VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
APRIL 20, 2021 – 7:00 PM
TEAMS Electronic Meeting

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."

   Recommended Resolution:

   THAT the public input section be moved to the end of the agenda after public question period.

3. **Introduction of Late Items**

4. **Approval of Agenda**

   Recommended Resolution:

   THAT the agenda for the Regular Meeting of Council for April 20, 2021 be approved.

5. **Minutes of Previous Meetings**

   Recommended Resolution:

   THAT the minutes from the Special Council meeting held on March 30, 2021 be adopted

   THAT the minutes from the Regular Council meeting held on April 6, 2021 be adopted.

6. **Petitions and Delegations**

7. **a) Upanup Digital Marketing Agency re: Village of Sayward new website**

   Recommended Resolution:

   THAT the presentation by Upanup be received and;

   THAT Council discuss the proposed new website and provide direction and insight to Upanup on the design and delivery of a new website for the Village of Sayward.

8. **Correspondence**

   a) City of Parksville Request for support to host 2026 Commonwealth Games.

   b) Lee Ettinger Correspondence re: Request to Revise Fireworks Bylaw.

c) Alex Turner, January 26 and 27 correspondence, Lack of cellular phone service on the highways of the North Island.

d) Mary Ruth Snyder Correspondence re: Building Bylaw No. 339.

e) City of Victoria re: Support for Laid-off Hotel and Tourism Industry Workers.

f) North Vancouver District re: Help Cities Lead Campaign.

g) Canadian Union of Postal Workers re: Delivering Community Power.

h) Nitya Harris, Coexisting with Carnivores Alliance re: Moratorium on recreational wolf hunting on Vancouver Island.

i) SVFD Monthly Report.

Recommended Resolutions:

THAT correspondence (a) to (i) be received, and;

THAT staff provide written notice to Mary Ruth Snyder requiring that a Building Permit application for work completed be submitted to the Village office by April 30, 2021.

9. Council Reports

a) Councillor Kirshner – Vancouver Island Library Board

Recommended Resolution:

THAT the Vancouver Island Library Board report from Cllr Kirschner be received.

10. Reports of Committees - None

11. Mayor's Report – None

12. Unfinished Business - None

13. Staff Reports

a) Municipal Campground Policy – Proposed Revisions **{pg 38}**

Recommended Resolution:

THAT Council receives the Municipal Campground Policy – Proposed Revisions report for information and discussion, and;

THAT Council approves Policy # 600-01 – Municipal Campground Policy, and;

FINALLY THAT the September 2002 Campground Policy be repealed.

b) Priority of Bylaw Review **{pg 44}**

Recommended Resolutions:

THAT Council receives the Priority of Bylaw Review report for information and discussion, and;

THAT Council provide direction to staff on next steps.

c) Notice on Title for Non-Compliant Properties **{pg 46}**

Recommended Resolutions:

THAT Council receives the Notice on Title for Non-Compliant Properties report for information, and;

2

THAT Council direct staff to proceed to file a Section 57 Notice on Title on 765 Sayward Road, PID 030 284 724, and;

THAT Council direct staff to proceed to file a Section 57 Notice on Title on 794 Sayward Road, PID: 030 284 708.

c) Financial Statements/Variances to Mar 31, 2021 **{pg 52}**

Recommended Resolution:

THAT Council receives the Financial Statements/Variances to Mar 31, 2021 report for information and discussion.

14. Bylaws

a) Council Procedure Amendment Bylaw No. 471, 2021

Recommended Resolution:

THAT Council Procedure Amendment Bylaw No. 471, 2021 be given first, second and third reading, and;

THAT Council post Public Notice of its intention to adopt Bylaw No. 471, A Bylaw to Amend Council Procedure Bylaw No. 416, 2015, and;

FINALLY THAT staff be directed to return on May 4, 2021 to provide Council with any received comments on proposed revisions and for Final Adoption of Council Procedure Amendment Bylaw No. 471.

b) Zoning Amendment Bylaw No. 473, 2021

Recommended Resolution:

THAT Zoning Amendment Bylaw No. 473, 2021 be given third reading, and;

THAT Zoning Amendment Bylaw No. 473, 2021 be given fourth and final reading.

15. New Business - None

16. 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." Given the meeting is being held electronically, any questions will have to be submitted in writing in advance of meeting adjournment.

17. In-Camera - None

18. Adjournment

Recommended Resolution:

THAT the Regular Meeting of Council for April 20, 2021 be adjourned.

VILLAGE OF SAYWARD
MINUTES
SPECIAL COUNCIL MEETING
MARCH 30, 2021
TEAMS Electronic Meeting

Present: Mayor Mark Baker
Councillor Norm Kirschner
Councillor Wes Cragg
Councillor Sue Poulsen
Councillor Tom Tinsley

In Attendance: Ann MacDonald, CAO

1. **Call to Order**

   Meeting was called to order at 7:00 PM.

2. **Introduction of Late Items - None**

3. **Approval of Agenda**

   MOTION S21/1
   MOVED AND SECONDED

   THAT the agenda for the Special Meeting of Council for March 30, 2021 be approved.

   CARRIED

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

5. **Petitions and Delegations - None**

6. **Correspondence - None**

7. **Council Reports - None**

8. **Mayor's Report - None**

9. **Unfinished Business - None**

10. **Staff Reports - None**

11. **New Business - None**

12. **In-Camera**

    MOTION S21/2
    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)(c) of the Community Charter to discuss labour relations or other employee relations.

CARRIED

13. Adjournment

MOTION S21/3
MOVED AND SECONDED

THAT the March 30, 2021 Special Council Meeting be adjourned.

CARRIED

The meeting was adjourned at 9:35 PM.

_____

Mayor

_____

Corporate Officer

VILLAGE OF SAYWARD
MINUTES
REGULAR COUNCIL MEETING
April 6, 2021
TEAMS Electronic Meeting

Present:	Mayor Mark Baker Councillor Norm Kirschner Councillor Sue Poulsen Councillor Tom Tinsley
Regrets:	Councillor Wes Cragg
In Attendance:	Ann MacDonald, CAO Lisa Clark, CFO Melissa Coates, Finance/Admin Clerk

1. **Call to Order**

   Meeting was called to order at 7:02 PM.

2. **Public Input**

   MOTION R21/95
   MOVED AND SECONDED

   THAT the Public Input section be moved to the end of the meeting after Public Question Period.

   CARRIED

3. **Introduction of Late Items - BC Ambulance – planned assessment, verbal report from Cllr. Tinsley**

   MOTION R21/96
   MOVED AND SECONDED

   THAT the BC Ambulance – planned assessment, verbal report from Cllr. Tinsley be added to Item 14. New Business.

   CARRIED

4. **Approval of Agenda**

   MOTION R21/97
   MOVED AND SECONDED

   THAT the agenda for the Regular Meeting of Council for March 16, 2021 be approved as amended.

   CARRIED

5. **Minutes of Previous Meetings**

MOTION R21/98
MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on March 16, 2021 be adopted.

CARRIED

6. **Petitions and Delegations**

a) Chan Nowosad Boates, to present the Village of Sayward 2020 Audited Financial Statements and Audit Findings Report

MOTION R21/99
MOVED AND SECONDED

THAT the delegation and presentation by Chan Nowosad Boates be received, and;

THAT the Village of Sayward 2020 Audited Financial Statements be approved.

CARRIED

b) Urban Systems Planning Team (OCP Review) Meet and Greet (schedule, review of household survey, schedule, etc.) Sydney Rankmore, Jake Hughson, Zack Haigh

MOTION R21/100
MOVED AND SECONDED

THAT the delegation and presentation by Urban Systems be received, and;

THAT Council approves the proposed household survey and proposed OCP public engagement schedule.

CARRIED

7. **Correspondence**

a) City of Prince George Re: Opioid Crisis and Call for Overdose Action Plan

b) Regional Calls with Minister Osborne – COVID-19

c) Aquatic Invasive Species Resolution Request – District of Sicamous

d) Raise Disability and Income Assistance to a Livable Rate – City of Langley

e) Joint Letter from BC MPs to Min. Jordan re: 2021 Mark Selective Fisheries

f) Endorsement of 9-8-8 Crisis Line Initiative – Village of Belcarra

g) Island MPs oppose DFO regulation change to prawn fishery

MOTION R21/101
MOVED AND SECONDED

THAT correspondence (a) to (g) be received, and;

THAT Council request that the Government of Canada declare the overdose crisis a national public health; and immediately seek input from the people most affected by this crisis and meet with provinces and territories to develop a comprehensive, Pan-Canadian overdose action plan, which includes comprehensive supports and full consideration of reforms that other countries have used to significantly reduce drug-related fatalities and stigma, and;

FINALLY THAT the Province of British Columbia permanently reinstate the automatic, $300/month benefit for people receiving disability benefits and income assistance and move to

raise disability and income assistance to a livable rate that is above the market basket measure (MBM).

CARRIED

8. **Council Reports**

a) Councillor Poulsen – Comox Strathcona Waste Management Board Report

MOTION R21/102
MOVED AND SECONDED

THAT the report from Cllr Poulsen be received.

CARRIED

9. **Reports of Committees - None**
10. **Mayor's Report – None**
11. **Unfinished Business – None**
12. **Staff Reports**

a) Projects and Issues Workplan – Quarterly Update Dated March 31, 2021

MOTION R21/103
MOVED AND SECONDED

THAT Council receive the Projects and Issues Workplan, March 31, 2021, and;

THAT staff provide a monthly update of key initiatives and post on the Village of Sayward website.

CARRIED

b) Policy Update Project

MOTION R21/104
MOVED AND SECONDED

THAT Council receives the Policy Update Project report for information and discussion, and;

THAT Council approve Policy #300-03 - Credit Card Policy as amended.

CARRIED

c) Request for Tax Relief – Salmon River Inn

MOTION R21/105
MOVED AND SECONDED

THAT Council receives the Request for Tax Relief – Salmon River Inn report for information and discussion, and;

THAT the owner of the Salmon River Inn be invited to make a presentation to Council that includes details of planned startup costs, market research, source of funding for startup, building remediation costs following the closure, etc. as part of that presentation; and;

FINALLY THAT staff return to Council with details of the fee exemption for Sayward Mall for Council to reconsider that matter.

CARRIED

d) BC Building Code and Non-Compliant Properties – Update

MOTION R21/106
MOVED AND SECONDED

THAT Council receives the information and provide direction as required, and;

THAT staff be directed to add the tasks associated with following up on the non-compliant properties to the Project and Issues Workplan and provide an update at the next Quarterly update in August 2021, and;

FINALLY, THAT staff be directed to return to Council with recommendations for placing Notice on Title on non-compliant properties.

CARRIED

e) Review and Update of Council Procedure Bylaw No. 416, 2015

MOTION R21/107
MOVED AND SECONDED

THAT Council approves the revisions to Bylaw No. 416, 2015 as reviewed on March 2, 2021, and;

THAT Council considers the revisions to Bylaw No. 416, 2015 as tabled by Councillor Cragg on March 2, 2021 at a later date.

CARRIED

13. Bylaws

a) 2021-2025 Financial Plan Bylaw 472, 2021

MOTION R21/108
MOVED AND SECONDED

THAT Five Year Financial Plan Bylaw No. 472, 2021 be given fourth and final reading.

CARRIED

14. New Business

BC Ambulance – planned assessment, verbal report from Cllr. Tinsley

MOTION R21/109
MOVED AND SECONDED

THAT staff be directed to follow-up and report back to Council on any planned assessment and evaluation of the BC Ambulance Services located in the Village of Sayward.

CARRIED

15. Public Question Period (maximum 15 minutes)

a) Jackie Lyons, e-mail dated March 31, 2021

MOTION R21/110
MOVED AND SECONDED

THAT Mrs. Lyons request be addressed by the additional monthly update of key projects as addressed by Council in item 12 a) above.

CARRIED

16. In-Camera - None

17. Adjournment

MOTION R21/111
MOVED AND SECONDED

THAT the Regular Meeting of Council for April 6, 2021 be adjourned.

CARRIED

The meeting was adjourned at 9:05 PM.

_____

Mayor

_____

Corporate Officer

City of Parksville
Office of the Mayor

March 19, 2021

The Honourable John Horgan, MLA
Premier of Province of British Columbia
PO Box 9041, Stn Prov Govt
Victoria, BC V8W 9E1

Dear Premier,

Further to your conversations with Mr. David Black, I wish to offer my sincere endorsement for his proposal to host the 2026 Commonwealth Games.

As you probably know better than anyone, the tourist industry, not just on Vancouver Island, but around the world, has been decimated by the COVID-19 pandemic. We can expect a colossal push by all countries to assist in the restoration of this integral part of their economy. Hosting an important event such as the Commonwealth Games would provide an advantage to British Columbia compared to other Commonwealth countries; an opportunity to show what we already know, British Columbia is the greatest place to live, work and play.

Although I do not believe a significant bump will come from the Commonwealth Games, it will come from the peripheral areas before and after the Games, especially if Mr. Black's innovative idea of long-term streaming before and after the Games is implemented. This pioneering concept will be one of the first times the internet can be used to continually whet the appetite of potential tourists by showcasing the beauty of our Province to the world.

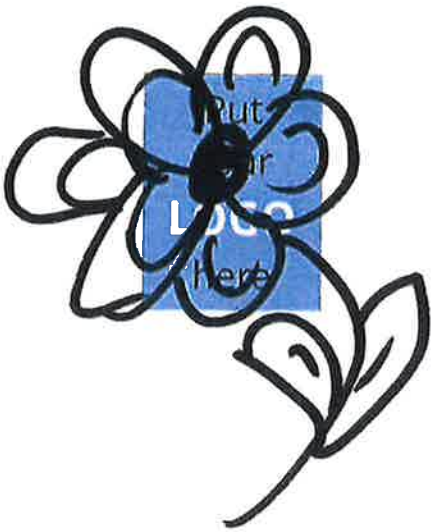
Mr. Premier, I recognize there are many organizations and businesses requesting assistance following the pandemic; however, this event as proposed by Mr. Black will provide the greatest boost to the economy and generate the biggest returns on investment, along with helping one of the largest segments of the population most affected by the shutdowns. There is never the perfect time to jump in; if you wish to move our hospitality industry to the forefront, this would be a way to make that happen.

Please consider giving Mr. Black's proposal due consideration and hopefully, with the assistance of the Province of British Columbia, we will see a major event on Vancouver Island. Thank you so much for your consideration. Please stay well and be safe.

Yours sincerely,

ED MAYNE
Mayor

cc: David Black, Black Press



Mayor, Council and Administrator(s)

Village of Sayward

Sayward, BC

Ladies & Gentlemen:

Re: Fireworks Bylaw Revision

Can you please advise on the following items as relates to the fireworks bylaw that is under revision:

1) Will the revised bylaw be in accordance with the Explosives Regulation (Canada) regulations?

2) Will all persons applying for a Fireworks Permit be required to possess a VALID and APPROPRIATE Fireworks Supervisor Certificate as per Explosives Regulation (Canada) regulations?

3) Will applications for Permits be required to be made to the Fire Chief at least 14 days before the event?

4) Will applicants for permits be required to provide proof of public liability insurance coverage (on an occurrence basis) in the amount of at least $2 MILLION.

5) Will applicants for permits be required to submit the requisite Fireworks Safety Plan?

6) Will Fireworks Permits be designated as "NOT TRANSFERABLE"?

7) Will Village of Sayward residents receive public notice in a timely manner of pending fireworks detonations?

8) Will UNAUTHORIZED use of fireworks in the Village result in TOTAL LIABILITY of the user for all damages incurred by the Village, the Fire Department and individual property owners?

9) Will the Village institute a penalty system for persons contravening provisions of a new bylaw? What will be the minimum penalty? The maximum?

10) Will the municipality designate BOTH a Bylaw Enforcement Officer, and members of the local RCMP to enforce the new bylaw?

11) Will the Village Fireworks Bylaw prohibit the holding, selling, trading or giving away of fireworks within the Village boundaries?

12) Will holders of Fireworks permits be mandated to use ONLY those fireworks specified in their permit?

13) Will the Fire Chief or their designated representative be required, at the permit seeker's expense, to perform one or more site inspections?

Finally, I am submitting (for approximately the 6th time in two years) a copy of the Town of Comox Fireworks Bylaw for Council and Administration's reference. I look forward to the answers to my questions and the rationale behind Council's decisions. I will be pleased to share both my concerns over current fireworks usage in our Village and the concerns expressed by others. Specifically that:

1) Fireworks are unnecessary noise pollution, in contravention of noise control bylaws..... causing disturbance to people's sleep patterns (young children with early bed times, the elderly and shift workers, among others.)

2) It is well documented that fireworks are harmful to pets, livestock and wildlife..... causing panic flying, stampeding, flying into windows, etc. Having worked extensively in wildlife rehabilitation, I can testify to the huge number of injured animals received in injured conditions. Domestic pets are often frightened into escaping enclosed yards and injuring themselves in panic. I have been present on more than one occasion with a veterinarian who was suturing animals who injured themselves in their stalls or on barbed wire fencing.

3) The Village will be undertaking a program to make our Village more "resistant" to fire threat..... but I fail to see how this initiative would be well served by continuing to allow persons to detonate incendiary devices within our civic boundaries.

I look forward to my questions and Council's answers and rationale being publicly shared in a timely fashion.

Sincerely,



Lee Ettinger

220 Sayward Heights, Sayward, BC

250-282-0033 // birdlady@saywardvalley.net

TOWN OF COMOX

BYLAW NO. 1721

A BYLAW TO REGULATE THE DISCHARGE OF FIREWORKS IN THE TOWN OF COMOX

In open meeting assembled the Council of the Town of Comox enacts as follows:

1. Title

This Bylaw may be cited as the Comox Fireworks Regulation Bylaw, 2012.

2. Interpretation

The following definitions apply to this Bylaw:

(a) "Bylaw Enforcement Officer" means the Bylaw Enforcement Officer, Corporate Officer, Deputy Corporate Administrator and Fire Chief for the Town of Comox;

(b) "Fire Chief" means the person appointed from time to time as the Fire Chief of the Fire Department and that person's representative;

(c) "Fireworks" means Subdivisions 1, 2 and 5 of Division 2, Class 7 fireworks in the Explosives Regulation (Canada) or its successor regulation but does not include sparklers, Christmas crackers, caps for toy guns or model rocket engines.

(d) "Fire Department" means the Town of Comox Fire Department;

(e) "Fireworks Safety Plan" means a site plan including details of the location, duration and safety measures in place for the event for which a Fireworks Permit is required.

(f) "Fireworks Supervisor" means a person possessing either a valid Level 1 or Level 2 Fireworks Supervisor Certificate, issued by the Explosives Regulatory Division of Natural Resources Canada, and does not include a person possessing only an Apprentice Certificate;

(g) "Fireworks Permit" means a current and valid permit issued by the Fire Chief pursuant to Section 5 of this Bylaw for the purpose of possessing, detonating, discharging or otherwise using fireworks permitted by this Bylaw;

(h) Fire Prevention Officer" means any person appointed by the Fire Chief to act as Fire Prevention Officer;

(i) "Incident" means any of the following occurrences to which the Fire Department has responded:

(i) fire,

(ii) explosion,

(iii) a situation where a fire or explosion has occurred or is imminent, or

(iv) any other situation presenting a danger or possible danger to life or property; and

3. Severability

Each provision of this Bylaw is intended to be independent of the other provisions of this Bylaw. The setting aside of any provision of this Bylaw by a court does not affect the validity of the remaining provisions of this Bylaw.

4. Sale, Possession and Discharge

(1) No person shall offer to sell, give away or trade Fireworks.

(2) No person shall buy, hold or store Fireworks.

(3) No person under the age of 18 years shall possess, detonate, discharge or otherwise use Fireworks.

(4) No person being the parent or guardian of any person under the age of 18 years shall allow that person to possess, detonate, discharge or otherwise use Fireworks.

(5) No person the age of 18 years or older shall possess, detonate, discharge or otherwise use Fireworks unless that person holds a valid Fireworks Permit.

5. Fireworks Permit

(1) A Fireworks Permit will only be issued for the following types of events:

(a) community events that are open to the general public, and

(b) film and television events requiring the use of pyrotechnics and special effects.

(2) Each applicant for a Fireworks Permit must

(a) hold a valid and appropriate Fireworks Supervisor Certificate, as required by the Explosives Regulation (Canada) or its successor regulation;

(b) obtain and maintain public liability insurance that

(i) is in the name of the applicant and the Town,

(ii) is obtained from an insurance company registered to do business in British Columbia, and

(iii) provides coverage on an "occurrence basis" in an amount of at least $2 million;

(c) fill out a Fireworks Permit Application Form, as prescribed from time to time by the Fire Chief;

(3) Each Application for a Fireworks Permit must

(a) be made by the person proposing to possess, detonate, discharge or otherwise use the Fireworks;

(b) be submitted to the Fire Chief at least 14 days before the date of the event for which the Permit is required;

(c) include proof of a valid Fireworks Supervisor Certificate,

(d) include proof of the insurance described in section (2)(b); and

(e) include a Fireworks Safety Plan.

(4) The Fire Chief may refuse to issue a Fireworks Permit if the applicant has previously failed to comply with any condition as set out in a Permit or this Bylaw, or has any outstanding fines levied in accordance with this Bylaw.

(5) A Fireworks Permit is not transferable.

(6) Subject to this Bylaw and the *Explosives Act* (Canada), the Fire Chief may grant or refuse a permit.

6. Conditions of Fireworks Permit

(1) A Fireworks Permit is subject to the following conditions, which are attached to and form part of the Fireworks Permit.

(a) The permittee of a Fireworks Permit shall

(i) possess, detonate, discharge or otherwise use only those Fireworks specified in the Fireworks Permit;

(ii) possess, detonate, discharge or otherwise use Fireworks in accordance with the Fireworks Safety Plan; and

(iii) ensure that the Fireworks are possessed, detonated, discharged or otherwise used by the permittee or under the direct supervision and responsibility of the permittee.

(b) Pursuant to Section 15(1)(d) of the *Community Charter*, authority is hereby delegated to the Fire Chief to establish conditions related to the following:

(i) time of activity, or

(ii) place of activity.

(c) The permittee of a Fireworks Permit is only permitted to undertake the activities as outlined in the Permit in compliance with the conditions that form part of the Permit.

7. Site Inspection

Before issuing any Fireworks Permit, a Fire Prevention Officer may, at the expense of the applicant, conduct one or more site inspections. The fee for such inspection or inspections is specified in Schedule "A" of this Bylaw.

8. Suspension and Revocation

The Fire Chief may suspend or revoke a permit under the following circumstances:

(a) the permittee has contravened, or authorized, permitted, or suffered the contravention of

(i) a provision of this Bylaw;

(ii) the *Fire Services Act* or its regulations, or any other applicable statute or regulations; or

(iii) a term or condition specified in the Fireworks Permit; or

(b) in the opinion of the Fire Chief, weather or other site conditions present an undue risk of an Incident;

9. Cost Recovery

Every person who directly causes an Incident because of that person's misuse of fireworks, including but not limited to the failure to comply with this Bylaw, a Permit, or an applicable statute or regulation is liable for all expenses incurred by the Town or Fire Department. The cost shall be the current direct cost to the Town or Fire Department for supplying personnel and equipment including administration and tax, as set out in Schedule "B", attached to and forming part of the Comox Fire Prevention and Regulation Bylaw, 2007.

10. Offences

(1) Any person who contravenes any provision of this Bylaw is guilty of an offence and shall, upon summary conviction thereof, be liable to a minimum penalty of $500.00 and a maximum fine of $10,000.00.

(2) Each day that an offence continues shall constitute a separate offence against this Bylaw.

11. Municipal Ticketing

(1) This Bylaw is designated under the provisions of section 264 of the *Community Charter* as a Bylaw that may be enforced by means of a ticket in the form prescribed, and in accordance with this Bylaw.

(2) Bylaw Enforcement Officers and members of the Royal Canadian Mounted Police are persons designated to enforce this Bylaw pursuant to section 264(1)(b) of the *Community Charter*.

(3) Pursuant to section 264(1)(c) of the *Community Charter*, the words or expressions set forth below in Column 1 designate the offence committed under the Bylaw section numbers appearing in Column 2 opposite the respective words or expressions.

(4) Pursuant to section 265(1) of the *Community Charter*, but subject to section 9.3(c) of this Bylaw, the fine amount set forth below in Column 3 is the fine amount for the offence that corresponds to the section number and words or expressions set out in Columns 1 and 2 opposite the fine amount.

Column 1	**Column 2**	**Column 3**
Offence	**Bylaw Section**	**Fine Amount**
Sell, give away or trade fireworks	4(1)	$500
Buy, hold or store fireworks	4(2)	$500
Underage possession or use of fireworks	4(3)	$500
Allow minor to possess or use fireworks	4(4)	$500

Column 1	Column 2	Column 3
Offence	**Bylaw Section**	**Fine Amount**
Possess or use fireworks without permit	4(5)	$500
Use fireworks not specified	6(1)(a)(i)	$500
Not following Fireworks Safety Plan	6(1)(a)(ii)	$500
Not supervised by permittee	6(1)(a)(iii)	$500

12. Repeal

Comox Fireworks Regulation Bylaw, 1988 is hereby repealed.

13. Adoption

(1) READ A FIRST, SECOND AND THIRD time this 19th day of September , 2012.

(2) ADOPTED this 3rd day of October , 2012.

"Paul Ives"
MAYOR

"Richard Kanigan"
CORPORATE OFFICER

SCHEDULE "A"

Site Inspection Fee	$50 per hour per Fire Prevention Officer (minimum 2 hours)

Mayor and Council
Village of Sayward

January 26, 2021

I am confident that the mayor and council are aware of the need to get cellular phone service on Highway 17. The safety of village residents and other travelers in case of an accident or other emergency should alone justify the expense of providing this service. As well, cellular service on the highway is necessary infrastructure for economic development, particularly in tourism.

In the third paragraph of the December 21 letter to me from our M.P. Rachel Blaney (attached) she alludes to a CRTC fund "aimed at providing last-mile connectivity and wireless coverage in unserved areas." Our service providers have chosen not to use these funds to provide us with highway service. It may be that even with a subsidy from this fund there is no viable business case for providing highway connectivity.

It is possible for the CRTC to **require** service providers to ensure connectivity on the highways between population centres they now service.

The section of Highway 17 between the Sayward junction and Campbell River would be relatively inexpensive to service as there is electric power adjacent to the highway to provide power for a small number of cell phone repeaters,

There has been a mistaken impression that service on the highway depends on the proposed round island fibre optic cable. It is clear that there is already all the needed infrastructure to support highway service without the proposed cable.

Our Member of Parliament delivered to the House of Commons a six hundred signature citizen petition to the federal government requesting action.

Please make an official request to Telus, our local service provider, to provide cellular phone service on Highway 17. Failing a prompt positive response or a negative response please contact the following requesting support:

please see page two

also attached: letter of December 21, 2020 from M.P. Rachel Blaney
letter of January 26, 2021 to M.L.A. Michele Babchuk

Rachel Blaney,
Member of Parliament for North Island-Powell River
900 Justice Building
House of Commons
Ottawa, ON K1A 0A6
Rachel.Blaney@parl.gc.ca
(613) 992 2503

Michele Babchuk
Member of the Legislative Assembly
908 Island Highway
Campbell River, B.C.
V9W 2C3
250 287 5100
Michele.Babchuk.MLA@leg.bc.ca

Hon. Francois-Philippe Champagne
Minister of Innovation, Science and Economic Development
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Francois.Philippe.Champagne@parl.gc.ca

Hon. Katherine McKenna
Minister Infrastructure and Communities
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Hon. Rob Fleming
Minister of Transportation and Infrastructure
British Columbia
Minister.Transportation@gov.bc.ca

Hon. Katrine Conroy
Minister of Forests, Lands, Natural Resources and Rural Development
British Columbia
FLNR.Minister@gov.bc.ca

Hon. Ravi Kahlon
Minister of Jobs, Economic Recovery and Innovation
British Columbia
ITT.Minister@gov.bc.ca

Ho. Bowinn Ma
Minister of Infrastructure
British Columbia
FLNR.Minister@gov.bc.ca

House of Commons
Chambre des communes
Canada

Rachel Blaney

Member of Parliament
North Island-Powell River

December 21, 2020

Alex Turner

Re: cell phone service along highway to Sayward

Thank you for your continued advocacy towards cell service along highway 19 and in and out of Sayward. Thus far, as you have seen in the responses to your letters and the petition we introduced in 2019 the government continues to point to the Connected Coast project, as well as future targets for coverage and access that sound promising but have yet to instigate any action on this in our region.

I recognize that the Regional Districted also is occupied with the Connected Coast project which is a significant investment in communications infrastructure from all levels of government and will be a huge benefit to our communities, but does not in itself resolve the matter of cell service along the highway. That is why I continue to work with our critic on this issue, MP Taylor Bachrach, to press the federal government to fund the project through to completion including the "last-mile" infrastructure that is needed for broadband and for mobile coverage.

In 2019 the CRTC launched a five-year $750 million fund aimed at providing last-mile connectivity and wireless coverage in unserved areas, and "where projects are not financially viable without CRTC funding." To date there have been two calls for applications to this fund. The first was exclusively for broadband expansion in the Territories. To our knowledge only broadband projects in the Territories and Manitoba have been funded thus far.

If there was an opportunity to advocate for and support an application to this fund that would address cell coverage on Highway 19 I would be pleased to work with the proponent and the community to do so.

Rachel Blaney, MP
North Island-Powell River

Ottawa
900 Justice Building
House of Commons
Ottawa, ON K1A 0A6
(613)992-2503

Campbell River Office
427 10th Avenue
Campbell River, BC V9W 4E4
1(800)667-8404
Rachel.Blaney@parl.gc.ca

Powell River Office
4697 Marine avenue
Powell River, BC V8A 2L2
(604)489-2286

1727 Sayward Road
Sayward, B.C.
VOP 1R0
250 282 3799
whiteriverfarm689@gmail.com

Michele Babchuk
M.L.A. North Island
908 Island Highway
Campbell River, B.C.
V9W 2C3
250 287 5100
Michele.Babchuk.MLA@leg.bc.ca
January 27, 2021

cc Village of Sayward mayor and council

Dear Ms. Babchuk:

I have noted in the press your letter, jointly with our M.P. Rachel Blaney, to Fisheries Minister Bernadette Jordan requesting participation in a regional economic development summit. I hope that this conference will take place as the job loss due to pending fish farm closures is only one aspect of a trend toward job loss in this area.

I want to draw attention to **the lack of cellular phone service on the highways of the north island**. This is a serious obstacle to economic development here, particularly in the tourism sector. As well, the obvious safety concerns need to be addressed.

To date our local service providers have not made application for assistance from the $750 million fund available through the CRTC "where projects are not financially viable without CRTC funding". If this fund is not sufficient to assist in building a business case, it may be necessary for government, through the CRTC, to **require** the service providers to include service between the population centres they now serve at a profit.

Our Member of Parliament has been active on this file and has presented a citizen petition to the House of Commons requesting action on this matter.

Is it possible that with some pressure and assistance from our provincial government we could get some action around this problem ? I look forward to working together with you to find a solution to this situation.

Yours truly,
Alex Turner

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

April 13, 2021

RE: Building Bylaw Clarification

To Mayor & Council,
Through a recent email exchange with Sayward Village's Chief Administrative Officer (CAO) Ann MacDonald and Karl Nuefeld, the building inspector for the Strathcona Regional District, it came to my attention that the current building bylaw is woefully inadequate in the use of specific terms and as such leaves an extraordinary amount of room for the building inspector's interpretation.

As tenant and property manager of 130 Seaview Street, Sayward, BC — I had submitted a formal request in writing to the CAO asking for one of the public works employees to come to the residence and locate our external shut-off valve as the owner of the residence Patrick Flannagan (Sandy), wished to replace the 55-year-old shut-off valve inside the residence. What followed was a 24 hour back and forth conversation through email requesting us to acquire a building permit to complete this task which I questioned, hence the back and forth. This has now been resolved and we are aware of the external shut-off valve.

I do not believe this is the fault of the CAO in any fashion, as she was simply abiding by the building inspector's direction. Nor do I believe the drawn-out email conversation was his fault as the wording of the building bylaw is so vague, he was simply interpreting it how he thought it should be.

I respectfully request that Mayor and Council immediately set-about re-examining the current building by-law and begin to implement clearer language through-out the building bylaw so that there is absolutely no room for interpretation which will save valuable time for everyone.

In addition, I respectfully request that the CAO be given clear instructions as to external shut-off valves. And I highly recommend a publicly known phone number that can be called 24 hours a day in the event of a water emergency, such as a broken pipe either in the residence or outside the residence that requires the external value to be shut-off. The tax-paying citizens of the village should be able to call the emergency phone number and receive immediate on-site support from public works employees to either a) locate the external shut-off valve if it is unknown by the homeowner and/or b) turn off the external shut-off valve to minimize property damage.

I am happy to provide further documentation of my email exchanges as well as be available to join the TEAMS meeting on April 20th to answer any questions Mayor and Council may have. Thank you.

Sincerely,



Mary Ruth Snyder, 250-650-7575, archer25@shaw.ca
cc. Patrick Flannagan (Sandy), Owner, 130 Seaview Street, Sayward, BC V0P 1R0

THE CITY OF VICTORIA



OFFICE OF THE MAYOR

March 31, 2021

The Honourable Harry Bains
Minister of Labour
PO Box 9064, Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Bains,

On behalf of Victoria City Council, I am writing today to request favourable consideration for the below motion passed at the March 11, 2021 Council meeting:

> WHEREAS the covid pandemic has exacerbated existing inequalities and its social, health, and economic impacts are particularly devastating for women and racialized communities; and
>
> WHEREAS the tourism and hospitality industries have been drastically impacted; and
>
> WHEREAS of the 50 000 hotel workers that were laid of in March 2020, the majority are women and people of colour; and
>
> WHEREAS the duration of the pandemic means that recall rights require extension; and
>
> WHEREAS there are reports of hotels in British Columbia refusing to commit to bringing workers back to their jobs when business returns; and
>
> WHEREAS the City of City of Victoria is committed to a COVID recovery plan that takes better care of people, the environment, and the community than the systems we had before the pandemic; and
>
> WHEREAS the City of City of Victoria recognizes hotel workers and people who work in the tourism industry as valued and valuable members of our community;
>
> THEREFORE, BE IT RESOLVED THAT the City of City of Victoria affirms that people should not lose their livelihoods due to the pandemic; and

.../2

1 Centennial Square Victoria British Columbia Canada V8W 1P6
Telephone (250) 361-0200 Fax (250) 361-0348 Email mayor@victoria.ca
www.victoria.ca

THAT the City of Victoria write to the Ministers of Labour and Tourism expressing our support for the right for laid off workers to return to their jobs when the pandemic eases; and

THAT this letter be forwarded to all BC municipalities asking to write their support; and

THAT the City of Victoria writes to the Association of Vancouver Island and Coastal Communities.

Though not expressly in the resolution, the intention of this motion was to write to both the Association of Vancouver Island and Coastal Communities and the Union of BC Municipalities, encouraging them to host future conferences and events in venues that respect worker rights and pay at least a living wage. A copy has been sent to both organizations.

Thank you for your time and consideration. Please do not hesitate to reach out should you have any questions regarding this letter.

Sincerely,

Lisa Helps
Victoria Mayor

Cc: Honourable Melanie Mark, Minister of Tourism, Arts, Culture and Sport
The Association of Vancouver Island and Coastal Communities (AVICC)
The Union of British Columbia Municipalities (UBCM)

The City of Victoria recognizes the Songhees and Esquimalt Nations in whose traditional territories we live and work "Hay swx qa"

355 West Queens Road
North Vancouver BC
V7N 4N5

www.dnv.org

NORTH VANCOUVER
DISTRICT

Mayor Mike Little
Phone: 604 990 2208
Cell/Text: 604 209 3971
mayor@dnv.org

March 4, 2021
File:

Dear UBCM Members:

Re: Help Cities Lead (HCL) Campaign

The District of North Vancouver is sending this letter to you requesting support of the Help Cities Lead (HCL) campaign.

At its regular meeting of February 22, 2021, the District of North Vancouver Council passed the following resolution:

> *THAT Council support the Help Cities Lead initiative by writing letters to Ministers Heyman (Minister of Environment and Climate Change Strategy), Osborne (Minister of Municipal Affairs), Ralston (Ministry of Energy, Mines, and Low Carbon Innovation), Eby (Attorney General and Minister Responsible for Housing), and Robinson (Minister of Finance) requesting five policy actions which would empower the District of North Vancouver to help align building policy with Intergovernmental Panel on Climate Change (IPCC) science to achieve our climate targets;*
>
> *AND THAT Council send a letter Metro Vancouver Regional District asking Metro Vancouver to also support the initiative;*
>
> *AND THAT Council send a letter to all BC Local Governments asking them to support the initiative.*

Please find a copy of the letter sent to the ministers attached for your information and consideration.

Sincerely,

Mike Little
Mayor

Enclosure

355 West Queens Road
North Vancouver BC
V7N 4N5

www.dnv.org

NORTH VANCOUVER
DISTRICT

Mayor Mike Little
Phone: 604 990 2208
Cell/Text: 604 209 3971
mayor@dnv.org

March 3, 2021
File:

The Honourable Minister George Heyman
Minister of Environment and Climate Change Strategy

The Honourable Josie Osborne
Minister of Municipal Affairs

The Honourable Bruce Ralston
Minister of Energy, Mines, and Low Carbon Innovation

The Honourable David Eby
Attorney General and Minister responsible for Housing

The Honourable Selina Robinson
Minister of Finance

Dear Ministers:

Re: Help Cities Lead (HCL) Campaign

The District of North Vancouver is sending this letter to you as an endorsement of the Help Cities Lead (HCL) campaign.

As you are aware, municipalities are on the front lines of climate change dealing with the impacts of floods, droughts, forest fires, heat waves, etc. We directly influence about half of Canada's energy use and emissions. The success of the province in achieving deep emissions reductions from the building sector is directly connected to the success of local governments in achieving their own targets. While municipalities have shown strong climate leadership, expanded regulatory authority is needed for taking bolder steps to achieving our climate targets.

HCL is an education and awareness campaign focused on accelerating building decarbonization through collaboration between the Province of British Columbia and local governments. The group is led by Climate Caucus and supported by local governments and environmental NGO's.

Why buildings? Emissions from buildings account for about 11% of the province's greenhouse gas (GHG) emissions and for municipalities, GHG emissions from existing buildings account for 40-60% of community emissions. A number of BC local governments have made climate emergency declarations and set ambitious targets to significantly reduce GHG emissions from buildings over the next 10 years. However, local governments are largely limited to information

campaigns and incentives for pursuing these ambitious reduction targets. Recent climate policy modelling shows that on their own, these policy tools are insufficient to achieve broad and deep energy and GHG reductions given limited budgets.

HCL campaign recommends a suite of expanded authorities for local governments that will enable communities to take bolder action on reducing GHG emissions from new and existing buildings:

- Property assessed clean energy (PACE) financing
- Mandatory home energy labelling
- Regulating GHG emissions for new buildings
- Regulating GHG emissions for existing buildings
- Mandatory building energy benchmarking and reporting

We are pleased to see that the November 2020 mandate letters to the Ministers of Municipal Affairs and Energy, Mines and Low Carbon Infrastructure support the implementation of PACE financing. We also note that the mandate letter for the Minister of Finance supports home energy labelling. Finally we pleased to see that the mandate letter to the Attorney-General and Minister Responsible for Housing includes support for regulation of GHG emission of new buildings.

We support the directions set out in these new mandate letters regarding PACE financing, home energy labelling, and GHG requirements for new buildings and request that the province empower local governments to opt to take action, if they so choose, on the two remaining items of the Help Cities Lead's campaign, namely GHG requirements for existing buildings and building energy benchmarking. Additional information about each of the initiatives can be found at https://www.helpcitieslead.ca/

It is our hope that you would consider meeting with a delegation from Help Cities Lead for further discussion on these initiatives.

Sincerely,

Mike Little
Mayor

cupw • sttp

377, rue Bank Street,
Ottawa, Ontario K2P 1Y3
tel./tél. 613 236 7238 fax/téléc. 613 563 7861

March, 2021

Subject: Request for Support for Delivering Community Power

Dear Municipal Leaders,

In 2016, the Canadian Union of Postal Workers, with a coalition of allies, launched *Delivering Community Power* – a visionary program for Canada Post to confront climate change, promote better access to expanded services, bring financial inclusion to unbanked and underbanked communities, and address other social inequalities – all by making the most of our existing public postal service network.

Today, while progress has been made on many of the initiatives in the vision, the situation has become more urgent. Effects of climate change are deadly and are affecting nearly every part of society all around the world. The COVID-19 pandemic has revealed the need for a more equal, more resilient society that prioritizes the health of our must vulnerable neighbours and loved ones, *before* profit. We are relying more than ever on the internet to connect people and to do our business, but rural residents are getting second-class service.

The continuing decline of letters combined with a dramatic rise in parcels from e-commerce makes it plain to see: the postal service has to adapt to a new reality. This is a great opportunity to address multiple problems at once, with a valued public infrastructure that connects everyone in their own community.

Please consider proposing the attached resolution to have your municipality endorse the campaign for expanded services, financial viability, climate action, and – all through leveraging our public postal system. The time is now!

Thank you for your support!

J Simpson

Jan Simpson
National President
Canadian Union of Postal Workers

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SUPPORT DELIVERING COMMUNITY POWER

Whereas there is an urgent need for banking services among the unbanked or underbanked, given that thousands of villages and rural municipalities do not have a bank branch and more than 900 municipalities have expressed their support for postal banking;

Whereas thousands of Canadians do not have access to affordable high-speed Internet, and the federal government has long promised to bridge the rural broadband gap;

Whereas urgent action is needed to establish a robust network of electric vehicle charging stations;

Whereas to achieve carbon-neutral targets by 2050, Canada Post must greatly accelerate the electrification of its fleet;

Whereas the extensive network of post offices in our communities can provide a wide range of services as community hubs;

Whereas Canada Post's letter carriers and RSMCs can check-in on vulnerable residents to help keep us in our homes longer as we age;

Whereas Canada Post must play its part for a more equitable post-pandemic recovery;

Whereas "The Way Forward for Canada Post," the report of the 2016 federal public review of the postal service, recommended that Canada Post expand services and adapt its services to the changing needs of the public;

Whereas the Canadian Union of Postal Workers has advanced *Delivering Community Power*, a vision of the post-carbon digital-age postal service that address the above needs and more;

Be it resolved that endorse *Delivering Community Power*, and write to the Honourable Anita Anand, Minister for Public Services and Procurement, with its rationale and a copy of this resolution.

MAILING INFORMATION

Please send your resolution to: Anita Anand, Minister of Public Services and Procurement, Rm 18A1, 11 Laurier Street Phase III, Place du Portage, Gatineau, QC, K1A 0S5

Please send copies of your resolution to:

Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3

Your Member of Parliament. You can get your MP's name, phone number and address by calling 1-800 463-6868 (at no charge) or going to the Parliament of Canada website: https://www.ourcommons.ca/Members/en

Please save this document using the name of your organization or municipality in the document's name.

//dn cope 225

March 29, 2021

Dear Mayor and Council,

RE: **Moratorium on recreational wolf hunting on Vancouver Island**

On behalf of Coexisting with Carnivores Alliance (CwCA) and the Wild Wise Society, we are writing to express concern regarding the recreational hunting of wolves on Vancouver Island.

CwCA is a non-profit organization that promotes coexistence between people, bears, cougars and wolves on southern Vancouver Island. The Wild Wise Society is a wildlife educational program designed to reduce human-wildlife conflicts in various communities. Both organizations work closely with the Conservation Officer service, provincial government staff and local wildlife officers to teach people the tools needed to coexist so that we can share the landscape.

As a part of this work, we are concerned for the survival of the subspecies of Grey Wolf *(canis lupus nublus)* that live on Vancouver Island. In British Columbia wolves are killed by legal recreational hunting and trapping - the largest source of mortality for wolves. In many cases in BC, there is no limit to the number of wolves that can be killed daily. Wolves play an important ecological role as apex predators. They provide food to other species who scavenge on their kills, cycle nutrients through the environment and regulate populations of deer and elk leading to greater biodiversity and balance of the natural ecosystem. Healthy wolf populations support intact, functional and biodiverse ecosystems. We believe that it is possible for humans to coexist with wolves in a way that is beneficial to both species as well as the ecosystem. This would require a better understanding of wolves and their interactions with their habitat and with humans.

At present, there is very little information available regarding the population of wolves on Vancouver Island, and how the recreational hunting of such species affects the long-term survival of the species and their habitat. Without science-driven decision making there is concern that wolf numbers may drop significantly under current regulations, as experienced on Vancouver Island between 1950s and 1970s.

The District of Oak Bay has put forward a Motion to AVICC as follows:

"Whereas the public and wildlife conservation organizations are concerned about provincial regulations for recreational wolf hunting practices on Vancouver Island, and believe that these practices should be re-examined for scientific and ethical reasons;

And whereas very little scientific evidence exists about the size of Vancouver Island's wolf population or the sustainability of impacts of unrestricted harvesting levels on the Island's bio-diversity related to habitats and wildlife ecology, especially at the regional level:

Therefore, be it resolved that AVICC and UBCM request the provincial government to implement a moratorium on recreational wolf hunting on Vancouver Island, pending the completion of a scientific, data-driven and evidence-based study that includes consultation with

the Island's Indigenous communities, to re-examine the efficacy of unrestricted wolf harvesting practices and their impacts on the Island's bio-diversity, wildlife ecology and sustainability of the resident wolf population."

The District of Sooke has provided a letter of support to this Motion (see attached). We request a letter from you to Minister Conroy and the AVICC in support of the Resolution by Oak Bay prior to the AVICC AGM on May 28, 2021. Please feel free to contact us at coexcarnivores@gmail.com for any further information.

Thank you for your consideration of this matter.

Sincerely,

Nitya Harris
Chair, Coexisting with Carnivores Alliance
coexcarnivores.org

Samantha Webb, BSc, RVT, WR
Wild Wise President
wildwise123@gmail.com

Active Members: 13 + 1 on sick leave.

Monthly Operations:

SCBA Checks: No defects reported.

Equipment Checks: Generator sent to Bill West-Selles for service/Repair after difficulty starting.

Vehicle Inspections: No problems or defects reported.

Training:

Week 1: 5 Members and 4 Officers attended. Topic: Ambulance Orientation

Week 2: 7 Members and 2 Officers attended. Topic: Engine 3 & 4 Pump Practice

Week 3: 3 Members and 3 Officers attended. Topic: Equipment Checks

Week 4: 7 Members and 3 Officers attended. Topic: Engine 4 Pump/Foam/CAFS test

Calls This Month:

Fire: 0

Medical: 2 (Locations: Village: 2, Valley: 0)

MVI: 1

Duty Officer: 2 - Hydro Trouble

Other Rescue: 0

Maintenance:

Fire Hall #1. None Required

Fire Hall #2. Lots of work required, SRD aware, current worst issue is the heating does not work (over 3 years now). Front apron has been back filled with road crush.

Office:

Arrangements made for a training day on Friday 23rd March for ICS100 and S185 certificates for all members. The training will take place in the Gym at the Kelsey Centre, lunch has been arranged through the Crossroads Pub.

Contacts/Emails/Phone Calls etc.:

Kaila Beech, Project Coordinator, Strategic Natural Resource Consultants Inc. has organised the ICS100/S185 training for the Fire Dept. in liaison with Shaun Koopman from the SRD.

Notes:

COUNCILLOR REPORT

For: Mayor and Council
Prepared by: Norm Kirschner
Subject: **VANCOUVER ISLAND REGIONAL LIBRARY BOARD MEETING – MARCH 2021**
Meeting date: April 20, 2021

This report provides a summary of the VIRL regular March 27, 2021 meeting.

There were four main themes discussed at the meeting:

1. The Executive Committee reviewed the Consolidated Facilities Master Plan. This document outlines all the facilities, where we are and where we came from and what facilities are going to be built and when and why. This Consolidated Facilities Master Plan (the master plan) was developed to align with the planning and timing of the Strategic plan.

2. The Executive Committee decided to fold the Consolidated Facilities Master Plan into the Strategic Planning Process for future work on community libraries.

3. The document includes a Provincial Advocacy Strategy with reference to the Mandate Letter of Minister Osborne regarding how local governments can advocate for the VIRL

4. A summary of the provincial grants available to libraries

Point of Interest: There is a reported 344% return on investment from libraries

The next meeting of the Vancouver Island Regional Library is May 29th.

Councillor Norm Kirschner

STAFF REPORT

To: Mayor and Council
From: Ann MacDonald, CAO
Subject: **Municipal Campground Policy – Proposed Revisions**
Meeting date: April 20, 2021

BACKGROUND

The following table was brought to Council at the April 6th, 2021 meeting which outlines the priority policies that Staff will be bringing to Council for review in 2021:

Policy number	Title
100-03	Information Technology Policy
300-05	Procurement Policy
300-06	Tangible Capital Asset Policy
300-07	Reserve Fund Policy
300-08	Investment Policy
200-03	Respectful Workplace Policy
200-04	Personnel Benefits, Leaves, and Employment Conditions Policy
600-01	Municipal Campground Policy

DISCUSSION

With the upcoming camping season just around the corner, Staff recommend Council review a new municipal campground policy as a priority. A renewed municipal campground policy will ensure the Village of Sayward municipal campground is maintained and operated in the most fiscally responsible and user accommodating manner as possible. Changes reflect a slight fee increase to cover maintenance costs, and clear rules regarding length of stay to avoid a situation of long termed residents taking up occupancy as has occurred in other communities.

The current municipal campground policy was approved by Council resolution in September 2002 and is now nearly 20 years old (attached).

The new policy aims to reflect current procedures, fees, and regulations for the Village campground. Once approved, signage will be updated, and campground rules and regulations will be made available to all users upon their arrival.

New policy provisions include:

- 14-night maximum stay.
- Removes any discount for subsequent nights and charge same flat fee for 14 days of camping.

- Flat fee per night per Fees and Charges Bylaw versus weekly and monthly rates that offered some discount.
- Applies year round with no off-season discount and allows for camping year-round in accordance with the 14-night maximum stay in the policy.

The proposed fee increases from $18/night to $20/night for unserviced sites and a fee of $25/night for serviced sites are intended to cover staff costs to monitor, clean washrooms and remove garbage daily from the campground, and costs are comparable to other municipal campgrounds. Fees are easily deposited at the site, payable at the Village office, or online once the new website is in place.

Previously, fees were as shown below as contained in Schedule K of the Village of Sayward Fees and Charges Bylaw No. 451. The previous fee structure provided for a discount for longer stays. Staff recommend against this discount, and the option to stay monthly given the costs to operate the facility and the potential for the site to be used for temporary housing, which is not recommended.

SCHEDULE K

MUNICIPAL CAMPGROUND

CAMPGROUND FEES	
DESCRIPTION	**FEE AMOUNT**
In-Season Unserviced sites Daily	 $18.00
In-Season Serviced sites Daily Weekly Monthly	 $25.00 $140.00 $525.00
Off-Season Serviced sites Daily Weekly Monthly	 $20.00 $100.00 $350.00

STAFF RECOMMENDATIONS

THAT Council receives the Municipal Campground Policy – Proposed Revisions report for information and discussion, and;

THAT Council approves Policy # 600-01 – Municipal Campground Policy, and;

FINALLY THAT the September 2002 Campground Policy be repealed.

Respectfully submitted,

_____

Ann MacDonald, CAO

Prepared by: Lisa Clark, CFO

Attachments: September 2020 Campground Policy
DRAFT 600-01 Municipal Campground Policy

Campground Policy

FEE to stay overnight is $ 10.00.
Please pay at village office or put payment through the mail slot of the village office door.

OCCUPANCY: Each recreational vehicle or tenter is required to pay the fee, maximum three-night stay.

CAMPFIRES: NONE permitted

LATE NIGHT ACTIVITIES: Excessive noise, loud music & late night parties are not permitted. Respect the peace & quiet of others, quiet time 11 p.m.

SERVICES AVAILABLE:
Picnic Tables
Public Washrooms
Sani Station
Garbage Cans

GENERAL PARK REGULATIONS:
PETS: All pets must be kept on a leash while within the municipal boundaries, otherwise the animal control bylaw will be enforced.
Pet feces must be picked up and placed in garbage can.

This park is maintained by the taxpayers and is for everyone to enjoy.

Approved by motion July 8, 1998

"THAT in future any function that involves camping in the village campground fees must be paid up front by the organization hosting the event."

Approved by motion Sept. 11/02

c:\policies\pubworks\campgrd

	Village of Sayward	
	Title: Municipal Campground Policy	**Policy # 600-01**
	Category: Parks and Recreation	

1.0 PURPOSE

To ensure the Village of Sayward municipal campground is maintained and operated in the most fiscally responsible and user accommodating manner as possible.

2.0 POLICY

The Village of Sayward municipal campground is municipally owned and operated, funded from a combination of municipal taxes and user fees. The campground is open year-round, with an attendant monitoring the sites. The attendant may restrict the number of users and the number of vehicles that each campsite can accommodate to protect the campground and to ensure the enjoyment of all users. Campground rules and regulations are posted at the campground and will be made available to all users upon their arrival.

3.0 PROCEDURES

A. Check In/Check Out Procedures:

1. Check in time for campsites is 12:00 noon. Check out time is 11:00 am.

2. All campers must check in with either the attendant or the municipal office. The Village municipal office is located at 652 H'Kusam Way.

B. Fees:

1. All fees are charged in accordance with the Village of Sayward Fees and Charges Bylaw, Schedule "K".

2. All campers must pay for their campground stay in advance by using either the provided campground envelopes, payment at the municipal office front counter, or by e-transfer.

2. The campsite nightly fee is levied on a per vehicle basis. Rates are reviewed and adjusted as required by Village Council.

3. Sites 1-6 are full hook-up sites and provide power, water, and sewer.

4. All other sites are non hook-up sites and are suitable for a small camper or tent.

5. Fees for serviced sites are in effect whether the services are used or not.

6. All fees are non-refundable.

C. Restrictions:

1. The maximum length of stay is 14 nights, unless otherwise approved by Village Council.

2. Excessive noise, loud music, & late-night parties are not permitted. Quiet time is from 11:00 pm to 7:00 am.

4.0 SERVICES AND REGULATIONS

A. Services available include:

- Picnic tables
- Public Washrooms
- Sani-dump

- Garbage cans

B. Regulations:

1. All pets must be kept on a leash while within the municipal boundaries, and pet feces must be picked up and disposed of in the garbage cans. Bags are provided throughout the campground and park areas.

2. Pets are not to make excessive noise or disturb other persons.

2. All campground sites are first come, first serve.

5.0 APPROVAL HISTORY

ISSUED BY: CFO	**APPROVED BY:** Mayor & Council	**RESOLUTION NO:**	**DATE:**

Signed by:

Mayor:	CAO:
Date:	Date:

STAFF REPORT

For: Mayor and Council
Prepared by: Ann MacDonald, CAO
Subject: **Priority of Bylaw Review**
Meeting date: April 20, 2021

BACKGROUND

Staff require Council to set priorities for the review of current bylaws. Currently there are a significant number of bylaws that require updating, consolidation and in some cases repeal. There are also a number of bylaws that have obtained first and second reading, and where there has been significant work invested by staff, but the bylaws have never been adopted.

Staff have made some recommendations in the attached list but require Council to provide direction on those bylaws deemed to be an immediate priority. Upon direction from Council, staff will conduct the review, including a review and comparison of other small local governments and will return to Council for its review and approval of suggested edits.

Staff note that this is a significant multi-year project and recommend that Council consider prioritizing the work as follows:

1. Bylaws recommended by Council as priorities.
2. Review of revenue bylaws as a first priority.
3. Completion of those bylaws in draft form that have already had first and second reading.
4. Consolidation of bylaws and repeal duplicate, redundant and unnecessary bylaws.

Staff propose to print off all current bylaws passed by Council since Village incorporation in 1968 and recommend any priority bylaws to bring back to Council for review, revision, consolidation, or repeal.

As well, staff note that the current review of the Official Community Plan will lead to that bylaw, Official Community Plan Bylaw, No. 308, coming back to Council in the Fall of 2021 for amendment following completion of the review and update of the Official Community Plan. At that time staff may recommend that a number of other related bylaws, including the Floodplain

Management Bylaw, No. 311 and Riparian Area Bylaw No. 354 be repealed and the matters be included within a revised Official Community Plan Bylaw.

As well, following completion of the OCP review and update staff will bring forward proposed revisions to Bylaw No. 309, Zoning Bylaw, to reflect new policies and directions as included in an adopted and approved Official Community Plan. The list below references other bylaws.

DISCUSSION

Staff recommend that Council consider the following priorities in assigning priority to the list of bylaws requiring work:

1. *Bylaws with fees included that need to reflect market rates. (Revenue Bylaws):*

    - Fees and Charges Bylaw No. 451.
    - Building Bylaw No. 334.
    - Reserve Bylaw No. 346.
    - Permissive Tax Exemption Bylaws – will be brought to Council in Quarter 3.

2. *Completion of those bylaws in draft form, several having obtained First and Second Reading:*

    - Fireworks Bylaw No. 456 (to regulate use of fireworks - 1st and 2nd Reading in 2019).
    - Public Nuisance Bylaw No. 417 (to prohibit nuisance and disturbances; 1st and 2nd Reading, 2019).
    - Municipal Ticketing Bylaw No. 422 (to authorize ticketing for bylaw officers).

3. Repeal and consolidation of redundant bylaws (multiple).

4. Any other as directed by Council.

STAFF RECOMMENDATIONS

THAT Council receives the Priority of Bylaw Review report for information and discussion, and;

THAT Council provide direction to staff on next steps.

Respectfully submitted,

_____

Ann MacDonald
CAO

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STAFF REPORT

For: Mayor and Council
Prepared by: Ann MacDonald, CAO
Subject: **Notice on Title for Non-Compliant Properties**
Meeting date: April 20, 2021

BACKGROUND

On April 6, 2021 Council passed the following resolutions:

MOTION R21/106
MOVED AND SECONDED

THAT Council receives the information and provide direction as required, and;

THAT staff be directed to add the tasks associated with following up on the non-compliant properties to the Project and Issues Workplan and provide an update at the next Quarterly update in August 2021, and;

FINALLY, THAT staff be directed to return to Council with recommendations for placing Notice on Title on non-compliant properties.

CARRIED

Staff have been advised by the SRD Building Official to consider placing a section 57 Notice on Title for two properties in the Village of Sayward. The properties were built without building permits and required building inspection. Both contain numerous contraventions of the BC Building Code.

Staff have worked with the owners and determined that the work involved in bringing these properties is significant and therefore, to protect the interests of the Village and to alert any potential future owner of the contraventions, a Section 57 Notice on Title is required.

DISCUSSION

Section 57 of the Community Charter includes the Notice on Title tool for local governments to administer and enforce the BC Building Code and local building bylaws. It enables the Village of Sayward to register a notice with the BC Land Titles Registrar on the title of a pproperty where infractions have occurred. This may include:

- Where a building permit has lapsed but work is incomplete and inspections are outstanding;

- Where a permit was required but not issued and where work has proceeded without a permit;
- Where there is a dangerous condition.

By filing a notice of contravention of the BC Building Code and/ or Village Building Bylaws the Village is protecting its interests and that of its citizens. The notice is an efficient way to encourage owners to bring their property into complaince with the BC Building Code and Village building bylaws and serves to ensure that any future owners or parties with an interest in the property are aware that there are building code or bylaw deficiencies that have not been resolved.

Once filed against a title, the Section 57 notice is intended to alert anyone with an interest in the property of the deficiencies. It does not prevent the property from being sold though it may negatively impact the selling price, value and possible the ability to obtain a mortgage for the property and, in some cases, the ability to obtain insurance for the property.

Once the condition or bylaw contravention that caused the notice to be filed has been corrected to the satisfaction of the Building Inspector the Village will file a cancellation or discharge notice with the registrar of land titles who will then remove the notice from the property title. In accordance with Schedule G of the Village of Sayward Fees and Charges Bylaw No. 445 there is a $500.00 fee to remove a notice on title once the contravention has been resolved.

The Village of Sayward Building Bylaw No. 334 requires that a permit be issued prior to commencing or continuing any construction, alteration, reconstruction, demolition, removal, relocation or change to the occupancy of any building or structure. In cases where owners do not obtain a permit or do not complete the work in accordance with Bylaw No. 334 or the BC Building Code, or within 24 months of the permit being issued, the work is considered in violation of the Bylaw and can be subject to a notice being filed on their property title.

The two properties involved are located in the Village of Sayward at 765 and 794 Sayward Road. The owners of the properties have been contacted and advised of this next step. Given the volume of work required to bring these properties into compliance, it isn't prudent for the Village to wait until the owners show progress in addressing the deficiencies.

STAFF RECOMMENDATIONS

THAT Council receives the Notice on Title for Non-Compliant Properties report for information, and;

THAT Council direct staff to proceed to file a Section 57 Notice on Title on 765 Sayward Road, PID 030 284 724, and;

THAT Council direct staff to proceed to file a Section 57 Notice on Title on 794 Sayward Road, PID: 030 284 708.

Respectfully submitted,

_____

Ann MacDonald
CAO

Attached: Division 8, Building Regulation, Sec 57/58, *Community Charter*

BC Community Charter

Note against land title that building regulations contravened

57 (1)A building inspector may recommend to the council that it consider a resolution under subsection (3) if, during the course of carrying out duties, the building inspector

(a)observes a condition, with respect to land or a building or other structure, that the inspector considers

(i)results from the contravention of, or is in contravention of,

(A)a municipal bylaw,

(B)a Provincial building regulation, or

(C)any other enactment

that relates to the construction or safety of buildings or other structures, and

(ii)that, as a result of the condition, a building or other structure is unsafe or is unlikely to be usable for its expected purpose during its normal lifetime, or

(b)discovers that

(i)something was done with respect to a building or other structure, or the construction of a building or other structure, that required a permit or an inspection under a bylaw, regulation or enactment referred to in paragraph (a) (i), and

(ii)the permit was not obtained or the inspection not satisfactorily completed.

(2)A recommendation under subsection (1) must be given in writing to the corporate officer, who must

(a)give notice to the registered owner of the land to which the recommendation relates, and

(b)after notice under paragraph (a), place the matter before the council.

(3)After providing the building inspector and the owner an opportunity to be heard, the council may confirm the recommendations of the building inspector and pass a resolution directing the corporate officer to file a notice in the land title office stating that

(a)a resolution relating to that land has been made under this section, and

(b)further information about it may be inspected at the municipal hall.

(4)The corporate officer must ensure that all records are available for the purpose of subsection (3)(b).

(5)If the registrar of land titles receives a notice under subsection (3) and payment of the prescribed fee, the registrar must make a note of the filing against the title to the land that is affected by the notice.

(6)The note of a filing of a notice under this section is extinguished when a new title to the land is issued as a result of the deposit of a plan of subdivision or a strata plan.

(7)In the event of any omission, mistake or misfeasance by the registrar or an employee of the registrar in relation to the making of a note of the filing under subsection (5), or a cancellation under section 58, after the notice is received by the land title office,

(a)the registrar is not liable and neither the Provincial government nor the Land Title and Survey Authority of British Columbia is liable vicariously,

(a.1)the assurance fund or the Land Title and Survey Authority of British Columbia as a nominal defendant is not liable under Part 19.1 of the *Land Title Act*, and

(b)the assurance fund or the minister charged with the administration of the *Land Title Act* as a nominal defendant is not liable under Part 20 of the *Land Title Act*.

(8)Neither the building inspector nor the municipality is liable for damage of any kind for the doing of anything, or the failure to do anything, under this section or section 58 that would have, but for this subsection, constituted a breach of duty to any person.

(9)The authority under this section is in addition to any other action that a building inspector is authorized to take in respect of a matter referred to in subsection (1).

Cancellation of note against land title

58 (1)On receiving a report from a building inspector that the condition that gave rise to the filing of the notice under section 57 (3) has been rectified, the corporate officer must file a cancellation notice and, on receiving the notice, the registrar of land titles must cancel the note against the title to which it relates.

(2)An owner of land with respect to which a notice has been filed under section 57 (3), may apply to the council for a resolution that the note be cancelled.

(3)After hearing an applicant under subsection (2), the council may pass a resolution directing the corporate officer to file a cancellation notice.

(4)If a resolution has been passed under subsection (3), the corporate officer must file a cancellation notice in the land title office and, on receiving the notice, the registrar of land titles must cancel the note against the title to which it relates.

(5)If the council does not pass a resolution under subsection (3), the owner may apply to the Supreme Court and notify the municipality to attend before the court to show cause why the note should not be cancelled.

(6)On an application under subsection (5), after reviewing any evidence that the owner and the municipality may adduce, the court may make an order directing the registrar to cancel the note made under section 57 (5) and, on receiving the order, the registrar of land titles must cancel the note accordingly.

STAFF REPORT

To: Mayor and Council
From: Ann MacDonald, CAO
Subject: **Financial Statements/Variances to Mar 31, 2021**
Meeting date: April 20, 2021

BACKGROUND

Staff bring forward a variance report for Council's review every three months. This provides a clear explanation of the budget as a comparison of what has been approved to be spent and what has been spent and shows comparisons from the previous year. The attached variance report provides information to Council on the progress of the work plan and the approved Financial Plan. The report also ensures that the actual results are aligning with approved budgets and any variances are investigated and explained.

The 2021-2025 Budget and subsequent Financial Plan Bylaw was adopted by Council on April 6, 2021. The budgeting process allows municipalities to prioritize projects, programs, and service levels based on anticipated revenue and expenses. The budget document provides a framework to ensure project spending is on track, expenses are appropriate, and it provides a level of control over spending. It also identifies revenues to support Council's long-term financial plans.

DISCUSSION

The Village's operational revenues and expenses up to the end of March 31, 2021 are summarized below, with a comparison to the same period in 2020, as well as the variance to the 2021 approved budget.

The operational budget analysis indicates the Village is generally on trend as compared to budget and prior year activity, indicating that the Village continues to operate in a fiscally responsible manner. Summary notes on select revenue sources and departmental expenditures is included for information purposes. It should be noted to Council that during the first quarter of the fiscal year there is minimal activity in the general ledger (G/L) however once property taxes are levied, requisitions to other governments are processed, and annual provincial grant funding is received, more activity will be reflected in the G/L – some of this will be seen with the next variance report presented to Council in July.

Various budgeted operating projects and capital projects for 2021 are also summarized and presented at the end of this report.

Summary		2020 Budget	2020 Actual to Mar 31, 2020	2021 Budget	2021 Actual to Mar 31, 2021	Y/Y Variance $
OPERATING REVENUE						
Taxation - General Municipal Purpose		337,399	0	345,834	0	0
Other taxes		12,761	0	10,783	0	0
Federal Community Works Fund Grant		68,216	0	71,562	0	0
COVID-19 Safe Restart Grant		0	0	0	0	0
Provincial Govt Grants		399,840	0	393,370	0	0
CARIP Grant		2,500	0	2,000	0	0
Interest & Tax Penalties		6,500	61	6,500	320	259
Unrealized Gain (Loss)		0	0	0	0	0
General Investment Income		5,000	971	5,000	1,246	275
Other Revenue		12,350	1,378	10,250	4,023	2,645
Licences, Permits & Fines		6,000	3,062	6,000	4,453	1,391
General Operating Grants		205,789	2,500	274,100	0	(2,500)
Sale of Service - Recreation Centre		24,332	4,217	14,800	2,447	(1,770)
Sale of Service - Other		16,200	2,645	16,500	1,606	(1,040)
RCMP Rent		23,800	6,000	25,200	6,000	0
RCMP Maintenance		9,748	2,437	10,236	2,437	0
Sewer Revenue		72,843	0	75,415	300	300
Water Revenue		122,683	0	133,354	1,574	1,574
Solid Waste Revenue		39,407	0	41,892	0	0
Total Operating Revenue		1,365,367	23,271	1,442,796	24,405	
OPERATING EXPENDITURES						
Legislative Services		58,810	15,588	84,260	17,899	2,312
Administration		354,117	83,514	471,299	90,426	6,912
Election		2,525	0	2,525	0	0
Recreation Centre		256,645	83,068	238,801	67,810	(15,259)
Parks		46,420	2,853	51,464	1,581	(1,272)
Public Works		58,816	24,059	84,017	27,889	3,830
Roads		35,718	7,761	38,052	6,075	(1,687)
Drainage		11,318	286	25,167	581	295
Planning		3,000	691	9,000	0	(691)
Police		14,662	1,373	12,136	2,360	987
Fire		46,060	6,089	40,659	7,423	1,335
Emergency		158,100	23,467	170,600	11,496	(11,971)
Health Clinic		0	332	550	98	(235)
Bylaw		500	0	500	0	0
Solid Waste		40,500	5,442	43,000	3,512	(1,930)
Sewer Operations		72,481	13,230	88,929	22,239	9,009
Water Operations		118,574	22,363	131,130	26,871	4,508
Total Departmental Expenditures		1,278,248	290,116	1,492,088	286,258	
Surplus/(Deficit) Before Amortization		87,119	(266,844)	(49,292)	(261,854)	

REVENUES

1.) Interest and tax penalties: Trending higher for 2021. This is due to an increase in unpaid property taxes from 2020 to 2021. On Jan 1, 2020 approximately $18k was receivable, this has increased to approximately $55k as at Jan 1, 2021. Staff continue to attempt collection of overdue taxes, and reminder notices are sent quarterly.

2.) General Investment Income: Revenue is trending higher due to cash being invested at a higher interest rate with the Municipal Finance Authority (MFA) rather than remaining in the general bank account.

3.) Other Revenue includes tax certificate fees, general rent (weather station), snow removal revenue, Area A Fire Service admin fees, and other misc. items. 2021 actuals are higher than 2020 only due to timing of revenue received.

4.) Licenses, Permits and Fines: Revenues are trending higher in 2021 due to an increase in building permit, business license, and dog tag fees.

5.) General Operating Grants: The following grants have been included in the budget but will not be posted to the G/L until later in the fiscal year when expenses have been incurred:

Project	Grant Amount	Source
OCP Update	$50,000	UBCM
New VoS website (total cost $18,000)	$10,000	BC Rural Dividends
Flood Mapping	$150,000	UBCM
Evacuation Training and Radio Communications (carry forward from 2020)	$12,500 (remaining for 2021)	UBCM

6.) Sale of Service – Recreation Centre: Trending lower in 2021 due to COVID-19 and related reduction in attendance levels.

EXPENDITURES

Each area of the Village's operations has been analyzed below.

Legislative

On trend with 2020. Additional items for 2021 include new laptops for Mayor and Council, and a public address sound system. Both items are being funded from the COVID-19 Reserve.

Administration

Total overall department expenses are on target with budget. When comparing to 2020, expenses are higher due to an increase in wages and staff restructuring (CAO and CFO positions).

Recreation
Expenses are trending lower than the prior year due to a reduction in programming and staff hours due to COVID-19.

Parks
Expenses are on target with budget. Compared to the same period in 2020, expenses are lower due to the longer than normal winter and the typical period costs for park maintenance and gardening tasks.

Public Works
Expenses are on target with budget. Compared to 2020, expenses are higher due to the loan payments for the new public works truck.

Roads
On trend with 2020.

Drainage
Expenses are on target with budget. The 2021 budget includes $16,690 for the updated master drainage plan project.

Planning
This department includes fees for building inspections which is contracted through the SRD, as well as costs for re-zoning, GIS services and other planning items. No costs have been posted to date, however the variance report in July will show the expenses for the period Jan – Jun.

Police
Expenses are on target with budget. Note: The majority of these expenses are covered by the monthly maintenance fees received from the Federal Government. At year end a reconciliation is done to determine any over or under payment and a disbursement or invoice is generated.

Fire
On trend with 2020.

Emergency
Expenses are on target with budget. The 2021 budget includes $150,000 for the Flood Mapping project.

Health Clinic
Nothing to note, these expenses are recovered from the Sayward Community Health Society at year-end.

Bylaw
Nothing to note, budget is earmarked for ticketing supplies if Council adopts a Ticketing Bylaw.

Solid Waste, Sewer and Water Operations
Expenses are on target with budget.

OPERATING & CAPITAL PROJECTS

The chart attached (appendix A) shows operating and capital projects with additional comments on status to date.

STAFF RECOMMENDATIONS

THAT Council receives the Financial Statements/Variances to Mar 31, 2021 report for information and discussion.

Respectfully submitted,

_____

Ann MacDonald, CAO

Prepared by: Lisa Clark, CFO

Appendix A

Operating & Capital Projects

Complete
On track
Possible delay
Cancelled/delayed to future budget

Item	Department	Project Name	31-Mar-21 Budget		Variance $	Variance %	Status	Comments
Strategic Plan Projects								
1	Admin	New VoS website	-	18,000	18,000	0.00%		Contract awarded to UpanUp, presentation to Council Apr 20th. Project started, staff in the process of providing logos and content to project team.
2	Admin/Mayor & Council	OCP update	5,468	50,000	44,532	10.94%		Contract awarded to Urban Systems (US), meet and greet at March 16 Council meeting, household survey mailed out April 8, to be returned by April 28. US to conduct focus group meetings with KFN, IT, WFP, etc, virtual Town Hall planned for May; public engagement June/July.
3	Mayor & Council	Community to Community Forum (C2C)		5,000	5,000	0.00%		Possible fall forum - Council to revisit.
4	Water	Newcastle Dam project	558,186	1,194,726	636,540	46.72%		All funding, approvals and permitting in place. Work to start July 1, 2021 to be completed in 8-9 weeks.
5	Admin	Climate Action project (carbon reducing)	-	10,000	10,000	0.00%		Staff to bring options to Council in quarter 2, possible solar panels on water treatment plant building.
Other Projects								
6	Emergency	Evacuation Training and Radio Communications Enhancement project	-	12,500	12,500	0.00%		Carried forward from 2020, drone only outstanding item, project to be completed by end of quarter 2.
7	Emergency	Flood Mapping project	-	150,000	150,000	0.00%		Contract awarded to McElhanney, work underway. Public engagement phase planned for June/July.
8	Parks	Concrete ramp and handrails		15,000	15,000	0.00%		Funding not identified in F/P, Staff looking for grants to provide funding for this project.
9	Fire	Genset for Fire Hall#1		50,000	50,000	0.00%		Staff in contact with SRD to discuss shared funding, 50% Village, 50% SRD. Possible delay to quarter 3.
10	Water	Fencing for treatment plant area		40,000	40,000	0.00%		Quotes received, project on track for quarter 2.
11	Sewer	Gensets for lifstations		120,000	120,000	0.00%		Grant applied for, quotes obtained, awaiting funding decision.
12	Drainage	Update master drainage plan	-	16,690	16,690	0.00%		Contract awarded to Highland Engineering
13	Admin	Computer hardware upgrade	13,135	10,000	- 3,135	131.35%		Project complete, new hard drives installed and new phone system procured, autoattendant installed and linked to office e-mails. Budget overage covered by Admin M&R.
14	Admin	Wildfire Risk Reduction Project		34,100	34,100	0.00%		Parital portion of project awarded to SuavAir (firesmart homeowenr rebate), Shaun Koopman at SRD team lead.
15	Council	Laptops ($6k) and public address system ($21k) - COVID-19 Reserve	5,710	21,000	15,290	27.19%		Laptops procured and in use, sound system ordered, expected to be installed April/May 2021.

VILLAGE OF SAYWARD

BYLAW NO. 471

A BYLAW TO AMEND COUNCIL PROCEDURE BYLAW 416, 2015

WHEREAS the Council of the Village of Sayward has adopted a Council Procedure Bylaw;

AND WHEREAS the Council of the Village of Sayward wishes to amend "Council Procedure Bylaw No. 416, 2015";

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

1. CITATION

This bylaw may be cited as **"Council Procedure Amendment Bylaw No. 471, 2021"**.

2. AMENDEMENT

Council Procedure Bylaw No. 416, 2015 is hereby amended as follows:

a.) THAT Part 2, Time and location of meetings, section 5 (2) be amended by deleting (b) and replacing it with "(b) begin at 7:00 pm"

b.) THAT Part 2, Electronic meetings, section 8 be amended by adding (4) as follows:

> (4) Notwithstanding subsections 8 (2) and (3), in an emergency, special circumstances, or public health event that prevents or restricts members from being able to physically meet in one location, members may participate in a meeting by means of electronic or other communication facilities provided that the rationale for the electronic meeting is agreed to by members and endorsed by a resolution explaining the rationale at the beginning of the meeting.

c.) THAT Part 4, Order of proceedings and business, section 16 (1) be amended by deleting (a) and replacing it with "(a) Call to Order".

d.) THAT Part 4, Order of proceedings and business, section 16 (1) (o) be amended by adding "and Notice of Motions".

e.) THAT Part 4, Delegations, section 19 be amended by adding (6) as follows:

> (6) Council members must refrain from responding to requests or questions from a delegation, nor engage in debate except to ask clarifying questions or to correct incorrect information. Following the delegation's presentation, Council may:
>
> > (a) refer the request to staff, a Committee of the Whole meeting for a report or further investigation if the matter relates to Village funding or village resources, current priorities or initiatives;

(b) take no further action;

(c) table the matter to a meeting closed to the public, if Section 90 of the *Community Charter* applies to the matter; or

(d) consider the matter at the meeting at which the delegation has appeared or consider the matter at a future regular meeting of Council.

f.) THAT Part 4 be amended by adding a new section as follows:

Correspondence

20. (1) If correspondence is to be considered by Council or its Committee it must include the author's full name and current contact information including, at a minimum, the author's residential address, and telephone number or e-mail address.

(2) The deadline for correspondence from the public to the Corporate Officer of items for inclusion on the meeting agenda is 12:00 pm on the Wednesday prior to the meeting.

(3) The Corporate Officer will neither respond to nor place on an agenda any correspondence which, is anonymous, illegible, or defamatory.

(4) Correspondence addressed to Mayor and/or Council:

(a) that is related to staff performance will not be considered by Council and shall be referred to the CAO;

(b) that, in the Corporate Officer's determination, is of a purely administrative or operational nature shall be referred to the CAO or the appropriate Officer or Official, and copied to Council;

(c) that is related to an item of business before Council, a Committee, or Commission received after 12:00 pm on the Wednesday prior to the meeting, if that agenda has been published, will be distributed as a late agenda item.

(d) that relates to the following will not be placed on an agenda:

(i) matters that have been decided upon by Council within the previous twelve (12) months;

(ii) matters that are of a purely administrative or operational nature; and

(iii) matters that have been referred to staff for a report, until the matter is before Council, Committee, or Commission.

(5) Notwithstanding subsection 20 (4) (c) correspondence that is unrelated to an item of business before Council, received after the deadline under subsection 20 (2) shall be included in a future meeting agenda.

(6) Staff may prepare recommendations related to correspondence for Council, Committee, or Commission consideration.

(7) The provisions of subsection 19 (6) Delegations shall apply to any correspondence included in an agenda for which a proposed resolution has not been provided.

g.) THAT sections 20 to 55 be renumbered to sections 21 to 56.

h.) THAT the Table of Contents be updated to reflect the amendments outlined in a.) to g.)

Read a first time on the ____ day of _____ 2021.

Read a second time on the ____ day of _____ 2021.

Read a third time on the ____ day of _____ 2021.

Adopted on the ____ day of _____ 2021.

Certified a true copy of Bylaw No. 471
this ___ day of _____, 2021

_____
Chief Administrative Officer
Village of Sayward

_____
Mayor

_____
Corporate Officer

VILLAGE OF SAYWARD

BYLAW NO. 473

A BYLAW TO AMEND ZONING BYLAW NO. 309, 2000

WHEREAS the Council of the Village of Sayward has adopted a Zoning Bylaw pursuant to Section 903 of the *Local Government Act*;

AND WHEREAS the Council of the Village of Sayward wishes to amend "Zoning Bylaw No. 309, 2000"

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

1. **CITATION**

   This bylaw may be cited as **"Zoning Amendment Bylaw No. 473, 2021"**.

2. **AMENDMENT**

   Section 602(1)(d) of Zoning Bylaw No. 309, 2000 is hereby repealed.

Read a first time on the 16th day of March 2021.

Read a second time on the 16th day of March 2021.

Public Hearing waived per Section 464(2) of the *Local Government Act* on the 16th day of March 2021.

Read a third time on the _____ day of _____ 2021.

Adopted on the _____ day of _____ 2021.

Certified a true copy of Bylaw No. 473
this ___ day of _____, 2021

_____
Chief Administrative Officer
Village of Sayward

_____
Mayor

_____
Corporate Officer