not be required to, reject any and all Proposals submitted by that Proponent without further consideration.

18. Police Information and/or Criminal Record Check
Depending on the nature of the work requirements, police information and/or criminal record checks may be required of the Proponent's employees or sub-contractors performing services under the contract. Any costs associated with completing these checks will be borne by the successful Proponent.

19. Form of Contract
Any contract with a Proponent will be in a standard form contract for services prepared by the Village.

C. Submission Requirements

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1. Proposal Submission

Two (2) copies of the Proposal, complete with one (1) copy of the signed and dated Proposal Form provided herein, must be received no later than 4:30pm PST on May 17, 2019 at the following location:

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

Proposals must be submitted in a sealed package with the name and address of the Proponent and 'RFP for Evacuation Planning Services" clearly marked on the outside of the package.

Facsimile and electronic submissions will not be considered.

Late proposals will not be considered and will be returned to Proponents unopened at the Proponent's expense.

Proposals that are unsealed, conditional, illegible, obscure, containing mathematical errors, erasures, alterations, or irregularities of any kind may, at the discretion of the Village, be declared disqualified.

The person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this RFP must sign the Proposal Form. Unsigned Proposals will not be accepted.

Proponents shall be solely responsible for the delivery of their Proposals in the manner and time prescribed. All submissions must be delivered according to the instructions herein, and the Village will accept no responsibility for documents delivered to other Village facilities and, at the discretion of the Village, may be declared disqualified.

2. Enquiries

All enquiries related to this RFP are to be directed by email, no later than two (2) days prior to the closing date and time, to:

Paul Carver
Chief Administrative Officer
cao@saywardvalley.ca
250-282-5512
652-A H'Kusam Way
PO Box 29
Sayward BC
V0P 1R0

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