VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
August 17, 2021 – 7:00 PM
KELSEY CENTRE

1. **Call to Order**
2. **Introduction of Late Items**
3. **Approval of Agenda**

   Recommended Resolution:

   THAT the agenda for the Regular Meeting of Council for August 17, 2021 be approved.

4. **Minutes of Previous Meetings**

   Recommended Resolutions:

   THAT the minutes from the Regular Council meeting held on July 20, 2021 be adopted.

5. **Petitions and Delegations**
6. **Correspondence**

   a) Minister Beare, July 27, 2021 Re: Connected Communities

   b) UBCM President Brian Frenkel, August 11,2021 Re: Canada Community Building Fund Gas Tax Fund Top up Payment, $61,221.83

   c) Funding Agreement between BC Healthy Communities Society (BCHC) and Village of Sayward Re: Grant $5,000

   d) Sasha Prynn, Program Officer, UBCM, July 14, 2021 Re: Active Transportation Grant Approval $18,617

   e) Municipal Insurance Association of BC AGM

   Recommended Resolution:

   THAT correspondence (a) to (e) be received.

7. **Council Reports – None**
8. **Reports of Committees – None**
9. **Mayor's Report**

   a) Formation of Select Committee to review options for Kelsey Centre **{pg 46}**

   Recommended Resolutions:

   THAT Council receives the Mayor's Report; and,

THAT staff be directed to compile a Terms of Reference for a select committee to review options to increase revenues at the Kelsey Centre and return to Council for its review; and,

THAT Council appoints at least one member to sit on this Select Committee.

b) Sayward Valley Fire Services Review – verbal and report from SRD **{pg 53}**

Recommended Resolution:

THAT Council receives the Mayor's Report.

10. Unfinished Business – None

11. Staff Reports

a) Council attendance at the 2021 UBCM Conference **{pg 91}**

Recommended Resolutions:

THAT Council receives the 2021 UBCM Conference staff report for information and discussion; and,

THAT Council appoints members to attend the 2021 UBCM virtual conference, Obstacles to Opportunities.

b) OCP Review - Timing and Schedule of Final Approval Process **{pg 98}**

Recommended Resolutions:

THAT Council receives the OCP Review staff report for information and to clarify next steps and dates with the Official Community Plan; and,

THAT Council endorses the dates and timing for the OCP review and adoption as contained in this staff report.

c) Insurance Claim for Community Health Clinic **{pg 110}**

Recommended Resolutions:

THAT Council receives the Community Health Clinic staff report for information and discussion; and,

THAT Council approves repurposing of surplus operating funds to cover the deductible cost of $2,500 and other costs associated with replacing the damaged appliances; and,

THAT staff return to Council at a later date to report on any additional costs incurred by this flooding event.

d) Financial Statements/Variances to July 31, 2021 **{pg 123}**

Recommended Resolution:

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

e) Municipal Insurance Authority (MIA) Voting Delegate and Alternate **{pg 129}**

Recommended Resolutions:

THAT Council receives the MIA Voting Delegate and Alternate staff report for information and discussion; and,

THAT Council appoints _____ as the voting delegate, _____ as alternate #1, and _____ as alternate #2.

f) Reserve Policy Amendment **{pg 132}**

Recommended Resolutions:

THAT the Reserve Policy Amendment staff report be received for information and discussion; and,

THAT Council approve Reserve Policy #300-07 as amended.

g) Village of Sayward 2021 Drainage Plan **{pg 141}**

Recommended Resolutions:

THAT Council receives the final 2021 Drainage Plan for information and discussion; and,

THAT Council approves the expenditure of $8,000 to cover the initial work as identified as Item 5.1.4 for work this Fall including $5,000 from the Drainage Fund and $3,000 from operating surplus provided that all permitting can be in place in time; and,

THAT staff be directed to apply for the Community Emergency Preparedness Fund (CEPF) Disaster Mitigation Fund to cover the Short-Termed costs of $713,000.

12. Bylaws

a) Bylaw No. 476 Bylaw to Establish Reserve Funds for Specific Purposes **{pg 177}**

Recommended Resolutions:

THAT the Reserve Bylaw No. 476 staff report be received for information and discussion; and,

THAT Reserve Fund Establishment Bylaw No. 476, 2021 be given first, second and third reading.

13. New Business – None

14. 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.

15. In-Camera – None

16. Adjournment

Recommended Resolution:

THAT the Regular Meeting of Council for August 17, 2021 be adjourned.

VILLAGE OF SAYWARD
MINUTES
REGULAR COUNCIL MEETING
July 20, 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 Lisa Clark, CFO
Guests:	Mary Ruth Snyder, Resident

1. **Call to Order**

   Meeting was called to order at 7:00 PM.

2. **Introduction of Late Items**

   MOTION R21/174
   MOVED AND SECONDED

   THAT the agenda be amended to include the following late items:

   a) Petition from residents of Seaview Road re WFP

   b) Meeting to go in-camera per section 90 (1) (c) at the conclusion of the public meeting.

   CARRIED

3. **Approval of Agenda**

   MOTION R21/175
   MOVED AND SECONDED

   THAT the agenda be amended by bringing forward Item No. 11 (c) to follow Delegations, and;

   THAT the agenda for the Regular Meeting of Council for July 20,2021 be approved as amended.

   CARRIED

4. **Minutes of Previous Meetings**

   MOTION R21/176
   MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on June 15, 2021 be adopted.

CARRIED

5. **Petitions and Delegations**

a) Western Forest Products Sustainability Report, Jeff Tiernan, Stuart Glenn, Brad McRae

MOTION R21/177
MOVED AND SECONDED

THAT the presentation by WFP be received.

CARRIED

6. **Staff Report Noise Complaints from WFP Log Sort**

MOTION R21/178
MOVED AND SECONDED

THAT the Noise Complaints from WFP Log sort staff report be received for information and discussion, and;

THAT Staff be directed to work with WFP to establish a Framework of Operations that outlines times of operation, dust management, noise, fire abatement and communication with the Village, and;

FINALLY THAT staff return to Council with a Ticketing Bylaw for Council's review and approval.

CARRIED

7. **Correspondence**

a) Lana Lyon, June 25 & July 9, 2021 WFP Noise

b) J Francoise, Jun 26 – July 11 (9 complaint forms (July 25-July 11) WFP Noise

c) Jon Lyon, July 5, 2021 Complaint form WFP Noise

d) Darlene MacKinnon, BCEHS, May 19, 2021 Re: SOC Staffing Model

e) Coastal Communities Social Procurement Initiative (CCSPI) 2019-2021

MOTION R21/179
MOVED AND SECONDED

THAT correspondence (a) to (e) be received.

CARRIED

8. **Council Reports – None**

9. **Reports of Committees – None**

10. **Mayor's Report – Impacts of BCEHS SOC Staffing Model on Sayward**

MOTION R21/180
MOVED AND SECONDED

THAT the Impacts of BCEHS SOC Staffing Model on Sayward report be received; and,

THAT staff be directed to send the attached letter from Mayor and Council to BCEHS with the request from Sayward that 3 additional SOC positions and 3 additional casual positions be assigned to Sayward.

CARRIED

11. **Unfinished Business – None**

12. **Staff Reports**

a) Annual Report and Statement of Financial Information (SOFI) 2020

MOTION R21/181
MOVED AND SECONDED

THAT Council receives the Annual Report and SOFI 2020 staff report for information and discussion, and;

THAT Council approves the 2020 Annual Report for distribution.

CARRIED

b) Staff Report Reserve Policy

MOTION R21/182
MOVED AND SECONDED

THAT the Reserve Policy staff report be received for information and discussion, and;

THAT Council approve Reserve Policy #300-07, and;

THAT Staff be directed to prepare a Reserve Bylaw to be presented at the August 17, 2021 Council meeting.

CARRIED

12. **Bylaws – None**

13. **New Business – None**

13. **Public Question Period (maximum 15 minutes) – None**

14. **In-Camera**

MOTION R21/183
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

15. **Adjournment**

MOTION R21/184
MOVED AND SECONDED

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

CARRIED

The meeting was adjourned at 8:13 PM.

_____

Mayor

_____

Corporate Officer

BRITISH COLUMBIA

July 27, 2021

Ref: 115273/115274

His Worship Mark Baker
Mayor, Village of Sayward
652-A H'Kusam Way
Sayward, B.C. V0P 1R0
Via email: village@saywardvalley.ca

Dear Mayor Baker:

Thank you for your letters dated May 6, 2021 and May 18, 2021 regarding cellular and internet services in the Village of Sayward and along Highway 19. One of my main priorities as Minister of Citizens' Services is to help expand connectivity in communities in British Columbia and I appreciate hearing directly from you about your needs and priorities. I apologize for the delay in responding.

Congratulations on Sayward's recent growth. If people are choosing Sayward as their home, it speaks to the efforts of you and your community to make it a great place to live, work and play. As part of those efforts, I commend you on your continued focus on bringing connectivity to your region as demonstrated in your Community Broadband Plan.

To support growing communities like yours, our government has invested $180 million into the Connecting British Columbia program since 2017. This includes the Connected Coast project that will connect communities to high-speed internet along the B.C. coast from north of Prince Rupert, to Haida Gwaii, south to Vancouver, and around Vancouver Island. We are proud that this project is 100 percent funded by the provincial and federal governments, an investment that totals over $45 million. This project is a demonstration of our support for B.C.'s coastal communities.

We've also heard the need for increased cellular connectivity along highways and so I thank you for highlighting Highway 19 in your letter. For the first time, Connecting British Columbia included highway cellular in their funding which will result in 429 km of new highway cellular coming soon to communities that need it. We have made good progress connecting communities in B.C. but there is still more to do.

.../2

Ministry of Citizens' Services

Office of the Minister

Mailing Address:
PO Box 9068 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-9699
Fax: 250 387-9722

Location:
Room 151
Parliament Buildings
Victoria BC V8V 1X4
www.gov.bc.ca/citz

If you haven't already done so, you may want to reach out to Dave Leitch, Chief Administrative Officer at the Strathcona Regional District, to enquire whether your regional district has any connectivity plans that include Sayward. I understand as well that your community has reached out to participate in the Internet Speed Study that is currently in progress and led by my Ministry, the Union of BC Municipalities and Northern Development Initiative Trust. Thank you for your participation in the study, as it's important to us to fully understand the gaps of service in B.C.

Please know that we are committed to expanding connectivity in rural areas and are pleased that Sayward will be benefiting from provincial investment in the coming months and for years to come. Please reach out to our Connected Communities program for a further discussion. A/Executive Director Jeanne Holliss (Jeanne.Holliss@gov.bc.ca) and her staff provide resources and advice on connectivity planning and work to keep my office apprised of community aspirations, needs, concerns and opportunities related to rural connectivity. They would be happy to discuss this further with you.

Thank you for taking the time to write to me about this important issue for your community.

Sincerely,

Lisa Beare

Honourable Lisa Beare
Minister

pc: Connected Communities
ConnectedCommunitiesBC@gov.bc.ca

August 11, 2021

Canada Community-Building Fund BC | UBCM

Mayor Mark Baker
Village of Sayward
PO Box 29
Sayward, BC V0P 1R0

Dear Mark Baker:

RE: CANADA COMMUNITY-BUILDING FUND/GAS TAX FUND: COMMUNITY WORKS FUND TOP-UP PAYMENT AND UPDATED ELIGIBILITY GUIDELINES

I am pleased to advise that UBCM is in the process of distributing a top-up to your Community Works Fund (CWF) payment for fiscal 2021/2022. An electronic transfer of $68,221.83 is expected to occur the week of August 16, 2021.

This additional one-time payment from UBCM for the CWF was approved for disbursement by the Government of Canada to supplement the fiscal 2021/2022 allocation which was delivered in July.

Also announced by the Government of Canada is the expansion of CWF investment categories to now include fire halls and fire station infrastructure.

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund (Gas Tax Fund) can be found on our website at www.ubcm.ca.

For further information, please contact Canada Community-Building Fund Program Services by e-mail at ccbf@ubcm.ca or by phone at 250-356-5134.

Yours truly,

B. Frenkel

Brian Frenkel
UBCM President

PC: Lisa Clark, Chief Financial Officer

Lisa Clark

Subject: FW: PlanH 2021 Grantees Can Now Announce

From: PlanH Grants <grants@planh.ca>
Sent: Friday, July 16, 2021 8:53:05 AM
To: Ann MacDonald <cao@saywardvalley.ca>
Cc: Tony Leggat <publicworks@saywardvalley.ca>
Subject: PlanH 2021 Grantees Can Now Announce

Dear Ann MacDonald and Tony Leggat,

We are writing to let you know that we have publicly announced the recipients of this year's PlanH Healthy Communities Grant Program. You are now free to announce this news publicly.

If you do choose to announce publicly, please let us know by emailing a link to the release to grants@planh.ca, so that we can share your announcement on social media. Per PlanH Brand Guidance, written acknowledgement does not require pre-approval; however, use of the PlanH logo does. More information on approval timelines as well as logo files are available at planh.ca/brandguidance. To minimize potential delays, we suggest that you *do not* include PlanH logos in this initial announcement so that we do not need to pre-approve it.

We would also like to invite you to sign up for a 45-minute onboarding call with one or two of our delivery staff to provide you with more information about what to expect as the grant project period begins. During this call we will also chat more about your community and your project and discuss opportunities for BCHC staff to provide some in-kind supports. This is also a chance for us to introduce ourselves and get to know the project team before things get moving too quickly.

You can select a timeslot between August 9th and 27th here >>

If none of the available timeslots work for you, or you have any technical difficulties, please feel free to contact us and we will find something that works for your schedule.

Finally, a gentle reminder to please review and sign the Funding Agreement, and complete the Electronic Funds Transfer (EFT) forms e-mailed to you on June 28th, 2021.

Once we have received the completed paperwork, we will transfer 80% of the funds to your community. If you have already submitted this paperwork, we are working to get the funds transferred to you as quickly as possible. This may take up to two weeks as we generally process funds transfers on Fridays.

If you have any questions or concerns please feel free to reach out.

All the best,

The PlanH Grants Team

Lisa Clark

Subject: FW: PlanH 2021 Grant Program Decision
Attachments: VillageofSayward.pdf; 1.VillageofSayward_App_Combined.pdf; PlanH_BCHC_EFT_Blank.pdf

Importance: High

From: PlanH Grants <grants@planh.ca>
Sent: June 28, 2021 2:27 PM
To: Ann MacDonald <cao@saywardvalley.ca>
Cc: Tony Leggat <publicworks@saywardvalley.ca>
Subject: PlanH 2021 Grant Program Decision
Importance: High

Dear Ann MacDonald and Tony Leggat,

We are delighted to let you know that your recent application to the PlanH Healthy Communities grant program - Community Connectedness stream was successful. Your community has been selected to receive $5000 in funding along with additional capacity-building supports from our team at BC Healthy Communities. Congratulations!

For the time being, please keep this news internal. We will notify you when you can publicly announce your news.

Please review and sign the attached Funding Agreement, complete the Electronic Funds Transfer (EFT) forms, and return both by 7/8/2021. Once we have received these, we will transfer 80% of the funds to your community.

BCHC will be in touch with you by 7/28/2021 to set up an onboarding call to provide you with more information about what to expect as the grant project period begins. In the meantime, please don't hesitate to contact us with any questions. We look forward to working with you.

Sincerely,

Jodi Mucha
Emily Johnson

On behalf of the BCHC team

6/28/2021

Funding Agreement between
BC Healthy Communities Society (BCHC) and Village of Sayward

Ann MacDonald
CAO@saywardvalley.ca
250-282-5512

1. Background

As part of the PlanH[1] program, BC Healthy Communities Society (BCHC) oversees the PlanH Healthy Communities Fund. BCHC has awarded a **Community Connectedness** grant of **$5000** to **Village of Sayward** in order to support you to learn, enhance partnerships, and take actions that will enhance the health and well-being of B.C. citizens and communities.

2. Project Activities and Deliverables

Village of Sayward will complete the project work as described in their application. Should **Village of Sayward** wish to alter the project activities, a written request must be emailed to **grants@planh.ca** prior to activities taking place.

3. Timelines

All project activities are expected to take place between September 2021 and September 2022. A final report must be submitted no later than September 30, 2022.

4. Reporting

Grant communities are asked to participate in evaluation activities so we can better understand the outcomes of community efforts and how to improve the program. These will include an initial onboarding call in the first two months of the project period, and a final report. Grantees may be asked to participate in follow-up interviews for the purposes of case studies.

By September 30, 2022, communities must submit a final report on their projects and findings. If preferred, reporting can include written reports, a dialogue/verbal submission, sharing photos or videos. BCHC will share a report template closer to the project's completion.

5. Acknowledgements and Communications

Projects supported by the PlanH Healthy Communities Fund must include acknowledgment of the partnership between BCHC and the Province, with logos and wording. All materials with Provincial branding need to be reviewed by a Provincial representative; approvals can take up to two weeks. BCHC will facilitate this review.

[1] PlanH is a partnership between BC Healthy Communities Society and the Province of BC, and is informed by health authorities, local governments, and other key stakeholders.

Branding guidance along with appropriate logos can be found on the PlanH website at planh.ca/brandguidance

6. Budget
Village of Sayward will spend the Healthy Communities Capacity Building Fund allocated to the project only in accordance with the budget outlined in the application. Should **Village of Sayward** wish to alter the budget for this project, a written request must be emailed to **grants@planh.ca** prior to funds being committed. Failure to notify BCHC may lead to termination of this agreement and a request to return the received funding.

7. Funding Schedule and Payment
Once the funding agreement has been signed, BCHC will provide **Village of Sayward** with the funds allocated under the Healthy Communities Fund according to the following funding schedule.

Milestone Completed	% of grant provided	Amount of funding provided
Submission of a signed funding agreement	80%	**$4000**
Completion of project activities and completed final report	20%	**$1000**

All funds will be provided by an e-transfer payable to **Village of Sayward** per the attached electronic funds transfer (EFT) form, unless otherwise requested.

8. Signatures
Should you wish to alter any of the project activities and deliverables listed in this agreement please contact BCHC by email at grants@planh.ca. Should you be unable to complete the activities listed you may be required to return all or some of your received funding.

In signing this funding agreement you are agreeing to these terms and deliverables. BCHC and **Village of Sayward** understand that the terms of this funding agreement can be changed only by mutual consent.

Signed	Signed
Name	Jodi Mucha Name
Title	Executive Director Title
	BC Healthy Communities Society

Organization	Organization
	c/o the Dock 300 -722 Cormorant Street Victoria BC, V8W 1P8
Address	Address
	6/28/2021
Date	Date

July 14, 2021

Ann MacDonald, CAO
Village of Sayward
PO Box 29
652 H'Kusam Way
Sayward, BC V0P 1R0
via email: cao@saywardvalley.ca

RE: 2021 Active Transportation Planning program – Approval Agreement & Terms of Conditions of Funding – IN CONFIDENCE

Dear Ms. MacDonald,

Thank you for submitting an application under the 2021 Active Transportation Planning program.

I am pleased to inform you that the Evaluation Committee has approved funding for your project, *Sayward Active Transportation Planning*, in the amount of $18,617.

As outlined in the Program & Application Guide, grant payments will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

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

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

(2) To provide the Province of BC with the opportunity to make announcements of funding approvals under this program, please keep information regarding this funding approval **in confidence** until August 5, 2021.

(3) All funded projects must result in the incorporation or enhancement of active transportation components in formal planning documents (Official Community Plan, Sustainability Plan, Neighbourhood Plan, or Transportation Plan);

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

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

(6) All project activities must be completed within 12 months of approval and no later than July 14, 2022;

The Active Transportation Planning program is funded by the Province of BC

(7) The Final Report Form is required to be submitted to UBCM within 30 days of project end date and no later than August 14, 2022;

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

Please note that descriptive information regarding successful applicants will be posted on the UBCM and/or provincial government websites, and all final report materials will be made available to the provincial government.

On behalf of the Evaluation Committee, I would like to congratulate you for responding to this opportunity to advance active transportation in your community.

If you have any questions, please contact Local Government Program Services at 250-952-9177 or sprynn@ubcm.ca.

Sincerely,

Sasha Prynn
Program Officer, Local Government Program Services

I, _____, have read and agree to the general Terms & Conditions and the requirements for funding under the 2021 Active Transportation Planning program.

_____ _____

Signature Date

Please return a scanned copy of the signed Approval Agreement to lgps@ubcm.ca.

Local Government Program Services

General Funding Terms & Conditions

The purpose of the Terms & Conditions is to provide basic information on grants administered by the Union of BC Municipalities through Local Government Program Services (LGPS). For specific information regarding the requirements of each funding program, please refer to the relevant Program & Application Guide. For information regarding a specific project approved through LGPS, please refer to the approval agreement.

1. Definitions

Approved Applicant: In general, LGPS grants are awarded to local governments (regional districts and municipalities) and, in some programs, First Nations or other eligible applicants. The approved applicant is the primary contact for UBCM and is responsible for overall grant management.

Approved Partner(s): Organizations that contribute directly to the approved project and are identified in the application. This may include boards of education, health authorities, First Nations or Indigenous organizations, non-profit organizations and local governments (other than the applicant). Refer to program guides for requirements for partners in regional applications.

Approved Project: The activities described in the application and budget and approved by UBCM.

Cash Expenditures: Direct costs properly and reasonably incurred and paid for with money by the approved applicant or approved project partner for the development or implementation of the approved project. For example, catering and consultant fees can be cash expenditures.

Community Contribution: Some LGPS programs require cost-sharing. The community contribution is the portion of the approved project cost that is required to be provided by the approved applicant or an approved partner. This can be in cash or in-kind, but must be an eligible expenditure.

In-Kind Expenditures: The use of resources of the approved applicant or approved project partner for the development or implementation of the approved project. For example, the use of meeting rooms owned by the applicant or approved partner can be an in-kind expenditure.

2. Eligible & Ineligible Expenditures

Eligible expenditures, including community contributions, are direct costs that are properly and reasonably incurred by the approved applicant or approved partner as part of the approved project.

To be eligible for grant funding, these costs must be outlined in the detailed budget submitted by the approved applicant as part of the application process and be approved by UBCM.

3. Grant Management & Applicant Responsibilities

Notice of Decision

All applicants will be informed of the status of their application by letter, generally within 90 days of the application deadline. Approved applicants will be informed of specific conditions of the grant approval and are required to sign and return a copy of the Approval Agreement.

Applicant Responsibilities

Approved applicants are responsible for:

- Ensuring that approved activities are undertaken as outlined in the approved application and within the required timeline

- Providing proper fiscal management of the grant and approved project (see below)
- Submitting final reports as required by the Program & Application Guide (see below)

Accounting Records

Acceptable accounting records must be kept that clearly disclose the nature and amounts of eligible expenditures (cash and in-kind) incurred as part of the approved project. Financial summaries are required to be submitted as part of the final report and must be signed by a representative of the approved applicant.

In all cases, the final project expenditure must be net of any rebates (such as GST/PST) that the approved applicant or approved partner is eligible to receive.

Changes to or Cancellation of Approved Project

Any significant variation from the approved project as described in the approved application must be approved, including any major changes to:

- Start or end dates
- Cash and in-kind expenditures or matching funds (when required)
- Project purpose, goals, outcomes or milestones
- Project partners

If an approved project is cancelled, the approved applicant is responsible for ensuring any grant monies that have been advanced are returned to UBCM within 30 days, or as outlined in the Program & Application Guide.

4. Reporting Requirements

Submission of Reports

Approved applicants are required to submit final reports as outlined in the Program & Application Guide. Please note the following when submitting a report:

- When completing a UBCM report form please ensure that each question is answered and that all attachments are complete. Follow any sample templates that UBCM provides.
- Submit all documents as Word or PDF files. Note: files over 20mb cannot be accepted.
- Submit all digital photos or images as JPEG files. Note: files over 20mb cannot be accepted.

Extensions and Outstanding Reports

In order for an approved project to continue past the approved end date – or for a final report to be submitted after the established deadline – approved applicants must contact UBCM to request *and be granted* approval for an extension.

Approved applicants that do not request extensions and have outstanding reports may forfeit the final payment of their grant and may not be eligible to apply to future LGPS programs until reports are received.

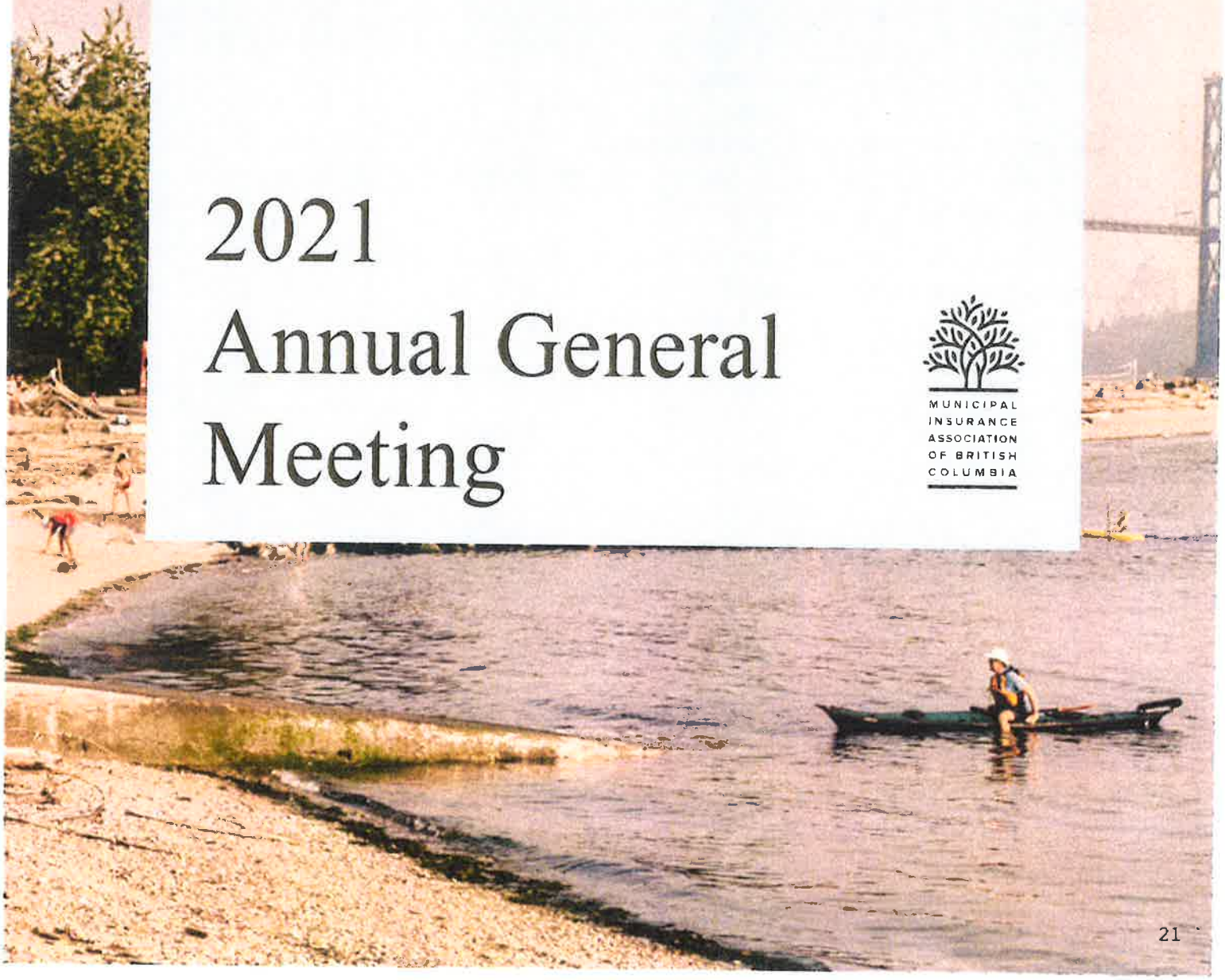
5. Recognition of Funding and Funders

Approved applicants should contact UBCM for more information on recognizing funding and for information on the appropriate use of logos. Please contact LGPS at (250) 356-2947.

MIABC

2021 Annual General Meeting

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA



3:30 pm - 4:30 pm September 13th, 2021
Virtual

CALL TO ORDER Chair Charles Hamilton (Chief Administrative Officer, Columbia Shuswap Regional District)	
INTRODUCTIONS Chair Charles Hamilton	
ADDRESS BY THE MINISTER OF MUNICIPAL AFFAIRS Honourable Josie Osborne	03
NOMINATING COMMITTEE REPORT Director Roy Scott (Chief Administrative Officer, District of 100 Mile House)	04
ADOPTION OF THE 2020 AGM MINUTES Chair Charles Hamilton	
CHAIR'S REPORT Chair Charles Hamilton	05
CLAIMS COMMITTEE REPORT Director Clay Nelson (Manager of Purchasing & Risk Management, District of West Vancouver)	06
MEMBER SERVICES COMMITTEE REPORT Director Gord Klassen (Councillor, City of Fort St. John)	07
AUDITED FINANCIAL STATEMENTS FOR 2020 Director Karen Grommada (Director of Finance/Deputy CAO, City of Port Coquitlam)	08
APPOINTMENT OF THE AUDITORS Director Karen Grommada	08
FINANCIAL REPORT TO JUNE 2021	09
SPECIAL RESOLUTION 2021-1 Chair Charles Hamilton	10
SPECIAL RESOLUTION 2021-2 Chair Charles Hamilton	11
SPECIAL RESOLUTION 2021-3 Chair Charles Hamilton	12
SPECIAL RESOLUTION 2021-4 Chair Charles Hamilton	15
DIRECTOR AT LARGE NOMINEES	16-18
LOCATION OF THE 2022 AGM Chair Charles Hamilton	
AGM RULES AND PROCEDURE BYLAW	19-22



ADDRESS BY THE MINISTER OF MUNICIPAL AFFAIRS

Honourable Josie Osborne

Josie Osborne was elected as MLA for Mid Island-Pacific Rim in 2020.

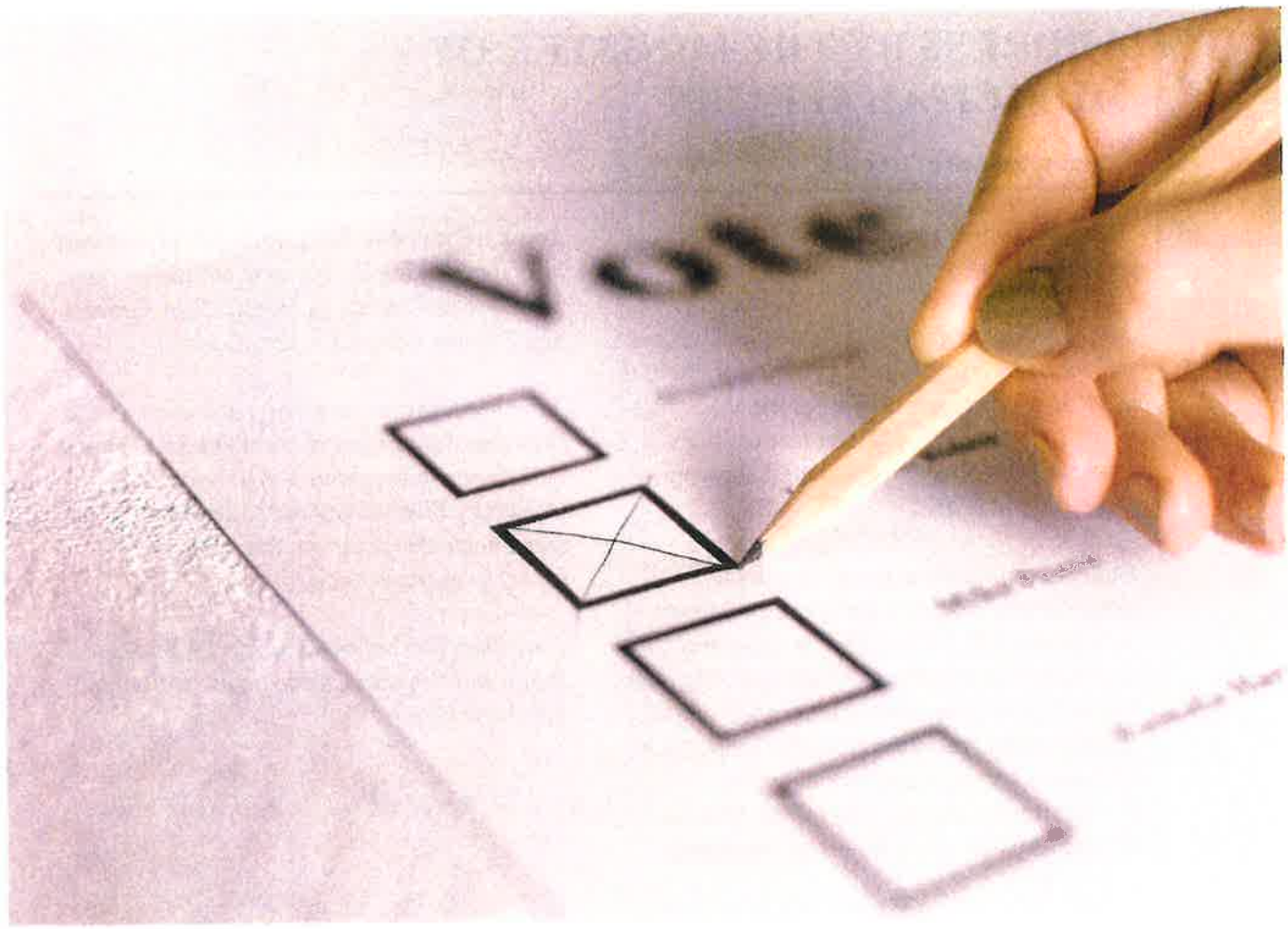
She grew up on Vancouver Island and has lived in Tofino for over 20 years, first moving there to work as a fisheries biologist for the Nuu-chah-nulth Tribal Council and later as executive director of an environmental education non-profit organization.

She has significant experience in local government, including serving as Mayor of Tofino from 2013-2020 and as Chair and Vice-Chair for the Alberni Clayoquot Regional District. During her time in local government, Josie chaired the Tofino Housing Corporation and was a strong proponent for active transportation and regional transit. She has served as Chair of the Board for the Island Coastal Economic Trust, and in 2017, she was appointed by the BC Minister of Environment and Climate Change to the BC Clean Growth and Climate Action Advisory Council.

Josie studied marine biology at the University of British Columbia and completed a Master's in resource management at Simon Fraser University. She has worked to advance sustainable development throughout her career in public service.

Josie lives with her husband on 10 acres in Tofino with their dog, three goats, and a coop full of chickens.

Delegates who attend the AGM will have their names entered into a draw to win one of three Amazon gift cards valued up to $750.





NOMINATING COMMITTEE REPORT

Director Roy Scott (Chief Administrative Officer, District of 100 Mile House)
Nominating Committee Chair

This year, the five Director at Large positions are up for election for a three-year term. As a result, the Board struck a Nominating Committee and appointed Director Roy Scott as Chair. Candidate profiles and the Nomination and Election Procedure Bylaw can be found at the back of this booklet. We encourage you to familiarize yourself with each of the nominees and cast your vote at the election, which will be held virtually via "Simply Voting" at the AGM.



CHAIR'S REPORT

Chair Charles Hamilton (Chief Administrative Officer, Columbia Shuswap Regional District) Board Chair

I have had the honour of serving as Chair of the Municipal Insurance Association of British Columbia for the past four years and as a director for 27 years. As many of you know, I am not seeking a further term on the Board – which was a difficult decision for me – because I believe my departure will allow for a smooth and thoughtful transition of leadership and open the door for a new generation of talent, bringing new perspectives and fresh outlooks. I do this knowing that having not merely survived but thrived despite the obstacles posed by a global pandemic, this organization is in a strong, enviable position.

If asked at the beginning of 2020 for the biggest risk facing local governments last year, I might have guessed wildfires, a bad flooding season, or perhaps an earthquake. I certainly would not have predicted a pandemic with the broad-scale, worldwide impact that COVID-19 has had and continues to have. The MIABC's 2020 annual report centred around the concept of resilience. I believe it is a fitting theme, given the skill with which the MIABC and its members responded and adapted to the pandemic and the unrelenting challenges that accompanied it.

This resilience emerged in different ways. The Member Services Department showed remarkable agility in shifting the ways in which they served the MIABC's members. Gone were the big conference and in-person visits. In their place came a new blog, more webinars, and more flexible online inspection services. The Property and Ancillary Program chased opportunity and grew significantly over the year, picking up a number of new members. The MIABC developed strategic partnerships with organizations like the BC Municipal Safety Association and served organizations beyond our members. Financially, we ended the year in a better place than where we began. Our capital now sits at an all-time high of $91 million.

This begs the question – how did we thrive in the face of sudden and unexpected disruption? Why did our organization fare well, where others did not? For clues, I returned to my Chairperson's letters. The one that I prepared in early 2019 stuck out. At the time, I was contemplating a changing world of climate change and cyber-attacks. I wondered how the MIABC could help members adapt to this unpredictable environment. I had three answers, all of which help to explain how we weathered the storm of 2020 so well.

First, our staff were committed to identifying and addressing new risks and opportunities through our Enterprise Risk Management (ERM) program. Strategic planning helped us build in the flexibility we needed to adapt to the changing environment. Second, our team had a strongly held mission of serving our members. In 2020, this shared goal kept us on track despite the difficulties we encountered. And third, the MIABC had a strong financial foundation from which to face new risks and opportunities. This year, our strong capital position permitted us to maintain stable rates through a hardening market.

Although none of the aforementioned attributes were developed with a pandemic in mind, they put the MIABC in an excellent position to address challenges as they arose. That is what resilience is – not planning for specific disasters but building an organization that can bend and adapt in the most unpredictable circumstances.

I do not mean to suggest that everything went smoothly. Like everyone else, we had no blueprint or flowchart to guide our pandemic response. There was much trial and error. As a board, we greatly missed the human interaction of our in-person meetings. I know that same loss was felt at every council and regional board across the province. Finally, we have been deeply saddened by all of the lives lost to COVID-19, both in British Columbia and abroad.

Today, I cannot predict the next trials that await us. While vaccines offer great hope, the pandemic is far from over. The mental health and wellbeing of British Columbians has been severely affected by the pandemic, and it will not improve overnight. Issues like homelessness, the opioid crisis, and climate change still face us.

As we rise to meet our next set of challenges, I must give credit to the MIABC's dedicated staff and the leadership shown by Tom Barnes and his management team. I also want to credit our members, all of whom went on serving their communities this year in the midst of severe disruption. What got us through the last set of challenges will help us through the next. Despite retiring from the Board, I will remain part of the MIABC community and will be sure to re-read this report next year to see how far the organization has come.



CLAIMS COMMITTEE REPORT

Director Clay Nelson (Manager of Purchasing & Risk Management, District of West Vancouver)
Claims Committee Chair

The Claims Department experienced another steady year, receiving over 1,000 new claims and closing approximately the same number. The pandemic had a slight impact on new claims – they were down approximately 6% from 2019. Eighty-five percent of the closed claims had no indemnity payment.

Six large loss files were closed in 2020, and we ended the year with 38 open large loss files, four of which were settled and are in the process of closing.

In 2020 the Property Insurance Program continued to grow. The Claims department managed 29 new claims, the same as in 2019.

The Claims Service Evaluation Survey resulted in 99% of respondents rating the MIABC file handling at a 4 or 5 out of 5. We continue to strive to provide the highest level of claims service to our members.

The pandemic required the Claims Department to develop and adopt new processes to manage members' claims. This also applied to our Legal Department, who had to navigate the litigation process and adjust to the new court procedures. We all developed new skill sets and learned to do our respective jobs virtually, while our staff continued to be committed to providing excellent service to our members and to being available for them throughout.





MEMBER SERVICES COMMITTEE REPORT

Director Gord Klassen (Councillor, City of Fort St. John)
Member Services Committee Chair

The Member Services Team faced a considerable challenge in 2020. While our staff are long accustomed to advising local governments on well-known risks that fall squarely within their knowledge and experience, in March 2020 the team found themselves on the frontlines of advising members on how to tackle issues that no one had ever encountered. Beginning in early March, questions began pouring in from the membership. Should we send staff home? Can spring break camps still go on? Must we shut down our playgrounds? The Member Services Team would research and answer a question, only to have the public health guidance change shortly after. Within 48 to 72 hours, the advice was stale-dated and there was a whole new set of questions.

The team had to quickly develop ways of being more efficient and consistent in order to provide the timely advice to members, who so desperately needed help. We developed one new service and pivoted two others to find three new ways of responding to our members' changing needs.

First, in order to address our need to provide timely responses and ensure the consistency of our advice, we launched the Ask Us Anything Blog. The blog was a simple solution to deliver information to our members. When a question came in that we believed was relevant to others, we turned the answer into a blog post. We drew on the collective experience and expertise at the MIABC and recruited staff from the Legal, Claims, and Insurance Departments to help. Later in the year, we re-imagined the blog as a more general Local Government Risk Management and Insurance Blog. The Member Services Team now updates the blog regularly to address a broad array of current issues, including those related to COVID-19.

Second, webinars presented another fantastic opportunity to connect with our members, deliver timely risk management advice, and provide an opportunity for members to ask questions. While we began the year planning to follow the previous webinar schedule of one per month, by late March both the need for timely information and the pool of relevant topics had grown exponentially. Recognizing there were others whose expertise could help, our staff began recruiting experts to participate in our panel-style Ask Us Anything webinars, including subject matter experts from organizations such as the Province of British Columbia, the BC Recreation and Parks Association, the BC Municipal Safety Association, the Vancouver Coastal Health Authority, and ViaSport. Our Ask Us Anything webinars, where our members could submit their questions to the panel in advance, proved to be extremely popular and resulted in their inclusion as a regular feature of our webinar program.

Finally, we took the opportunity to revamp our Loss Control Program with the help of our new Risk Control Specialist, Sandra Mayo. Though we had long planned to expand the program beyond in-person inspections, the pandemic provided the opportunity to build more flexibility into the program. Now members can choose services such as virtual visits and policy reviews in addition to traditional in-person site inspections.

Members of our team demonstrated tremendous creativity and willingness to work outside the parameters of their positions. The changes we made in the midst of a stressful time not only helped to serve the very real needs of our members, they also changed our organization for the better. Though the pandemic was a significant disrupter, it left us with a new blog, a more useful loss control program, a larger webinar audience, and greater relationships with the other organizations of BC.



AUDITED FINANCIAL STATEMENTS FOR 2020

Director Karen Grommada (Director of Finance/Deputy CAO, City of Port Coquitlam)
Finance/Audit Committee Chair

The MIABC closed 2020 with a Subscribers' equity of $91.1 million, up significantly from $84.2 million at the end of 2019.

Gross written premiums for the Liability, Property, and Ancillary Insurance Programs exceeded $20 million, up from $18.2 million in 2019. The MIABC saw an operating profit of $4.5 million.

The Property Insurance Program continued to grow, with a significant number of the MIABC's Liability Program members now enrolled in the Property Program. Civic Risk Insurance Solutions sourced a wide range of ancillary products for our members and others from the local government community. Broker commission revenue increased significantly from previous years.

The MIABC's financial strength and liquidity allowed for gains from opportunities in this year's turbulent financial market, which resulted in healthy investment returns and strong realized gains.

Administrative costs were down as restrictions on travel and gatherings led to the cancellation of the Risk Management Conference and other in-person meetings and visits. Our member engagement team swiftly transitioned its timely risk management advice to online platforms, such as webinars and blogs, to support our local government community through challenges presented by the pandemic.

The MIABC's capital must meet a certain target range before the Board will consider declaring dividends. No dividends were declared in 2020 as our capital level, while strong, dropped below target due to world events. The Board determined that the prudent course would be to let our capital accrue to meet the elevated risks presented by the pandemic. We believe we are on track to exceed our capital target. Should that be the case, the Board will consider declaring dividends, perhaps as early as 2022. The MIABC did return $460,000 to members in the form of risk management grants.

Overall, despite the extraordinary changes in the world around us, 2020 presented a financially solid year for the MIABC. We are well-positioned to build on that in 2021. Nevertheless, the Board remains cognizant of the riskier environment in which we now operate. The uncertainty surrounding the timing, frequency, and severity of claims is growing. We will continue to find ways to grow capital so we can provide stability to BC's local governments in the years and decades to come.

APPOINTMENT OF THE AUDITORS

Director Karen Grommada (Director of Finance/Deputy CAO, City of Port Coquitlam)
Finance/Audit Committee Chair

Director Grommada will introduce the motion:

THAT the Board of the Municipal Insurance Association of British Columbia be authorized to appoint auditors for the 2021 financial year.

STATEMENT OF FINANCIAL POSITION
JUNE 2021

ASSETS		
Cash	$	9,001,900
Accounts receivable		9,102,039
Investments		125,799,130
Recoverable from reinsurers		11,848,796
Recoverable from subscribers		14,452,070
Prepaid expenses		595,239
Property and equipment		7,418,752
Investment property		15,147,834
	$	**193,365,760**
LIABILITIES		
Accounts payable	$	2,806,368
Premium tax payable		267,992
Provision for unpaid claims		81,019,772
Assessments in advance		12,703,981
		96,798,112
SUBSCRIBERS' EQUITY		
Reserves contributed		7,866,515
Unrealized investment gains		14,684,974
Retained earnings		72,276,840
Current net income		1,739,319
		96,567,648
	$	**193,365,760**

STATEMENT OF INCOME
SIX MONTHS ENDED JUNE 2021 (2021 H1)

REVENUE		
Gross earned premiums	$	10,956,255
Reinsurance ceded		(4,618,068)
Net earned premiums		6,338,187
Commissions		1,024,500
Investments		1,873,666
Commercial leases		240,307
Total Revenue		**9,476,660**
EXPENSES		
Net claims paid		3,818,817
Change in net claims provision		945,138
Net claims incurred		4,763,955
Premium tax		507,468
Risk management grants		240,085
Member services		64,265
General office		2,583,746
Legal cost recovery		(422,178)
Total Expenses		**7,737,341**
Net Income	**$**	**1,739,319**

STATEMENT OF FINANCIAL POSITION HIGHLIGHTS

Investment performance, maturing insurance programs contribute to strong balance sheet.

Subscribers' equity in excess of $96 million to help members manage losses due to extreme weather and social inflation, while supportng rate stability in a hard market.

Investment value rebounded strongly from temporary drop in 2020.

Claims liabilities supported by adequate claims provision, strong capital, and liquidity.

STATEMENT OF INCOME HIGHLIGHTS

9.9% growth in net earned premiums compared to 2020 H1.

Growth in diversified income streams enhance stability and capital.

Insurance Products

Liability program experienced some growth in 2021.

Property insured values have grown substantially over 2020 H1.

Substantial growth in commission income compared to 2020 H1.

Investments

Portfolio growth enhanced by repositioning opportunites in 2021 H1.

Property values increasing and lease income stable in 2021 H1.

SPECIAL RESOLUTION 2021-1

(PROPOSED AMENDMENTS TO THE LIABILITY PROTECTION AGREEMENT TO ENSURE COVERAGE FOR DAMAGE CAUSED BY THE OFF-HIGHWAY OPERATION OF A NON-STANDARD MOTOR VEHICLE)

ICBC recently introduced its new Enhanced Care insurance model. Effective May 1, 2021, ICBC's Basic Third Party Liability coverage no longer applies to the off-highway operation of non-standard motor vehicles, such as ATV's, golf carts, utility, and industrial vehicles. ICBC is offering optional liability coverage for an additional premium to address this change to their basic coverage. We propose to amend the Automobile Exclusion in the Liability Protection Agreement to provide an exception to cover damages arising from the off-highway operation of non-standard vehicles. We expect to face little to no increased exposure for expanding this coverage.

The LPA automobile exclusion and definition currently reads:

SECTION II: COMMON EXCLUSIONS-COVERAGES A, B, AND C

Coverage under Coverage A, B, and C does not apply to the following:

6. Automobile Exclusion

Sums which an **Insured Party** becomes legally obligated to pay as damages arising from the use or operation of any **Automobile** owned, or leased for greater than 30 days, or licensed in the name of the Insured Party except that this **Agreement** shall cover liability arising out of machinery or apparatus, including its equipment, mounted on or attached to an **Automobile** while such machinery or apparatus is in actual use or operation.

Automobile means licensed self-propelled motor vehicles and trailers attached thereto.

Proposed Amendment

To insert the highlighted text into the current definition of **Automobile**:

Automobile means licensed self-propelled motor vehicles and trailers attached thereto except for a "non-standard motor vehicle" operated off a "highway" as those terms are defined in the Insurance (*Vehicle Act*) [RSBC 1996] c. 231, *Motor Vehicle Act* [RSBC 1996] c. 318, and *Transportation Act* [SBC 2004] c. 44.

RESOLUTION 2021-1

THAT the Subscribers approve the proposed amendment to the definition of Automobile in the Liability Protection Agreement.

SPECIAL RESOLUTION 2021-2

(PROPOSED AMENDMENTS TO THE LIABILITY PROTECTION AGREEMENT TO ENSURE COVERAGE FOR LICENSED EMERGENCY MEDICAL ASSISTANTS, FIRST RESPONDERS, AND PARAMEDICS)

Many of our members' firefighters and volunteer firefighters are trained and licensed to provide enhanced medical care at the paramedic service levels. Local authorities are becoming increasingly concerned about ambulance response times and staffing, which has been exacerbated by the ongoing COVID-19 pandemic and opioid crisis. This issue is particularly acute in rural communities, where ambulance response times are quite a bit longer than in more central or urban areas.

The proposed amendment is intended to make clear that these activities fall outside the medical services exclusion in the Liability Protection Agreement. The intent of the medical services exclusion is to exclude services that should otherwise be covered by specialized professional liability insurance. To ensure that the services that fall under the paramedic service level licenses are not captured by the medical services exclusion, we propose to amend the definition of Medical Doctor to expressly state that licensed emergency medical assistants, first responders, and paramedics are excepted from the exclusion. It is unlikely this proposed change will expose the MIABC membership to any increased risk, given the strict licensing requirements inherent with the provision of these services.

The LPA medical services exclusion and definition currently reads:

SECTION II: COMMON EXCLUSIONS-COVERAGES A, B, AND C

Coverage under Coverage A, B, and C does not apply to the following:

7. Medical Services Exclusion

Liability arising out of a **Medical Doctor**'s provision of medical advice or services including but not limited to the:

(a) Rendering of or failure to render:

(i) Medical, surgical, dental, x-ray, or nursing service or treatment, or the furnishing of food or beverages in connection therewith; or

(ii) Any service or treatment conducive to health or of a professional nature; or

(iii) Any cosmetic service or treatment;

(b) Furnishing or dispensing of drugs or medical, dental, surgical supplies, or appliances; or

(c) Handling of deceased human bodies or performing of autopsies thereon.

Medical Doctor means a health professional authorized to practice medicine pursuant to legislation or regulation but shall not include a physiotherapist or medical health officer.

Proposed Amendment

To insert the highlighted text into the current definition of **Medical Doctor**:

Medical Doctor means a health professional authorized to practice medicine pursuant to legislation or regulation but shall not include a licensed emergency medical assistant, first responder, paramedic, physiotherapist or medical health officer.

RESOLUTION 2021-2

THAT the Subscribers approve the proposed amendment to the definition of Medical Doctor in the Liability Protection Agreement.

SPECIAL RESOLUTION 2021-3

(PROPOSED AMENDMENTS TO THE LIABILITY PROTECTION AGREEMENT TO ENSURE COVERAGE FOR COMMUNICABLE DISEASE CLAIMS)

While many local governments are concerned that they will be the subject of claims for the transmission of COVID-19 arising from use of their facilities or attendance at their programs, in reality, local governments do not face a significant liability risk. The Province of BC has provided immunity to local governments, including independent entities that deliver their services, from transmission claims until the end of 2021 when transmission risk is at its greatest. In addition, claimants will face a significant challenge proving both that the claimant contracted COVID-19 from the facility or program and that the local government fell below the standard of care. If a BC local government is following its COVID-19 safety plan, or communicable disease plan, and that plan meets conditions set out by WorkSafe BC, the local government will likely have met the standard of care.

In anticipation that reinsurers would likely insist on excluding coverage for contagion claims despite this low risk, at last year's AGM, the MIABC membership elected to implement coverage with a sublimit of $250,000 for claims arising from the transmission of a communicable disease that is the subject of an epidemic or pandemic (not limited to SARS-CoV-2). Following the AGM, we learned that the exclusion favoured by the reinsurers was much broader than we originally anticipated, excluding claims arising from the transmission of any communicable disease, whether or not that disease has been declared the subject of a pandemic or epidemic.

The Liability Protection Agreement has always covered liability arising from the transmission of communicable diseases. Bringing this coverage back into the policy will not expose the MIABC's membership to any increased risk. The following amendments are intended to reinstate coverage for claims arising from all communicable diseases, subject to a sublimit of $250,000.

Proposed Amendment

SECTION II: COMMON EXCLUSIONS-COVERAGES A, B, AND C

1. To remove the following exclusion and definition:

   18. Communicable Disease Exclusion

   Notwithstanding any provision to the contrary within the Agreement, the Agreement excludes all actual or alleged loss, liability, damage, compensation, injury, sickness, disease, death, medical payment, defence cost, cost, expense or any other amount incurred by or accruing to the insured, directly or indirectly and regardless of any other cause contributing concurrently or in any sequence, originating from, caused by, arising out of, contributed to by, resulting from, or otherwise in connection with a Communicable Disease or the fear or threat (whether actual or perceived) of a Communicable Disease.

   As used herein, a Communicable Disease means any disease which can be transmitted by means of any substance or agent from any organism to another organism where:

   - the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any variation thereof, whether deemed living or not, and

- the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between organisms, and
- the disease, substance or agent can cause or threaten bodily injury, illness, emotional distress or damage to human health, human welfare or property damage.

EXTENSION OF COVERAGE ENDORSEMENTS

2. To add the following endorsement:

Communicable Disease Sub-Limit Endorsement

By way of endorsement to the **Agreement**, the parties hereby agree to the amendment of the **Agreement** as follows, subject otherwise to all terms, conditions, definitions, limits of liability and exclusions of the **Agreement**, which continue to be in full force and effect.

If an **Insured Party** seeks defence or indemnity under this **Agreement** and the loss, for which defence and indemnity is sought, arises directly, or indirectly, from or contributes concurrently or in any sequence to or from an individual being, alleged, or suspected with being infected with a:

1. **Scheduled Communicable Disease**: or an
2. **Epidemic** or **Pandemic**;

then there is a sub-limit of $250.000.00 on the part of the **Association**, for the investigation, defence or indemnity of such losses. The **Association**'s limit under this endorsement shall not exceed the sub-limit stated herein and such sub-limit forms part of and erodes the limit of liability under the **Agreement**.

This coverage is only available if the **Insured Party** was acting, or reasonably believed they were acting, in accordance with all applicable emergency and public health guidance.

For the purpose of the Contagion Liability Endorsement, the following definitions are adopted:

COMMUNICABLE DISEASE

Communicable Disease means an illness or disease caused by the infection, presence and growth of pathogenic biologic agents in an individual human or other animal host, including but not limited to any bacteria, virus, mold, mildew, fungi, parasite or other vector and which biologic agents or its toxins are directly or indirectly transmitted to infected individuals by physical contact with an infectious person, consuming contaminated foods or beverages, contact with contaminated body fluids, contact with contaminated inanimate objects, inhalation, being bitten by an infected animal, insect or tick, or other means. **Communicable Disease** includes **Scheduled Communicable Disease**.

EPIDEMIC

Epidemic means a widespread occurrence of a **Communicable Disease** which affects a large number of individuals constituting an increase in the number of cases of such **Communicable Disease** above what is normally expected within a population, community, or region over a particular period of time.

PANDEMIC

Pandemic means an **Epidemic**, which the government of British Columbia has declared to be, or assessed or characterized as, a pandemic in any public statement.

SCHEDULED COMMUNICABLE DISEASE

Scheduled Communicable Disease means coronavirus disease 2019 (COVID-19) or any other disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV2) (previously known as 2019-nCoV), or any disease caused by any mutation or variation of SARS-CoV2.

RESOLUTION 2021-3

THAT the Subscribers approve the removal of the Communicable Disease Exclusion and related definition and include the proposed Communicable Disease Sub-Limit Endorsement in the Liability Protection Agreement.

SPECIAL RESOLUTION 2021-4

(PROPOSED AMENDMENTS TO THE PROPERTY INSURANCE AGREEMENT TO ENSURE COVERAGE FOR DAMAGE TO LICENSED MOBILE EQUIPMENT)

Our Property Insurance Agreement provides coverage for unlicensed mobile equipment, with limited coverage for licensed equipment while on premises. ICBC has recently moved to the Enhanced Care insurance model and introduced changes to non-compulsory coverage. We propose expanding our mobile equipment coverage by amending the automobile exclusion to remove reference to unlicensed mobile equipment and by adding an exception to the exclusion for Contractor's Equipment that is shown on the member's declarations page and for which a schedule of covered items is on file with the insurer.

We do not believe this change will expose the membership to a significantly elevated risk of losses. The number of ancillary mobile equipment losses since our program's inception are relatively low. In addition, we have underwriting and pricing guidelines in place for mobile equipment covered under our PIA and we will apply those same guidelines to our enhanced wording.

The PIA automobile exclusion and mobile equipment definition currently reads:

2. PROPERTY EXCLUDED

   This policy does not insure:

   (f) aircraft or spacecraft, watercraft over twenty-five (25) feet in length, hovercraft, amphibious or air cushion vehicles, automobiles and other motor vehicles licensed under a Highway Traffic Act for continuous use on public highways except those vehicles for which the Insured is responsible or assumes responsibility while on the Insured's premises, or is considered unlicensed **mobile equipment**;

   Mobile Equipment means:

   Portable equipment or land vehicles of a mobile nature that are generally not licensed for highway use.

Proposed Amendment

1. To delete "or is considered unlicensed mobile equipment" and insert the highlighted text below into the current automobile exclusion.

   (f) aircraft or spacecraft, watercraft over twenty-five (25) feet in length, hovercraft, amphibious or air cushion vehicles, automobiles and other motor vehicles licensed under a Highway Traffic Act for continuous use on public highways except those vehicles for which the Insured is responsible or assumes responsibility while on the Insured's premises. However, an automobile does not include "Contractor's Equipment" as show on the Declarations and for which a schedule of covered items is on file with the insurer.

2. To delete the definition of **mobile equipment** from the Property Insurance Agreement.

RESOLUTION 2021-4

THAT the Subscribers approve the proposed amendments to the Automobile exclusion and removal of the related definition in the Property Insurance Agreement.



Lance Bredeson

STAFF SOLICITOR
CITY OF RICHMOND

I am a Staff Solicitor with the City of Richmond and have served on the MIABC Board since 2020. I have enjoyed my experience serving as Director and believe I can continue to make positive contributions to the MIABC.

My education background includes a Bachelor of Arts Degree with Honours distinction from Simon Fraser University, an LL.B. from the Faculty of Law at the University of Ottawa, and an LL.M. from the Faculty of Law at the University of Toronto. I work closely with Richmond's Risk Management, Project Development, and Community Projects teams. I am also solicitor for the Richmond Olympic Oval. Together with my legal experience, I also bring corporate governance expertise to the MIABC's Board. I serve on the MIABC's corporate governance committee and hold a Master of Laws Degree focusing on corporate governance.

Outside of work, I have completed over 15 Ironman races, including multiple world championship races and numerous marathons, including the Boston and New York Marathons. I also serve as Chair of the Parent Advisory Council for my daughter's elementary school and on the Board of Directors of my daughter's figure skating club.

I enjoy working with all members of the MIABC team and believe I can continue to make a positive and meaningful contribution to the MIABC. I respectfully ask for your support for one of the Director at Large positions.



Lance Kayfish

RISK MANAGER
CITY OF KELOWNA

As the Risk Manager for the City of Kelowna, I am responsible for enterprise risk management, insurance, security, and business continuity. With 18 years of local government experience, I have overseen a variety of functions, including Police Services, Bylaw Services, Health & Safety, and Social Development projects.

The work of the MIABC is something I am passionate about. I set out to work in government with a focus on risk management, starting by earning a Bachelor of Commerce in Risk Management & Insurance, along with a degree in Political Science.

As a member of the command group for the Central Okanagan Regional Emergency Program, I support response and recovery to disasters such as wildfires and floods in BC's interior.

Active in the community, I am currently the Vice Chair of the MIABC, served three terms as Chair of the Okanagan College Board of Governors, and coach youth sports. Nationally, I led the Risk and Insurance Management Society in establishing an advocacy presence within Canada for which I received their top international award for government relations.

My goal as a board member is to ensure the foundation of the MIABC remains strong, while at the same time fostering innovation.



Stephanie Munro

DIRECTOR OF FINANCIAL SERVICES
DISTRICT OF NORTH SAANICH

As a lifelong resident of Vancouver Island and a Chartered Professional Accountant, it has been a pleasure to dedicate myself to local government finance within my local community over the past ten years. My current role as the Director of Financial Services for the District of North Saanich has provided me with the experience in local government leadership, accounting, finance, and procurement necessary to be a valuable member of the MIABC Board of Directors.

My time serving as a member of the MIABC Finance Member Advisory Group over the past three years has provided me with valuable insights into the organization and its member services, as well as a fulsome understanding of the organization's reciprocal insurance pool model. It has also resulted in a profound appreciation for the considerable care taken by the Board in making complex leadership decisions and is one of the key reasons I am interested in serving on the Board.

I bring a deep understanding of the challenges and unique insurance needs of small communities. I would be honoured to serve on the Board of Directors and would be a dedicated and determined advocate for Island members and the MIABC membership as a whole.



Clay Nelson

MANAGER OF PURCHASING & RISK MANAGEMENT
DISTRICT OF WEST VANCOUVER

There are many reasons why the MIABC has been successful in its mission to serve our collective insurance needs. Behind every step are dedicated people who believe that the work being done is important. Our core business may be insurance, but it takes so much more to provide the level of support the MIABC provides to BC communities. As a member municipality, I see the value of the services I receive. As a board member, I see what it takes to deliver those services.

I've been a board member since 2015 and became the Chair of the Claims Committee in 2019. I have over 20 years' experience with the District of West Vancouver and actively collaborate with other BC municipalities on procurement and other common challenges. Prior to joining West Vancouver, I enjoyed a successful career in commercial construction estimating and project management. I am a long time member of the Canadian Institute of Quantity Surveyors and hold a professional designation as a Professional Quantity Surveyor.

With your support, I am committed to continue my service to the MIABC on behalf of all member municipalities and the District of West Vancouver.



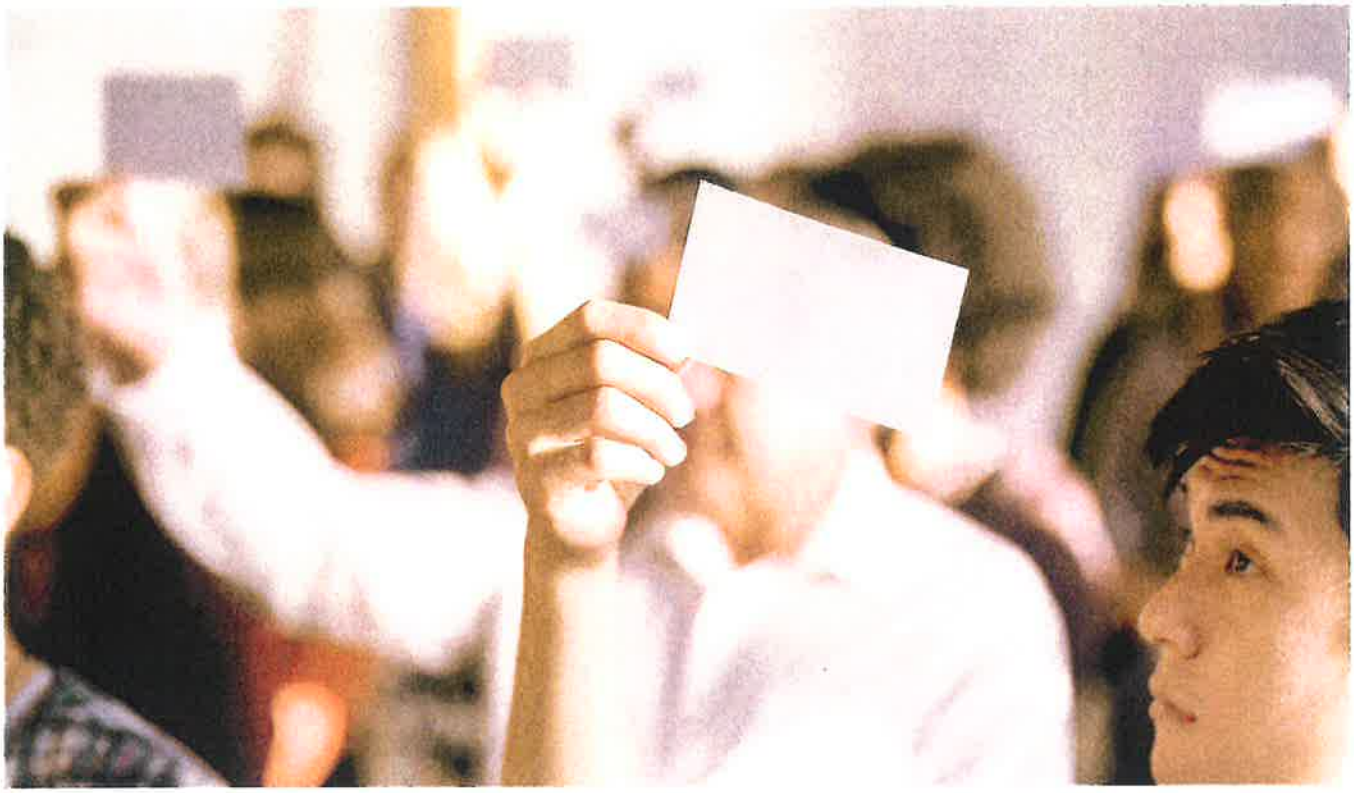
Sheryl Worthing

CHIEF ADMINISTRATIVE OFFICER
VILLAGE OF BURNS LAKE

My name is Sheryl Worthing, and I am the Chief Administrative Officer for the Village of Burns Lake. I have been with the Village for almost 27 years, starting my career as the Director of Finance and then moving into the Chief Administrative Officer role. I feel fortunate to have been able to serve my community in this capacity for so many years.

I have been on the MIABC Board for the past 12 years. I have enjoyed my time on the Board and wish to continue serving as your Director. I currently serve as the Vice Chair of the Member Services Committee and serve as a member of the Governance Committee. Being a Director comes with a high level of responsibility, and I would like you to know that I do not take that responsibility lightly. I am confident in my ability to understand the very complex world of municipal insurance, and I strive to be an active. contributing member of the organization. I am committed to local government and will continue to represent your interests in municipal insurance.

Thank you for taking the time to vote!



ANNUAL GENERAL MEETING RULES AND PROCEDURE BYLAW

GENERAL RULES

1. Sessions will begin and end promptly at the scheduled hours.

2. Delegates will use the floor microphones when speaking.

3. The Subscriber's representative, appointed by resolution of its council, trustees, directors, or other elected officials and delivered to the Board, shall be entitled to vote for the interests of the Subscriber.

   All elected and appointed officials of subscribing members may attend the Annual General Meeting as guest delegates and shall not be entitled to the privilege of the floor unless authorized by the Meeting. Guest speakers may be permitted at the discretion of the Executive Board.

4. The quorum for a meeting of the Subscribers shall be 50% of the Subscribers. If 50% of the Subscribers are not present in person through their duly authorized representatives at the meeting of the Subscribers, accommodation will be made for electronic casting of ballots to be cast before the next meeting of the Subscribers.

VOTING RULES

5. Only one appointed representative of a subscribing member shall be entitled to vote.

6. Voting on resolutions shall normally be by a show of hands (holding the voting card), and the Chairperson's decision as to whether a motion is won or lost is final

unless, immediately upon the decision of the Chairperson being declared, ten or more voting representatives then present by standing, demand a standing vote, whereupon the Chairperson shall again put the same question to the Annual General Meeting to be decided by a count of those standing in favour of and against the motion. In the event that the result of the standing vote is questioned by 50 or more voting representatives then present, or at any time at the discretion of the Chairperson, the Chairperson shall order that the matter before the Annual General Meeting be determined by ballot, and the result of such ballot shall be final.

7. Where voting is by ballot, scrutineers shall be appointed by the Chairperson to distribute the ballot, collect the same, and to count and report the vote.

8. In all cases, where the votes of representatives then present, including the vote of the Chairperson, are equal for and against a question, the question shall be negated, and it shall be the duty of the Chairperson to so declare.

9. No vote by proxy shall be recognized or allowed.

10. When voting by show of hands, all representatives shall hold their voting card. In the case of a ballot, the voting card must be presented and initialled by the scrutineers before a ballot is issued.

RULES OF PROCEDURE

11. The fundamental principles of British parliamentary rules of procedure shall govern the proceedings of the Municipal Insurance Association of BC, so far as they may be applicable without coming in conflict with the Reciprocal Agreement and Bylaws.

12. The Presiding Officer shall enforce order and strict observance of the Reciprocal Agreement and Bylaws. Subject to an appeal to the meeting sustained by a majority vote of representatives present, the Presiding Officer shall have the right to decide all questions of order, and their ruling in this regard shall be final.

13. A representative wishing to move, second, or speak to a motion shall rise and address the Chairperson and shall wait until they are recognized before speaking. The representative must announce their name, municipal or regional office, and municipality or regional district or other qualifications each time they rise to speak.

14. Representatives must confine their remarks to a maximum speaking period of two minutes. The introducer of a motion is permitted three minutes.

15. No representative may speak more than once on any one question unless, and until, all other representatives desiring to speak have been heard.

16. Any amendment and any motion to withdraw any resolution from consideration of the meeting or to refer the same to the Executive Board or to any other committee and any motion affecting the resolution, must be moved and seconded from the meeting floor.

17. Should discussion continue on any resolution for an undue length of time without reasonable agreement being reached, the resolution may be cleared from the floor by a favourable vote to refer the resolution to the Executive Board for further consideration and report.

NOMINATION AND ELECTION PROCEDURE BYLAW

BOARD OF DIRECTORS

The Board of Directors of the Municipal Insurance Association of British Columbia (MIABC) shall be composed of:

- Five Regional Area Association representatives;
- Four Deductible Group representatives (one from each of Deductible Group A, B, C, and D);
- One Regional District representative; and
- Five Directors at Large.

NOMINATION PROCEDURES

1. At the last Board meeting in each calendar year, the Board shall appoint a Nominating Committee of three persons.

2. It shall be the duty of the Nominating Committee to:

   a) Issue a call for nominations for each position to be received no later than March 31st of the following year for consideration for election at the Annual General Meeting;

   b) Ensure nomination materials include the following four items: (i) a completed "Personal Information Return" in the form provided by the BC Financial Services Authority; (ii) a bankruptcy and insolvency report; (iii) a criminal record check report; and (iv) a current resume;

   c) Review the credentials of nominees to ensure each is qualified to hold office pursuant to Article 3 of the Reciprocal Insurance Exchange Agreement and advise those who are not eligible to hold office;

   d) Notify members of upcoming positions for election and encourage nominees to provide expressions of interest and background information to be available to members before the Annual General Meeting; and

   e) Provide nominees the opportunity to make a two-minute speech of their interest in serving on the Board at the Annual General Meeting.

3. The Chair of the Nominating Committee shall present the nominations for the positions of:

   - Regional Area Association representatives;
   - Deductible Group representatives;
   - Regional District representative; and
   - Directors at Large.

4. Nominations shall not require a seconder. The nomination shall state only the candidate's name, official position, municipality or regional district, and the position for which the candidate is being nominated.

5. If, at the close of nominations, only five qualified nominees for the positions of Regional Area Association representative are validly nominated, the Chair of the Nominating Committee shall forthwith proclaim the candidate elected.

6. If, at the close of nominations, only one qualified nominee for each position of Deductible Group representative or Regional District representative stands validly nominated, the Chair of the Nominating Committee shall forthwith proclaim the candidates elected.

7. If, at the close of nominations, only five qualified nominees for the positions of Director at Large stand validly nominated, the Chair of the Nominating Committee shall forthwith proclaim the candidates elected.

ELECTION PROCEDURES

8. Each Subscriber shall appoint, by resolution of its Council or Board, a representative and two alternates to vote the interests of the Subscriber and shall deliver a certified copy of such resolution to the MIABC Board Secretary. The MIABC Board Secretary will in turn issue each representative a voting card. Each representative shall present their voting card to the scrutineers at the time of registering for the election and before receiving a ballot.

9. The election shall be held within 48 hours of the Annual General Meeting.

10. If any election is to be held, ballot papers shall be prepared and distributed. In the case of elections for the Regional Area Association representatives and Deductible Group or Regional District representatives, individual ballots shall be used. In the case of an election for the five positions of Directors at Large, one ballot shall be used. The names of the candidates shall be printed alphabetically in order of surnames on the ballots and shall show only the candidate's name, official position, municipality or regional district and, if applicable, their Deductible Group. Before any ballot is taken, any person nominated may decline or withdraw their name.

11. Scrutineers shall be appointed by the Chair of the Nominating Committee, and it shall be among the duties of such scrutineers to count the votes on the ballots and declare the results to the Chair of the Nominating Committee, who shall report the results of the election. Any ballots marked for more than the number of positions to be elected shall be dismissed as spoiled ballots.

12. Only one duly accredited representative from each member municipality and regional district who is present at the Annual General Meeting shall be entitled to vote. No vote by proxy shall be recognized or allowed.

13. Each subscribing municipality and regional district shall be entitled to one ballot for each of the positions they are eligible as electors. Membership in a Regional Area Association shall entitle a subscriber to one ballot for that Regional Area Association's representative. Membership in a Deductible Group shall entitle a Subscriber to one ballot for that group's representative. Regional districts shall be entitled to one ballot for the Regional District representative. All Subscribers shall be entitled to one ballot for each of the five Director at Large positions.

14. In the case of election for Directors at Large, the Chair of the Nominating Committee shall declare, as elected, the five candidates with the highest number of votes.

15. If, at the close of nominations, more than one candidate stands validly nominated for each of the five positions of Regional Area Association representative, Deductible Group representative, Regional District representative, or the five positions of Director at Large, the Chair of the Nominating Committee shall cause elections to be held, as may be required.

16. In the event of a tie vote, the Nominating Committee, taking into account a balance in representation in each area of the Province and between elected and non-elected officials on the Board, shall decide the election.

2020 BOARD OF DIRECTORS



Top, left to right:

Penny Cote
AVICC REPRESENTATIVE,
ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Gord Klassen
NCLGA REPRESENTATIVE, CITY OF FORT ST. JOHN

Rob Gay
AKBLG REPRESENTATIVE,
REGIONAL DISTRICT OF EAST KOOTENAY

Myers Bennett
GROUP B REPRESENTATIVE, TOWN OF OSOYOOS

Steffan Klassen
GROUP C REPRESENTATIVE, TOWN OF CRESTON

Sheryl Worthing
DIRECTOR AT LARGE, VILLAGE OF BURNS LAKE

Lance Kayfish
DIRECTOR AT LARGE, CITY OF KELOWNA

Karen Grommada
GROUP D REPRESENTATIVE, CITY OF PORT COQUITLAM

Bottom, left to right:

Jack Crompton
LMLGA REPRESENTATIVE, RESORT MUNICIPALITY OF WHISTLER

Ruth Hoyte
SILGA REPRESENTATIVE, DISTRICT OF COLDSTREAM

Sukh Gill
REGIONAL DISTRICT REPRESENTATIVE (FORMER),
THOMPSON-NICOLA REGIONAL DISTRICT

Clay Nelson
DIRECTOR AT LARGE, DISTRICT OF WEST VANCOUVER

Charles Hamilton
DIRECTOR AT LARGE,
COLUMBIA SHUSWAP REGIONAL DISTRICT

Not Pictured:

Lance Bredeson
DIRECTOR AT LARGE, CITY OF RICHMOND

Stuart Horn
REGIONAL DISTRICT REPRESENTATIVE,
REGIONAL DISTRICT OF CENTRAL KOOTENAY

Roy Scott
GROUP A REPRESENTATIVE,
DISTRICT OF 100 MILE HOUSE

ADMINISTRATION


Tom Barnes


Leigh Latchford


Heidi Scribner


Claudia Chan


Hilda Strohan

FINANCE


Maria Creighton


Pritika Pratap


Henry Zhang

MEMBER SERVICES


Megan Chorlton


Tony Lin


Sandra Mayo


Jacinta Wu

INSURANCE


Glenn McLaughlin


Nicole Purves


Marina Sen


Erica Shi

CLAIMS & LEGAL SERVICES


Sherman Chow


Michelle Bourque


David Hooper


Kevin Travis


David Tupper


Maryam Sherkat


Samantha Boyce


Steven Gares


Jordan Hauschildt


Brian Lee


Dana Romanick


Judy Yee


Annalee Diguangco

Municipal Insurance Association of British Columbia

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Toll Free: 1-855-683-6266

www.miabc.org

MAYOR'S REPORT

To: Mayor and Council
From: Mayor Mark Baker
Subject: **Formation of Select Committee to review options for Kelsey Centre**
Meeting date: August 17, 2021

BACKGROUND

With the Fall 2021 reopening of the Kelsey Centre (KC) just around the corner, it is an opportune time to discuss options to improve the financial outlook for the centre. In recent years the KC has operated at a deficit, costing the Village approximately $225k per each year to make up the shortfall between revenues and costs. This revenue shortfall increased significantly during the COVID-19 lockdown. It may be helpful to form a committee to lead a review of options to make the KC either more viable economically, or options to reduce the costs on the taxpayers of the Village of Sayward. This committee could report back to Council with a series of recommendations. The committee could also review materials and studies recently completed as well as the user survey done several years ago.

DISCUSSION

As shown in attached Appendix A, the KC has been regularly experiencing a revenue shortfall. Approximately $100k of this shortfall are attributed to wages, as the KC provides employment opportunities for community members including several part time employees and one full time manager. See Appendix A attached. The bulk of the costs are due to heating, building maintenance and salaries and wages, and these would appear to be somewhat fixed. The revenue stream, however, may be an area where we could invoke some changes and new approaches. A select committee may draw in volunteers from the community with some expertise or willingness to explore new sources of revenue.

Select or Standing Committee in the Community Charter.

Division 4, Sections 141 and 142 of the Community Charter provides for two options with respect to committees that are struck to advise Council, as follows:

Division 4 — Committees, Commissions and Other Bodies

141 Standing committees of council

(1) The mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees.

(2) At least half of the members of a standing committee must be council members.

(3) Subject to subsection (2), persons who are not council members may be appointed to a standing committee.

142 Select committees of council

(1) A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.

(2) At least one member of a select committee must be a council member.

(3) Subject to subsection (2), persons who are not council members may be appointed to a select committee.

The formation of a Select Committee with at least one council member, could be two, and up to three members of the public, for a committee of four or five seems appropriate for purposes noted here. The CAO could provide secretariat duties for the committee and the Manager of the KC along with the foreman of Public Works could each provide valuable support, resources, and information.

Should Council wish to strike a select committee to review the revenue options for the KC, a Terms of Reference are required to guide the work of the committee as a first step. A sample Terms of Reference is included as a guide and example from a Select Committee formed by the Village of Queen Charlotte. Also included is the membership list of that select committee. More details of that select committee can be found here: Business Licensing Select Committee | Village of Queen Charlotte (icompasscms.com)

Staff will return to Council with a detailed Terms of Reference to guide the committee's work and to assist in the appointment of members with some knowledge and expertise in recreation and public sector recreation programming and facilities. A committee could help restructure the KC and make recommendations to Council on next steps.

This committee could also review the work currently underway by the SRD to look at a feasibility study for a regional recreational service. A Terms of Reference is currently being prepared by the SRD for that work and the SRD plans to hire a consultant this fall. There is no requirement to offer compensation for volunteers and/or council members serving on this committee, and none is proposed so no impacts on the Village of Sayward's financial plan are anticipated as a result of this initiative.

RECOMMENDATIONS

THAT Council receives the Mayor's Report; and,

THAT staff be directed to compile a Terms of Reference for a select committee to review options to increase revenues at the Kelsey Centre and return to Council for its review; and,

THAT Council appoints at least one member to sit on this Select Committee.

Mayor Mark Baker

Attachments:

- ***Appendix A - Kelsey Centre Revenues & Expenditures from 2018 – 2020***
- ***Terms of Reference for Select Committee Village of Queen Charlotte***
- ***Village of Queen Charlotte Select Committee Membership***

Description	Account Codes	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual
RECREATION CENTRE							
Revenue							
Grants - Recreation	01-01-06-0140	2,000	0	43,776	25,487	18,289	13,311
Kelsey Centre Gift Certificates	01-01-06-0167	0	0	0	24	0	0
Age Friendly Program Revenue	01-01-06-0168	1,700	845	0	0	0	55
Swim Lesson Fees	01-01-06-0169	500	0	500	1,195	500	0
Ten Pack	01-01-06-0171	5,000	6,145	5,750	3,645	4,000	1,204
Single User - Pool	01-01-06-0173	4,000	4,473	4,600	3,794	4,000	1,439
Single User - Gym	01-01-06-0174	200	297	230	288	230	308
Drop In Fitness Fees	01-01-06-0177	400	156	230	116	150	38
Drop In Weight Room Fees	01-01-06-0178	300	406	403	220	300	32
Monthly Passes	01-01-06-0179	750	766	863	160	250	190
Shower Fees	01-01-06-0181	300	169	345	202	250	9
After School Program/Day Care Fees	01-01-06-0182	2,800	4,292	4,600	3,390	3,500	0
Concession Sales	01-01-06-0183	4,000	5,303	5,000	3,376	4,000	1,290
Pool Rental	01-01-06-0185	200	444	200	0	200	0
Gym Rental	01-01-06-0186	100	953	300	3,544	850	417
Room Rental	01-01-06-0187	150	95	150	502	400	0
Rentals - Tables and Chairs	01-01-06-0188	400	678	400	165	150	58
Birthday Party/Event Revenue	01-01-06-0189	500	630	500	458	400	219
Kelsey Centre Van Donations	01-01-06-0270	1,000	2,821	2,600	3,634	2,652	2,314
Special Event Revenue/Donations	01-01-06-0271	800	1,986	1,500	1,358	2,500	899
Afterschool Program Donations	01-01-06-0272	0	130	0	204	0	0
Transfer from Reserves				0	0	3,500	
Total Recreation Centre Revenue		**25,100**	**30,588**	**71,946**	**51,763**	**46,121**	**21,781**

Expenditure							
Operating Expenses							
Salaries - Admin	01-02-06-0350	39,049	38,000	33,965	32,823	35,779	31,029
Wages - Recreation	01-02-06-0352	26,762	37,739	25,061	23,424	23,847	13,287
Wages - Custodian	01-02-06-0353	8,105	8,118	7,951	4,593	8,312	7,031
Wages - Lifeguards	01-02-06-0354	34,167	30,558	30,279	19,041	27,740	8,914
Payroll Costs: Admin & PW	01-02-06-0370	26,257	21,196	19,917	18,911	18,783	14,964
Travel & Education - Recreation	01-02-06-0380	3,000	2,526	3,000	2,461	3,000	692
Advertising	01-02-06-0400	250	250	250	0	250	0
Dues, Memberships & Subscriptions	01-02-06-0435	400	452	500	262	500	288
Afterschool Supplies/Expenses	01-02-06-0437	0	0	500	275	500	0
Concession	01-02-06-0438	2,500	2,940	3,000	1,505	2,500	944
Special Events Expense	01-02-06-0440	3,500	5,486	2,500	3,858	2,500	899
Swim Lesson Expenses	01-02-06-0442	300	0	300	41	300	0
Age Friendly Programming Expenses	01-02-06-0443	0	0	0	1,154	0	0
COVID-19 Expenses	01-02-06-0452			0	0	0	5,136
M & R, Gas & Oil - Age Friendly Van	01-02-06-0480	2,700	2,821	2,600	3,634	2,652	2,314
Office Supplies	01-02-06-0510	750	984	1,000	1,103	1,000	367
Chemicals & Maintenance - Pool	01-02-06-0515	3,200	3,721	4,000	3,525	4,000	3,198
Rec Centre Supplies	01-02-06-0516	2,500	2,855	2,000	1,873	2,000	1,758
Business Travel/Meetings	01-02-06-0518	0	0	250	0	250	176
Community Wellness Project expense	01-02-06-0524	0	0	43,776	25,487	18,289	13,311
Equipment - Recreation Centre	01-02-06-0529	3,000	3,458	3,000	3,015	3,500	1,263
Telephone & Internet	01-02-06-0540	2,500	2,794	2,850	2,633	2,907	2,981
Sub Total Operating Expenses		**158,940**	**163,897**	**186,699**	**149,620**	**158,608**	**108,553**
Building Expenses							
Salaries - Public Works	01-02-06-0360	0	0	9,295	11,262	10,232	5,986
Payroll Costs: Admin & PW	01-02-06-0370	0	0	1,884	0	1,769	0
Insurance - Building	01-02-06-0445	11,059	13,081	14,389	13,683	15,052	12,189
Insurance - Liability	01-02-06-0447	784	784	800	772	849	794
Maintenance & Repairs - Recreation	01-02-06-0450	15,000	15,596	13,000	13,029	16,500	8,752
Cleaning Supplies	01-02-06-0454	1,500	1,492	1,219	676	1,219	1,986
Heating Fuel	01-02-06-0550	25,200	32,455	32,000	27,125	32,640	20,301
Utilities	01-02-06-0555	18,500	19,970	19,200	16,789	19,776	13,980
Sub Total Building Expenses		**72,043**	**83,378**	**91,786**	**83,336**	**98,037**	**63,987**
Total Recreation Centre Expenditure		**230,983**	**247,275**	**278,485**	**232,956**	**256,645**	**172,541**
Net Recreation Centre		**(205,883)**	**(216,688)**	**(206,539)**	**(181,194)**	**(210,525)**	**(150,759)**

Select Committee on Business Licensing
Terms of Reference

March 2018

PHILOSOPHY AND OBJECTIVES

The primary objective of the Select Committee on Business Licensing is to consider, inquire into, report and make recommendations to the Council of the Village of Queen Charlotte about a bylaw to provide for the licensing of businesses, trades, professions and other occupations.

COMMITTEE TERMS OF REFERENCE

1. The members of the Select Committee are volunteers from the business community of Queen Charlotte.
2. Minutes/summary of deliberations of the Select Committee will be maintained by the Village of Queen Charlotte.
3. The Select Committee's responsibilities will include the following:
    a) Sourcing and review of Business Licensing Bylaws in other similar sized municipalities
    b) Development of recommendations related to a business licensing:
        - Definition of a business requiring a license
        - Application process
        - License fees including annual, new application, transfer of license and other administrative changes
        - Specific license requirements
        - General exemptions or reduced fees (i.e. for not-for-profit organizations)
        - Business license use types (including resident vs. non-resident businesses)
        - Suspension of licenses and enforcement
        - Mobile business licensing (i.e. temporary businesses that move between communities)
    c) Consider how the recommended business licensing regulations will:
        - Protect public health and safety
        - Protect vulnerable populations (i.e. youth, seniors, etc.)
        - Minimize noise or other impacts of businesses on the surrounding neighbourhood
        - Ensure that businesses operating in the community comply with Village Bylaws and other regulations (i.e. Zoning, Official Community Plan, Noise, etc.)

COMMITTEE MEMBERS

Composition

4. The Select Committee will consist of a minimum of **6** and a maximum of **10** volunteers from the business community with consideration of a balance of the types of businesses found within the municipality (i.e. accommodations, restaurants, retail, construction, home-based businesses, government, not-for-profit, marine, service, professional consultants, logging etc...). Experience with more than one type of business is also desirable.
5. At least one member of the Select Committee must be a Council member.

Term of Office

6. The term of office is from June through October 2018 – This term has been extended

Selection of Members

7. The Council of the Village of Queen Charlotte will appoint members to the Select Committee.

Time Commitment

8. The Select Committee members will be expected to participate in meetings hosted by the Village of Queen Charlotte at the Village Office located at 903A Oceanview Drive, Queen Charlotte BC. The estimated time for meetings is 2 hours per month.

Council Procedure Bylaw 36-2010 Part 8 - Committees

Establishment of Select Committees

48 (1) A Council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the Council.
(2) At least one member of a select committee must be a Council member.
(3) Subject to section 48(2) of this Bylaw, persons who are not Council members may be appointed to a select committee.

Duties of Select Committees

49 (1) Select committees must consider, inquire into, report and make recommendations to the Council about matters referred to the committee by the Council.
(2) Select committees must report and make recommendations to the Council at the next Council meeting unless the Council specifies a different date and time.

Schedule of Committee Meetings

50 (1) At the first meeting after its establishment, a standing or select committee must establish a regular schedule of meetings.
(2) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

Notice of Committee Meetings

51 (1) The committee must prepare annually on or before January 15, a schedule of the dates, time and places of standing committee meetings and must make the schedule available:
(a) to the public by posting it at the Public Notice Posting Place; and
(b) providing a copy to each committee member.
(2) Where revision to the annual schedule of committee meetings is required, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time or place, or cancellation of, a committee meeting.
(3) Where an additional meeting is called pursuant to section 50(2) of this Bylaw, a notice of the date, hour and place of the additional committee meeting must be given at least twenty-four hours before the time of the meeting by:
(a) posting a copy of the notice at the Public Notice Posting Place; and,
(b) providing a copy of the notice to each committee member.

Attendance at Committee Meetings

52 (1) Council members who are not members of a committee may attend the meetings of the committee.
(2) Section 11 of this Bylaw applies to committee meetings.

Minutes of Committee Meetings to be Maintained and Available to Public

53 (1) Minutes of the proceedings of a committee must be:
(a) legibly recorded;
(b) certified as correct by the Corporate Officer; and,
(c) signed by the presiding member at the meeting or at the next meeting at which the minutes are adopted.
(2) The minutes of the proceedings of a committee must be open for public inspection at the Village Office during regular office hours.

Quorum

54 The quorum for a committee is the majority of all of its members.

Conduct and Debate

55 (1) The rules governing the conduct and debate of the Council as set out in this Bylaw shall govern the conduct and debate of committees and must be observed during committee meetings unless otherwise provided in the Bylaw.
(2) Council members attending at a meeting of a committee of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.

Voting at Meetings

56 (1) Votes at a committee meeting must be taken by a show of hands if requested by a member.
(2) The presiding member must declare the results of voting.
(3) Section 18 of this Bylaw applies to voting in committees.
(4) Council members attending a meeting of a committee of which they are not a member must not vote on a question.

Business Licensing Select Committee Membership

Formation of the Business Licensing Select Committee:
During their strategic planning session on March 3, 2018, Council decided to strike a committee to investigate the idea of establishing a Business Licensing Bylaw in consultation with local businesses to help address the pending legalization of recreational cannabis in Canada, the increased number of short term rentals in the community, and the repeal of the Building Bylaw and replacement with the Siting and Use Permit Bylaw due to the lack of a Building Inspector on island. They had also been approached by the Province of BC regarding inter-municipal agreements for Mobile Business Licensing (where a vendor travels between municipalities). As the only municipality on island that does not have Business Licensing, we would need to implement a bylaw in order to participate.

At the March 19, 2018 regular meeting of Council, a DRAFT terms of reference was reviewed and approved. The Village posted a call out on Facebook seeking volunteers for a proposed Business Licensing Select Committee on April 9, 2018, with a deadline for submissions of April 20, 2018, which received four responses. As we did not receive the minimum number of volunteers the Village sent out specific invitations to twelve other business owners in the community, seeking a range of business types, with a deadline for response of May 16, 2018.

Overall, six individuals volunteered and all of them were confirmed by the Council:

- Jesse Embree (Night Owl U-Brew),
- Kimberley Claggett (Junebug Café and Gifts),
- Matt Pierce (General Contractor),
- Carl Coffey (Crabapple Creek Ent.),
- Danny Robertson (Highlander Marine), and
- Terri Walker (Haida Gwaii Accounting and Income Tax Ltd.)

As required for Select Committees, Councillor Sabrina Frazier was appointed as the Council member, with Councillor Richard Decembrini as her alternate. Following the general election in 2018, Councillor Lisa Pineault replaced Councillor Frazier on the committee, and Councillor Jesse Embree replaced Councillor Decembrini.

Firyal Mohamed from Community Futures attends the Committee as a member of the public, but also as a resource to assist with research and to provide a connection to feedback that she receives from the business community.

Board Membership Changes in 2019:
At the May 13, 2019, meeting of the Committee, the Board received resignations from Kimberley Claggett and Matt Pierce. As these resignations reduced the number of Committee members from 7 to 5, the Committee no longer met the requirements of the Terms of Reference which states a minimum of 6 and maximum of 10. The Committee adjourned until April 24, 2019 to allow time for recruitment.

The Village received 4 letters of interest and at their April 15, 2019, regular meeting Council appointed:

- Terry Tollestrup (Echo Bay Tool Rentals and Echo Bay Lodge)
- Steve Ramsbottom (Haida Gwaii Design and Signs)
- Jim Lemottee (General Contractor)
- Brionne Lavoie (Causeway Convenience, GwaiiComm)

Who have joined Jesse Embree (Chair), Carl Coffey, Danny Robertson and Terri Walker.

Note: Lisa Pineault resigned from the Committee on May 6, 2019

Strathcona
REGIONAL DISTRICT

STAFF REPORT

DATE: August 6, 2021 **FILE**: 0540-04 EASC

TO: Chair and Directors,
Electoral Area Services Committee

FROM: David Leitch
Chief Administrative Officer

RE: SAYWARD VALLEY FIRE SERVICES REVIEW

PURPOSE/PROBLEM

To consider preliminary results of the Sayward Valley Fire Service Review.

EXECUTIVE SUMMARY

The Regional District contracts with the Village of Sayward to provide fire protection to a portion of Electoral Area A known as the Sayward Valley Fire Protection Area (SVFPA). The current contract with the Village expires at the end of next year. In 2020 the Regional District determined that a review of the service should be undertaken with particular emphasis on whether the current service model was the most appropriate method for delivery of the service to ratepayers or if there might be another service delivery model that should be considered. The review was to address operational and financial issues, and whether the Regional District's role in oversight and decision making was appropriate given its annual financial contribution.

The Regional District contracted with Aegis Risk Management Ltd. to undertake a comprehensive review of the fire protection service that included an evaluation of:

- the current contracted service arrangement and whether the Regional District had sufficient governance oversight over cost and service standards;
- the feasibility of disengaging from the current contract with the Village of Sayward, or reversing the current arrangement such that the Regional District would operate the service and offer that service to the Village under contract; and
- the feasibility of establishing a sub-regional service model.

The consultant has outlined several alternatives for possible consideration by the Regional District. These include strengthening the current service model, having separate (non-affiliated) fire protection services for the Village and Sayward Valley, and operating a sub-regional fire protection service through the Regional District. It is noted by the consultant that, while there are a number of operational, financial and governance challenges with the current service delivery model, there are also significant economies of scale which benefit both Village and Regional District ratepayers by having a shared service. If the Sayward Valley and the Village were to operate separate fire protection services, it is very likely that costs would increase for both governments and the ability to recruit and retain volunteers would become even more of a challenge than is currently the case.

At this point the Board has several options in consideration of next steps:

Option A - Investigate in more detail the concept of operating the Sayward Valley fire protection service independently of the Village of Sayward.

Option B - Continue negotiating with the Village of Sayward for resolution of issues under the current service model.

Option C – Negotiate with the Village of Sayward to offer fire protection services by the Regional District under a contract arrangement (ie. reversing the current contract relationship).

Option D - Investigate in more detail the concept of a sub-regional service model for fire protection through the Regional District.

At this time the consultant's report is presented for information only and to allow the Committee time to review the report in detail before considering the extent to which changes to the service should be further investigated.

RECOMMENDATION

THAT the report from the Chief Administrative Officer be received.

Respectfully:

David Leitch
Chief Administrative Officer

BACKGROUND/HISTORY

The Regional District contracts the Village of Sayward to provide fire protection services to a portion of Electoral Area A. The cost this service is shared with the Village, with the Regional District contributing 60% of the operating budget and the Village contributing 40%, excluding the maintenance costs for Firehall No.1 (Village owned) and Firehall No.2 (Regional District owned). Capital costs for equipment are cost shared with each party contributing 50%. The assets owned and contributed by the Regional District for the purposes are Fire Hall No.2 (1306 Sayward Road) and a 2007 Fort Garry Freightliner. The remaining assets required to provide fire protection services in the region are owned by the Village, which include Fire Hall No.1, a 1990 International Marion Rescue Truck, a 1997 Ford Superior Fire Engine, and a supply of fire protection, rescue and first responder equipment.

The Regional District last entered into a contract with the Village of Sayward on November 3, 2010 which expired at the end of 2014. Since that time, four short-term modified contract renewals have occurred. During the time period between these modification agreements, progress was made with respect to negotiation and examination of alternative service models, however due to frequent changes in Village staff, discussions were never concluded.

LEGAL IMPLICATIONS

The BC *Fire Services Act* does not require a Regional District to provide an area with fire protection, however annulling this service was not considered in the Review as such a measure may result in a serious reduction in public safety.

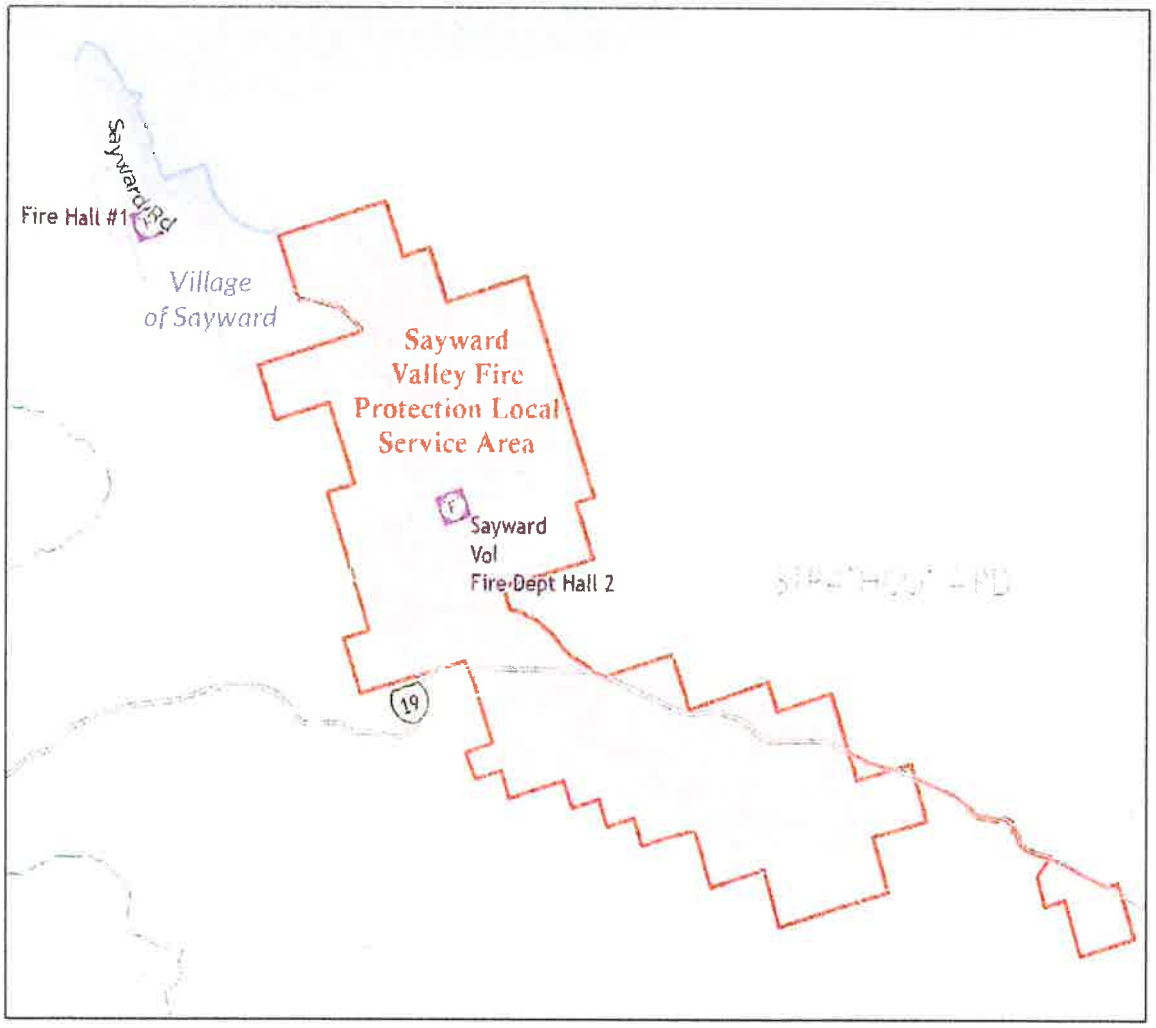
INTERDEPARTMENTAL INVOLVEMENT

Should a further report be requested Protective Services would coordinate this project.

Prepared by: *S. Koopman, Protective Services Coordinator*

Attachments: Map of the Sayward Valley Fire Protection Local Service Area
Fire Service Review (Sayward Valley) – Aegis Risk management Ltd.

Map of the Sayward Valley Fire Protection Local Service Area



Strathcona Regional District

Fire Service Review

Sayward Valley

aegis risk management ltd., April 2021

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1. EXECUTIVE SUMMARY

The Strathcona Regional District (SRD) contracted Aegis Risk Management Ltd. to conduct a *Fire Services Administrative Review* of fire protection in the Sayward Valley portion of Electoral Area 'A'. The review included an assessment of the current contracted service, the potential to establish a new fire department solely for the portion of Electoral Area 'A', and explored other alternative solutions. The objective is to enhance the SRD's role in the oversight and decision making of the service.

The Current Service Arrangement

Fire protection for the Sayward Valley Fire Protection Service Area is provided by the Village of Sayward Volunteer Fire Department (SVFD) by contract. The contract incorporates a complex funding model that has evolved over time to include cost sharing of operational and capital budgets, and joint ownership of some capital assets. The last contract term expired in 2019 and was extended for an additional 2 years.

Response is from two fire stations – one owned by and located within in the Village of Sayward, the other owned by and located within Sayward Valley. The majority of the fire and emergency incidents occur within the much larger SRD Sayward Valley area, however the Village of Sayward operates the fire department and has administrative oversight. The SRD participates in some budgetary decisions however the Village determines how the services will be provided with limited SRD consultation.

Operational decisions are largely made by the Village of Sayward as the service provider and administrator of the fire department. While opportunity does exist for input from the SRD, there have historically been few discussions outside of the annual budget process. There is no formal mechanism to discuss operational, administrative, and strategic issues for the benefit of both parties. The cost for fire protection is shown in Figure 1.1 below.

Figure 1.1
2019 Actual Cost of Fire Protection

Expense (2019 Actual)	SRD - Valley	Village
Internal Expenditures	$5,054.00	$4,338.00
Portion of Shared Operating Costs	$35,840.00	$22,226.53
Reserve Transfers, other	$16,700.00	$0.00
Total Budget	$57,594.00	$26,564.53
Total Cost of Fire Protection	**$84,158.53**	

The tax rates per $1,000 of assessed property value for both areas are the normal range for similar communities on Vancouver Island (approximately $0.5000 to $1.000 per $1,000 of assessed value):

- SRD Sayward Valley - $0.8400 per $1,000 of assessed value
- Village of Sayward - $0.5600 per $1,000 of assessed value

The Fire Underwriters Survey (FUS) grading for insurance purposes is Dwelling Protection Grade (DPG) 3A and 3B for the Village of Sayward while the Sayward Valley has a combination of some DPG 3A/3B and a lower level of DPG 5 mostly due to the lack of fire hydrants. Adopting a new governance model would

likely not affect the FUS grading or insurance rates. However, the DPG 5 could be improved to DPG 3B with the implementation of a water shuttle program which would require additional tanker trucks and rely on mutual aid partners. This may result in a reduction to insurance rates and should be studied further.

Option A - Potential to Establish a New Fire Department for the Sayward Valley Portion of Area 'A'

As one of the driving questions for the impetus of this *Review*, the consultants were asked to analyze this option in the greatest detail. Under this alternative, the Strathcona Regional District would end its Fire Protection service contract with the Village of Sayward and recommend to the Regional Board that the the SRD govern and operate the Sayward Valley Fire Protection Service. The alternative would result in two separate services: the Village of Sayward Fire Protection Service, which would provide service to the Village of Sayward; and the Sayward Valley Fire Protection Service, which would service only the Sayward Valley.

Implementing this option would require the SRD to establish a fire department virtually the same as the one currently serving both areas. The minimum requirements to retain current FUS grading requires 15 volunteer firefighters. These volunteers would need to be trained to meet the minimum level of service of "Exterior Operations" under the mandatory *BC Structure Firefighters Competency and Training Playbook*[1] (OFC Playbook). The main difference is that the new fire service would operate from one fire station, serve a slightly smaller area, and use slightly fewer apparatus and equipment than the current arrangement.

Annual operating costs would increase under this model and there are additional one-time start-up costs including the purchase of a second used fire truck (water tender) given that the current fire truck (2007 model) will continue to meet FUS requirements for another 11 years. Figure 1.2 below summarizes cost projections. A full cost analysis is included in Section 4.

Figure 1.2
Projected Costs for New Fire Service

BUDGET ITEM	CURRENT SRD COST	PROJECTED NEW COST
Annual Operating Budget	$57,494.00	$70,876.00
Annual Cost per $1,000 of Assessed Value	$0.8450	$0.9617
One-time Capital Start-up Costs[2]	n/a	$176,500.00

Transition to a new service would take approximately 2- 3 years to wind down the current agreement and create new legal and operational capacity. Critical steps include:

- Establishing bylaws and legal framework.
- Recruiting and training new volunteers.
- Acquiring an additional fire truck (water tender) to meet FUS requirements for two fire trucks.
- Reprogramming mapping and dispatch procedures through North Island 911 (NI-911).

[1] https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/fire-safety/playbook.pdf

[2] Debt servicing of Start-up Costs is not included in the Annual Operation Budget or Cost per $1,000 of Assessed Property Value.

Alternative Governance and Administrative Options

The report describes and assesses two additional service alternatives:

- *Option B, Establish SRD Local Service* — Under this alternative, the existing contract Village of Sayward Fire Protection Service would be terminated and re-established as an SRD governed Service for the Sayward Valley Fire Protection Area. The SRD, as the local government for Area 'A', would provide the service to the existing fire service area in the Sayward Valley portion of Area 'A'. The service would be provided to the Village of Sayward by the SRD through a fee-for-service contract.

  In essence, this alternative would take the existing service arrangement and "flip it" to make SRD the service provider, and the Village of Sayward the purchaser of the service.

- *Option C, Establish SRD Sub-Regional Service* — The Village of Sayward and Strathcona Regional District would agree in this alternative to provide fire protection to the Village and the Sayward Valley through a shared, sub-regional service of the SRD. Funding for the service would be levied by the SRD. The service would be administered and governed by the SRD. Decisions on the operation and administration of the service would be made by the Directors representing the two jurisdictions only; decisions on finances, contracts and other matters would be made by the full board.

The three alternatives are described in detail and evaluated against four assessment criteria, including fairness, cost effectiveness, the role in decision-making (i.e., governance) for Area 'A', and the anticipated level of support. The service alternative that calls for the establishment of an SRD sub-regional service, in place of the existing service arrangement, emerges from the evaluation as the preferred model.

In the consultant's opinion, there are significant economies of scale benefiting both jurisdictions in a shared service under any model. While the concept of operating two separate services is attractive from a decision-making perspective, costs would increase for both parties and it is clear that recruitment and retention for a single fire department is a primary challenge.

2. METHODOLOGY

The Strathcona Regional District sought qualified consultants to review the current service arrangements for fire protection in the Sayward Valley which is a portion Electoral Area 'A'. The consultants submitted a proposal with three progressive and optional stages. The SRD selected stages 1 and 2, with stage 3 remaining an option for a later date.

Stage 1 - Internal SRD review with recommendations for options.
This stage included an internal review of the current fire services, administration and governance through engagement with SRD Staff and stakeholders to fully understand the current situation and jointly reach viable options for consideration.

Stage 2 (Optional) – Additional review with Village of Sayward:
This stage included consultation with the Village of Sayward Staff and Fire Department personnel to understand the situation from their perspective, and to explore options to shift from the current model.

Stage 3 (optional) - Facilitated dialogue between the SRD and Village of Sayward with the intent of reaching a new agreement.
This stage would include both consultants attending the region face to face, to facilitate approximately two days of discussions with SRD and Village of Sayward representatives with the intent of transforming the findings and recommendations from stages 1 and 2 into a new agreement which may include a new governance model. The consultants would work towards facilitating a new agreement including drafting new contract terms and providing a guidance framework for how the parties would approach any potential realignment of governance through their respective local government processes.

Beginning in late October, the consultants conducted a comprehensive document review including letters patent, agreements, policies, financial statements, and budgets. The document review informed a series of face to face and remote interviews with SRD Staff, and the Village of Sayward staff who provided data and information about their contributions to the service arrangement. The consultants then turned to a research and analysis of the information to assess the current service and identify any alternatives to improve on the current model. Those finding are reported herein.

3. REVIEW OF CURRENT FIRE PROTECTION ARRANGEMENT

The purpose of this review is to explore governance and administrative models for the delivery of fire service in the Village of Sayward and the Sayward Valley. Understand the current services with respect to costs, service levels, and demands for service (incidents) will inform the SRD's assessment of the consultant's presented options; and will also help understand where operational improvements could be made regardless of which governance model is adopted.

The Sayward Valley receives fire protection from the Village of Sayward Volunteer Fire Department (SVFD) under contract. The arrangement dates back to an agreement signed by the now dissolved Strathcona-Comox Regional District (SCRD) and has carried forward ever since. Some minor changes have taken place with the addition of a second fire station in the 1980's located in the Sayward Valley area, the inclusion of First Medical Responder medical response within the last decade, and the most recent dissolution of a Road Rescue Society which turned equipment assets over to the fire department.

The last contract term expired in 2019 and was extended for an additional 2 years by mutual agreement. Some amendments were made in 2015 including the addition of a Service Partnership clause which states *" The parties agree to work together to find and evaluate potential efficiencies related to the operation, management, and governance of the service during the term of this agreement"*.[3]

Operational decisions are largely made by the Village of Sayward as the service provider and administrator of the fire department. While opportunity does exist for input from the SRD, there have historically been few discussions outside of the annual budget process which requires the Village to submit an annual budget to the SRD no later than November 30 each year. There is no formal mechanism to discuss operational, administrative, and strategic issues for the benefit of both parties.

While the SVFD delivers fire services under the contract, the arrangement is more complex than a simple fee for service. Each party owns and maintains one fire station and the assorted capital assets such as equipment and trucks. Some assets are jointly owned. Operating costs for the department, excluding equipment and facilities maintenance, are cost shared with the SRD contributing 60% and the Village 40% of the jointly approved budget. Capital expenses are cost shared at 50% by each party. Figure 3.1 below outlines the major assets and distribution

Figure 3.1
Major Capital Asset Distribution

Village of Sayward	Sayward Valley (SRD)	Shared
• Fire Station #1 • Rescue 33 - 1990 International Rescue Truck • Engine 3 - 1997 Ford Superior Fire Engine • Rescue equipment transferred from the Road Rescue Society	• Fire Station #2 • Engine 4 - 2007 Freightliner Fire Engine	• Rescue 22 - 2015 Ford F350 Pick-up Truck

[3] Modification Agreement between Strathcona Regional District and Village of Sayward, 2015



Engine 3 - 1997 Ford Superior Fire Engine



Rescue 22 – 2015 Ford F350 Pick-up Truck



Engine 4 – 2007 Freightliner Fire Engine



Rescue 33 – 1990 International Rescue Truck

The Village of Sayward has approximately 201 taxable land parcels and a population of approximately 300 residents. There are some large buildings including a school and some light commercial/industrial. The majority of the community has fire hydrants. Fire Station #1 is an older wood framed, two-storey building with two garage bays for fire apparatus. The British Columbia Emergency Health Services (BCEHS) leases a portion of the fire station for the provision of ambulance service in the region.

The Sayward Valley Fire Protection Area has approximately 374 taxable land parcels and a population of around 1000 residents. The area is comprised of mostly rural residential properties with no fire hydrants. Water supply for firefighting is achieved through static water sources including two drafting wells – one located at Fire Station #2 and the other near the gas station at the Junction of Highway 19 and Sayward Road.

Fire Station #2 is a wood framed single storey building built in 1980's with two garage bays for fire apparatus. A building assessment was conducted in 2016 by the Municipal Insurance Association that identified several structural and safety related problems[4]. Most importantly is the location which sits between two waterways that are prone to flooding in the rain seasons often making the facility and equipment inaccessible. Exact records are unavailable at the time of this report. In addition, the report highlighted a variety of maintenance issues. Repairs have been deferred pending this fire service review however the foundation has been repaired.

[4] Risk Control Survey, Risk management Services Inc., 2016

Sayward Volunteer Fire Department

The current service provided by the SVFD is basic, but fairly typical for similar communities in the region. The *BC Structure Firefighters Competency and Training Playbook*[5] (OFC Playbook) requires the Authority Having Jurisdiction (AHJ) to set one of three Service Levels summarized below:

- Exterior Operations – firefighters will combat the fire from the exterior without making entry into a burning structure to perform firefighting and rescue actions.
- Interior Operations – firefighters will enter burning structures to perform firefighting and rescue actions.
- Full Service Operations – includes Interior Operations plus a variety of other services such a road rescue and emergency medical response.

The Village of Sayward has selected "Exterior Operations" which is the minimum level of service.

Approximately 14 volunteers are currently on roster who respond from both stations for every emergency incident. The fire chief reported that turnover of volunteers is high which makes it difficult to maintain a roster of trained firefighters. Until recently, the volunteers have received no compensation, but low attendance rates have caused the Village to approve a payment program for fire practices and training sessions. This is estimated to add approximately $7,000 to the shared annual budget. These challenges are typical in similar-sized communities and the department is maintaining basic fire protection that is likely the highest achievable for the available budget and small population to fulfill volunteer membership.

Incident Workload

The fire department responds to a variety of incident types including fire, medical and rescue. The volunteers also provide road rescue response to motor vehicle incidents outside of the fire protection boundaries where the Province has jurisdiction. Expenses for these responses are reimbursed through agreement with Emergency Management British Columbia (EMBC) Road and Medical Rescue Policy[6].

In the last five years, the fire department has responded to 385 incidents which averages to approximately 77 incidents per year. The volume of incidents has remained steady as has the distribution between the two fire protection areas. As with most fire departments providing First Medical Responder services, the majority of the incidents are medical in nature. Call volume is down significantly in 2020 which could be attributed to modifications to the BCEHS dispatch protocols related to COVID-19 pandemic where reliance upon Fire Department First Medical Responds was scaled back in March. Figures 3.2, 3.3 and 3.4 below summarize the incident workload over the last five years[7].

Dispatch services are provided by North Island 9-1-1 Corporation (NI911) however the incident records and response data are not automatically segregated between the two fire protection service areas. Moving forward, it would be worthwhile to have that data segregated to determine the location and type of incidents that are occurring to inform future planning and decisions.

[5] https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/fire-safety/playbook.pdf

[6] Emergency Management BC Policy 7.07 Road and Medical Rescue

[7] Incident response data provided by North Island 9-1-1 Corporation (NI911) and SVFD

Figure 3.2
Incident Responses by Type of Incident, 2016 - 2020

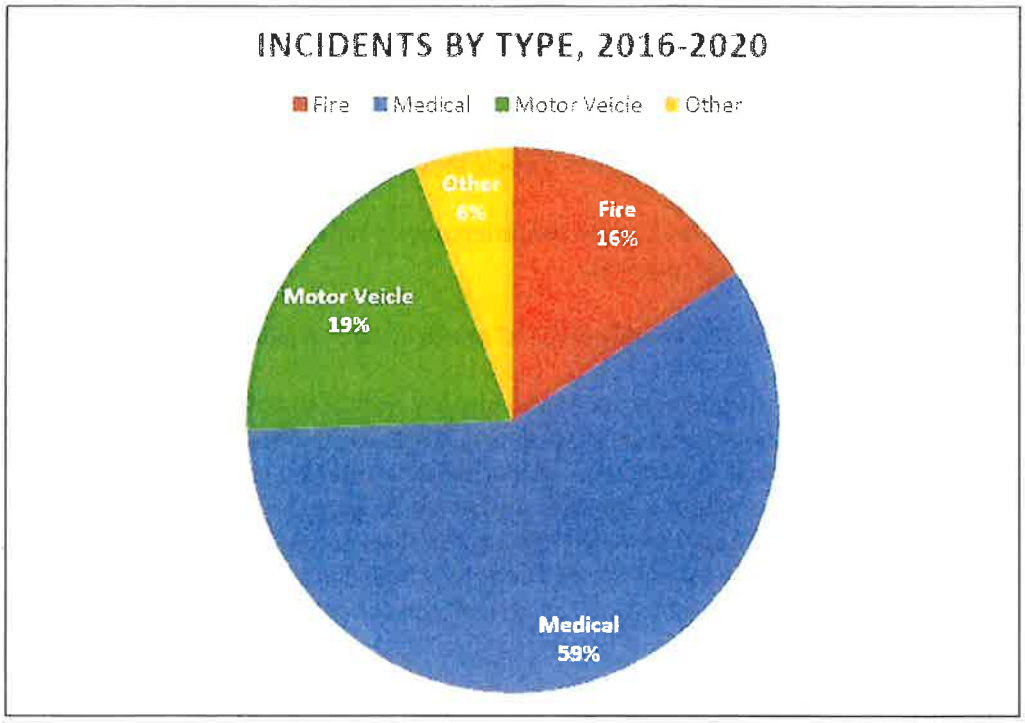


Figure 3.3
Annual Incident Distribution by Area, 2016 - 2020

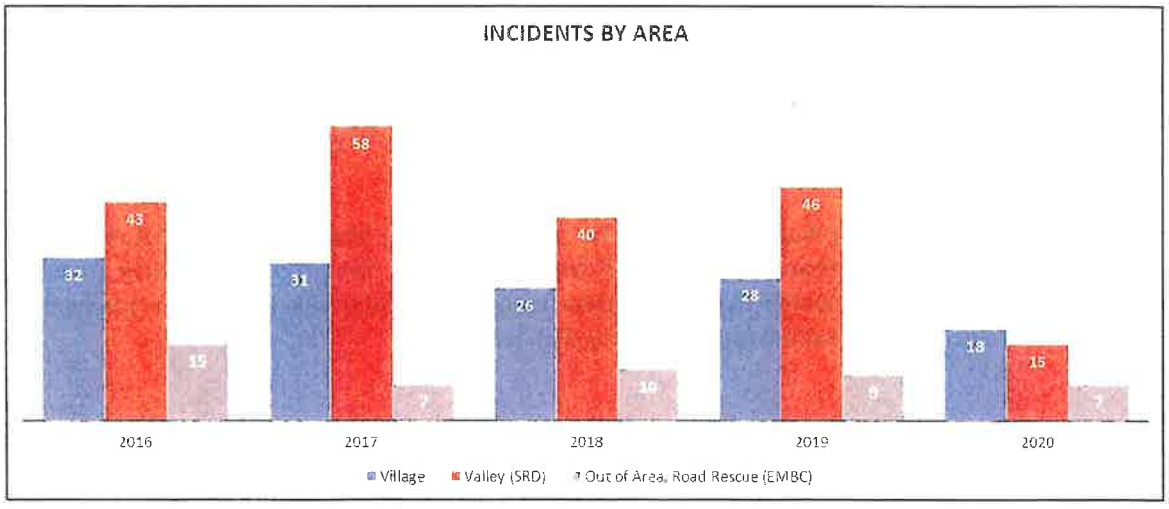
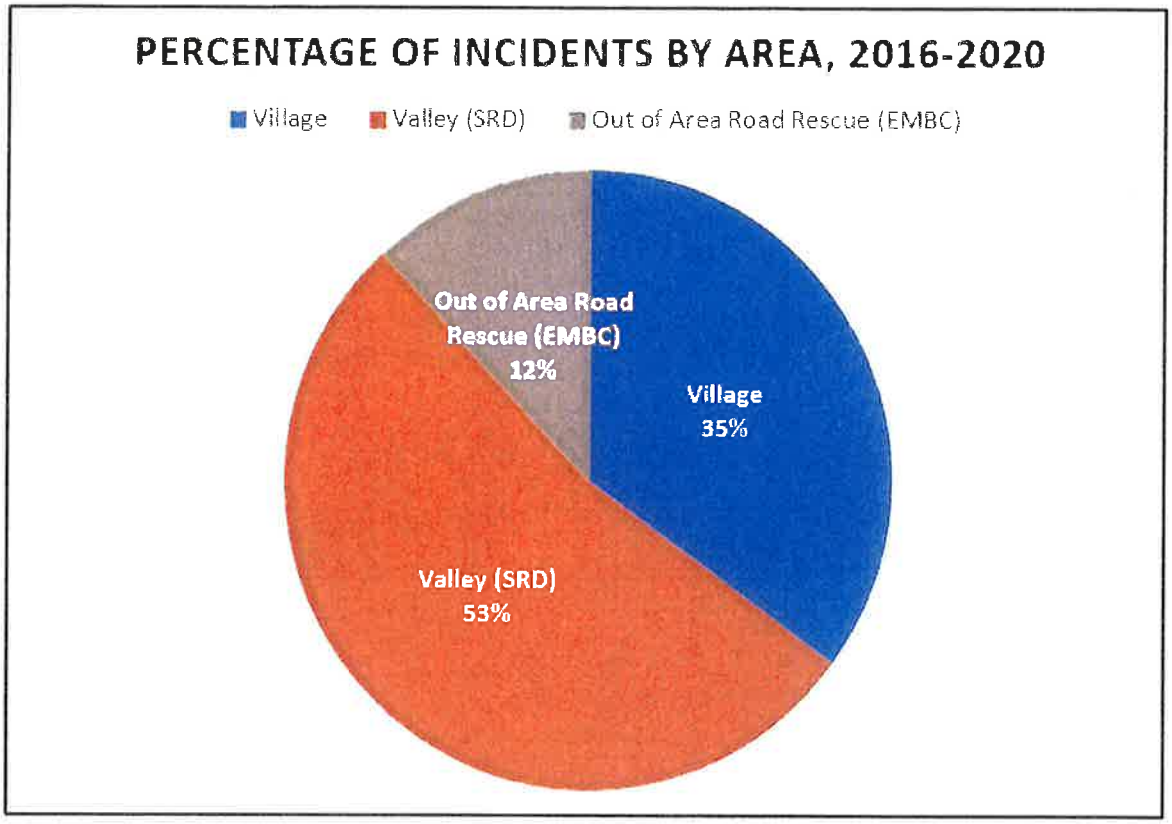


Figure 3.4
Incident Distribution by Percentage, 2016 - 2020



Fire Protection Budget

The funding formula for the SVFD has each party responsible for the repairs and maintenance of its own assets, and a cost sharing model for all other expenses. Operating expenses are portioned at 60% paid by the SRD - Valley and 40% paid by the Village of Sayward. Capital expenditures are shared 50/50. The total cost to operate the fire department under this model are shown in Figure 3.5 below.

Figure 3.5
2019 Actual Cost of Fire Protection

Expense (2019 Actual)	SRD - Valley	Village
Internal Expenditures	$5,054.00	$4,338.00
Portion of Shared Operating Costs	$35,840.00	$22,226.53
Reserve Transfers, other	$16,700.00	$0.00
Total Budget	$57,594.00	$26,564.53
Total Cost of Fire Protection	**$84,158.53**	

Another common metric for reporting and comparing the cost of fire services to other jurisdictions is the tax rate per $1,000 of assessed property value that is collected to fund the service. While this can provide a high-level generalization of the cost of fire service, it does not take into account the uniqueness of each community in terms of the services provided, the structure of the fire department, or the geography of the region. Rates are typically lower in small communities with higher density where service can be provided to the maximum number of occupants with the fewest resources. As communities spread out, fire services tend to be more costly. Additionally, some communities have very high property values, such as Nanoose Bay in the Regional District of Nanaimo, which can cause the rate to appear to be lower.

The rates for the Sayward Valley, Village of Sayward, and similar areas in the region are provided in Figure 3.6 below for the purpose of identifying two general trends:

1. The rates are within the normal range for similar communities on Vancouver Island (approximately $0.5000 to $1.0000 per $1,000 of assessed property value).
2. That the rate in the Sayward Valley is slightly higher than the Village.

Figure 3.6
Tax Rates per $1,000 of Assessed Property Value

Fire Protection Area	Tax Rate per $1,000 of Assessed Property Value
SRD – Sayward Valley	$0.8450
Village of Sayward	$0.5600
SRD - Area 'D' protected by the Campbell River Fire Department	$0.8520
SRD - Area 'D' protected by the Oyster River Fire Department	$0.6604
City of Campbell River	$0.8783
SRD – Cortes Island	$0.7941
Regional District of Nanaimo (range)[8]	$0.2993 to $0.9376

**Nanoose Bay*

Insurance and Fire Underwriters Survey Grading

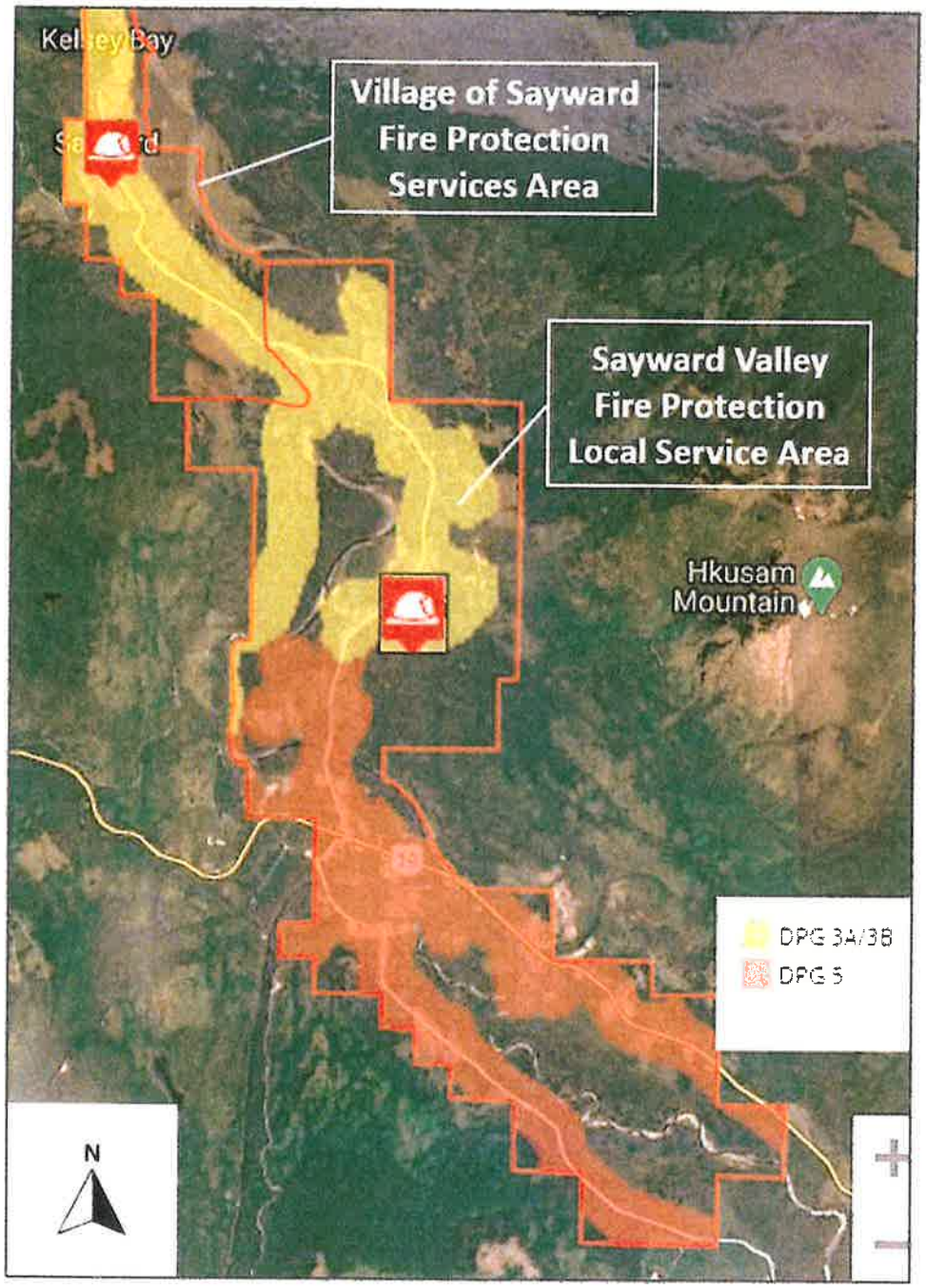
The Fire Underwriters Survey[9] (FUS) assesses fire protection within communities and assigns a grading that is used by insurers to determine fire insurance rates. The main factors include the water works system; fire department location, apparatus, and personnel; and emergency communications. Grades are assigned as Public Fire Protection Classification (PFPC) for public and commercial buildings, and a Dwelling Protection Grade (DPG) for residential occupancies.

This report will focus upon the DPG given that the areas are predominantly residential. Grades range from 1 to 5, with 1 being the highest, and 5 the lowest. The current DPG for the Village of Sayward is DPG 3A and 3B while the Sayward Valley has a combination of some DPG 3A/3B and some DPG 5 (See Figure 3.7 below). These gradings are typical for similar communities and would be unaffected by any governance change. The portion that is graded at DPG 5 is most likely due to the lack of water supply and fire hydrants.

[8]Nanaimo Regional District, Fire Department Governance Review, Dave Mitchell & Associates Ltd., 2020

[9]https://fireunderwriters.ca/

Figure 3.7
Fire Underwriters Survey Dwelling Protection Grade



4. OPTION A - POTENTIAL TO ESTABLISH SEPARATE SAYWARD VALLEY SERVICE

The consultants were asked to analyze the potential to establish a new fire service to serve only Sayward Valley Electoral Area 'A' and separately from the Village of Sayward. This option is presented in this section is some detail. Alternatives for comparison are presented in Section 5 of this report.

Under this option, the Strathcona Regional District would end its Fire Protection service contract with the Village of Sayward and ask the SRD Board to establish a new Sayward Valley Fire Protection Service. The alternative would result in two separate services: the Village of Sayward Fire Protection Service, which would provide service to the Village of Sayward; and the Sayward Valley Fire Protection Service, which would service only the Sayward Valley.

The current structure of the SVFD is already established at the minimum standard to meet OFC Playbook Exterior Operations level of service and to retain FUS grading levels for insurance purposes. Therefore, a newly established fire department, serving only the Sayward Valley Fire Protection area, would need to mirror the current service including volunteers, equipment, and costs.

Dissolution of the Current Arrangement

The current arrangement integrates a combination of functions and asset ownership which would need to be deconstructed through the terms of the agreement and perhaps some negotiations between the parties. Each party owns and maintains a fire station and ownership of most major equipment and apparatus is defined in the agreement (see Figure 3.1 above) however many details would need to be agreed upon with respect to other shared equipment.

After the assets were distributed, the SRD would not have sufficient equipment and apparatus to operate a fire service independently from the Village and including all current services. For example, the Village of Sayward owns all of the Road Rescue equipment so the SRD would need to acquire that equipment if the SRD were to continue to provide additional services such as first responder and road rescue.

Capital Assets

The SRD currently owns a fire station and a 2007 model year fire truck which is the newest vehicle in the current arrangement. The estimated service life is up to the year 2032 when it reaches 25 years of service and has potential to impact FUS grading. One fire truck is not sufficient to operate a fire department. The SRD would need to acquire a second fire apparatus capable of transporting and pumping water for two main reasons. First is the need to have redundancy to maintain fire response if the primary truck breaks down or is undergoing repairs and maintenance. Secondly, it would provide the ability to shuttle water to and from a fire scene where the main fire truck would be supporting fire attack crews. The consultants would recommend acquiring a used high-capacity water tender (tanker) truck for this purpose.

The fire station is suitable to support a new fire department however its location in a flood zone is seasonally problematic. Contingency plans to relocate apparatus in those times would be required. The consultants would recommend increasing reserve funding for fire station repairs and apparatus replacement.

Staffing/Volunteers

Volunteer membership under the current arrangement is already strained with recruitment and retention drawing from the population of both jurisdictions. This presents a significant challenge to consider staffing two separate fire departments from this same population base. While most of the current volunteers are residents of the SRD, the newly created fire department would need to recruit and retain a team of at least 15 volunteers (see Figure 7.1 below) to maintain the current FUS grading and associated insurance rates. It is possible that the current volunteers would want membership in both the SVFD and the newly created SRD fire service, however it is likely that many would not. Any vacancies would require brand-new members who would need training and to be fitted with personal protective equipment.

Mutual Aid

If a separate department were established, it would be wise to secure mutual aid agreements with neighbouring jurisdictions which may include the Village of Sayward. While this would be effective and efficient from an operating perspective, the dissolution of the current arrangement could make such negotiations politically awkward.

Response Performance

Assuming the newly created fire service was equipped and staffed with a minimum of 15 trained volunteers, service levels could likely remain the same as would FUS grading. Response times and incident volume would likely trend in a similar fashion as they are now.

Level of service would likely remain at Exterior Operations under the OFC Playbook; however, the SRD would need to determine whether to continue with the Road Rescue and First Medical Responder programs each of which would require additional equipment and training costs.

An additional challenge is that the dispatch and 911 services provided by North Island 911 do not currently distinguish between the Village and the SRD. This would require additional electronic mapping work to separate the addresses into two zones, and the need to establish separate paging and radio systems for each area. While SRD residents are already funding these services, there could be some additional one-time expenses for this customization.

Budget

Because a newly established fire service would be virtually the same as the existing arrangement the costs would be virtually the same only without the cost of maintaining an additional fire station and having fewer fire apparatus. The current operating budge (combined) is $84,158.53 with the SRD's portion being $57,549 (see Figure 3.5 above). To estimate an annual operating budget for a newly established SRD service, the consultants have included all SRD current costs plus 50% of the Village of Sayward current costs to project an annual operating budget of $70,876.27 which would be borne entirely by the SRD (see Figure 4.1 below).

In the consultant's opinion, there are significant economies of scale benefiting both jurisdictions in a shared service under any model. While the concept of operating two separate services is attractive from a decision-making perspective, costs would increase for both parties and it is clear that recruitment and retention for a single fire department is a primary challenge.

Figure 4.1
Option A - Estimated Annual Cost of Fire Protection

Expense (2019 Actual)	SRD – Valley	Village
Internal Expenditures	$5,054.00	$4,338.00
Portion of Shared Operating Costs	$35,840.00	$22,226.53
Reserve Transfers, other	$16,700.00	$0.00
Total Budget	$57,594.00	$26,564.53
Total Combined Cost of Current Arrangement	**$84,158.53**	
Estimated SRD Cost for a New Service 100% Valley Current Costs	$57,594.00	n/a
Plus 50% of the Village Costs (50% of $26,564.53)	$13,282.27	n/a
Total Estimated Cost of a New SRD Service	**$70,876.27**	n/a

There are also some one-time expenses associated with starting a new fire service. The process would not be an immediate transition for the current arrangement and would require advanced planning. Figure 4.2 below shows a projected timeline and budget.

Figure 4.1
Option A - Estimated Timelines and Start-up Budget

YEAR	ITEM	BUDGET ESTIMATE
1	Negotiate termination of current arrangement	n/a
	Establish bylaws for new fire service and establish levels of service	n/a
	Establish administrative/governance model	n/a
	Acquire additional used water tender (tanker) truck	$100,000.00
	Realignment of response zones and dispatch procedures (NI-911)[10]	$5,000.00
	Recruitment and retention of new volunteers including a fire chief	$1,000.00
2	Purchase additional radios and pagers	$7,500.00
	Purchase additional PPE for new volunteers	$15,000.00
	Train any new (inexperienced) volunteers to OFC Exterior Operations	$20,000.00
	Establish operating guidelines, policies, and procedures	$3,000.00
3	Consider implementation of Road Rescue and First Medical Responder program, equipment, and training	$25,000.00
	TOTAL ESTIMATED BUDGET	**$176,500.00**

Establishing a new fire service is one of three options researched and analyzed by the consultants. However, the option to establish a new fire department was the impetus for this study and as such a greater analysis was conducted. For ease of comparison, Figure 4.3 below summarizes this option in a similar format to the two alternative options presented in Section 5 of this report.

[10] Estimate only. It is unknown if these costs would be included under the terms of the existing service agreement with NI-911.

Figure 4.3
Option A - Summary Establish Separate Sayward Valley Fire Service

Service Element	Description
Local Government Service Provider	Under this option, the Village of Sayward would be the local government service provider responsible for the Village Fire Protection Service Area. The SRD would be the service provider responsible for the Sayward Valley Fire Protection Local Service Area.
Legal Framework	Each local government service — the Village of Sayward service and the SRD's Sayward Valley service — would have a legal framework defined by the following documents: > *Provincial Legislation* — The SRD's authority to provide fire protection as a regional district service is conferred by section 332(1) of the *Local Government Act*. The Village of Sayward's authority for its fire service is conferred by section 8(2) of the *Community Charter*. > *Service Establishing Bylaw* — Under section 349(1) of the *Local Government Act*, the SRD would amend the existing *Sayward Valley Fire Protection Service Local Service Area Establishment Bylaw, 1990* to exercise the Regional District's service provision authority. The amended bylaw would describe the service as one that provides fire protection throughout the Sayward Valley Fire Protection Local Service Area. The Village of Sayward, similar to all municipalities, does not require or use service establishing bylaws. > *Fire Services Bylaw* — The SRD would create a *Fire Services Bylaw* to confer specific authorities on the Chief of the Sayward Valley Volunteer Fire Department, and to set out regulations and restrictions that must be followed within the service area, which would be limited to the Sayward Valley. The Village would amend its existing *Fire Services Bylaw* to set out authorities and requirements in the Village of Sayward. There would be no *Fire Protection Service Agreement* in this alternative since each party would provide its own fire service.
Service Participating Jurisdiction	Electoral Area 'A' would be the sole participating jurisdiction in the SRD's service establishing bylaw. The Village of Sayward would be the sole participating jurisdiction in the Village of Sayward Fire Protection Service.
Service Area	The service area set out in the SRD establishing bylaw would be limited to the portion of Electoral Area 'A' that is within the Sayward Valley Fire Protection Local Service Area. The service area in the Village's service would be the Village of Sayward.

Service Element	Description
Service Governance	The governing body for the SRD's service would be the SRD Board of Directors. Since the service establishment bylaw would identify only one service participating area (i.e., Electoral Area 'A'), all decisions for the service would be made by the full Board of Directors (see section 207(5) of the *Local Government Act*). Day-to-day operational decisions would be made by the Chief of the (new) Sayward Valley Volunteer Fire Department. The governing body for the Village's service would be Village Council. Day-to-day operational decisions would be made by the Chief of the (new) Village of Sayward Volunteer Fire Department.
Service Cost, Cost Recovery and Cost Allocation	Each local government would be fully responsible for all operating and capital costs incurred to provide its own Fire Protection Service. Costs in both jurisdictions would be recovered through property value taxes. In the Sayward Valley, the tax would be levied by the SRD. In the Village of Sayward, Village Council would levy the required tax. Under this service alternative there would be no costs to share.
Service Delivery	The existing Sayward Volunteer Fire Department would be broken into two separate departments: the Sayward Valley Volunteer Fire Department, which would deliver service to the Sayward Valley Fire Protection Local Service Area; and the Village of Sayward Volunteer Fire Department, which would deliver service to the Village of Sayward. It would be anticipated that the two separate departments, through their respective local governments, would enter into a mutual aid agreement to provide assistance to one another, as required, in responding to events. Mutual aid agreements between adjacent fire departments are common.

5. ALTERNATIVE FIRE PROTECTION SERVICE MODELS

This section of the report describes and assesses three service alternatives:

- *Option B, Establish SRD Local Service* — Under this alternative, the existing Sayward Fire Protection Service would be dissolved and re-established as an SRD Local Service for Electoral Area 'A'. The SRD, as the local government for Area 'A', would provide the service to the existing fire service area in the Sayward Valley portion of Area 'A'. The service would be provided to the Village of Sayward by the SRD through a fee-for-service contract.

  In essence, this alternative would take the existing service arrangement and "flip it" to make SRD the service provider, and the Village of Sayward the purchaser of the service.

- *Option C, Establish SRD Sub-Regional Service* — The Village of Sayward and Electoral Area 'A' would agree in this alternative to provide fire protection to the Village and the Sayward Valley through a shared, sub-regional service of the SRD. Taxes to support the service would be levied by the SRD. The service would be administered and governed through the SRD structure. Decisions on the operation and administration of the service would be made by the Directors representing the two jurisdictions only; decisions on finances, contracts and other matters would be made by the full board.

Service Alternative Profiles

The three service alternatives are profiled in greater detail in Figures 4.1, 4.2 and 4.3.

Figure 5.1
Option B - Establish SRD Local Service

Service Element	Description
Local Government Service Provider	The Fire Protection Service would be established as a service of the Strathcona Regional District. SRD would be the service provider.
Legal Framework	The service's legal framework would consist of a number of key documents: > *Local Government Act* — The SRD's authority to provide fire protection is conferred by section 332(1) of the *Local Government Act*. > *Service Establishing Bylaw* — Under section 349(1) of the *Local Government Act*, the SRD would amend the existing *Sayward Valley Fire Protection Service Local Service Area Establishment Bylaw, 1990* to exercise the Regional District's service provision authority.[11] The amended bylaw would describe the service as one that provides fire protection throughout the Sayward Valley Fire Protection Local Service Area,[12] and to areas outside of the service area with which the SRD has a contract to deliver the service. > *Sayward Valley Fire Services Bylaw* — The SRD would create a *Fire Services Bylaw* to confer specific authorities on the Chief of the Sayward Volunteer Fire Department (appointed by the Regional Board), and to set out regulations and restrictions that must be followed within the Sayward Valley Fire Protection Local Service Area. > *Fire Protection Services Agreement* — The existing *Services Agreement* would be re-worked to identify the Strathcona Regional District as the service provider, and the Village of Sayward as the contract service recipient.
Service Participating Jurisdiction	Electoral Area 'A' would be the sole participating jurisdiction set out in the service's *Establishment Bylaw*. The Village of Sayward, as a purchaser of services, would not be a participating area in the service as defined under the *Local Government Act*.
Service Area	The service area set out in the SRD *Establishment Bylaw* would be the portion of Electoral Area 'A' that is within the Sayward Valley Fire Protection Local Service. The Village of Sayward would receive service on contract from the SRD. This service area would be identified in a new *Fire Protection Services Agreement* between the local governments.

[11] The *Establishment Bylaw* in place today exists to requisition property taxes to pay the Village of Sayward for fire protection.
[12] This service area is set out in the existing *Fire Protection Services Agreement* between the Village of Sayward and the SRD.

Service Element	Description
Service Governance	The governing body for the service would be the SRD Board of Directors. Since the service establishing bylaw would identify only one service participating area (i.e., Electoral Area 'A'), all decisions for the service would be made by the full Board of Directors (see section 207(5) of the *Local Government Act*). Day-to-day operational decisions would be made, as at present, by the Chief of the Sayward Volunteer Fire Department. The new *Fire Protection Services Agreement* could provide a clause, similar to section 21 of the (modified) existing *Agreement*, to seek ways to include the Village of Sayward in discussions on governance of the service.
Service Cost, Cost Recovery and Cost Allocation	The following points outline the treatment of costs under this service alternative: > *Service Cost* — The service cost would be determined by the SRD Board of Directors, based on recommendations from the Sayward Volunteer Fire Department Chief, and SRD's Protective Services Department. > *Cost Recovery* — Costs would be recovered from Electoral Area 'A' properties in the Sayward Valley Fire Protection Local Service Area using a property value tax. Costs incurred to service the Village of Sayward would be recovered through a contract payment from the Village to the SRD, as set out under the *Services Agreement*. > *Cost Allocation* — The contract fee paid each year by the Village to the SRD would be negotiated by the two parties. Negotiations would take into account: – the level of cost-sharing in place today under the current *Agreement* – the level of service provided, measured in part by the data on incidents – changes to ownership over facilities, equipment and vehicles Presumably, the starting point in negotiations would be the cost allocation framework in place under the current service arrangement which assigns operating costs on the basis (approximately) of incident numbers. New equipment costs are split evenly in recognition of the two service areas' equal reliance on a properly-equipped single Volunteer Fire Department. Each jurisdiction is responsible for maintaining its own fire hall, which is required in order to provide timely response to each

Service Element	Description
	service area, and home insurance cost reductions to residents of each area.
Service Delivery	The Sayward Volunteer Fire Department would deliver the service on behalf of the Regional District. The Fire Department would be identified in the *Sayward Valley Fire Service Bylaw* as the designated fire department.

Figure 5.2
Option C - Establish SRD Sub-Regional Service

Service Element	Description
Local Government Service Provider	Similar to the previous alternative, the Fire Protection Service would be established as a service of the Strathcona Regional District under this option as well. SRD would be the service provider.
Legal Framework	The service's legal framework would consist of a number of key documents: > *Local Government Act* — The SRD's authority to provide fire protection is conferred by section 332(1) of the *Local Government Act*. > *Service Establishing Bylaw* — Under section 349(1) of the *Local Government Act*, the SRD would amend the existing *Sayward Valley Fire Protection Service Local Service Area Establishment Bylaw, 1990* to exercise the Regional District's service provision authority. The amended bylaw would describe the service as one that provides fire protection throughout the Sayward Valley Fire Protection Local Service Area, the Village of Sayward, and to any areas outside of the service area with which the SRD has a contract to deliver the service. The inclusion of the Village in the establishing bylaw's service area is a key difference between this alternative and the previous one. > *Sayward Fire Services Bylaw* — The SRD would create a *Fire Services Bylaw* to confer specific authorities on the Chief of the Sayward Volunteer Fire Department (appointed by the Regional Board), and to set out regulations and restrictions that must be followed within the broader service area, including the Sayward Valley and the Village of Sayward. There would be no *Fire Protection Service Agreement* in this alternative since neither party would receive the service on contract.
Service Participating Jurisdiction	Electoral Area 'A' and the Village of Sayward would be the two participating jurisdictions set out in the service's establishing bylaw.
Service Area	The service area set out in the SRD establishing bylaw would include: > the portion of Electoral Area 'A' that is within the Sayward Valley Fire Protection Local Service Area > the Village of Sayward As the local government service provider, the SRD would be responsible for providing the service to all properties within this broader service area.

Service Element	Description
Service Governance	The governing body for the service would be the SRD Board of Directors. The full Board would make decisions related to service finances, land matters, contracts and borrowing for the service, as required under section 210 of the *Local Government Act*. Decisions on the administration and operation of the service, including votes on the provisions of the *Sayward Fire Services Bylaw*, would be made by the participating jurisdictions' directors — namely, the Electoral Area 'A' Director and the Village of Sayward Municipal Director — on the Board. Votes on these decisions would be made as weighted stakeholder votes which, based on current populations and the SRD's voting unit, would assign one vote to each Director. Day-to-day operational decisions would be made, as at present, by the Chief of the Sayward Volunteer Fire Department.
Service Cost, Cost Recovery and Cost Allocation	The following points outline the treatment of costs under this service alternative: > *Service Cost* — The service cost would be determined by the SRD Board of Directors, based on recommendations from the Electoral Area 'A' and Village of Sayward Directors (as well as input from the Fire Chief and the SRD's Protective Services Department). > *Cost Recovery* — Costs would be recovered by the SRD from Electoral Area 'A' properties in the Sayward Valley Fire Protection Local Service Area, and from Village of Sayward properties within the Village Fire Protection Service Area, using a property value tax. Under this option, it should be emphasized, both local jurisdictions would be taxed by the SRD to provide the service. The Village would not pay a fee-for-service contract. > *Cost Allocation* — The method of cost-allocation, would be determined by the two participating jurisdictions. Costs could be divided based on any factor or combination of factors, including number of incidents per jurisdictions, converted assessment, population, or other measures. As with the previous alternative, the starting point in negotiations would be the cost allocation framework in place under the current service arrangement which assigns operating costs on the basis (approximately) of incident numbers. New equipment costs are split evenly in recognition of the two service areas' equal reliance on a properly-equipped single Volunteer Fire Department. Each jurisdiction is responsible for

Service Element	Description
	maintaining its own fire hall, which is required in order to provide timely response to each service area, and home insurance cost reductions to residents of each area. The overall approach to cost-sharing would be detailed in the service establishing bylaw.
Service Delivery	The Sayward Volunteer Fire Department would deliver the service on behalf of the Regional District. The Fire Department would be identified in the *Sayward Fire Service Bylaw* as the designated fire department.

6. EVALUATION OF SERVICE MODELS

Assessment Criteria

Each of the service model alternatives could be made to work for Electoral Area 'A' and the Village of Sayward, the two jurisdictions that currently receive fire protection from the Sayward Volunteer Fire Department. Which specific alternative, should the jurisdictions consider developing? To answer this question, it is helpful to evaluate the alternatives against a set of factors that includes the following assessment criteria:

- *Fairness* — The preferred model is the alternative in which the amount paid each year by taxpayers of the Sayward Valley and by those in the Village of Sayward is appropriate given the each group's level of relative benefit (i.e., the level of benefit relative to that received by the other).

- *Cost Effectiveness* — The preferred service model is the one that is most cost-effective for taxpayers in the Sayward Valley, as well for those in the Village of Sayward.

- *Role in Decision-Making (i.e., Governance)* — The preferred model is the alternative that would give the Director for Electoral Area 'A', on behalf of the residents of the Sayward Valley, meaningful input into decisions on service scope, service level, service budgets and other important matters. The preferred model would give both jurisdictions a voice in decision-making.

- *Anticipated Level of Support* — The preferred model is the one that would be supported by the Sayward Valley community, the Village of Sayward and the Sayward Volunteer Fire Department.

Figure 6.1 presents an evaluation of the service models against the assessment criteria.

Figure 6.1
Evaluation of the Service Models

Assessment Criteria	Option A - Establish SRD Local Service	Option B - Establish SRD Sub-Regional Service	Option C - Establish Separate Sayward Valley (SRD) Service
Fairness	> Fairness would depend on ability of SRD and Village of Sayward to negotiate equitable service payment from Village to SRD.	> Fairness would depend on ability of two jurisdictions to determine, within SRD service establishment framework, approach to cost sharing.	> Each party would pay full cost of its own service, and would be sole beneficiary of its service. > Over-dependence of one jurisdiction on the other through a mutual aid agreement could distort level of fairness.
Cost-Effectiveness	> Reliance on a single Sayward Valley Volunteer Fire Department would continue current high level of value-for-money. > At current service level, and under existing cost-sharing arrangement, little to suggest that service model would provide any savings to Sayward Valley taxpayers over existing service. > To achieve significant savings, would need to reduce scope or level of service, and/or shift greater amount of cost to Village of Sayward.	> Reliance on a single Sayward Valley Volunteer Fire Department would continue current high level of value-for-money. > At current service level, and under existing cost-sharing arrangement, little to suggest that service model would provide any savings to Sayward Valley taxpayers over existing service. > To achieve significant savings, would need to reduce scope or level of service, and/or shift greater amount of cost to Village of Sayward.	> Establishment of separate Sayward Valley Volunteer Fire Department would result in duplication of local service, which would not be cost-effective.

Assessment Criteria	Option A - Establish SRD Local Service	Option B - Establish SRD Sub-Regional Service	Option C - Establish Separate Sayward Valley (SRD) Service
	> Potential to benefit from future centralized technical support through SRD Protective Services Department could make more cost-effective.	> Potential to benefit from future centralized technical support through SRD Protective Services Department could make more cost-effective.	
Role in Decision-Making	> Decisions on service would be made by full SRD Board on which both jurisdictions'' Directors sit. Board would be guided in decisions, however, by the advice from the participating jurisdiction in the service (i.e., Electoral Area 'A'), not the jurisdiction that purchases the service (i.e., Village of Sayward). > Electoral Area 'A' and SRD could consult Village of Sayward on service matters; however, recommendations to the Board would likely come from Electoral Area 'A' only. > In all, Area 'A' would have elevated role in decision-making for the service compared to role under current service arrangement.	> This model would provide Electoral Area 'A' a meaningful role in decision-making for the service. Indeed, the model would provide shared control over the service by Electoral Area 'A' and the Village of Sayward. Directors from both jurisdictions would need to agree to all decisions on the administration and operation of the service. > The full Board would make decisions on financial matters, land issues and contracts based on joint recommendations from the two Directors.	> Decisions on the service would be made by the full SRD Board. The Board would likely be guided in its decisions, however, by recommendations from the Electoral Area 'A' Director. > Since each jurisdiction would have its own service (and Volunteer Fire Department) under this model, neither jurisdiction would expect a role in decision-making for the other's service. > Any consultation on issues would be limited to mutual aid agreements and other joint issues.

Assessment Criteria	Option A - Establish SRD Local Service	Option B - Establish SRD Sub-Regional Service	Option C - Establish Separate Sayward Valley (SRD) Service
Anticipated Level of Support	> Based on discussions with SRD to date, it is anticipated that the Electoral Area 'A' Director would support this option. > Support may depend to some degree, however, on the ability under the model to reduce the total net cost to Area 'A' taxpayers for fire protection. A reduction in the total net cost for Area 'A' would require either a decrease in the existing level of fire protection service, and/or significant fee-for-service payments from the Village of Sayward. Both of these would require the agreement of the Village of Sayward > It is not clear why the Village of Sayward would endorse this model — the model does not appear to offer any benefit to the Village. Without the Village's support, implementation of the model would be difficult.	> This alternative would provide the jurisdictions the ability to share decision-making for the service, while continuing to rely on a single Volunteer Fire Department. > This model would likely be supported by both the Village of Sayward and the Volunteer Fire Department — support that would enable implementation of the alternative.	> Support for this model may be difficult to achieve given the challenges in establishing two Volunteer Fire Departments (the existing department struggles to maintain minimum staffing), and the inherent duplication of service in the model.

Assessment Criteria	Option A - Establish SRD Local Service	Option B - Establish SRD Sub-Regional Service	Option C - Establish Separate Sayward Valley (SRD) Service
	> It is equally unclear why the Volunteer Fire Department would support this model.		

7. ADDITIONAL OBSERVATIONS

Through the course of the review, the consultants identified a few operational items that should be noted, and that the SRD may wish to consider separately from the governance model options. These observations relate to the current arrangement and should also be considered under any new shared service arrangement in future.

Volunteers Recruitment to Maintain FUS Grading

The Fire Underwriters will not assign a grading without conducting a full assessment of the community however, they do publish the general minimum requirements for each level. The SVFD currently has only 14 volunteers which is below the required minimum of 15 to maintain a DPG 3A or 3B. The fire department should strive to recruit and retain additional members to maintain the current grading. (see Figure 5.1 below for an abbreviated summary).

Figure 7.1
Fire Underwriters Survey Minimum Requirements[13]

DPG Grading	Water Works	Apparatus	Firefighters
3A	Water supply system (fire hydrants) meeting FUS minimum requirements	Response within 8 km by road with a Pumper Truck	• 15 auxiliary (volunteer) firefighters
3B	Not required – however the department must have training and equipment to deliver water by water tender (tanker truck) to meet FUS Standard Tanker Shuttle Service	Two units required • Pumper Truck • Water Tender	• 15 auxiliary (volunteer) firefighters
4	Reserved for communities that contract for fire protection services from fire service agencies with a DPG of 1, 2, 3A, or 3B.		
5	Considered "unprotected" if not meeting the minimum requirements of 3B.		

A recruitment and retention strategy may need to consider some form of monetary reimbursement for volunteers. Some options include reimbursing volunteers for lost wages when they attend incidents and training sessions; implementing an annual grant or stipend program that could be distributed among the volunteers or fund social events; or perhaps considering a shift to a paid-on-call (POC) service. Based upon the current incident volume, the cost to shift to a POC model would likely not exceed $25,000 annually.

Sayward Valley Fire Station 2

Given the location in a flood zone and the numerous building deficiencies, the SRD may wish to consider alternatives to investing in the current repairs and maintenance plan and instead redirect those funds toward reconstruction in a new location. A new facility could serve as the main fire station with the fire chief and deputy chief headquartered there and operating under an SRD governance model.

Additionally, there may be opportunity to incorporate space for leased to the BC Emergency Health Service (BCEHS) who may have interest in relocating from their current space at the Village of Sayward Fire Station 1. The chief and deputy chief indicated that the current space is in need of repairs and does

[13] https://fireunderwriters.ca/Grading/Dwelling-Protection-Grade

not provide the privacy necessary for a multi-gender crew. With a potential revenue stream, reconstruction in a new location may become a more viable option.

OFC Playbook Level of Service Declaration

The Village of Sayward has selected "Exterior Operations" as the official level of service for SVFD. This is the lowest acceptable level under the OFC Playbook and is common for similar sized and resourced communities. However, it does not permit firefighters to make entry into burning buildings to extinguish fires and rescue any occupants who may be trapped inside.

If the department shifted to the "Interior Operations" level, interior firefighting would be allowed but the training requirements would increase – both in time and cost. The SRD may wish to consider the level of service in conjunction with a volunteer recruitment and retention plan, and volunteer compensation. However, ensuring a full roster of volunteers and training them to the exterior level is a higher priority.

Regardless of whether the service level changes, the officially declared level of service should be codified in policy which was unclear at the time of this report.

Potential to Improve FUS Grading by Enhancing Water Supply

Much of the Sayward Valley has no fire hydrants, although there are some predetermined locations where water can be drafted from static water sources. This is perhaps the main reason for the lower FUS grading in that area. While it may be impractical to construct a water supply system, alternatives exist to improve water supply that could perhaps result in an improvement to the FUS grading which would likely translate to reduction in residential fire insurance rates.

Many jurisdictions on Vancouver Island have improved their FUS grading from DPG 5 to DPG 3B by demonstrating the capacity to shuttle water with water tenders (tanker trucks) and maintain a consistent flow of water as required by the FUS criteria. FUS recognizes two levels of alternative water supply.

- *Standard Water Shuttle Service* is the lowest level of FUS recognized alternative water supply.
- *Accredited Superior Tanker Shuttle Service* is the highest recognized level and offers the greatest savings if achieved.

In both scenarios, the fire department must demonstrate the ability to provide a continuous water supply and fire flow at a specified volume and duration. Typically, this is achieved with multiple water tenders which usually requires mutual aid from several neighbouring communities. Given the travel time to the two closest mutual aid fire departments (City of Campbell River and Village of Woss) is almost an hour, this may prove a difficult task but one worthwhile studying.

Even if either shuttle service above cannot be achieved, there is opportunity to make improvements to the current water supply by locating additional static water sources for drafting and installing appliances, such as dry hydrants, at those locations to expedite water access.

Oversight of a new Sub-regional Fire Protection Service

Fire services within the SRD are currently coordinated through the Protective Services Coordinator position. Should a Strathcona Regional District sub-regional fire protection service be established as recommended in this report, the SRD may also wish to review the capacity for this position to adequately oversee and support the new service alongside existing duties.

8. RECOMMENDATIONS

The Strathcona Regional District (SRD) contracted Aegis Risk Management Ltd. to conduct a *Fire Services Review* of fire protection in the Sayward Valley portion of Electoral Area 'A'. The review included an assessment of the current contracted service and explored alternative solutions. The overall aim is for the SRD to enhance its role in the oversight and decision making for the fire services.

The consultants' findings from the *Review* have been presented in this report. Based on these findings, the following recommendations, divided into different categories, are provided for the consideration of the Strathcona Regional District:

Alternative Service Models

- THAT the Board endorse the establishment of a Strathcona Regional District sub-regional fire protection service, with Electoral Area 'A' and the Village of Sayward as participants, to replace the existing service arrangement.
- THAT the current level of service is maintained or improved upon under a new service arrangement.

Fire Department Operations

- THAT the Fire Department recruit, train, and retain a continuous roster of a minimum of 20 volunteer firefighters to ensure Fire Underwriter Survey DPG 3A/3B grading is sustained.
- THAT the Board consider the establishment of a financial reimbursement program for volunteer firefighters to incentivise recruitment and retention.
- THAT the Board consider adding at least one high-capacity water tender (tanker truck) to the fleet either as an additional apparatus or when replacing the next fire engine.
- THAT the Fire Department consider conducting a feasibility study on alternative water supplies for the areas where fire hydrants are not available including:
    - Determine the potential to achieve either a Standard Tanker Shuttle Service or Superior Tanker Shuttle Service to meet the Fire Underwriters Survey criteria.
    - Determine locations for additional drafting stations from natural and manmade static water sources.
- THAT the Board consider a flood mitigation plan or long-term replacement and relocation plan for Fire Station 2.

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STAFF REPORT

For: Mayor and Council
Prepared by: Ann MacDonald, CAO
Subject: **Council attendance at the 2021 UBCM Conference**
Meeting date: August 17, 2021

BACKGROUND

To appoint members of council to attend the annual UBCM conference hosted virtually this year from September 14-17.

DISCUSSION

The Union of BC municipalities annual conference includes speakers and topics relevant to local governments. Generally, one council member, often the Mayor, and the CAO attend the conference though funding is available for any and all to attend this year given that the planned professional development training seminar planned for Council earlier this year did not occur.

Costs are $475 per person for members to attend the four-day event, and the theme this year is Obstacles to Opportunities. The program is attached. Registration closes September 3rd at 4 p.m. The Village of Sayward is a member of UBCM.

UBCM | 2021 Convention Program

RECOMMENDATIONS

THAT Council receives the 2021 UBCM Conference staff report for information and discussion; and,

THAT Council appoints members to attend the 2021 UBCM virtual conference, Obstacles to Opportunities.

Respectively submitted,

Ann MacDonald
CAO

Attached:

- ***UBCM 2021 Program Obstacles to Opportunities***

Program

2021 Convention Long Program

Please note this program is subject to change and was updated on August 6, 2021.

MONDAY, SEPTEMBER 13

1:30PM – 2:30PM	Municipal Finance Authority Semi-Annual Meeting
3:30PM – 4:30PM	Municipal Insurance Association AGM

TUESDAY, SEPTEMBER 14

All Day	Virtual Delegates Lounge Live
8:30AM – 4:00PM	Virtual UBCM Exhibitor Showcase
9:00AM – 4:00PM	Pre-Recorded Candidate Speeches Available
9:00AM – 9:30AM	**CONVENTION OPENING SESSION** Welcome from local First Nations UBCM President's Address
9:30AM – 9:50AM	**ANNUAL MEETING** Adoption of Conference Rules and Procedures Adoption of Minutes of 2020 Convention Annual Report Question-and-Answer Period Adoption of Financial Statements Appointment of Auditors
9:50AM – 10:00AM	Report of the Nominating Committee
10:00AM – 10:30AM	Delegate Break - Join Exhibitors LIVE in the Tradeshow
10:30AM	Election for Executive Positions Open
10:30AM – 11:00AM	Address by the Minister of Municipal Affairs
11:00AM – 11:15AM	Address by the FCM President
11:15AM – 11:50AM	Community Excellence Awards
11:50AM - 12:00PM	**Bhangra Dance Break: Featuring Gurdeep Pandher**
12:00PM – 1:00PM	Delegate Break - Join Exhibitors LIVE in the Tradeshow
1:00PM – 2:30PM	**Plenary Session: Pathways to Truth and Reconciliation featuring the Honourable Murray Sinclair**

	Click Here
2:30PM – 2:45PM	Delegate Break - Join Exhibitors LIVE in the Tradeshow
2:45PM – 4:00PM	**Concurrent Workshops** Tourism Recovery Through Collaboration Local Government Financing

WEDNESDAY, SEPTEMBER 15

All Day	Virtual Delegates Lounge Live
8:30AM – 4:00PM	Virtual UBCM Exhibitor Showcase
9:00AM – 12:00PM	Pre-Recorded Candidate Speeches Available
9:00AM – 12:00PM	Resolutions
12:00PM	Election for Executive Positions Close
12:00PM – 1:00PM	Delegate Break - Join Exhibitors LIVE in the Tradeshow
1:00PM – 1:20PM	Address by Leader of the Opposition
1:20PM – 2:35PM	**Concurrent Workshops** Housing Prospects, Trends & Key Issues Meeting the Need: Shared RD Services

THURSDAY, SEPTEMBER 16

All Day	Virtual Delegates Lounge Live
8:30AM – 4:00PM	Virtual UBCM Exhibitor Showcase
9:00AM – 12:00PM	Resolutions
12:00PM – 1:00PM	Delegate Break - Join Exhibitors LIVE in the Tradeshow
1:00PM – 2:00PM	**Keynote Address: Rick Mercer**
2:00PM – 2:30PM	Delegate Break - Join Exhibitors LIVE in the Tradeshow
2:30PM – 2:45PM	Address by the Leader of the Green Party
2:45PM – 4:00PM	**Concurrent Workshops** Modernizing Forest Policy in BC Is Your Local Government Safe From a Cybersecurity Attack?

FRIDAY, SEPTEMBER 17

All Day	Virtual Delegates Lounge Live
8:30AM – 12:00PM	Virtual UBCM Exhibitor Showcase
9:00AM – 9:30AM	Federal Address
9:30AM – 10:45AM	Concurrent Cabinet Town Halls
10:45AM – 11:00AM	Delegate Break - Join Exhibitors LIVE in the Tradeshow
11:00AM – 11:15AM	Installation of President Elect
11:15AM – 12:15PM	Address by the Premier

12:15PM Adjourn

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Frequently Asked Questions

UBCM is delighted to be delivering another Convention from September 14th - 17th for #UBCM21.

Many of you participated in our first fully online Convention last year. We all learned a great deal about navigating virtual event platforms. We're gathering a comprehensive list of Frequently Asked Questions [FAQ's] based on the many repeat questions and requests that our Delegates, Sponsors and Speakers posed last year.

If you still can't find the answer to your question below, please email convention@ubcm.caand one of our convention support team members will reach out to assist you as soon as they are able.

Check back often as we'll continually update this resource page with new detail.

General Information

What activities are on the agenda for this year's Convention?

Our agenda will feature a diverse array of exciting sessions featuring special speaker presentations, workshops, our Keynote speaker (Rick Mercer), Cabinet Town Halls, Resolution sessions, and dynamic sponsor exhibits. Our Convention program is always evolving, our current agenda is available here.

What platform is UBCM using for the 2021 Convention?

UBCM will be using the event platform, Pheedloop, for the second year in a row. Returning delegates will be familiar with this user-friendly and highly rated event platfrom.

When will I be able to view the Convention sessions?

All registered delegates will be able to login, participate, and view the live sessions as they happen from September 14th - 17th. Registered delegates will also have access to the recordings of each session in the virtual library for up to six months post-Convention.

Registration

What is the easiest way to register to attend?

Convention registration officially opens Monday, July 5, 2021. The only way to register for the 2021 UBCM Convention is to complete the online form available on the Registration tab under the 2021 Convention menu on ubcm.ca.

What is the registration deadline?

Registration closes on Friday, September 3rd at 4:00 PM.

How much does it cost to attend as a Delegate with full access?

Convention rates for UBCM members are $475 per person, and the rate for individuals from non-member organizations is $500. The online registration form, payment options, cancellation policy and more relevant details will be posted July 5th on the Registration tab found under "Convention and Awards" on ubcm.ca.

What forms of payment do you accept?

UBCM accepts Visa and MasterCard payments. Payment is required to complete your registration. Login credentials will not be forwarded until your credit card has successfully processed.

Once registered, how will delegates receive access to the Convention?
Each registered delegate will receive a unique login ID and password connected to the email address they register with. There will be a direct link to the virtual Convention "Lobby" in the email, as well as a link posted to the Convention webpage when it is live.

What is your registration cancellation policy?
UBCM will refund 100% if you have to cancel by August 6, 2021. There will be a 50% refund if you cancel between August 7th - 20th and no refund thereafter. Future registration credits are not available.

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STAFF REPORT

For: Mayor and Council
Prepared by: Ann MacDonald, CAO
Subject: **OCP Review - Timing and Schedule of Final Approval Process**
Meeting date: August 17, 2021

BACKGROUND

To provide for a review of the Draft Official Community Plan (OCP) by Council and to set the dates for the next public engagement event where the public can review and comment on the draft policies contained in the draft OCP. Also, for Council to review and provide comment on the attached summary of the public engagement hosted by Urban Systems in the Gazebo on July 21, 2021.

DISCUSSION

Council entered a contract with Urban Systems to review and update Bylaw No. 308, Village of Sayward Official Community Plan in February 2021. To date, Urban Systems has completed a householder survey, a Background Report and hosted a well-attended public engagement event in the Gazebo on July 21. Upwards of 30 people attended the event, with a similar number of respondents to the survey from the 149 households in the Village. The planning consultants also held lengthy and detailed meetings with key stakeholders including two large landowners with development plans, the BC Nature Trust representatives, Island Timberlands, Western Forest Products, and the K'omoks First Nation.

Urban Systems has completed the draft OCP, and it is attached for Council's review and comment. Next steps include a public engagement event to review the draft, first and second reading of the bylaw to amend the Community Plan, a public hearing and final approval of the plan and bylaw.

The following dates are proposed for Council's review and approval:

DATE	EVENT	COMMENT
August 17, 2021	Council to review schedule of events for OCP approval and finalization	Per this staff Report
September 7, 2021	Council Review of Draft Plan	Regular Council Meeting
September 16, 2021	Public Review of Draft OCP Public Engagement	KC or Gazebo (Drop In event) Event hosted by Urban Systems

TBD	Council to hold First and Second Reading of the OCP bylaw and set the date for a Public Hearing	Regular Council Meeting
TBD	Public Hearing	Required event under the Local Government Act prior to Third Reading
TBD	Third Reading and Adoption of OCP	Regular Council Meeting

Attached is a summary of the responses from residents of the Village of Sayward at the Public engagement held in the Gazebo on July 21, 2021.

RECOMMENDATIONS

THAT Council receives the OCP Review staff report for information and to clarify next steps and dates with the Official Community Plan; and,

THAT Council endorses the dates and timing for the OCP review and adoption as contained in this staff report.

Respectively submitted,

_____

Ann MacDonald
CAO

Attached:

- ***Public Engagement Summary, July 21, 2021***

Sayward Engagement Summary

Date of Engagement: July 21, 2021
Location: The Gazebo, Sayward BC

Event Overview

The Sayward Official Community Plan open house was held on July 21, 2021 in the Gazebo in the Village centre. The event was open to the entire Village and ran from 12pm to 8pm. The project team got the opportunity to speak to approximately 30 residents about the priorities for the OCP and how the OCP will shape the future of Sayward. Discussions centered around infrastructure improvements, future growth and the value of Sayward's natural environment. The project team will use the information gathered during this event to inform the development of the OCP in the coming weeks. This document summarizes the key takeaways from the afternoon in Sayward.


RIORITIES

Project Timeline

The project has been split up into 5 phases of work. The community engagement and resulting summary document mark the end of phase 2 of the project. The project team will utilize the feedback from phase 2 to develop the draft official community plan during phase 3. We are aiming to have the draft completed by the end of August and move into phase 4 which will involve bringing the draft document back to the public for consultation.



Community Priorities

Through previous engagement efforts including the community survey and the project team developed 9 community priorities to guide the creation of the next phase of the plan and draft the OCP. These priorities were presented to the community and confirmed during the open house. The priorities are as follows:

1. We want to preserve the small-town lifestyle.
2. We want to ensure that our community is built to last.
3. We want to attract and retain new residents including families, youth, and seniors.
4. We want a healthy local economy that provides opportunities for our citizens.
5. We want resource industries to invest in and work with our community.
6. We want to protect and showcase our natural environment.
7. We want to welcome visitors to our community.
8. We want to do our part to address climate change.
9. We want open and inclusive communication and decision-making.

Some themes that were brought up my several participants include infrastructure improvements, future growth and housing affordability and Sayward's natural assets. Discussions surrounding themes are summarized in the section below.

Infrastructure

Infrastructure was a common concern for residents, with many voicing their uncertainty as to whether there was enough infrastructure to serve the current population and any future growth including the proposed residential development in the Kelsey Bay area. Specifically, residents cited water supply as a major infrastructure concern as well as the old shopping mall and potential for redevelopment.

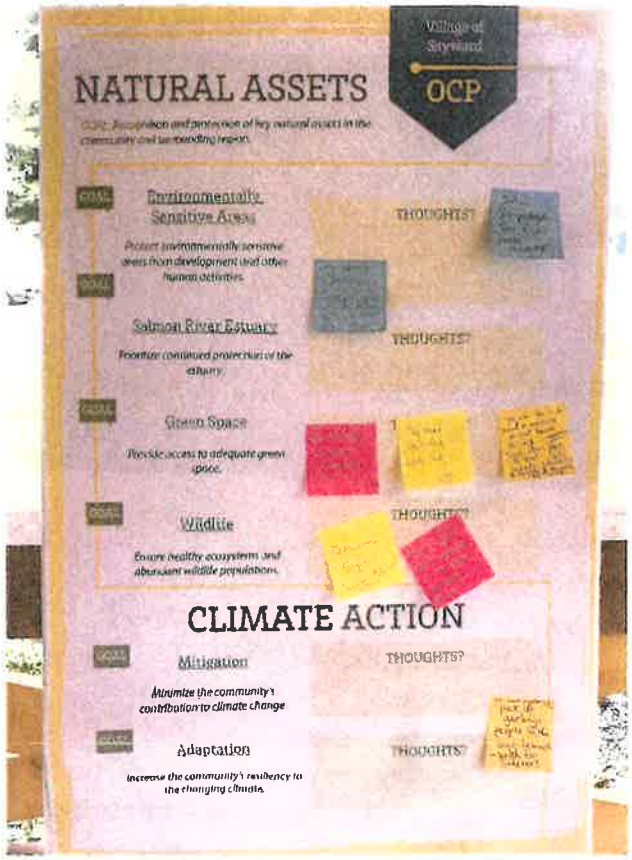


Some comments from residents on infrastructure are listed below:

- More water capacity, new water treatment plant
- Upgrades to sewers
- Support for Council to address this topic and support for a reserve policy
- Participants enjoy the gardens and walkway around the pond to the government wharf - support for the Village to spend money to maintain this community infrastructure
- Repurposed the old shopping mall to a better use, valuable land

Natural Assets

There was a strong directive from participating residents to protect Sayward's natural environment including local wildlife, the Salmon River Estuary and precious green space. Many residents voiced the need for increased wildlife education and signage, for residents and visitors to the area. Several residents brought up the opportunity to clean up the pond in the Village centre to re-create a Village public amenity that has been overgrown and undermaintained. Discussions around pond clean up included cost, the pond's importance in the Village's drainage system and environmental concerns.

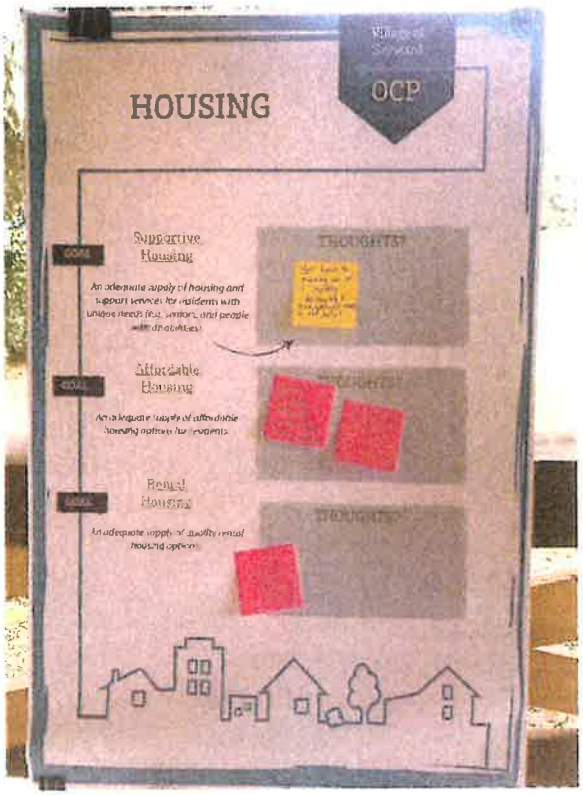


Some comments from residents on the natural environment are listed below:

- Preserve the natural environment
- The community's natural assets are one of the main reasons residents enjoy living in Sayward
- Clean up the pond (4)
- Co-host a Canada goose shoot with BC Nature trust to manage population in estuary
- Spill response for fuel leaks
- Maintain trails: cut back foliage and provide trash cans
- Off-leash dog park (fenced)
- Bear aware program- education for the public and tourists
- More signs about wildlife in the area - take more caution

Housing and Affordability

Many residents voiced concerns about escalating housing prices across Vancouver Island in anticipation of growth in the Sayward Valley. Residents urged Village staff and Council to carefully consider residential growth and any impact it will have on affordability into the future. A phased approach to future growth was discussed among participants as a favourable policy initiative.

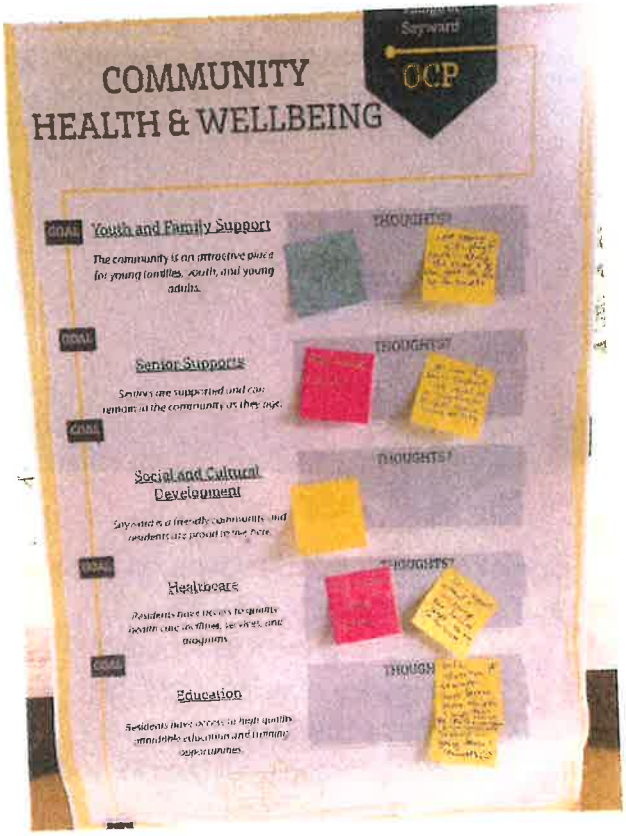


Some comments from residents on housing and affordability are listed below:

- Managing growth to ensure the community remains affordable
- Seniors housing with supports
- Better affordable housing for young adults in the community
- Secondary suits are allowed - people need to be made aware and suites should be incentivized
- Phased growth to manage any affordability issues
- Manage Airbnb and other vacation rental organizations with policy

Community Health and Wellbeing

Participants were interested in enhancing the community's health and wellbeing through policy as a result of the Official Community Plan. Residents expressed frustration with slow emergency response times and voiced interest in expanding the health care clinic to serve a wider population. Participants were generally pleased with the school and cited it as a major draw for young families to the community.



Additional comments from residents regarding community health and wellbeing are listed below:

- Continue to maintain the school
- Maintain existing play areas for children
- Provide opportunities for the community to socialize and connect
- Seek opportunities to bring in a nurse, doctor and specialists to the healthcare facility - even just on certain days
- Continue to support and maintain health unit and recognize it as an important community resource
- Explore continuing education for adults in the community
- Consider opportunities to support those struggling with addiction, mental health issues etc.
- Ensure adequate staffing of first responders (Paramedics, fire)
- Provide mental health support services and treatment

Economic Development

Participants had some great ideas to stimulate the local economy. Most feedback from participants focused on the provision of services, such as a grocery store and restaurant. Tourism was also acknowledged as a way of stimulating economic development, while also supporting many of these services.

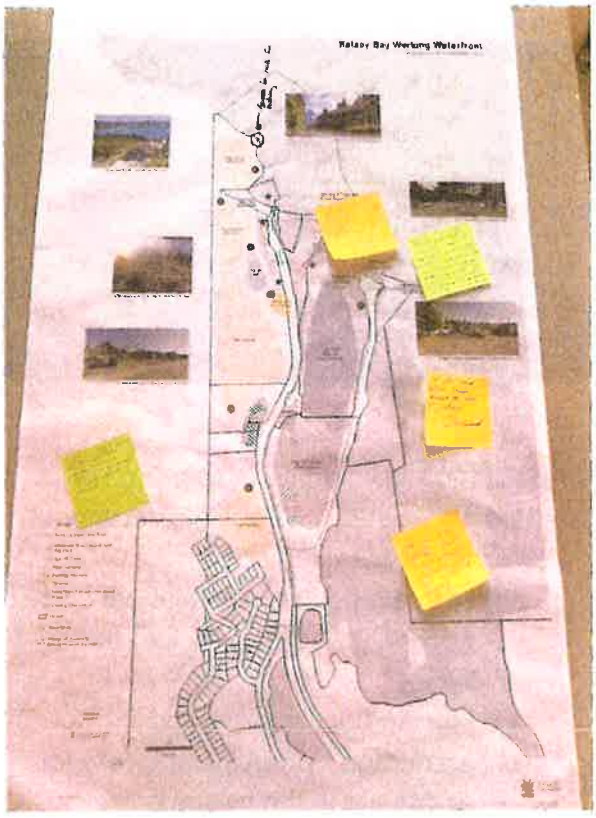


Additional comments from residents regarding the Village's economic development are listed below:

- Ensure resource industries are working collaboratively with the Village
- Provide opportunities and encourage resource employees to participate in the Village economy (i.e. shopping, renting or buying etc.)
- Continue to place residents first while expanding the tourism industry
- Demand for a restaurant
- Demand for a grocery store
- Use the old mall building/land as a services centre
- Use the marina for services and businesses
- Establish a community forest in partnership with the K'ómoks First Nation
- Better cell service to support tourism

Kelsey Bay Area

Residents discussed new residential and commercial development in the Kelsey Bay area. While there was general support for the proposed development and enhancement of the Kelsey Bay area, residents expressed concerns for existing municipal infrastructure being stretched as a result of increased residential connections. As well, residents discussed implications to the Valley's affordability. Participants were excited about the prospect of a restaurant or pub at the marina and increased economic opportunities.





Future Engagement

This engagement event and previous consultations will be used to develop the draft Official Community Plan. Residents will have another chance to communicate their vision for the Official Community Plan during the next phase of engagement. The project team will be presenting the draft OCP to the community during the second week of September. We encourage residents to come out to provide feedback on the draft policies before it goes to Council for review in the fall.

STAFF REPORT

For: Mayor and Council
Prepared by: Ann MacDonald, CAO
Subject: **Insurance Claim for Community Health Clinic**
Meeting date: August 17, 2021

BACKGROUND

In the overnight hours of Aug 3rd, the pressure valve on the hot water tank in the Sayward Health Clinic building malfunctioned and the clinic experienced flooding and water damage. While the Municipal Insurance Association of BC (MIABC) will cover costs to repair, the Village is required to cover the $2,500 deductible.

DISCUSSION

Public Works staff attended the scene on Aug 4th to assess the damage and deal with the hot water tank. A new pressure valve was installed so the clinic water could be turned back on, and the clinic resumed operations quickly.

Staff contacted MIABC to inquire on the process for an insurance claim as the damage was significant and included water seepage into the flooring, walls/drywall etc. MIABC contacted an adjuster who along with a contractor assessed the scene and began the drying out process with fans, dehumidifiers etc. The contractor also took some samples from the flooring to determine if there are any remediation issues.

The damage is assessed as being likely to exceed $10,000 so a claim through our insurance provider is in order. The Village will be responsible for paying a $2,500 deductible. We are hopeful that our insurance claim will cover the remaining costs of a new toilet, which was cracked, a new hot water tank, and other sundry items damaged in the flood, but there will likely be additional costs as MIABC may not cover the damaged items. This has yet to be confirmed by MIABC.

In accordance with the lease between the Village and Sayward Community Health Society (SCHS) responsibility for plumbing and appliances is placed on the Village. (Lease attached). The SCHS for its part, is required to hold insurance for its contents as a condition of the lease so no costs are expected to accrue to the Village for any damaged contents.

Staff recommend funds be repurposed from those set aside in operating surplus previously tagged to replace the carpeting in the administrative office or to insulate the storage room in order to cover these emergency costs.

Admin - Office carpet, flooring and counter	6,500
Admin - Insulate storage room	7,500

Figure 1 Summary of Options for Operating Surplus funds

RECOMMENDATIONS

THAT Council receives the Community Health Clinic staff report for information and discussion; and,

THAT Council approves repurposing of surplus operating funds to cover the deductible cost of $2,500 and other costs associated with replacing the damaged appliances; and,

THAT staff return to Council at a later date to report on any additional costs incurred by this flooding event.

Sincerely,

_____

Ann MacDonald
CAO

Attached:

- ***Lease Agreement between the Village of Sayward and Sayward Community Health Society***

LEASE OF BUILDING

THIS LEASE is dated for reference the ___ day of February, 2018.

BETWEEN:

VILLAGE OF SAYWARD
652A H'Kusam Way
PO BOX 29
Sayward, BC V0P 1R0

(the "**Landlord**")

OF THE FIRST PART

AND:

SAYWARD COMMUNITY HEALTH SOCIETY
601 Kelsey Way
Sayward, BC V0P 1R0

(the "**Tenant**")

OF THE SECOND PART

WHEREAS:

A. The Landlord is the registered owner in fee simple of a parcel of land located in Sayward, British Columbia and legally described as:

PID: 001-120-484

Lot 1, Section 31, Township 3, District Lot 305, Sayward Land District, Plan 31878

(the "**Land**");

B. The Landlord is the owner of a building on the Land (the "**Building**");

C. The Landlord wishes to lease to the Tenant and the Tenant wishes to lease from the Landlord the Building; and

D. The Landlord wishes to grant the Tenant a non-exclusive license to use those parts of the Land surrounding the Building (the "**License Area**").

NOW THEREFORE in consideration of the rents, covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties covenant and agree as follows:

1.0 LEASE

1.1 The Landlord leases the Building to the Tenant on the terms and conditions set out in this Lease.

2.0 TERM

2.1 This Lease shall be for a term of five (5) years, commencing on the _____ day of February, 2018 and ending on the ___ day of February, 2023 (the "**Term**").

3.0 RENT

3.1 The Tenant shall pay the Landlord rent of ONE DOLLAR ($1.00) for the Term (the "**Rent**").

3.2 The Tenant shall pay all rents and additional rents reserved under this Lease.

4.0 RENEWAL

4.1 The Lease may be renewed for two (2) additional terms of five (5) years by mutual agreement of the Landlord and Tenant.

5.0 USE

5.1 The Tenant shall use the Building for the purpose of a community health clinic, and for no other purpose without the advance written consent of the Landlord.

6.0 OPERATING EXPENSES, TAXES AND UTILITIES

6.1 The Tenant is responsible for all operating and maintenance expenses in relation to its use of the Building, except as expressly provided otherwise in this Lease.

6.2 The Tenant shall pay all applicable taxes, rates, duties, and assessments whatsoever, whether municipal, provincial, federal, or otherwise, including GST, charged upon the Building or the Tenant on account of the Tenant's use of the Building.

6.3 The Tenant shall pay as they become due all charges for utilities used at or in the Building, including without limitation, charges for all gas, oil, telephone, electricity and internet used in the Building.

7.0 REPAIRS, MAINTENANCE, AND ALTERATIONS

7.1 The Tenant shall at all times maintain the Building to an excellent standard of repair and maintenance.

7.2 The Tenant shall not alter the Building, or construct or place any signs on the exterior of the Building without first obtaining the written consent of the Landlord, and any permits and inspections required by law.

7.3 Any construction, placement, addition, or alteration carried out in or on the Building must be carried out at the Tenant's sole cost.

7.4 The issuance of any permit or the performance of any inspection by the Landlord in its capacity as a local government does not constitute the granting of consent in its capacity as Landlord under this Lease.

7.5 The Tenant is not responsible for replacing the Building's envelope (excluding doors and windows), foundation, mechanical, plumbing, heating, or utility systems, or for carrying out major structural repairs on the Building.

7.6 The Tenant shall be responsible for regular and proper maintenance of all paved surfaces on the Licence Area, which maintenance includes snow, ice, and leaf removal.

8.0 TRANSFER

8.1 The Tenant shall not assign, sublet, licence, sub-licence or grant any other right or interest in the Building or Licence Area without the Landlord's prior written consent.

8.2 The Landlord's consent to assignment, subletting, licensing or sub-licensing does not release or relieve the Tenant from any of its obligations to perform all the terms, covenants and conditions under this Lease.

8.3 The Tenant shall not permit any lien, charge, mortgage, or security interest to be registered against the Land, Building, or License Area for any purpose without prior written consent of the Landlord.

8.4 The Tenant shall pay the Landlord's reasonable costs incurred in connection with the Tenant's request for consent under this Article 8.0.

9.0 COMPLIANCE WITH LAWS

9.1 The Tenant shall comply promptly at its own expense with all statutes, regulations, bylaws and other legal requirements (collectively, "**Laws**") of all federal, provincial or local authorities, including an association of fire insurance underwriters or agents, with respect to the Building and Licence Area and all notices issued under them that are served upon the Landlord or the Tenant.

10.0 NUISANCE

10.1 The Tenant shall not carry on or do or allow to be carried on or done in or on the Building or Licence Area anything that:

(a) may be or become a nuisance to the Landlord or the public;

(b) increases the hazard of fire or liability of any kind;

(c) increases the premium rate of insurance against loss by fire or liability upon the Building or Licence Area;

(d) invalidates any policy of insurance for the Building or Licence Area; or

(e) directly or indirectly causes damage to the Building or Licence Area.

11.0 INSURANCE

11.1 The Tenant shall take out and maintain during the Term:

(a) for all property owned by the Tenant (or for which the Tenant is legally liable) located within the Building and Licence Area, a policy of all risks property insurance, inclusive of loss or damage by fire and other perils now or hereafter from time to time included in the usual extended coverage endorsement effected in the Province of British Columbia by prudent tenants from time to time during the Term, including, without limiting the generality of the foregoing, the hazards of earthquake, flood, theft, and smoke, in an amount equal to the full replacement value of the property being insured, or in such other amounts as the Landlord, acting reasonably, may from time to time require; and

(b) a policy of commercial general liability insurance against claims for bodily injury, death or property damage arising out of the use and occupancy of the Building and Licence Area by the Tenant in the amount of not less than TWO MILLION DOLLARS ($2,000,000.00) per single occurrence or such greater amount as the Landlord may from time to time require.

11.2 The Tenant shall provide the Landlord with a certified copy of such policy or policies required under section 11.1.

11.3 All policies of insurance required by this Lease must name the Landlord as an additional insured party thereto, and contain a waiver of subrogation clause in favour of the Landlord and shall also contain a clause requiring the insurer not to cancel or change the insurance without first giving the Landlord thirty (30) days prior written notice.

11.4 If the Tenant does not provide or maintain in force the insurance required by this Lease, the Landlord may take out the necessary insurance and pay the premium for periods of one year at a time, and the Tenant shall pay to the Landlord as additional rent the amount of the premium immediately on demand.

11.5 If both the Landlord and the Tenant have claims to be indemnified under any insurance required by this Lease, the indemnity will be applied first to the settlement of the claim of the Landlord and the balance, if any, to the settlement of the claim of the Tenant.

11.6 The Landlord, acting in its sole discretion, may, but will in no way be obligated to, take out and maintain at any time during the Term any policy of insurance insuring the Land, Building, or Licence Area against any risk or peril against which the Landlord normally insures.

12.0 INDEMNIFICATION

12.1 The Tenant shall release and indemnify the Landlord from and against all lawsuits, damages, losses, costs or expenses that the Landlord may incur by reason of the Tenant's use or occupation of the Building or Licence Area or the carrying on, in or upon the Building or Licence Area of any activity in relation to the Tenant's use or occupation of the Building or Licence Area, the release of any Contaminants at or from the Land related to the Tenant's use of the Building and Licence Area, and in respect of any loss, damage or injury sustained by the Tenant, or by any person while in or on the Building or Licence Area for the purpose of doing business with the Tenant, receiving healthcare services from the Tenant, or otherwise dealing with the Tenant, or by reason of non-compliance by the Tenant with Laws or by reason of any defect in the Building or Licence Area, including all costs and legal

costs, taxed on a solicitor and own client basis, and disbursements and this indemnity shall survive the expiry or sooner termination of this Lease.

12.2 For the purposes of section 12.1, "Tenant" includes any assignee, sub-tenant, licensee or sub-licensee of the Tenant.

13.0 BUILDERS LIENS

13.1 The Tenant shall release and indemnify the Landlord from and against all claims for liens for wages or materials or for damage to persons or property caused during the making of or in connection with any excavation, construction, repairs, alterations, installations and additions the Tenant may make or cause to be made to the Building, and the Tenant shall promptly take all legal action necessary to cause any lien to be discharged. The Landlord is at liberty to file a notice of interest against title to the Land pursuant to the *Builders Lien Act*.

14.0 POSSESSION

14.1 The Tenant shall, upon the expiration or earlier termination of this Lease peaceably surrender and give up possession of the Building and Licence Area without notice from the Landlord, any right to notice to quit or vacate being hereby expressly waived by the Tenant, despite any law or custom to the contrary.

15.0 CONDITION OF BUILDING OR LICENCE AREA

15.1 The Tenant acknowledges that it has with due diligence investigated and satisfied itself with respect to the condition of the Building and Licence Area and its suitability for the uses permitted by this Lease, including without limitation with respect to its size, dimensions, state, condition, environmental condition or impact, presence or absence of any substances or conditions (whether hazardous or not), soil and water condition, usefulness, topography, legal access, services and zoning.

16.0 ENVIRONMENTAL MATTERS

16.1 Definitions

For the purposes of this Lease:

(a) "**Contaminants**" means any pollutants, contaminants, deleterious substances, underground or above-ground tanks, lead, asbestos, asbestos-containing materials, hazardous, corrosive, or toxic substances, hazardous waste, waste, polychlorinated biphenyls ("**PCBs**"), PCB-containing equipment or materials, pesticides, defoliants, fungi, including mould and spores arising from fungi, or any other solid, liquid, gas, vapour, odour, heat, sound, vibration, radiation, or combination of any of them, which is now or hereafter prohibited, controlled, or regulated under Environmental Laws; and

(b) "**Environmental Laws**" means any statutes, laws, regulations, orders, bylaws, standards, guidelines, protocols, criteria, permits, code of practice, and other lawful requirements of any government authority having jurisdiction over the Land now or hereafter in force relating in any way to the environment, environmental assessment,

health, occupational health and safety, protection of any form of plant or animal life or transportation of dangerous goods, including the principles of common law and equity.

16.2 Tenant's Covenants

The Tenant covenants and agrees not to use or permit to be used all or any part of the Building or Licence Area for any dealing with any Contaminants, without the prior written consent of the Landlord, to strictly comply, and cause any person for whom it is in law responsible to comply, with all Environmental Laws regarding the use and occupancy of the Building or Licence Area, and to promptly notify the Landlord in writing of any release of a Contaminant or any other occurrence or condition on the Building, Licence Area, or any adjacent property that could contaminate the Land or subject the Landlord or the Tenant to any fines, penalties, orders, investigations, or proceedings under Environmental Laws.

17.0 QUIET ENJOYMENT

17.1 The Landlord covenants with the Tenant for quiet enjoyment.

18.0 LICENSE OF USE

18.1 The Landlord, subject to the performance and observance by the Tenant of the terms, conditions, covenants and agreements contained in this Lease and to earlier termination as provided in this Lease, grants to the Tenant a non-exclusive right by way of licence for the Tenant, its servants, agents, employees, licensees and invitees to:

(a) pass over the License Area in order to have reasonable access to the Building; and

(b) use the parking lot located on the License Area for the parking of vehicles.

18.2 The Tenant covenants and agrees to use the License Area in accordance with the terms of use attached to this Lease as Schedule "A".

18.3 The Landlord hereby reserves to itself from the grant and the covenants made by it to the Tenant under section 18.1 the right for the Landlord, its agents, employees, contractors and subcontractors to have full and complete access to the License Area to carry out any operations associated with the Landlord's use of the Land.

19.0 TERMINATION AND RE-ENTRY

19.1 If the Tenant fails to perform any covenant under this Lease and if such default shall continue for sixty (60) days after the giving of written notice by the Landlord to the Tenant, then the Landlord may terminate this Lease and may re-enter the Building and the rights of the Tenant with respect to the Building shall lapse and be absolutely forfeited.

19.2 In the event that the Tenant loses its funding, it may terminate this Lease on ninety (90) days' prior written notice to the Landlord.

20.0 FORFEITURE

20.1 The Landlord, by waiving or neglecting to enforce the right to termination and forfeiture of this Lease or the right of re-entry upon breach of any covenant, condition or agreement in

it, does not waive the Landlord's rights upon any subsequent breach of the same or any other covenant, condition or agreement in this Lease.

21.0 DISTRESS

21.1 If the Landlord is entitled to levy distress against the goods and chattels of the Tenant, the Landlord may use enough force necessary for that purpose and for gaining admittance to the Building, and the Tenant releases the Landlord from liability for any loss or damage sustained by the Tenant as a result.

22.0 DESTRUCTION

22.1 If the Building, at any time during the Term, is damaged or destroyed by fire, flood, or other casualty, if the Landlord does not, within sixty (60) days of the damage or destruction, elect to undertake restoration, repair or replacement, this Lease shall terminate immediately without any further act or notice of the Landlord.

23.0 FIXTURES

23.1 Unless the Tenant, upon notice from the Landlord, removes them, all structures or improvements constructed, placed or installed in or on the Building by the Tenant, save and except for moveable trade fixtures of the Tenant, shall, at the termination or expiry of this Lease, become the sole property of the Landlord at no cost to the Landlord.

24.0 OWNERSHIP OF BUILDING

24.1 The Landlord and Tenant agree that at all times during the Term and upon the expiration or earlier termination of this Lease, title to and ownership of the Building and all alterations or additions made to the Building, vest and will remain vested in the Landlord.

25.0 HOLDING OVER

25.1 If the Tenant holds over following the Term and the Landlord accepts rent, this Lease becomes a tenancy from month to month subject to those conditions in this Lease applicable to a tenancy from month to month.

26.0 LANDLORD'S PAYMENTS

26.1 If the Landlord incurs any damage, loss or expense or makes any payment for which the Tenant is liable or responsible under this Lease, then the Landlord may add the cost or amount of the damage, loss, expense or payment to the rent and may recover the cost or amount as additional rent.

27.0 LANDLORD'S REPAIRS

27.1 If the Tenant fails to repair or maintain the Building or Licence Area as required under this Lease, the Landlord, its agents, employees or contractors may, upon twenty-four (24) hours' notice or without notice in the event of an emergency, enter the Building or Licence Area and make the required repairs or do the required maintenance and recover the cost from the Tenant.

27.2 In making the repairs or doing the maintenance under section 27.1, the Landlord may bring and leave upon the Building and Licence Area all necessary materials, tools and equipment, and the Landlord will not be liable to the Tenant for any inconvenience, annoyance, loss of business or injury suffered by the Tenant by reason of the Landlord effecting the repairs or maintenance.

28.0 INSOLVENCY

28.1 If:

(a) the Term or any of the goods or chattels in the Building or Licence Area are at any time seized or taken in execution or attachment by any creditor of the Tenant;

(b) a writ of execution issues against the goods or chattels of the Tenant;

(c) the Tenant makes any assignment for the benefit of creditors;

(d) the Tenant becomes insolvent;

(e) proceedings are begun to wind up the Tenant; or

(f) the Building becomes vacant and unoccupied for a period of thirty (30) days or is used by any other person or persons for any purpose other than permitted in this Lease without the written consent of the Landlord,

the Term shall, at the option of the Landlord, immediately become forfeited and the then current month's rent for the three months next following shall immediately become due and payable to the Landlord, and the Landlord may re-enter and repossess the Building despite any other provision of this Lease.

28.2 If the Tenant becomes bankrupt this Lease shall terminate immediately without any further act or notice of the Landlord.

29.0 REMOVAL OF GOODS

29.1 If the Tenant removes its goods and chattels from the Building, the Landlord may follow them for thirty (30) days.

30.0 TIME

30.1 Time is of the essence of this Lease.

31.0 NOTICES

31.1 Any notice required to be given under this Lease shall be deemed to be sufficiently given:

(a) if delivered, at the time of delivery; and

(b) if mailed from any government post office in the Province of British Columbia by prepaid, registered mail addressed as follows:

If to the Landlord: **VILLAGE OF SAYWARD**
652A H'Kusam Way
PO BOX 29
Sayward, BC V0P 1R0

If to the Tenant: **SAYWARD COMMUNITY HEALTH SOCIETY**
601 Kelsey Way
Sayward, BC V0P 1R0

or at the address a party may from time to time designate, then the notice shall be deemed to have been received five (5) days after the time and date of mailing. If, at the time of the mailing the notice, the delivery of mail in the Province of British Columbia has been interrupted in whole or in part by reason of a strike, slow-down, lock-out or other labour dispute then the notice may only be given by actual delivery of it.

32.0 FITNESS OF BUILDING AND LICENCE AREA

32.1 The Landlord has made no representation or warranties as to the condition, fitness or nature of the Building or Licence Area and by executing this Lease, the Tenant releases the Landlord from any and all claims which the Tenant now has or may in future have in that respect.

33.0 NET LEASE

33.1 This Lease shall be a complete carefree net lease to the Landlord as applicable to the Building and the Landlord shall not be responsible during the Term for any cost, charges, expenses or outlays of any nature whatsoever in respect of the Building or the contents thereof except those mentioned in this Lease.

34.0 BINDING EFFECT

34.1 This Lease enures to the benefit of and is binding upon the parties hereto and their respective heirs, executors, successors, administrators and permitted assignees.

35.0 AMENDMENT

35.1 Any amendments to this Lease must be evidenced in writing and executed by both parties.

36.0 LAW APPLICABLE

36.1 This Lease will be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

37.0 REGISTRATION

37.1 Despite section 5 of the *Property Law Act*, the Landlord is not obligated to deliver this Lease to the Tenant in registrable form. The Tenant may, at its own expense, present to the Landlord for execution an instrument rendering this Lease registrable and register the same.

38.0 INTERPRETATION

38.1 When the singular or neuter are used in this Lease they include the plural or the feminine or the masculine or the body politic or corporate where the context or the parties require.

38.2 All provisions of this Lease are to be construed as covenants and agreements as though the words importing covenants and agreements were used in each separate paragraph.

38.3 The headings to the clauses in this Lease have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this Lease or any provision of it.

38.4 Unless expressly stated otherwise, any reference in this Lease to a requirement for the consent or permission of the Landlord is deemed to be a reference to the consent or permission of the Landlord granted or withheld in the Landlord's sole, arbitrary and unfettered discretion.

IN WITNESS WHEREOF the parties have executed this Lease on the day and year first above written.

VILLAGE OF SAYWARD, by its authorized signatories:)

_____)
John France, Chief Administrative Officer)

_____)
John MacDonald, Mayor)

SAYWARD COMMUNITY HEALTH SOCIETY, by its authorized signatories:)

_____)
Authorized Signatory)

_____)
Authorized Signatory

Schedule "A"

Terms of Use

1. The Tenant shall ensure that the License Area is clean and litter free after every use of the License Area.

2. The Landlord may, in its sole discretion, prohibit any use of the License Area that it deems to be detrimental to the physical condition of the Land or any use that is contrary to the operating policies or bylaws of the Landlord.

3. The Landlord may from time to time establish rules for the use of the License Area and may regulate access to it.

STAFF REPORT

To: Mayor and Council
From: Ann MacDonald, CAO
Subject: **Financial Statements/Variances to July 31, 2021**
Meeting date: August 17, 2021

BACKGROUND

Staff provide a variance report for Council's review approximately every three months. This report provides a comparison of what has been approved to be spent and what has actually been spent. It also shows comparisons from the previous year. The attached variance shows progress on 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 July 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.

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 Jul 31, 2020	2021 Budget	2021 Actual to Jul 31, 2021	Y/Y Variance $
OPERATING REVENUE						
Taxation - General Municipal Purpose		337,399	337,342	345,834	345,837	8,495
Other taxes		12,761	0	10,783	10,757	10,757
Federal Community Works Fund Grant		68,216	68,222	71,562	71,568	3,346
COVID-19 Safe Restart Grant		0	0	0	0	0
Provincial Govt Grants		399,840	374,394	393,370	377,000	2,606
CARIP Grant		2,500	0	2,000	0	0
Interest & Tax Penalties		6,500	352	6,500	10,266	9,914
Unrealized Gain (Loss)		0	0	0	0	0
General Investment Income		5,000	1,980	5,000	2,621	641
Other Revenue		12,350	1,347	10,250	6,594	5,247
Licences, Permits & Fines		6,000	5,012	6,000	4,930	(83)
General Operating Grants		205,789	37,019	274,100	2,500	(34,519)
Sale of Service - Recreation Centre		24,332	4,227	14,800	3,332	(894)
Sale of Service - Other		16,200	6,441	16,500	6,637	197
RCMP Rent		23,800	14,500	25,200	14,000	(500)
RCMP Maintenance		9,748	5,890	10,236	5,686	(203)
Sewer Revenue		72,843	73,664	75,415	79,144	5,481
Water Revenue		122,683	121,624	133,354	139,901	18,276
Solid Waste Revenue		39,407	35,497	41,892	40,376	4,879
Total Operating Revenue		1,365,367	1,087,510	1,442,796	1,121,149	
OPERATING EXPENDITURES						
Legislative Services		58,810	23,913	84,260	33,081	9,167
Administration		354,117	139,080	471,299	243,818	104,738
Election		2,525	0	2,525	0	0
Recreation Centre		256,645	90,516	238,801	124,181	33,664
Parks		46,420	15,155	51,464	18,054	2,898
Public Works		58,816	45,096	84,017	53,418	8,322
Roads		35,718	14,906	38,052	13,838	(1,068)
Drainage		11,318	815	25,167	15,973	15,158
Planning		3,000	3,087	9,000	5,014	1,927
Police		14,662	2,144	12,136	3,327	1,183
Fire		46,060	23,807	40,659	13,243	(10,564)
Emergency		158,100	30,510	170,600	60,731	30,221
Health Clinic		0	825	550	525	(301)
Bylaw		500	0	500	0	0
Solid Waste		40,500	14,636	43,000	29,640	15,004
Sewer Operations		72,481	19,347	88,929	42,107	22,760
Water Operations		118,574	50,717	131,130	57,553	6,837
Total Departmental Expenditures		1,278,248	474,555	1,492,088	714,502	
Surplus/(Deficit) Before Amortization		87,119	612,954	(49,292)	406,647	

REVENUES

1.) Interest and tax penalties: Trending higher for 2021. This is due to an increase in unpaid property taxes from 2020 to 2021 a higher number of properties facing penalties for 2021. On July 31, 2021, approximately $102k remains receivable, which represents approximately 13% of total tax revenues. Staff continue to attempt collection of overdue taxes, and reminder notices are sent at least quarterly.

2.) General Investment Income: Revenue is trending higher than 2020 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: On trend with prior years.

5.) General Operating Grants: Several grants have been included in the budget but will not be posted to the G/L until later in the fiscal year when the majority of the 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
CRI FireSmart Grant	$44,100	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 prior years. 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 up to July 31st due to COVID-19 shutdowns and staff shortages.

Parks
Expenses are on target with budget.

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. Trending higher due to recent subdivision application.

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 target with budget. Trending lower than 2020 due to timing.

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

Health Clinic
In early August the clinic building experienced water damage due to a malfunctioning hot water tank. Damage to the building exceeds the Village's insurance deductible ($2,500), so a claim is in order. Some additional costs will also be incurred to replace the hot water tank. This will be discussed in a separate staff report.

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 Jul 31, 2021 staff 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-Jul-21	Budget	Variance $	Variance %	Status	Comments
Strategic Plan Projects								
1	Admin	New VoS website	10,050	18,000	7,950	-44.17%		Nearing completion. Launch date of new website June 17, 2021. A few o/s items, to be complete by Sept 30, 2021
2	Admin/Mayor & Council	OCP update	33,496	68,617	35,122	-51.18%		Grant funded. Town Hall & Public Engagement complete, draft OCP to be prensented Sept 2021. Active transportation planning component added ($18,617).
3	Mayor & Council	Community to Community Forum (C2C)		5,000	5,000	-100.00%		Possible fall forum - Council to revisit.
4	Water	Newcastle Dam project	558,186	1,194,726	636,540	-53.28%		All funding, approvals and permitting in place. Work started July 2021 to be completed in 8-9 weeks.
5	Admin	Climate Action project (carbon reducing)	-	10,000	10,000	-100.00%		Staff to bring options to Council in quarter 3, possible solar panels on water treatment plant building.
Other Projects								
6	Emergency	Evacuation Training and Radio Communications Enhancement project	11,869	12,500	631	-5.05%		Grant funded. Drone received, a few components on back order. Shaun Koopman and Paul Hibbert leads. On track for completion. Final report to do.
7	Emergency	Flood Mapping project	46,678	150,000	103,322	-68.88%		Grant funded. Public engagement phase complete, final plan Fall 2021.
8	Parks	Concrete ramp and handrails		15,000	15,000	-100.00%		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	-100.00%		Staff in contact with SRD to discuss shared funding, 50% Village, 50% SRD. Possible delay to quarter 3/4.
10	Water	Fencing for treatment plant area		40,000	40,000	-100.00%		Quotes received, project on track for 2021. Waiting for completion of dam decommisioning.
11	Sewer	Gensets for lifstations		120,000	120,000	-100.00%		Funding from sewer surplus ($150,000) approved at Jun 2021 meeting. RFQ posted July 21, 2021, closing date Aug 20, 2021.
12	Drainage	Update master drainage plan	15,162	16,690	1,528	-9.16%		Final report presented to Council August 17, 2021.
13	Admin	Computer hardware upgrade	13,135	10,000	3,135	31.35%		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	5,704	34,100	28,396	-83.27%		Grant funded. Parital portion of project awarded to SuavAir (firesmart homeowner rebate), Shaun Koopman team lead.
15	Council	Laptops ($6k) and public address system ($15k) - COVID-19 Reserve	18,791	21,000	2,209	-10.52%		Laptops procured and in use, sound system expected to be operational Aug 2021.

STAFF REPORT

To: Mayor and Council
From: Ann MacDonald
Subject: **Municipal Insurance Authority (MIA) Voting Delegate and Alternate**
Meeting date: August 17, 2021

BACKGROUND

The MIA has asked for the names of the Village's voting delegate and alternate for their annual meeting to be held during the 2021 UBCM Convention. The MIA regulations state:

"According to the RIEA 6.13, the voting delegate and alternates do not have to be an elected official, as long as it is appointed by the Council.

6.13 Representatives
Each Subscriber shall appoint by resolution of its council, trustees, directors, or other elected officials, a representative and two alternates to represent and vote the interests of the Subscriber at any meeting of the Subscribers and shall deliver a certified copy of such resolution to the Board."

DISCUSSION

Council should consider appointing a Delegate and Alternate for the upcoming MIA annual meeting.

RECOMMENDATION

THAT Council receives the MIA Voting Delegate and Alternate staff report for information and discussion, and;

THAT Council appoints _____ as the voting delegate, _____ as alternate #1, and _____ as alternate #2.

Respectfully submitted,

_____
Ann MacDonald, CAO

Prepared by: Lisa Clark, CFO

Attachments:

- ***MIABC correspondence July 20, 2021***

Lisa Clark

From: Heidi Scribner <hscribner@miabc.org>
Sent: Wednesday, July 21, 2021 10:34 AM
To: Lisa Clark
Subject: RE: MIABC Voting Delegate

Hi Lisa,

Yes, please send a council resolution with any changes to the voting delegate or alternates to me by August 27th.

Thanks!

Heidi

Heidi Scribner (formerly Kriz)
Administrator & Board Secretary
Tel: 604-449-6347 | Fax: 604-683-6244 | hscribner@miabc.org

Municipal Insurance Association of BC
#200 - 429 West 2nd Avenue
Vancouver, BC V5Y 1E3
www.miabc.org

From: Lisa Clark <cfo@saywardvalley.ca>
Sent: July 20, 2021 2:49 PM
To: Heidi Scribner <hscribner@miabc.org>
Subject: RE: MIABC Voting Delegate

[External Email – Use Caution]

Hi Heidi, thanks for sending. There have been some changes here at the Village since the last AGM – we have a new Mayor and CAO. Do I provide the new info to you?

Thanks,
Lisa

Lisa Clark, CPA, CGA
Chief Financial Officer
Village of Sayward
652 H'Kusam Way, PO Box 29
Sayward, BC V0P 1R0
250-282-5512 Ext. 3 (office)

From: Heidi Scribner <hscribner@miabc.org>
Sent: Tuesday, July 20, 2021 1:34 PM
To: Lisa Clark <cfo@saywardvalley.ca>
Subject: MIABC Voting Delegate

Dear Lisa,

The Municipal Insurance Association of BC's (MIABC's) 34th Annual General Meeting (AGM) is scheduled to take place on Monday, September 13th from 3:30pm to 4:30pm. This will, once again, be a virtual event held in conjunction with the UBCM Convention.

In accordance with Article 6.13 of the Reciprocal Insurance Exchange Agreement (RIEA), the following delegate and two alternates have been registered with the MIABC to vote your interests at this year's AGM. If you would like to change the delegate and/or alternates, please forward a resolution of your Council/Board directing these changes to the MIABC by Friday, August 27th, 2021.

The AGM Booklet with further voting information will be distributed on Monday, August 16th, 2021.

Voting Delegate: Mayor John MacDonald
Email address: john.macdonald@saywardvalley.ca

Alternate #1: CAO Lisa Clark
Email address: village@saywardvalley.ca

Alternate #2:
Email address:

Best regards,

Heidi Scribner
Administrator & Board Secretary

Municipal Insurance Association of BC
Email: hscribner@miabc.org
Direct: 604-449-6347
Main: 604-683-6266

STAFF REPORT

To: Mayor and Council
From: Ann MacDonald, CAO
Subject: **Reserve Policy Amendment**
Meeting date: August 17, 2021

BACKGROUND

On July 20, 2021, Council passed the following resolution:

MOTION R21/182
MOVED AND SECONDED

THAT the Reserve Policy staff report be received for information and discussion, and;

THAT Council approve Reserve Policy #300-07, and;

THAT Staff be directed to prepare a Reserve Bylaw to be presented at the August 17, 2021 Council meeting.

CARRIED

DISCUSSION

Staff have determined that a Reserve fund was inadvertently omitted from the Reserve Policy originally presented to Council, details are as follows:

Name of Reserve	Type	Comment
Election Reserve Fund	Regular	To fund Village of Sayward elections and by-elections.

This reserve is already in use and currently has a balance of $5,050 so it is recommended that Council approve the amended policy.

STAFF RECOMMENDATIONS

THAT Council receives the Reserve Policy Amendment staff report for information and discussion; and,

THAT Council approve Reserve Policy #300-07 as amended.

Respectfully submitted,

Ann MacDonald, CAO

Prepared by: Lisa Clark, CFO

Attachments:

- ***Reserve Policy #300-07***

	Village of Sayward	
	Title: Reserve Fund Policy	**Policy # 300-07**
	Category: Finance	

1.0 PURPOSE

The Reserve Fund Policy provides guidance on the development, maintenance and use of financial reserve funds.

It is essential that local governments maintain adequate levels of reserve balances to mitigate current and future risks, ensure stable tax rates and demonstrate financial commitment to long range infrastructure and master plans. The following guiding principles form the basis of this policy:

1.1. Sufficient reserve funds are important in achieving financial health and stability for the Village.
1.2. Reserve goals need to be consistent with and support established long term financial plans.
1.3. Reserve fund management needs to conform to the statutory and legal requirements of the *Local Government Act* and the *Community Charter*, generally accepted accounting principles (GAAP) and public sector accounting board (PSAB) recommendations.

2.0 DEFINITIONS

"annual surplus" means the accumulated excess of revenues over expenditures for the current year.

"Village" means the Corporation of the Village of Sayward

"reserve funds" means funds that are set aside for a specified purpose by Council pursuant to subsection 188 (1) the *Community Charter*. These reserves are established via Village bylaws and are discretionary on the part of Council. The reserve funds can be operating or capital in nature.

"reserves" means all of the Village's reserve funds and statutory reserve funds.

"statutory reserve funds" means funds set aside for specified purposes as required by and pursuant to specific legislation. These reserves are established via Village bylaws and are non-discretionary on the part of Council.

"operating surplus" means the accumulated surplus built up in the Village's various operating funds that has not been designated for specific uses.

3.0 RESERVES

3.1. **Reserve Funds**

(a) Capital Reserve Fund

Purpose:
To fund general capital projects that are not specifically funded from other established reserves or user fees.

Funding Source	Minimum Level	Maximum Level
Annual allocation from general operating budget as provided for in financial plan.	25% of total cost of capital projects identified as capital funded for the next fiscal year of the 5-year capital plan.	25% of total cost of all capital projects identified as capital funded in the 5-year capital plan.

(b) Sewer Capital Reserve Fund

Purpose:
To fund sewer utility capital projects required for sewer operations.

Funding Source	Minimum Level	Maximum Level
Annual allocation from sewer operating budget as provided for in financial plan.	25% of total cost of capital projects identified as sewer capital funded for the next fiscal year of the 5-year capital plan.	25% of total cost of all capital projects identified as sewer capital funded in the 5-year capital plan.

(c) Water Capital Reserve Fund

Purpose:
To fund water utility capital projects required for water operations.

Funding Source	Minimum Level	Maximum Level
Annual allocation from water operating budget as provided for in financial plan.	25% of total cost of capital projects identified as water capital funded for the next fiscal year of the 5-year capital plan.	25% of total cost of all capital projects identified as water capital funded in the 5-year capital plan.

(d) Transportation Infrastructure Reserve Fund

Purpose:
To fund designated road capital projects required for road operations.

Funding Source	Minimum Level	Maximum Level
Annual allocation from general operating budget as provided for in financial plan.	15% of total cost of capital projects identified as roads reserve funded for the next fiscal year of the 5-year capital plan.	15% of total cost of all capital projects identified as roads reserve funded in the 5-year capital plan.

(e) Community Works Gas Tax Reserve Fund

Purpose:
To account for funds received and used pursuant to the Community Works Gas Tax Agreement. Projects funded by this account must be in compliance with acceptable uses as defined in the Community Works Gas Tax Agreement.

The intent is to spend all funds received, per our Community Works Gas Tax Agreement.

Funding Source	Minimum Level	Maximum Level
Federal Community Works Gas Tax Funds.	N/A – intend to spend all funds received.	N/A – funds from this source have specified use and cannot be reallocated to other reserves if there was a maximum value placed on this fund.

(f) Fire Facilities and Equipment Reserve Fund

Purpose:
To fund the replacement of fire vehicles and equipment according to planned replacement schedules and planned maintenance, upgrades, additions, or improvements to fire buildings.

Funding Source	Minimum Level	Maximum Level
Annual allocation from fire operating budget as provided for in financial plan. Proceeds from the sale of fire vehicles and equipment.	15% of total cost to fund the next year of fire facilities, vehicle and equipment replacements and capital expenditures.	15% of total cost for all scheduled fire facility capital expenditure and vehicle and equipment replacements in the 5-year financial plan.

(g) Climate Action Reserve Fund

Purpose:
The Village recognizes the importance of reducing greenhouse gas (GHG) emissions through projects that reduce fossil fuel consumption. Reducing GHG emissions is part of the Village's commitment as a signatory to the BC Climate Action Charter. Signing on to the BC Climate Action Charter is a commitment to becoming carbon neutral (in operations) by 2012, measuring and reporting GHG emissions and planning complete, compact, more energy efficient communities. Local governments who have signed on to the Climate Action Charter are eligible for the Climate Action Revenue Incentive Program (CARIP) grant equal to 100 percent of the carbon tax paid as a direct expenditure in the previous year. Funds in this reserve will be used for projects that reduce greenhouse gas emissions.

Funding Source	Minimum Level	Maximum Level
Revenue from the Climate Action Revenue Incentive grant.	N/A – intend to spend all funds received	No maximum – the source of funds for this reserve cannot be reallocated if there is a maximum on this reserve fund

(h) COVID-19 Reserve Fund

Purpose:
To fund COVID-19 related expenditures.

Funding Source	Minimum Level	Maximum Level
COVID-19 Safe Restart Grant.	N/A – intend to spend all funds received	N/A – funds from this source have specified use and cannot be reallocated to other reserves if there was a maximum value placed on this fund.

(i) Election Reserve Fund

Purpose:
To fund Election related expenditures.

Funding Source	Minimum Level	Maximum Level
Annual allocation from general operating budget as provided for in financial plan.	N/A – approximately ¼ of the election costs for any given election year is to be put into the reserve annually.	Total budgeted election costs for the next municipal election x 2.

3.2. Statutory Reserve Funds

(a) Land Sale Reserve Fund

Purpose:
As per subsection 188(2)(e) of the *Community Charter* funds received from the sale of land and improvements must be set aside for paying any debt remaining in relation to the property and for acquiring land, improvements, and other assets of a capital nature. The Land Sale Reserve has been established for accumulating and expending monies as per this requirement.

(b) Parkland Acquisition Reserve Fund

Purpose:
As per subsection 188(2)(b) of the *Community Charter* funds received from the sale or disposal of parkland as well as funds received pursuant to section 510 of the *Local Government Act* (parkland funds received upon subdivision) must be set aside in a reserve and be used exclusively to purchase parkland. The Parkland Acquisition Reserve has been established for accumulating and expending monies as per this requirement.

4. UNAPPROPRIATED SURPLUSES

The Village needs to maintain Unappropriated Surplus balances in its three operating funds (the General Operating Fund, the Sewer Operating Fund and the Water Operating Fund) for working capital purposes i.e. to provide for operating expenditures before property taxes or user fees are collected. Maintaining minimum working capital levels eliminates or reduces the need to borrow externally and/or internally for operations.

The Village may also require emergency funds from time to time, from any one of its Unappropriated Surplus balances, for unforeseen costs. When this occurs, the Village needs to rely upon sufficient balances being available in the applicable unappropriated surplus area (general operating, water or sewer).

Funding Source	Minimum Level	Maximum Level
General Fund Any excess general operating fund revenues over expenditures and transfers at the end of each fiscal year.	Two months of regular general fund operating expenditures, rounded up to the nearest $10,000.	Three months of regular general fund operating expenditures, rounded up to the nearest $10,000.
Sewer Fund Any excess sewer operating fund revenues over expenditures and transfers at the end of each fiscal year.	Two months of regular sewer fund operating expenditures, rounded up to the nearest $1,000.	Three months of regular sewer fund operating expenditures, rounded up to the nearest $1,000.

Water Fund Any excess water operating fund revenues over expenditures and transfers at the end of each fiscal year.	Two months of regular water fund operating expenditures, rounded up to the nearest $1,000.	Three months of regular water fund operating expenditures, rounded up to the nearest $1,000.

5. ADMINISTRATION

5.1. Reserve Contributions

Annual and/or periodic contributions to Reserve Funds shall be specific to each Reserve, as approved by Council through the Village's annual financial planning and budgeting process.

5.2. Minimum and Maximum Reserve Balances

Minimum and maximum fund balance guidelines have been set for some of the Village's Reserve Funds, Statutory Reserve Funds and Unappropriated Surpluses. The minimum balances ensure that the respective balances are not depleted to the degree that those balances are no longer able to serve their intended purpose(s). The maximum balances ensure the Village's guiding principles are achieved and the respective balances do not grow beyond their intended purpose(s) and thus create idle assets that could be otherwise utilized for other corporate priorities. A formal comparative review of actual, minimum and optimal fund balances shall be undertaken annually.

5.3. Internal Borrowing

Internal borrowing from specific Reserve Fund, Unappropriated Surplus and Statutory Reserve Fund balances shall be permissible as allowed for by legislation, if a clearly defined and attainable payback plan, including payment of foregone interest, is in place. Internal borrowing allows for more flexibility in terms of payback amounts and loan duration than that of external borrowing. Paybacks shall be executed according to plan.

5.4. Responsibilities

The Village's Chief Financial Officer shall be responsible for:

(a) Recommending the necessary contributions and transfers so that the Village's Reserve Funds, Statutory Reserve Funds and Unappropriated Surpluses are maintained in accordance with this policy;

(b) Conduct an annual review of all Reserve Fund, Statutory Reserve Fund and Unappropriated Surplus balances and reporting the results of such a review to Council; and

(c) Recommending revisions or amendments to this Policy, as may be required from time to time, as a result in changes in applicable statutes, accounting standards, economic conditions, etc.

5.5. Interest

Reserve Funds and Statutory Reserve Funds shall be paid, and allocated interest based on average annual balances and the Village's average rate of return on investments.

5.6. Guide and Transition

The minimum and maximum fund balance guidelines shown in this Policy serve as a guide in moving the Village towards the goals or targets it wishes to attain, in terms of individual fund balances. It is

recognized that the Village's fund balances are not at the optimal levels at the time of enacting this Policy, however the Village is transitioning towards its optimal targets.

6.0 REFERENCES / POLICY INTEGRATION

District of Lake Country Reserve Fund Policy:

https://lakecountry.civicweb.net/document/63758

7.0 APPROVAL HISTORY

ISSUED BY: CFO	**APPROVED BY:** Mayor & Council	**RESOLUTION NO:** R21/182	**DATE:** July 20, 2021
REVISED BY: CFO	**APPROVED BY:** Mayor & Council	**RESOLUTION NO:**	**DATE:**

Signed by:

Mayor:	CAO:
Date:	Date:

STAFF REPORT

To: Mayor and Council
From: Ann MacDonald, CAO
Subject: **Village of Sayward 2021 Drainage Plan**
Meeting date: August 17, 2021

BACKGROUND

To present the Village of Sayward Mater Drainage Plan Update 2021 to Council. The report was received on August 9, 2021 and contains Short, Medium and Long-Termed Upgrades for a total sum of $3,848,000. (See page 12-15 for details on these costs).

Staff require more time to complete the analysis and to return to Council in September with recommendations and links to funding options.

DISCUSSION

The Village hired Highland Engineering in early 2021 to update the 2000 Master Drainage Plan. The review focused on localized flooding around the northern portion of MacMillan Drive where existing pipes are backing up and causing flooding on the road and into some properties.

The report provides short, medium, and long termed options to address the flooding problem with the total implementation costs being estimated at $3,848,000.

Staff have identified one funding source that may support implementation of the work; the Community Emergency Preparedness Fund (CEPF) includes a suite of funding programs intended to enhance the resiliency of local governments, First Nations, and communities in responding to emergencies. This grant opportunity applies to structural flood mitigation. The application process opens in Fall 2021 and provides up to 100% funding to up to $750,000. This will cover the short-termed cost as outlined in the Drainage Plan.

Council has also booked a meeting with the Minister of Forests, Lands, Natural Resource Operations & Rural Development at the Fall UBCM meeting to discuss funding opportunities to address the flooding issue in the Village of Sayward. This will provide for a good opportunity for Council to seek support for funding to implement at least the short-termed items in the Drainage Plan.

One item identified in the short term is as follows: (page 13)

5.1.4 Remove gravel from H'Kusam Park ditch and maintain bottom width of 1.0mm, minimum clear depth of 1.0 m and 2:1 side slopes to provide a flow capacity of ~0.7 cu.m./sec which will transport all minor storms and provide additional volume for sediment capture at the pipe outlet. Note the ditch is still expected to overflow into H'Kusam Park during major flows.

Staff recommend that we proceed with this work immediately using existing funds and before the Fall / Winter storm season returns. DFO provides for a very short window to do this work, from July 15-September 15. Staff have applied for the permit from the Ministry of Forests, Lands, Natural Resource Operations & Rural Development to carry out this work in the timeframe provided to protect the fishery and have obtained a general estimate to carry out this work. The costs are estimated to be approximately $8000, and this could be funded by allocating $5,000 from the Drainage Fund, and repurposing funds from those set aside in operating surplus previously tagged to replace the carpeting in the administrative office or to insulate the storage room.

Admin - Office carpet, flooring and counter	6,500
Admin - Insulate storage room	7,500

Figure 1 Summary of Options for Operating Surplus funds

RECOMMENDATIONS

THAT Council receives the final 2021 Drainage Plan for information and discussion; and,

THAT Council approves the expenditure of $8,000 to cover the initial work as identified as Item 5.1.4 for work this Fall including $5,000 from the Drainage Fund and $3,000 from operating surplus provided that all permitting can be in place in time; and,

THAT staff be directed to apply for the Community Emergency Preparedness Fund (CEPF) Disaster Mitigation Fund to cover the Short-Termed costs of $713,000.

Respectfully submitted,

_____

Ann MacDonald
CAO

Attached:

- ***Master Drainage Plan Update 2021 Drainage Report***

HIGHLAND

REPORT

Master Drainage Plan Update

2021 Drainage Report

Sayward, BC

Presented to:

Ann MacDonald, RPP, MCIP

Chief Administrative Officer

Village of Sayward

652 H'Kusam Way, PO Box 29
Sayward, BC V0P 1R0

Report No. 4313.01 August 6, 2021

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Civil Engineer

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Permit to Practice No. 1000844

HIGHLAND

Revision Status

Revision	Date	Description	Contributors		Reviewer	
			FirstName LastName	Position	FirstName LastName	Position
A		For Internal Information/Discussion	Stuart Masterman	Eng	Richard Stephens	Snr Eng
B	2021-05-27	Draft Issued to Client	SM	Eng	RKS	Snr Eng
C	2021-08-06	Final Issued to Client	SM	Eng	RKS	Snr Eng

Signed and Sealed



S. Masterman, P. Eng.

Reviewed by



Richard Stephens, P. Eng.

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1. INTRODUCTION & SCOPE OF REPORT

This report follows on from the Village of Sayward Master Drainage Plan (Highland Engineering / Ludvigson Land Surveying, 2000). For ease of comparison, we have mirrored the format of this earlier report and have kept the same creek naming conventions used previously.

1.1 Scope of Report

The objective of this report is to identify measures to mitigate flood risk for residential properties in the Village centre area. Therefore, this report focuses on catchment 3 which contains Creeks 3A, 3B and 3C that flow through the Village centre.

Review of catchments 1, 2 (Newcastle Creek), 4 and 5 is excluded from the scope of this report. See sheet 1 & 2 of 4 in **APPENDIX A** for a plan that outlines the locations of these catchments.

1.2 Background

The Village of Sayward (the Village) has requested that Highland Engineering Services Ltd (Highland) review drainage challenges within the Village centre area.

The primary issue is localized flooding around the northern portion of MacMillan Drive where existing pipes are backing up and causing flooding on the roadway and into some properties. We understand that there has been at least one crawlspace flooded and regular sandbagging required since 2000.

Secondly, we understand that water is flowing down slope through private properties on MacMillan Drive. The Village has told us that during high flows, water is overflowing from the ditch running along the trail above MacMillan Drive and some homeowners have started to install a ditch along their rear property line to divert this surface flow away from their homes.

1.3 Other Reports Currently Underway

We understand that the Village has other consultants currently working on a Flood Hazard Mapping study as well as a review of the Official Community Plan. The Village intends to use these reports together to come up with a comprehensive strategy for how to deal with drainage.

1.4 Methodology

Highland conducted two site visits in January and March 2021 to review the Village drainage infrastructure. The Public Works Manager accompanied Highland staff on one site visit and outlined areas of concern and what maintenance work the Village has been doing on the storm infrastructure. During a second site visit, Highland staff spoke with residents on MacMillan Drive, and walked the length of Creek #3C from M-Branch down to the 1200 mm diameter storm inlet at Dyer Drive trail.

Highland also conducted a topographic survey, using a combination of GPS and total station, to collect elevations/locations of critical drainage infrastructure within the Village.

Drainage flows were calculated as outlined in **Section 3** and our recommendations in **Section 7** are based on these calculations.

2. STUDY AREA

All photos referenced in this section are found in **APPENDIX C.**

2.1 Topography & Drainage

The Village is situated west of the Salmon River estuary and is partially built up the base of Newcastle Ridge which rises to ~1300m. The catchments included in this report extend to ~600m elevation and have slopes ranging from 25% to 45%.

Creek 3C below M-Branch consists of a gully between 2m and 15m deep with continuous gravel and cobbles in the creek bed. There are many areas of bank sloughing and / or undercutting, where gravelly till is exposed up to ~3m height. The side slopes of the gullies are wet and loose, and any fallen trees expose the gravelly subsoils. See photos **Photo 3** and **Photo 4**.

2.2 Soils and Vegetation

Soil classifications vary by elevation within the catchment. Ranier soils are located above ~300m elevation, Quatsino soils are between 300m and 80m elevation and Honeymoon soils are below 80m[1]. All these soils are described as well drained with gravelly/very gravelly sandy loam in the

[1] iMap BC Soil Polygons Parent Material layer https://maps.gov.bc.ca/ess/hm/imap4m/ [accessed 2021-04-19]

surface layer and gravelly/very gravelly sand and cobbles in the subsoils[2]. Bedrock is typically found ~1m below the surface. These soil descriptions match Highland's observations along the lower half of Creek 3C which are described in **Section 2.1**.

Vegetation is typically mature second growth fir and cedar trees with mixed understorey shrubs. Logging is active in the catchment area and surrounding watersheds above the Village boundary.

The bottom portion of the catchment is the Village area. This contains extensively modified soils and no significant vegetation other than grass / landscaping in yards / park areas.

2.3 Land Use & Land Ownership

Land use in the upper portion of the catchment is commercial logging operations. We understand that Western Forest Products and Mosaic Forest Management operate in this area. The harvest rotation has not been confirmed, but historic air photo[3] shows ~80Ha was harvested around 1985 and ~90Ha was harvested between 2016 & 2019.

Land use in the lower portion of the catchment is residential, commercial and public space within the Village centre. Roadways and park spaces are owned by the Village of Sayward (except Ministry of Transportation & Infrastructure owns and maintains Sayward Road). Individual lots are privately owned.

The large 21 Ha remainder lot (PID 009-679-065 – see **Figure 1** below) west of MacMillan Drive is owned by Island Timberlands Gp Ltd. (now managed under Mosaic Forest Management (Mosaic)). This large undeveloped lot extends to the western Village boundary. The lot contains the lower portions of Creeks #3A & 3B as well as the Dyer Drive access trail and ditches that divert Creeks #3A & 3B to the headwall on MacMillan Drive (HW 1). It also contains the lower portions of Creek #3C and the culvert inlet at the Dyer Drive access trail. There are no statutory right of way (SRW) or other legal charges registered in favour of the Village of Sayward which would allow legal access by the Village to maintain drainage infrastructure within this lot.

---

[2] Soils of Southern Vancouver Island, MOE Technical Report No. 44, BC Soil Survey, 1985 http://www.env.gov.bc.ca/esd/distdata/ecosystems/Soils_Reports/bc44_report.pdf [accessed 2021-04-19]

[3] Google Earth Pro – historical imagery tool [accessed 2021-04-19]

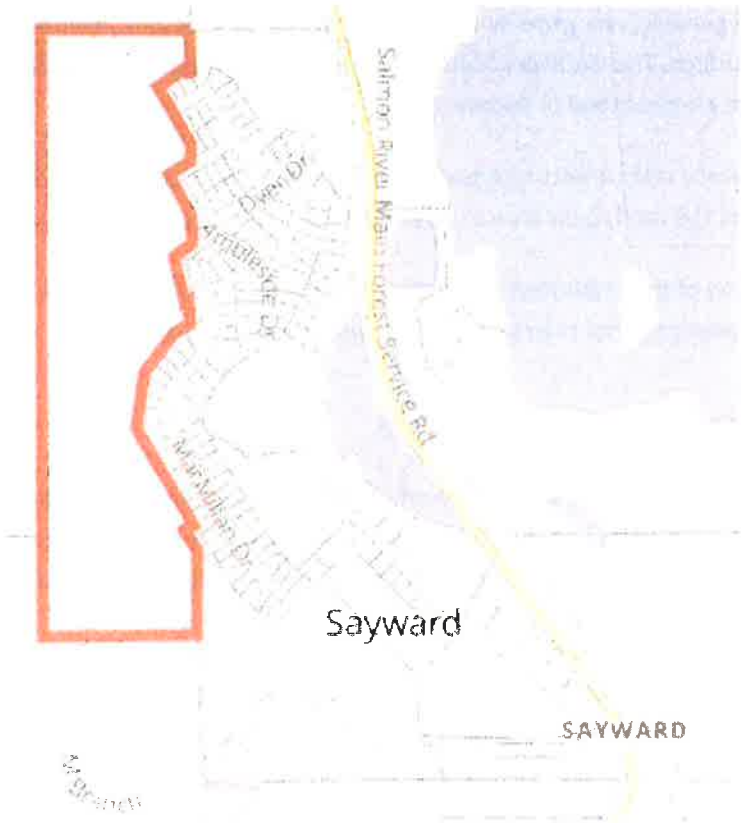


Figure 1 – 21 Ha remainder lot (PID 009-679-065) owned by Island Timberlands Gp Ltd. (now managed under Mosaic Forest Management)

2.4 Existing Drainage Infrastructure

Refer to sheet 1 & 2 in **APPENDIX A** for a plan showing the existing drainage infrastructure discussed below.

2.4.1 M-Branch Creek Crossings

Creek 3A, 3B and 3C cross M-Branch in steel culverts which appear to be clear and in good condition (**Photo 1** & **Photo 2**). Gravels were observed being easily transported through culvert 3C without any blockages.

2.4.2 Creek 3A & 3B Catchment

Creek 3A and 3B are intercepted by a ditch along the Dyer Drive access trail at elevation ~70m and 55m respectively. The historic creek gullies are still located below the interceptor ditch and extend down to the rear property lines of 400 and 360 MacMillan Drive respectively.

The interceptor ditch runs across slope, on the uphill side of an existing trail (Dyer Drive access trail), to a wooden log diversion structure at elevation ~27m (**Photo 5**). Flows are directed downslope into a drainage channel that is eroded (up to 2m deep) by water flow, has substantial amounts of exposed gravelly subsoils in the banks and continues to be eroded by water flow (**Photo 6**).

This channel runs down along the property line of 290/300 MacMillan Drive (channel is riprap lined at this point - **Photo 7**) to a recently installed 600 mm diameter concrete headwall in the MacMillan Drive right of way. The 600 mm pipe extends to a catch basin structure that has been overbuilt on 600 mm CSP culvert pipe running parallel with the roadway. This is the location where flooding described in **Section 2.5.1** is originating.

From here, underground pipes take the flow northwest on MacMillan Drive and then south-east down through the west side of a vacant lot (301 MacMillan Drive) to outlet in a ditch in H'Kusum Park (**Photo 8**) at elevation ~3.9 m. No easement or SRWs are registered over the pipe route through 301 MacMillan Drive to allow the Village legal access for maintenance or replacement of the pipe. There is a bend in the pipe at the H'Kusum Park property line, however Highland did not locate any manhole structure here and no manhole is shown on the utility mapping. We did note bubbling of water up through the ground at the entrance to H'Kusum Park. This indicates that the existing 900 mm CSP pipe is being surcharged and water is flowing out of failed joints or corroded areas of pipe.

The ditch in H'Kusum Park is mostly filled with gravels and flows south into a 600 mm CSP pipe inlet at a sandbag headwall which discharges into a manhole-type structure (DMH 2 - **Photo 9**) and out to a 1200 mm diameter piped crossing under Kelsey Way that drains to the large pond between Kelsey Way and Sayward Highway. The pond outlets to the Salmon River estuary at elevation ~1.0 m via a 1050 mm MoTI culvert under Sayward Highway and Salmon River Mainline service road. We understand that a flap gate used to be installed on the outlet pipe to minimize increased water levels in the pond under large tides, however this has corroded and is no longer in place. Creek 3C also discharges to the pond and estuary as described in the next section.

2.4.3 Creek 3C Catchment

For description of Creek 3C, refer to **Section 2.1** above.

Creek 3C terminates in a pool at the west end of Dyer Drive at elevation ~25 m. Water is piped from here to H'Kusum Park via a 1200 mm diameter pipe (**Photo 11** and **Photo 13**) which runs along the rear property lines of many properties on Ambleside Drive, Sayward Heights and MacMillan Drive. No easement or SRWs are registered over the pipe route to allow the Village legal access for maintenance or replacement of the pipe. The outlet pipe in H'Kusum Park is at elevation ~4.3 m

There are bends shown in the pipe, however Highland could not locate any manholes structures at these locations and no manholes are shown on the Village's utility mapping.

A ditch runs from this outlet to a twinned 900 mm CSP pipe arch culvert crossing under Kelsey Way (**Photo 14**) and into the pond described in **Section 2.4.2** above. The outlets of the pipe arch culvert are ~50% buried and the drainage channel into the pond was mostly filled with soils.

2.5 Historic Drainage Issues

2.5.1 Flooding of Residences - Major Overflows on MacMillan Drive

At least 3 residences on MacMillan Drive (#311, 321 & 331) have experienced flooding in the last 5 years. At the time of Highland's site visits there were stockpiles of sandbags stacked outside these residences for quick placement in the event of a flood. All these residences have driveways that drain down to garage/houses which have finished floor elevations below the road elevation.

Feedback from the Village of Sayward Public Works Manager and residents of these properties confirmed that flooding is being caused by water backing up at the 600 mm headwall at 290 MacMillan Drive and overtopping onto the roadway as well as surcharging at CB 1 and spilling out of the CB grate. This water is sufficiently deep to overtop the rollover curb on the south side of MacMillan Drive and flow down driveways toward and into the buildings. Surface flow along MacMillan Drive was not considered to be a major contributor to the total volume of water.

2.5.2 Water Issues at Rear of Lots on MacMillan Drive

We understand that lots along the west side of MacMillan Drive are having issues with water coming downslope onto the lots. Some property owners have dug ditches at the rear of their lots to direct surface water away from their lots.

Highland did not look specifically at the rear of these lots during our site visit, however we reviewed the land below Dyer Drive access trail which has the historic creek gullies of Creek 3A and 3B. We would expect that #360, 370, 390 & 400 MacMillan Drive would experience the most concentrated flows in the old creek gullies. Other lots will experience less concentrated surface flow from the slopes above the lots and below Dyer Drive access trail.

2.5.3 Gravel Build Up

During the January site visit, Highland observed gravel in the Creek 3A / 3B outlet pipe in H'Kusum Park almost up to the top of pipe, and gravel to the same elevation in the ditch. **Photo 8**, taken in

March 2021, shows that Village crews have since dredged this channel to remove gravel down to approximately halfway up the pipe.

Creek 3C is considered by the Village Public Works Manager to be the major gravel source and requires regular maintenance to remove accumulated gravels. **Photo 12** and **Photo 13** show piles of gravel that were removed from the inlet and outlet of the 1200 mm pipe between January and March 2021.

Gravel is expected to accumulate where the water slows down at pipe bends and where the pipe grade gets flatter.

3. FLOW ASSESSMENT

Highland completed the drainage flow assessment for catchments 3-C and 3-D. We used several technical references for this work including:

- US Soil Conservation Service TR-55 Urban Hydrology for Small Watersheds (1986)
- BC Ministry of Transportation & Infrastructure TAC Supplement (2019)
- MMCD Design Guidelines (2014)

This section outlines the data used for the drainage calculations, shows the results and describes the capacity of each system.

3.1 Drainage System Performance Targets

Minor drainage systems (pipes, catch basins, gutters etc) are typically designed to accommodate 5-year or 10-year return period[4] flows. Major drainage systems (roadways, culverts, watercourses etc) are designed to convey larger flows, typically up to 100-year return period.

The current land use in the lower portion of the catchment is primarily residential and public open space. Many private properties are situated in the old creek alignments which would typically be used to convey the major flows. Creek 3A and 3B historic drainage courses have been diverted to a piped system so any major flows from these creeks now overflows at Macmillan Drive without a safe overland flow route.

[4] 10-year return period storm has a 1 in 10 chance (10%) of being exceeded in any given year. A 100-year storm has a 1 in 100 chance (1%) of being exceeded in any given year.

Given this and the annual frequency of flooding events experienced around HW 1, the degree of risk warrants design of the drainage system to convey at a minimum the 100-year flows past the private properties and down to H'Kusum Park where some flooding would be acceptable as there is minimal risk to people and property in this public space.

There may be some flooding with 200-yr storms as these flows may not be accommodated in the drainage design.

3.2 Input Data

Historic and 100-yr rainfall data was generated[5] for an ungauged location at the head of catchment area above the Village of Sayward (Lat 50.38477°, Lon -125.99185°). 200-yr rainfall amounts were calculated by increasing the 100-yr rainfall amount by 10% [6]. Values are shown in **Table 1** below.

Table 1 - 24-Hr Rainfall Design Values

Return Period	Historical 24-Hr Rainfall	Future 24-Hr Rainfall (RCP 8.5 Climate Change Model)
100-Yr	198mm (7.8")	234mm (9.2")
200-Yr	218mm (8.6")	257mm (10.1")

Land use in the catchments above the Village is assumed to be fully forested under present conditions[7], and with ~40% clear cut under developed conditions. We have not accounted for any further development within the Village boundary as the catchment limits did not cover much developable land. Localized development in the Island Timberlands lot above MacMillan Drive will increase runoff rates, but is not expected to have a meaningful impact on the 100- and 200-year flows calculated below as these areas are part of a different sub-catchment that drains to H'Kusum Park via a 900 mm and unknown sized culverts from southern sections of MacMillan Drive.

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[5] Data from IDF_CC Tool 4.5 available from https://www.idf-cc-uwo.ca/home (accessed April 16, 2021]

[6] This 10% increase over the 100-Year return period to the 200-Year return period is in keeping with the IDF curves prepared for Metro Vancouver which range from approximately 6.7%-10.7% increases. BGC Engineering Inc.'s report: Regional IDF Curves, Metro Vancouver Climate Stations: Phase 1 (Dec. 23, 2009).

[7] M-Branch road was excluded from vegetation cover calculations as it is an insignificant percentage of overall area. M-Branch ditches were included in the time of concentration calculations used to confirm how long it takes water to migrate from the top to the bottom of the watershed.

3.3 Results

Calculated flows for Creeks 3A / 3B (catchment D3-A) and Creek 3C (catchment D4-A) are shown in **Table 2** below. **Sections 3.3.1** and **3.3.2** outline how the existing drainage infrastructure would be expected to handle these flows, and confirms if the system capacity is adequate.

For simplicity, we have not included flows from local catchments within the Village, as these should not significantly increase the major flows.

Table 2: Design Flows for 100-yr and 200-yr Return Periods

			Design Flows (cu.m./sec)							
			Present Land Use [1]				Developed Land Use [2]			
			100-yr Return Period		200-yr Return Period		100-yr Return Period		200-yr Return Period	
Catchment	Creek	Discharge Point	Historic	RCP 8.5	Historic	RCP 8.5	Historic	RCP 8.5	Historic	RCP 8.5
D3-A	3A & 3B	Wooden crossing on Dyer Dr trail	1.3	2.0	1.7	2.4	1.7	2.5	2.2	3.0
D4-A	3C	1200 CSP pipe inlet	1.6	2.3	2.0	2.9	2.1	3.0	2.6	3.7

Notes
[1] Assumes forest in good hydrological condition
[2] Assumes ~40% of catchment area has been clear cut

3.3.1 Creek 3A & 3B

Existing 100-yr flows are expected to be 1.3 cu.m./sec and future 100-yr flows are 2.5 cu.m./sec. Peak future 200-yr flows are expected to be ~3.0 cu.m./sec.

The existing 600 mm headwall at MacMillan Drive has a maximum inlet capacity of 0.6 cu.m./sec therefore 0.7 to 1.9 cu.m./sec could be expected to overflow at the headwall and flood onto MacMillan Drive. The rest of the underground piped system down to H'Kusum Park is also unable to pass the maximum flow rate whether it is clear of debris or not.

The existing 600 mm CSP inlet at Headwall 2 in H'Kusum Park is also undersized with an inlet capacity of 0.4 cu.m./sec therefore between 0.9 and 2.1 cu.m./sec are expected to flood into H'Kusum Park and flow overland to the pond.

The system is undersized to handle existing peak flows and expected future peak flows.

3.3.2 Creek 3C

Existing 100-yr and 200-yr flows based on present land use within this catchment are expected to be between 1.6 and 2.0 cu.m./sec respectively. Peak 200-yr flows of ~3.7 cu.m./sec are expected based on higher yr-2100 rainfall rates due to climate change and assuming ~40% of the catchment is clear cut.

The existing 1200mm pipe inlet at Dyer Drive trail has sufficient capacity to pass the existing flows. The pipe flows at ~25% capacity which provides a significant buffer to allow for gravel filling part of the pipe. Under future flows, the pipe inlet does not have enough capacity to prevent overtopping of the trail and therefore some overland flow is expected.

The Kelsey Way twin 900 mm pipe-arch culvert crossing has a capacity of 2.8 cu.m./sec which will be able to pass all flows up to the future 100-year flow under developed land use.

The system is sized adequately for existing conditions. Under future flows, some overland flow is expected from the CSP pipe inlet if the system is not upgraded to accommodate 200-yr flows. Overland flow routes have not been confirmed and there may be flooding risk for properties downhill of the 1200 mm pipe inlet on Dyer Drive trail.

4. OTHER CONSIDERATIONS

4.1 Gravel Transport

As discussed in Sections **2.2** and **2.5.2**, gravel is being generated from soils within the creek catchments and is migrating into the piped systems. The gravel is accumulating at the outlets and is expected to also be accumulating within the pipe at bends and changes in grade. This reduces the capacity of the system and is a factor that is contributing to drainage issues. Gravel management is an ongoing and costly issue for the Village.

Once gravel is inside a piped system, it is challenging and costly to remove. The best option is to minimise the amount of gravel entering the piped system in the first place by means of a sump or some other gravel storage / diversion facility. Secondly, the piped system should be designed so that any gravel that does enter the system can be removed via manholes at bends and changes in grade. Lastly, smooth pipes such as HDPE or PVC pipes allow gravel to move through the system easily.

Alternately, removing a closed pipe system and replacing with an open ditch system allows for much easier inspection and access for gravel maintenance.

Both existing piped systems reviewed have bends and grade changes without manholes, and these are key locations where gravel is expected to build up.

4.2 Sea Level Rise

We understand that the Village has engaged McElhanney to perform a flood hazard mapping study of the Salmon and White Rivers which will review the effects of sea level rise and establish flood construction levels (FCL) for the Village. This section provides a brief overview of sea level rise related to drainage, and is not intended to supersede any information that will be published in the flood hazard mapping study.

Sea levels in BC are predicted to rise 1 m by the year 2100 (see **Figure 2**).

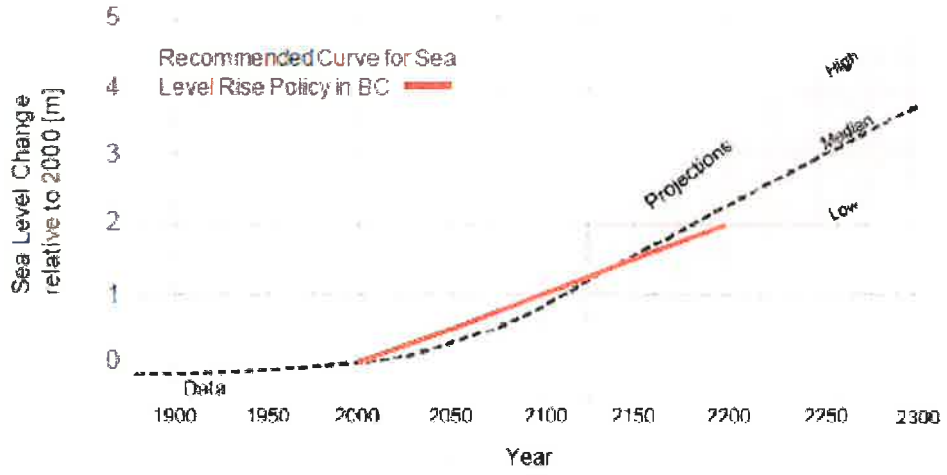


Figure 2 – Recommended Global Sea Level Rise Curve for Planning and Design in BC (from Ausenco Sandwell Climate Change Adaption Guidelines for Sea Dikes and Coastal Flood Hazard Land Use, 2017 amendment)

The entire drainage catchment above the Village centre outlets to Salmon Bay at the downstream end of the Salmon River estuary. Predicted rise in sea levels will impact how quickly the H'Kusum Park pond can drain during high tides, particularly in the event of high river flows coupled with a high tide and storm surge event. Detailed analysis of the interaction between sea level rise and Salmon River discharges is beyond the scope of this report.

Detailed studies in Campbell River have shown that water levels at the mouth of the Campbell River are strongly influenced by tides in the bottom section ~2.5 km upstream from the river mouth[8].

[8] City of Campbell River Sea Level Rise Study, Phase 2 – Estuary Assessment, North West Hydraulic Consultants, 2018

Therefore, we have assumed that high flows from the Salmon River under a 200-yr storm will not significantly impact water elevations in Salmon Bay under a high tide.

Highland has followed the Province of BC guidelines for sea level rise to the year 2100. The calculated year 2100 flood reference plane for Sayward is 4.3-4.8 m, which includes 1.0 m global sea level rise, 0.4 m regional uplift and a 1.3 m storm surge allowance. We note again that this elevation may be superseded by the detailed Flood Hazard Mapping study that is currently underway.

The H'Kusum Park pond outlet is at 1.15 m elevation, therefore H'Kusum pond will have high tide waters backflow into the pond and raise the water level during high tides. This is expected to contribute to flooding in H'Kusum Park, however the Flood Hazard Mapping study should provide much more detail on this item.

4.3 Environmental & Archaeological Permitting

Assessment of ditches in relation to the Riparian Area Protection Act (RAPR) is beyond the scope of this report, however we recommend that a qualified environmental professional is engaged to assess each open watercourse and provide guidance on permitting requirements for any work that may be required as part of upgrades and/or ongoing regular maintenance.

Archaeological review and permitting may also be necessary as part of the design process for any upgrade works.

5. DRAINAGE UPGRADES

Refer to sheet 3 & 4 in **APPENDIX A** for plans showing the proposed drainage upgrades discussed below.

5.1 Short-Term Upgrades

The following short-term upgrades should be implemented as soon as possible to address the immediate risk of flooding homes at #311, 321 & 331 MacMillan Drive. All work is within Village of Sayward property.

1. Upgrade HW1 to 1200 mm with trash rack (to prevent large cobbles / boulders / debris entering the piped system).

2. Upgrade section of pipe on MacMillan Drive from HW1 to CBMH1 from 600 mm to 900 mm pipe.

3. Replace / upgrade section of pipe from CBMH1 to ditch outlet from 900 mm to 1200 mm including new manhole at the bend in pipe alignment.

4. Remove gravel from H'Kusum Park ditch and maintain bottom width of 1.0 m, minimum clear depth of 1.0 m and 2:1 side slopes to provide a flow capacity of ~0.7 cu.m./sec which will transport all minor storms and provide additional volume for sediment capture at the pipe outlet. Note the ditch is still expected to overflow into H'Kusum Park during major flows.

5. Line channel above 1200 mm inlet headwall with riprap to reduce gravel generation. This may not be necessary if item **11** is planned to be implemented in the medium term provided proper gravel removal maintenance work is carried out on the new piped system.

The next short-term upgrade addresses the risk of pipe failure in private property and potential property damage as a result:

6. If warranted (based on CCTV condition inspection) repair / replace some / all of the existing 1200 mm CSP culvert for Creek 3C. Note that this pipe trespasses through multiple private properties, so access agreements should be secured. Also refer to upgrade item **10** which recommends long term removal / abandonment of this section of pipe.

5.2 Medium-Term Upgrades

To minimize the short/medium term risk of flooding in H'Kusum Park, the following upgrade should be completed:

7. Clean outlets of the twin 900 mm CSP pipe arch culverts at Kelsey Way / Ambleside Drive and deepen the outlet ditch to the pond.

8. Upgrade DMH 2 inlet pipes to 1200 mm with new headwalls and replace DMH 2.

To protect Macmillan Drive homes from upslope surface water:

9. Install interceptor ditches upslope of existing residential lots and connect to existing piped system to H'Kusum Park. Note that the upslope property is owned by Island Timberlands (Mosaic), so coordination will be required and approval given for this work. SRWs should be registered. Ditch and pipe sizing is to be confirmed.

5.3 Long-Term Upgrades

Long term upgrades work towards re-establishing natural, open flow paths in the historic creek alignments. This will better serve to keep major flows away from private property, minimize the risk of capacity constraints from gravel build up in pipes and allow for much simpler gravel removal tasks by the Village.

10. Reinstate full overland flow of Creek 3C down the historical creek bed to H'Kusum Park. This will require acquisition of a portion of the Island Timberlands (Mosaic) lot and 280 / 301 MacMillan Drive. A road culvert crossing will need to be constructed to allow flow to safely pass under MacMillan Drive. The existing 1200 mm CSP culvert should be removed or abandoned.

11. Creek 3A and 3B have two options. Either:

    a. Preferred option: Plan to reinstate Creek 3A & 3B original creek channels down to MacMillan Drive and install new pipe/headwalls to direct flow under MacMillan Drive to H'Kusum Park (size TBC); or

    b. If upgrade 11a is not an option the Village wishes to consider: Redirect Creek 3A & 3B flows into Creek 3C by widening/deepening the ditch on the Dyer Drive access trail and abandoning the wooden diversion which currently directs flow to Headwall 1. Update COP and any other relevant planning documents to reflect this drainage pattern that must be maintained and only changed after a full drainage assessment.

Other long-term upgrades which will help increase the outlet capacity from the H'Kusum Park pond to the Salmon River estuary:

12. Upgrade H'Kusum Park pond outlet culverts under Sayward Rd and Salmon River Main to ~1600 mm (size TBC based on Flood Hazard Mapping study currently underway) to increase capacity to ~6cu.m/sec. Add a backflow flap on the outlet to minimize tidal water backups into the pond. Will require authorization from MoTI and Island Timberlands (Mosaic) as the culverts are under their jurisdiction.

6. OPINION OF PROBABLE COSTS

We have prepared an opinion of probable cost for the short-, medium- and long-term upgrade options presented in **Section 5**. Costs are summarized below and a detailed breakdown is included in **APPENDIX B**.

	Short-Term Upgrades	Medium-Term Upgrades	Long-Term Upgrades
Class of Estimate	Class C	Class D	Class D
Construction & Property Acquisition Value	$528,000	$485,000	$1,520,000
General Contingency	$105,600	$121,250	$380,000
Engineering. Legal etc. Allowance	$52,800	$48,500	$152,000
Inflation Contingency	$26,400	$48,500	$380,000
TOTAL (rounded)	**$713,000**	**$703,000**	**$2,432,000**

CLASS C ESTIMATE: This estimate is based on the preliminary design that provides a recommended scope of work for the specific project. It includes estimates for consultant design fees where a proposal has not been received. This category is prepared with limited site information and is based on probable conditions affecting the project and past experiences with similar projects.

CLASS D ESTIMATE: This estimate is based on little or no site specific detailed engineering but provides order of magnitude or 'ball park' estimates and is derived from lump sum or unit costs from comparable projects of similar magnitude. This category is used in developing long term capital plans and for comparing conceptual options.

7. RECOMMENDATIONS

The following recommendations include additional investigation work that is required to complete a full assessment of the drainage system condition, as well as short, medium and long term recommendations based on the upgrade items outlined in **Section 5.**

Short term:

A. Conduct CCTV condition inspection of existing drainage pipes to confirm size, condition, location and identify any blockages. This is particularly important for Creek 3C 1200 mm CSP pipe as any failure of this pipe may cause severe localized flood damage on private property along the pipe route. Revise drainage report recommendations, if required, based on pipe conditions that are found (see **upgrade item 6**).

B. Engage a Qualified Environmental Professional to review all watercourses, provide guidance on permitting requirements for upgrades and/or ongoing maintenance activities, and submit permit applications on behalf of the Village.

C. Confirm ownership of all land containing Village drainage infrastructure.

D. Implement **upgrade items 1** to **4** to deal with the immediate risk of flooding on MacMillan Drive.

E. Set up a regular maintenance schedule to remove sediment from ditches in September of each year (or other date as recommended by QEP) in preparation for wet season, and ongoing through fall / winter / spring as required to maintain channel capacity.

Medium / long term:

F. Implement **upgrade items 7** and **8** to deal with drainage constraints in H'Kusum Park.

G. Implement **upgrade item 9** to protect Macmillan Drive properties from upslope surface drainage.

H. Confirm if reinstatement of existing creek channels (**upgrade items 10** & **11**) is feasible based on Village planning objectives:

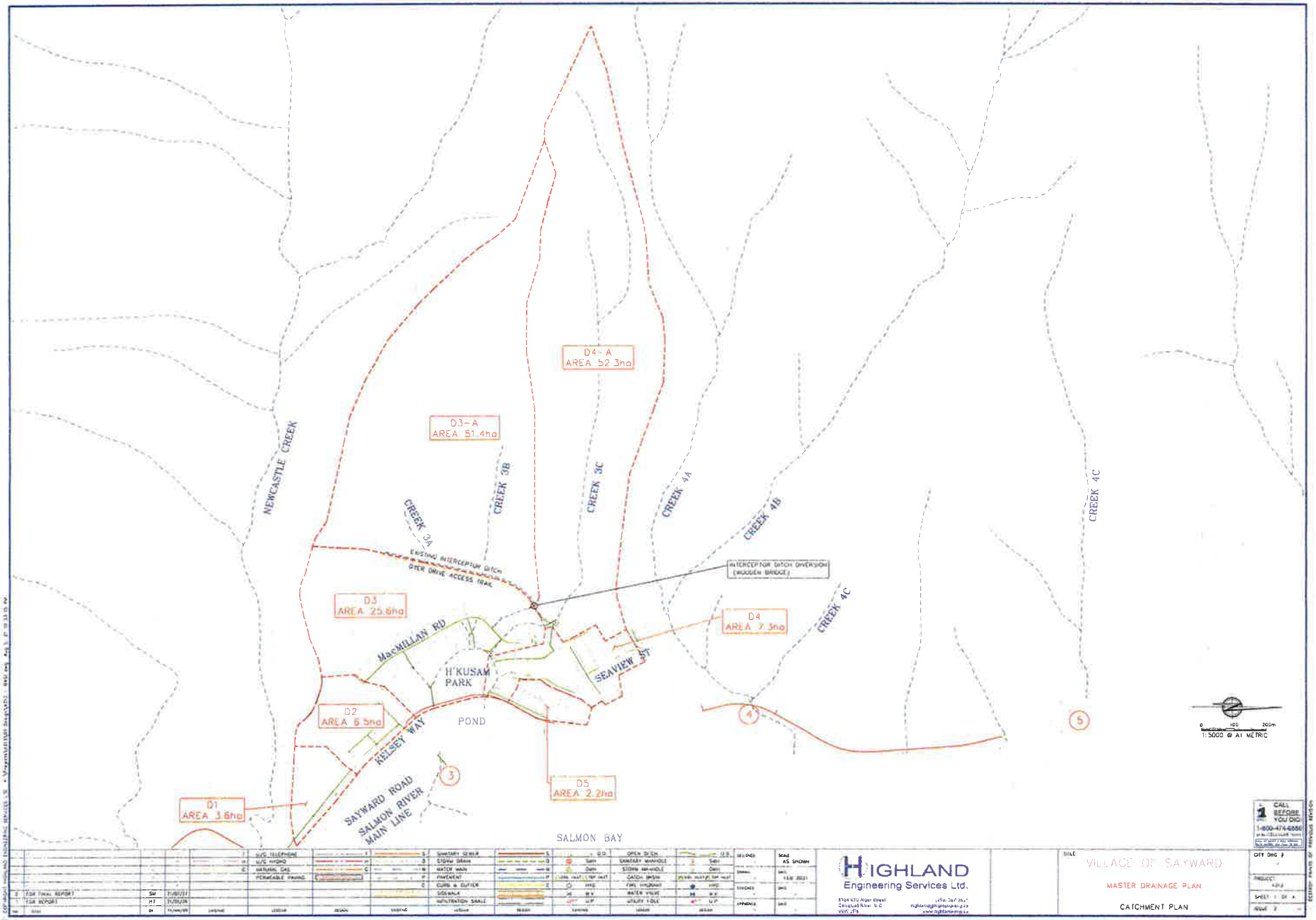
    - If so, start land acquisition process and update Village planning documents (OCP etc).

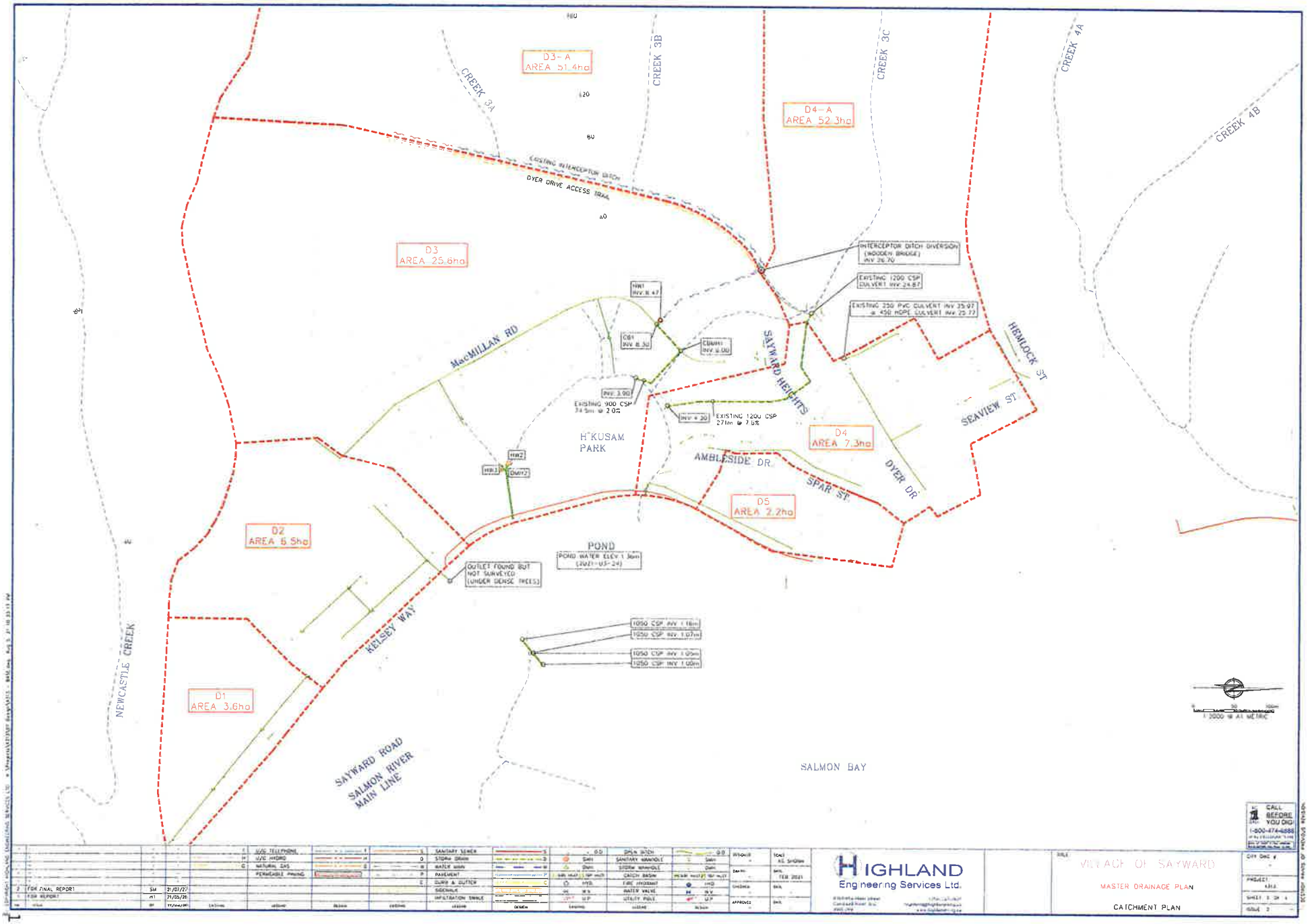
    - If not, review options for rehabilitation/replacement of existing pipes

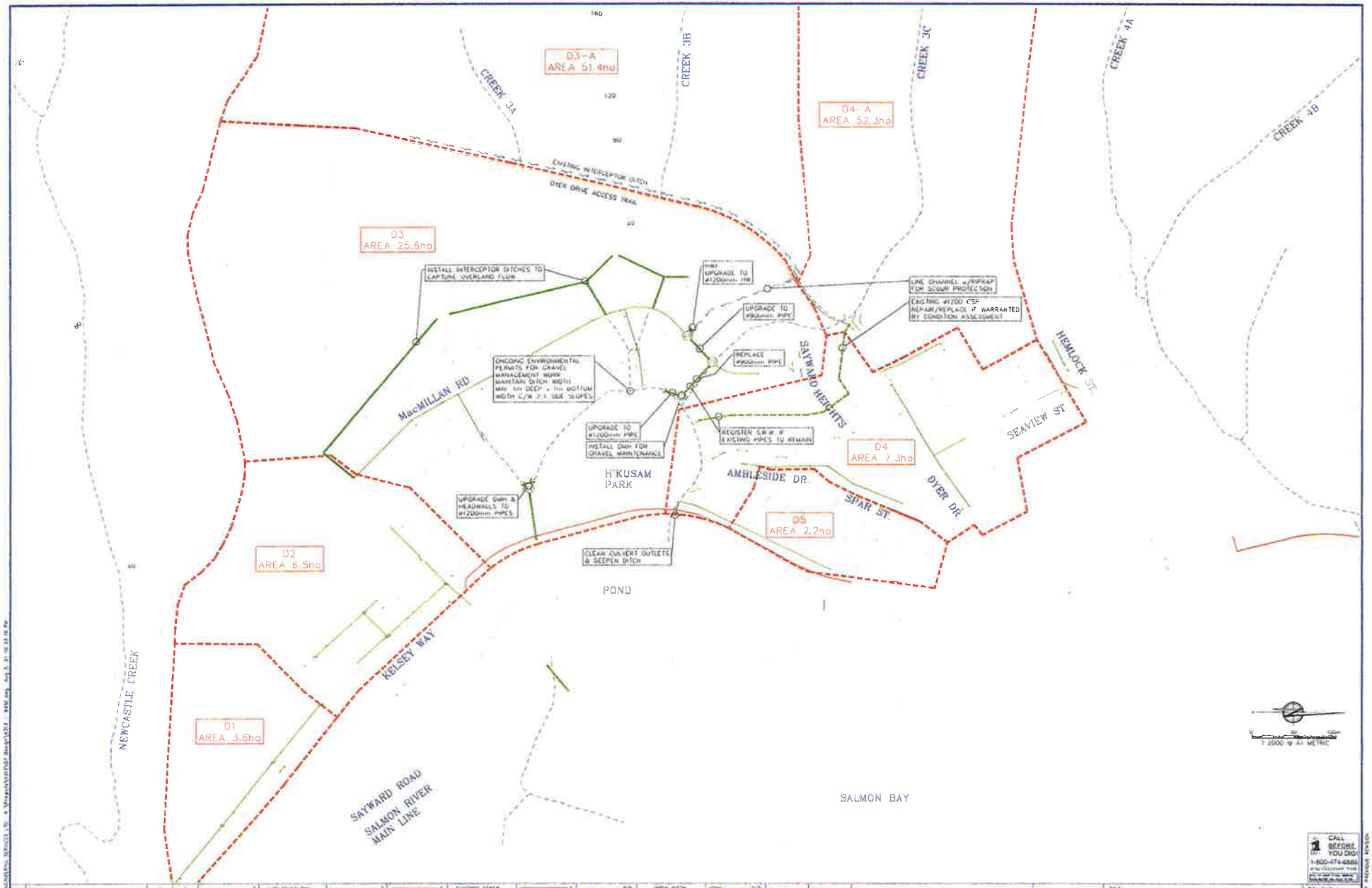
I. Based on results of Flood Hazard Mapping study, start consultation process with MoTI and Island Timberlands (Mosaic) if upgrades to Sayward Road culverts are required as outlined in long-term **upgrade item 12**.

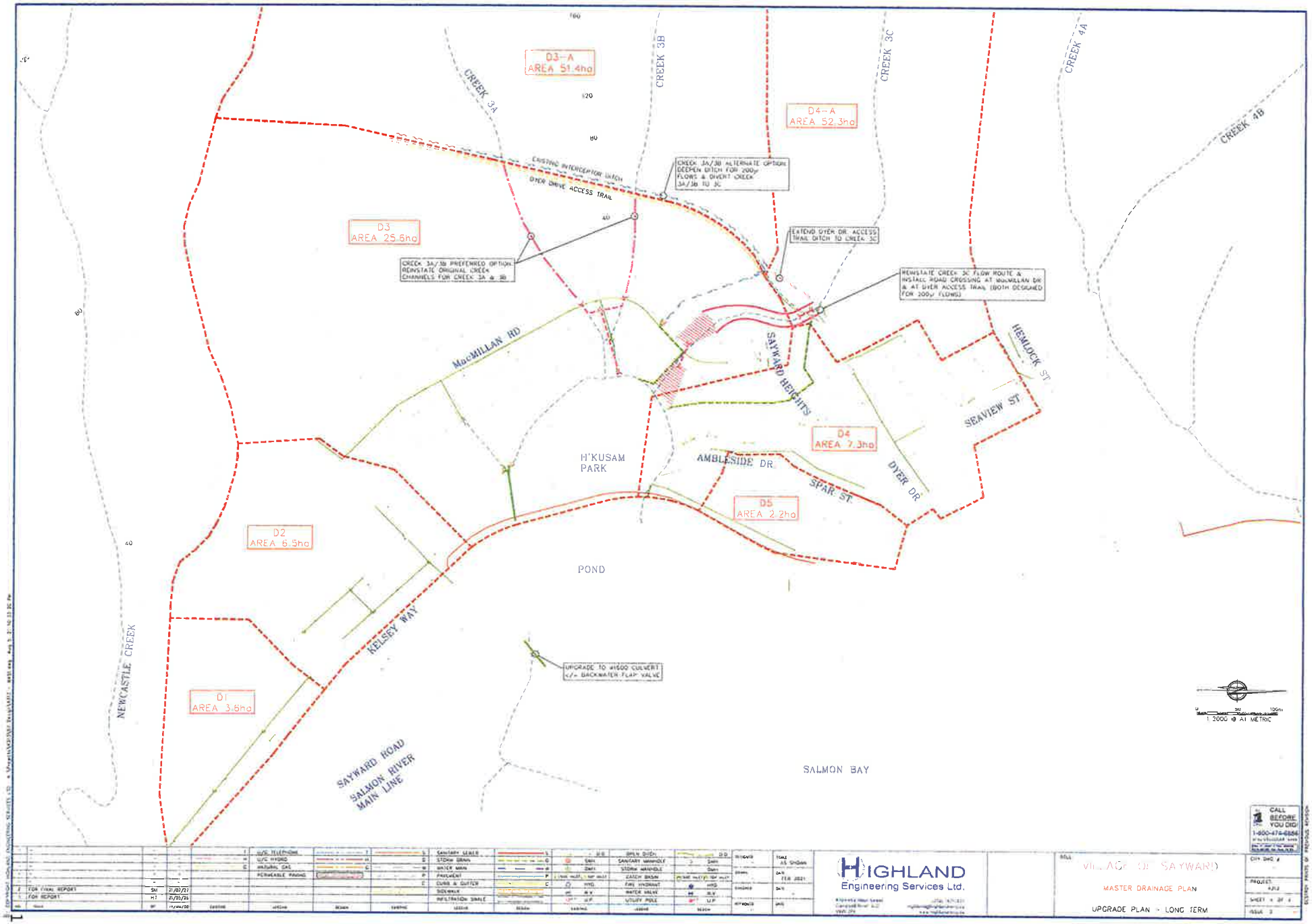
J. Register SRW/easements where all existing and proposed Village infrastructure runs through private property.

APPENDIX A
Drainage Plans


D4 - A
AREA 52.3ha
D3 - A
AREA 51.4ha
NEWCASTLE CREEK
CREEK 3A
CREEK 3B
CREEK 3C
CREEK 4A
CREEK 4B
CREEK 4C
EXISTING INTERCEPTOR DITCH
OVER DRIVE ACCESS TRAIL
INTERCEPTOR DITCH DIVERSION
(WOODEN BRIDGE)
D3
AREA 25.6ha
D4
AREA 7.3ha
MacMILLAN RD
H'KUSAM
PARK
SEAVIEW PL
D2
AREA 6.5ha
POND
KELSEY WAY
SAYWARD ROAD
SALMON RIVER
MAIN LINE
D5
AREA 2.2ha
D1
AREA 3.8ha
SALMON BAY
3
4
5
0
100
200m
1:5000 @ A1 METRIC
CALL BEFORE YOU DIG
1-800-474-6886
SCALE AS SHOWN
HIGHLAND
Engineering Services Ltd.
TITLE
VILLAGE OF SAYWARD
MASTER DRAINAGE PLAN
CATCHMENT PLAN
CITY DWG #
PROJECT
SHEET 1 OF 1
ISSUE 2


D3- A
AREA 51.4ha
CREEK 3A
CREEK 3B
CREEK 3C
CREEK 4A
CREEK 4B
D4- A
AREA 52.3ha
EXISTING INTERCEPTOR DITCH
DYER DRIVE ACCESS TRAIL
D3
AREA 25.6ha
INTERCEPTOR DITCH DIVERSION (WOODEN BRIDGE) INV 36.70
EXISTING 1200 CSP CULVERT INV 24.87
EXISTING 350 PVC CULVERT INV 25.97
@ 450 HDPE CULVERT INV 25.77
MacMILLAN RD
SAYWARD HEIGHTS
HEMLOCK ST
SEAVIEW ST
EXISTING 900 CSP
34.5m @ 2.0%
EXISTING 1200 CSP
27.1m @ 7.5%
H'KUSAM
PARK
D4
AREA 7.3ha
AMBLESIDE DR.
SPAR ST.
DYER DR.
D5
AREA 2.2ha
D2
AREA 6.5ha
POND
OUTLET FOUND BUT NOT SURVEYED (UNDER DENSE TREES)
KELSEY WAY
1050 CSP INV 1.18m
1050 CSP INV 1.07m
1050 CSP INV 1.05m
1050 CSP INV 1.00m
D1
AREA 3.6ha
NEWCASTLE CREEK
SAYWARD ROAD
SALMON RIVER
MAIN LINE
SALMON BAY
1:2000 @ A1 METRIC
CALL BEFORE YOU DIG
1-800-474-6886
HIGHLAND
Engineering Services Ltd.
VILLAGE OF SAYWARD
MASTER DRAINAGE PLAN
CATCHMENT PLAN
FEB 2021


D3-A
AREA 51.4ha
CREEK 3A
CREEK 3B
CREEK 3C
CREEK 4A
CREEK 4B
D4-A
AREA 52.3ha
EXISTING INTERCEPTOR DITCH
DYER DRIVE ACCESS TRAIL
D3
AREA 25.6ha
INSTALL INTERCEPTOR DITCHES TO CAPTURE OVERLAND FLOW
PIPE UPGRADE TO Ø1200mm PIPE
LINE CHANNEL w/RIPRAP FOR SCOUR PROTECTION
EXISTING Ø1700 CSP REPAIR/REPLACE IF WARRANTED BY CONDITION ASSESSMENT
UPGRADE TO Ø900mm PIPE
REPLACE Ø900mm PIPE
ONGOING ENVIRONMENTAL PERMITS FOR GRAVEL MANAGEMENT WORK MAINTAIN DITCH WIDTH MIN. 1m DEEP x 1m BOTTOM WIDTH C/W 1:1 SIDE SLOPES
MacMILLAN RD
SAYWARD HEIGHTS
HEMLOCK ST
SEAVIEW ST
UPGRADE TO Ø1200mm PIPE
INSTALL CMP FOR GRAVEL MAINTENANCE
REGISTER S.R.W. IF EXISTING PIPES TO REMAIN
D4
AREA 7.3ha
H'KUSAM PARK
AMBLESIDE DR
SPAR ST
DYER DR
UPGRADE CMP & HEADWALLS TO Ø1200mm PIPES
D5
AREA 2.2ha
D2
AREA 6.5ha
CLEAN CULVERT OUTLETS & DEEPEN DITCH
POND
KELSEY WAY
NEWCASTLE CREEK
D1
AREA 3.6ha
SAYWARD ROAD
SALMON RIVER
MAIN LINE
SALMON BAY
1:2000 @ A1 METRIC
CALL BEFORE YOU DIG
1-800-474-6886
HIGHLAND
Engineering Services Ltd.
VILLAGE OF SAYWARD
MASTER DRAINAGE PLAN
UPGRADE PLAN - SHORT/MEDIUM TERM


D3-A
AREA 51.4ha
D4-A
AREA 52.3ha
D3
AREA 25.6ha
D4
AREA 7.3ha
D5
AREA 2.2ha
D2
AREA 6.5ha
D1
AREA 3.8ha
CREEK 3A
CREEK 3B
CREEK 3C
CREEK 4A
CREEK 4B
EXISTING INTERCEPTOR DITCH
DYER DRIVE ACCESS TRAIL
CREEK 3A/3B ALTERNATE OPTION DEEPEN DITCH FOR 200yr FLOWS & DIVERT CREEK 3A/3B TO 3C
EXTEND DYER DR. ACCESS TRAIL DITCH TO CREEK 3C
CREEK 3A/3B PREFERRED OPTION REINSTATE ORIGINAL CREEK CHANNELS FOR CREEK 3A & 3B
REINSTATE CREEK 3C FLOW ROUTE & INSTALL ROAD CROSSING AT MACMILLAN DR & AT DYER ACCESS TRAIL (BOTH DESIGNED FOR 200yr FLOWS)
UPGRADE TO Ø1500 CULVERT c/w BACKWATER FLAP VALVE
MacMILLAN RD
SAYWARD HEIGHTS
HEMLOCK ST
SEAVIEW ST
AMBLESIDE DR
SPAR ST
DYER DR
H'KUSAM PARK
POND
KELSEY WAY
NEWCASTLE CREEK
SAYWARD ROAD
SALMON RIVER MAIN LINE
SALMON BAY
1:2000 @ A1 METRIC
CALL BEFORE YOU DIG
1-800-474-6886
HIGHLAND
Engineering Services Ltd.
VILLAGE OF SAYWARD
MASTER DRAINAGE PLAN
UPGRADE PLAN - LONG TERM

APPENDIX B
Opinion of Probable Cost

#104-950 Alder Street
Campbell River, BC V9W 2P8
Tel. 250.287.2825 Fax. 250.287.3980

HIGHLAND

Project:	Sayward Master Drainage Plan Update	Prepared By:	S. Masterman	2021-07-27
Owner:	Village of Sayward	Reviewed by:	R. K. Stephens	2021-07-27
Contractor:	n/a	Highland File #:	4313	

Item #	Description of Work	Estimated Quantity	Unit	Unit Price, $	Estimated Amount
	Short-Term Upgrades				
1.00	Mob/Demob; Traffic Control; Safety Etc [1]	1	LS	$ 50 000.00	$ 50 000.00
1.01	CCTV pipeline inspection - 2 day allowance	1	LS	$ 11 000.00	$ 11 000.00
1.02	Concrete Headwall 1200mm w. Trash Rack	1	Ea	$ 12 000.00	$ 12 000.00
1.03	Storm Pipe 1200mm Concrete	20	Lin. M.	$ 1 750.00	$ 35 000.00
1.04	Storm Pipe 900mm Ribbed PVC	96	Lin. M.	$ 1 250.00	$ 120 000.00
1.05	Manhole base, lid, slab, cover, frame and risers 1800mm diameter	3	ea	$ 15 000.00	$ 45 000.00
1.06	Misc. Concrete / Asphalt / Landscaping Surface Restoration	1	Allowance	$ 20 000.00	$ 20 000.00
1.07	Riprap Lining of Channel above 1200mm Inlet Headwall (~150m length)	1	Allowance	$ 85 000.00	$ 85 000.00
1.08	Ex. 1200mm CSP Pipe (Creek 3C) Repair Allowance [Scope TBC Based on CCTV Inspection]	1	Allowance	$ 150 000.00	$ 150 000.00
				Sub-Total	**$ 528,000.00**
			General Contingency Allowance	20%	$ 105,600.00
			Allowance for Engineering, Legal and Administrative Costs	10%	$ 52,800.00
			Contingency Allowance for Inflation	5%	$ 26,400.00
			CLASS C OPINION OF PROBABLE COST	**Total**	**$ 713,000.00**
	Medium-Term Upgrades				
2.00	Mob/Demob; Traffic Control; Safety Etc [1]	1	LS	$ 100 000.00	$ 100 000.00
2.01	Clean 900mm Pipe Arch Culverts & Deepen Ditch to H'Kusum Pond	1	LS	$ 5 000.00	$ 5 000.00
2.02	Concrete Headwall 1200mm	2	Ea	$ 12 000.00	$ 24 000.00
2.03	Storm Pipe 1200mm Concrete	15	Lin. M.	$ 1 750.00	$ 26 250.00
2.04	Manhole - 5m x 3m custom box & lid	1	LS	$ 15 000.00	$ 15 000.00
2.05	Interceptor Ditches Above MacMillan Rd Properties (Clear & Grub; Shape & Finish Ditch)	650	Lin. M.	$ 100.00	$ 65 000.00
2.06	3 headwalls and ~150m pipework - sizes TBD	1	Allowance	$ 250 000.00	$ 250 000.00
				Sub-Total	**$ 485,000.00**
			General Contingency Allowance	25%	$ 121,250.00
			Allowance for Engineering, Legal and Administrative Costs	10%	$ 48,500.00
			Contingency Allowance for Inflation	10%	$ 48,500.00
			CLASS D OPINION OF PROBABLE COST	**Total**	**$ 703,000.00**
	Long-Term Upgrades				
3.00	Mob/Demob; Traffic Control; Safety Etc [1]	1	LS	$ 200 000.00	$ 200 000.00
3.01	Property Acquisition - 280 MacMillan Drive	1	Ea	$ 70 000.00	$ 70 000.00
3.02	Property Acquisition - 301 MacMillan Drive	1	Ea	$ 75 000.00	$ 75 000.00
3.03	Creek Crossings at MacMillan Drive / Dyer Drive (Assume Pipe Arch Culvert [3])	1	LS	$ 375 000.00	$ 375 000.00
3.04	Creek 3C Reinstatement Bank Work / Environmental Work	1	Allowance	$ 250 000.00	$ 250 000.00
3.05	Creek 3A & 3B Realignment to Original Creek Beds [2]	1	Allowance	$ 250 000.00	$ 250 000.00
3.06	Property Acquisition for Creeek 3A & 3B Realignment	1	Allowance	$ 300 000.00	$ 300 000.00
				Sub-Total	**$ 1,520,000.00**
			General Contingency Allowance	25%	$ 380,000.00
			Allowance for Engineering, Legal and Administrative Costs	10%	$ 152,000.00
			Contingency Allowance for Inflation	25%	$ 380,000.00
			CLASS D OPINION OF PROBABLE COST	**Total**	**$ 2,432,000.00**

Notes

[1] Assumes all work is performed under a single contract with one mobilisation / demobilisation

[2] Assumes that headwalls and piping on MacMillan Drive (item 2.06) have already been installed

[3] Creek crossing design scope TBC during preliminary design stage with environmental input

Definitions

CLASS C ESTIMATE: This estimate is based on the preliminary design that provides a recommended scope of work for the specific project. It includes estimates for consultant design fees where a proposal has not been received. This category is prepared with limited site information and is based on probable conditions affecting the project and past experiences with similar projects.

CLASS D ESTIMATE: This estimate is based on little or no site specific detailed engineering but provides order of magnitude or 'ball park' estimates and is derived from lump sum or unit costs from comparable projects of similar magnitude. This category is used in developing long term capital plans and for comparing conceptual options.

APPENDIX C
Photographs



Photo 1 - Culvert inlet at Creek 3C crossing of M-Branch



Photo 2 - Culvert outlet at Creek 3C crossing of M-Branch



Photo 3 - Creek 3C gully just below M-Branch road crossing. Note gravel and cobbles in creek bed.



Photo 4 - Undercut bank in mid-section of Creek 3C with exposed gravelly subsoils



Photo 5 - Wooden log diversion structure for Creek 3A & 3B flows (water flows left to right under the trail)



Photo 6 - Creek 3A & 3B drainage channel below wooden log diversion structure. Note exposed gravels in walls and continued erosion in bottom of channel



Photo 7 - Drainage ditch upstream of Headwall 1



Photo 8 - Creek 3A & 3B outlet in H'Kusum Park. Note gravel depth in pipe and ditch, and pile of dredged material next to ditch.



Photo 9 - 600mm CSP pipe inlet to DMH 2



Photo 10 - 1050mm culvert outlet from storage pond to Salmon River estuary



Photo 11 - Creek 3C inlet pipe/trashrack



Photo 12 - Pile of dredged material from pool at Creek 3C inlet pipe



Photo 13 - Creek 3C outlet pipe at H'Kusum Park. Note pile of dredged gravels on left side of ditch.



Photo 14 - Double 900mm CSP Pipe Arch Crossing of Kelsey Way

STAFF REPORT

To: Mayor and Council
From: Ann MacDonald, CAO
Subject: **Reserve Bylaw No. 476**
Meeting date: August 17, 2021

BACKGROUND

On July 20, 2021, Council passed the following resolution:

MOTION R21/182
MOVED AND SECONDED

THAT the Reserve Policy staff report be received for information and discussion, and;

THAT Council approve Reserve Policy #300-07, and;

THAT Staff be directed to prepare a Reserve Bylaw to be presented at the August 17, 2021 Council meeting.

CARRIED

DISCUSSION

Staff have prepared a reserve bylaw for Council's consideration (attached), cited as Reserve Fund Establishment Bylaw No. 476, 2021.

The attached bylaw would repeal the Village's current reserve bylaw, Bylaw No. 346, 2005, (attached for reference only) a necessary step in the process. Staff will also note that upon adoption of Bylaw No. 476 the following reserves will be discontinued:

Column 1 – Reserve Fund	Column 2 – Transfer to Reserve Fund	Current Balance
Recreation Commission Fundraising Reserve	Capital Reserve Fund	$308.84
Recreation Centre Reserve	Capital Reserve Fund	$1,593.32

STAFF RECOMMENDATIONS

THAT the Reserve Bylaw No. 476 staff report be received for information and discussion; and,

THAT Reserve Fund Establishment Bylaw No. 476, 2021 be given first, second and third reading.

Respectfully submitted,

_____

Ann MacDonald, CAO

Prepared by: Lisa Clark, CFO

Attachments:

- ***Reserve Fund Establishment Bylaw No. 476, 2021***
- ***Reserve Fund Establishment Bylaw No. 346, 2005 (Consolidated)***

VILLAGE OF SAYWARD

BYLAW NO. 476

A BYLAW TO ESTABLISH RESERVE FUNDS FOR SPECIFIC PURPOSES

WHEREAS the *Community Charter* provides that the Council may, by bylaw, establish a reserve fund for a specified purpose and direct that money be placed into the reserve;

NOW THEREFORE, the Council of the Village of Sayward in open meeting assembled, enacts as follows:

1.0 CITATION

1.1 This Bylaw may be cited for all purposes as **"Reserve Fund Establishment Bylaw No. 476, 2021."**

2.0 INTERPRETATION

2.1 Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated, or replaced from time to time and any Bylaw referred to herein is a reference to an enactment of the Council of the Village of Sayward, as amended, revised, consolidated, or replaced from time to time.

2.2 Unless otherwise defined herein, all words or expressions used in this bylaw shall have the same meaning as defined in the *Local Government Act, Community Charter, Interpretation Act,* or any successor legislation when used in this bylaw.

2.3 The headings contained in this bylaw are for convenience only and are not to be construed as defining or in any way limiting the scope or the intent of the provisions of this bylaw.

2.4 Schedule A is attached to and forms part of this bylaw and is enforceable in the same manner as this bylaw.

3.0 ESTABLISHMENT OF RESERVE FUNDS

3.1 The Reserve Funds listed in Column 1 of Schedule A are established for the purposes specified in Column 2 of Schedule A.

3.2 Monies received in the manner set out in Column 3 of Schedule A shall be placed in the Reserve Fund established in the corresponding Column 1 of Schedule A.

4.0 EXPENDITURE OF RESERVE FUNDS

4.1 Monies in reserve funds in Column 1 of Schedule A, together with interest earned on the fund balance, must be used for the purposes specified in the corresponding Column 2 of Schedule A.

4.2 Expenditure of monies in a Reserve Fund listed in Schedule A may be authorized by resolution of Council or by a bylaw adopted by Council.

4.3 All monies shall be expended in accordance with any applicable legislation including, but not limited to, the *Local Government Act* and *Community Charter*.

5.0 DISCONTINUATION AND TRANSFER OF RESERVE FUNDS

5.1 Monies held in the reserve funds identified in Column 1 of Table 5.2 are hereby transferred to the reserve fund named and established by this bylaw, in Column 2 of Table 5.2. The reserve fund accounts identified in Column 1 of Table 5.2 will then be discontinued.

5.2 Table 5.2 – Transfer of Funds

Column 1 – Reserve Fund	Column 2 – Transfer to Reserve Fund
Recreation Commission Fundraising Reserve	Capital Reserve Fund
Recreation Centre Reserve	Capital Reserve Fund

6.0 REPEAL

6.1 Village of Sayward Reserve Fund Establishment Bylaw No. 346, 2005 and all its amendments are hereby repealed.

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. 476 this ____ day of _____, _____

_____
Chief Administrative Officer
Village of Sayward

_____
Mayor

_____
Corporate Officer

Schedule A

No.	Column 1 - Reserve Fund Name	Column 2 - Reserve Fund Purpose	Column 3 - Reserve Funding
REGULAR RESERVE FUNDS			
1	Capital Reserve Fund	To fund general capital projects that are not specifically funded from other established reserves or user fees. Capital projects that will be funded from this reserve are budgeted within the Village's long term capital plan.	Annual allocation from general operating budget as provided for in financial plan
2	Sewer Capital Reserve Fund	To fund sewer utility capital projects required for sewer operations.	Annual allocation from sewer operating budget as provided for in financial plan
3	Water Capital Reserve Fund	To fund water utility capital projects required for water operations.	Annual allocation from water operating budget as provided for in financial plan
4	Transportation Infrastucture Reserve Fund	To fund designated road capital projects required for road operations.	Annual allocation from general operating budget as provided for in financial plan
5	Community Works Gas Tax Reserve Fund	To account for funds received and used pursuant to the Community Works Gas Tax Agreement. Projects funded by this account must be in compliance with acceptable uses as defined in the Community Works Gas Tax Agreement. The intent is to spend all funds received, per our Community Gas Tax Agreeement.	Monies received pursuant to the Federal Community Works Gas Tax Agreement
6	Fire Facilities and Equipment Reserve Fund	To fund the replacement of fire vehicles and equipment according to planned replacement schedules and planned maintenance, upgrades, additions, or improvements to fire buildings.	· Annual allocation from fire operating budget as provided for in financial plan · Proceeds from the sale of fire vehicles and equipment
7	Climate Action Reserve Fund	To fund projects that reduce greenhouse gas emissions.	Monies received from the Climate Action Revenue Incentive grant
8	COVID-19 Reserve Fund	To fund COVID-19 related expenditures.	Monies received from the COVID-19 Safe Restart grant
9	Election Reserve Fund	To fund Election related expenditures.	Annual allocation from general operating budget as provided for in financial plan
STATUTORY RESERVE FUNDS			
10	Land Sale Reserve Fund	As per subsection 188(2) of the *Community Charter* funds received from the sale of land and improvements must be set aside for paying any debt remaining in relation to the property and for aquiring land, improvements, and other assets of a capital nature. The Land Sale Reserve has been established for accumulating and expending monies as per this requirement.	Proceeds from the sale of land and improvements
11	Parkland Acquisition Reserve Fund	As per subsection 188(2)(b) of the *Community Charter* funds received from the sale or disposal of parkland as well as funds received pursuant to section 510 of the *Local Government Act* (parkland funds received upon subdivision) must be set aside in a reserve and be used exclusively to purchase parkland. The Parkland Acquisition Reserve has been established for accumulating and expending monies as per this requirement.	Monies received from the sale of parkland under section 27(2)(b) of the *Community Charter* (disposal of parkland), or under section 510(1)(b) of the *Local Government Act* (provision of parkland on subdivision)

VILLAGE OF SAYWARD

BYLAW NO. 346 Village of Sayward Reserve Fund Establishment Bylaw, 2005 (Consolidated)

A BYLAW TO ESTABLISH REVERSE FUNDS FOR SPECIFIC PURPOSES

The following is a consolidated version of Bylaw No. 346, Village of Sayward Reserve Fund Establishment Bylaw No. 346, 2005 and includes the following amendment bylaws:

Bylaw No.	Bylaw Name	Adopted	Purpose
371	Reserve Fund Establishment Amending Bylaw No. 371, 2008	October 15, 2008	To repeal Part 2.1 (i)

CONSOLIDATED COPY FOR CONVENIENCE PURPOSES ONLY. This version of the bylaw may not be complete due to pending updates or revisions and therefore is here for reference purposes only. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please come into the Village office to view the complete bylaw when required.

VILLAGE OF SAYWARD

BYLAW NO. 346

A BYLAW TO ESTABLISH RESERVE FUNDS FOR SPECIFIC PURPOSES

WHEREAS the *Community Charter* provides that the Council may, by bylaw, establish a reserve fund for a specified purpose and direct that money be placed into the reserve;

NOW THEREFORE, the Council of the Village of Sayward in open meeting assembled, enacts as follows:

PART 1 – CITATION

1.1 This Bylaw may be cited for all purposes as the "Reserve Fund Establishment Bylaw No. 346"

PART 2 – ESTABLISMENT OF RESERVES

2.1 There shall be established the following reserve funds under the provision of Section 188 of the *Community Charter*:

a) a CAPITAL WORKS, MACHINERY AND EQUIPMENT RESERVE FUND, into which money from current revenue, to the extent to which is available, may be paid and used for expenditures related to capital works and land, equipment and machinery necessary for capital projects, the extension or renewal of existing capital works and the purchase of machinery and equipment for the maintenance of municipal property;

b) a PARKLAND ACQUISITION RESERVE FUND, into which money received for parkland at time of a subdivision, sale of parkland or disposal of parkland under Section 27 of the *Community Charter* must be placed, and used for the purchase of land for park purposes;

c) a SALE OF LAND AND IMPROVEMENTS RESERVE FUND, into which money received from the sale of land and improvements must be placed and used to pay any debt

remaining in relation to the property or to acquire land, improvement and other assets of a capital nature;

d) a FIRE DEPARTMENT EQUIPMENT REPLACEMENT RESERVE FUND into which money from current revenue, to the extent to which is available, may be paid and used for the purchase of machinery or equipment necessary for the fire department to protect persons and property;

e) a RECREATION CENTRE RESERVE FUND into which money from current revenue, to the extent to which is available, may be paid and used for the repairs or replacement of the Recreation Centre;

f) a KELSEY RECREATION CENTRE RECREATION COMMISSION RESERVE FUND into which money raised by the Kelsey Recreation Centre Recreation Commission must be paid and used for the purchase of equipment for the Kelsey Recreation Centre;

g) a SEWER CAPITAL WORKS MACHINERY AND EQUIPMENT RESERVE FUND into which surplus money from revenue raised from sewer user fees and sewer parcel taxes may be paid and used for the expenditures related to sewer capital works and land, equipment and machinery necessary for sewer capital works or the extension or renewal of existing sewer capital works;

h) a WATER CAPITAL WORKS MACHINERY AND EQUIPMENT RESERVE FUND into which surplus money from revenue raised from water user fees and water parcel taxes may be paid and used for the expenditures related to water capital works and land, equipment and machinery necessary for water capital works or the extension or renewal of existing water capital works;

Bylaw 371, 2008 – Repeals 2.1 (i) (Policing Reserve Fund)

PART 3 – GENERAL

3.1 Monies set aside to the purposes outlined in Part 2 shall be accounted for separately and until required to be used, may be invested in the manner provided by the *Community Charter*.

3.2 "Sayward Sewer Service Area Capital Works, Machinery and Equipment Reserve Fund Establishment Bylaw No. 253, 1993" is hereby repealed.

PART 4 – EFFECT

41 This bylaw shall come into full force and effect on the date of final adoption.

Read a first time on the 9th day of March 2005.

Read a second time on the 9th day of March 2005.

Read a third time on the 9th day of March 2005.

Adopted on the 23rd day of March 2005.

Original signed by "H. Sprout"
Mayor

Original signed by "L. Taylor"
Corporate Officer

PUBLIC NOTICE
REGULAR MEETING OF COUNCIL

A Council meeting is scheduled for

Tuesday August 17, 2021

At 7:00 PM in the Kelsey Centre Gymnasium

Please note location for this meeting

The agenda package for this meeting can be found on the Village of Sayward website at www.sayward.ca

Alternatively, an agenda for this meeting can be requested by e-mailing village@saywardvalley.ca, or paper copies can be picked up at the Municipal Office during regular business hours.

Ann MacDonald
CAO