VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
SEPTEMBER 7, 2021 - 7:00 PM
TEAMS Electronic Meeting

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 September 7, 2021 be approved.

4. **Minutes of Previous Meetings**

   Recommended Resolutions:

   THAT the minutes from the Regular Council meeting held on August 17, 2021 be adopted.

5. **Petitions and Delegations**

   a) Sydney Rankmore, Urban Systems to present the Draft Official Community Plan

6. **Correspondence**

   a) TLA Opinion Editorial on Old Growth and Technical Advisory Committee

   b) Community to Community Forum Application and Guide

   c) Draft Correspondence from Mayor Mark Baker to SRD Board re: Regional Fire Services Study

   Recommended Resolution:

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

7. **Council Reports – None**
8. **Reports of Committees – None**
9. **Mayor's Report**
10. **Unfinished Business – None**
11. **Staff Reports**

    a) Permissive Tax Exemptions 2022 **{13}**

    Recommended Resolutions:

    THAT the report on Permissive Tax Exemptions 2022 be received for information and discussion; and,

    THAT Council consider requesting the Sayward Futures board to appear at the September 21 meeting to present their need for a tax exemption.

b) CAO Updates Staff Report {23}

Recommended Resolutions:

THAT Council receive the staff report and update for information purposes.

THAT Staff be directed to apply for a $5000 Community to Community grant to host a C2C forum in order to consult with the K'omoks First Nation on the updated Official Community Plan.

That Council receive the updated rolling spreadsheet of current initiatives.

c) Updated Official Community Plan – Review of the Draft OCP {28}

Recommended Resolutions:

THAT Council receives the draft OCP; and,

THAT Council direct any required changed to the draft; and,

THAT the plan be approved by Council to go forward for the September 16th public engagement event.

d) Application to Rezone 18 Sayward Road {80}

Recommended Resolution:

THAT Council receives the staff report and power point; and,

THAT Council provide approval in principle on the application to rezone, subject to the applicant returning with details of an offered Community Amenity Contribution or details to phase the development in order to address the water issue.

12. Bylaws

a) Reserve Fund Establishment Bylaw No. 476, 2021 {97}

Recommended Resolution:

THAT Reserve Fund Establishment Bylaw No. 476, 2021 be given fourth and final 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 – Prepare to go in-camera

THAT in accordance with Section 92 of the *Community Charter*, this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with Section 90 (1)(c) of the *Community Charter* to discuss labour relations or other employee relations and per Section 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

16. Adjournment

Recommended Resolution:

THAT the Regular Meeting of Council for September 7, 2021 be adjourned.

VILLAGE OF SAYWARD
MINUTES
REGULAR COUNCIL MEETING
August 17 2021
KELSEY CENTRE GYMNASIUM

Present:	Mayor Mark Baker Councillor Norm Kirschner Councillor Sue Poulsen Councillor Tom Tinsley (via TEAMS)
In Attendance:	Ann MacDonald, CAO Lisa Clark, CFO
Regrets:	Councillor Wes Cragg

1. Call to Order

Meeting was called to order at 7:02 PM.

2. Introduction of Late Items

MOTION R21/185
MOVED AND SECONDED

THAT the following late items be added to the agenda:

a) Staff Report – Schedule I Fees and Charges Business License (Add to agenda under Item 11 h)
b) Correspondence from Jack Lawson re Armstrong Fire Evacuees (Add to correspondence)

CARRIED

3. Approval of Agenda

MOTION R21/186
MOVED AND SECONDED

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

CARRIED

4. Minutes of Previous Meetings

MOTION R21/187
MOVED AND SECONDED

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

CARRIED

5. **Petitions and Delegations**

a) Stuart Masterman Highland Engineering, Village of Sayward Drainage Plan 2021

MOTION R21/188
MOVED AND SECONDED

THAT the presentation by Stuart Masterman, Highland Engineering be received.

CARRIED

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

f) Correspondence from Jack Lawson, Re: Armstrong Fire Evacuees – New Item

MOTION R21/189
MOVED AND SECONDED

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

CARRIED

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

a) Formation of Select Committee to review options for Kelsey Centre

MOTION R21/190
MOVED AND SECONDED

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.

Opposed Cllr Kirschner, Cllr Tinsley, Cllr Poulsen

DEFEATED

b) Sayward Valley Fire Services Review – verbal and report from SRD

MOTION R21/191
MOVED AND SECONDED

THAT Council receives the Mayor's Report; and,

THAT Staff be directed to draft a letter outlining Council's concerns with the study and its recommendations; and,

THAT the Village of Sayward work to promote and strengthen the current model by advertising a public meeting for village and valley residents to discuss the options in the report and to commence the financial planning for 2022 and a new shared services agreement to replace the one about to expire.

CARRIED

10. Unfinished Business – None

11. Staff Reports

a) Council attendance at the 2021 UBCM Conference

MOTION R21/192
MOVED AND SECONDED

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

THAT Council appoints the following members to attend the 2021 UBCM virtual conference, Obstacles to Opportunities: Mayor Mark MacDonald, Cllr Sue Poulsen, Cllr Cragg and Cllr Kirschner.

CARRIED

b) OCP Review - Timing and Schedule of Final Approval Process

MOTION R21/193
MOVED AND SECONDED

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.

CARRIED

c) Insurance Claim for Community Health Clinic

MOTION R21/194
MOVED AND SECONDED

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.

CARRIED

d) Financial Statements/Variances to July 31, 2021

MOTION R21/195
MOVED AND SECONDED

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

CARRIED

e) Municipal Insurance Authority (MIA) Voting Delegate and Alternate

MOTION R21/196
MOVED AND SECONDED

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

THAT Council appoints Norm Kirschner as the voting delegate, Cllr Wes Cragg as alternate #1, and Ann MacDonald as alternate #2.

CARRIED

f) Reserve Policy Amendment

MOTION R21/197
MOVED AND SECONDED

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

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

CARRIED

g) Village of Sayward 2021 Drainage Plan

MOTION R21/198
MOVED AND SECONDED

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.

CARRIED

h) Staff Report – Schedule I Fees and Charges Business License Fee

MOTION R21/199
MOVED AND SECONDED

THAT Council receives the Amend Schedule I Fees and Charges Bylaw No. 451 staff report for information and discussion; and,

THAT Council amend Schedule I of Bylaw No. 451 Fees and Charges Bylaw, A Bylaw to establish fees for Municipal Services to establish the business license fee for mobile vendors at $100 and,

THAT Council direct staff to pursue Option B to resolve the current zoning discrepancy with respect to permitting mobile venders carrying out a business in the municipal campground.

CARRIED

12. **Bylaws**

a) Bylaw No. 476 Bylaw to Establish Reserve Funds for Specific Purposes

MOTION R21/200
MOVED AND SECONDED

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.

CARRIED

13. **New Business – None**

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

14. **In-Camera**

MOTION R21/201
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 R21/202
MOVED AND SECONDED

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

CARRIED

The meeting was adjourned at 8:36 PM.

_____
Mayor

_____
Corporate Officer

Ann MacDonald

From: Bob Brash <bob@tla.ca>
Sent: August 17, 2021 11:01 AM
To: Andy Adams; Sharie Minions; David Formosa; Denis Dugas; Mayco Noel; Patrick Brabazon; Bill Beamish; Gabriele Wickstrom; Brad Unger; Wes Cragg; Joan Atkinson; Frank Varga; Bev Playfair; Executive Director | RM Coalition; Melissa Coates; Ann MacDonald
Cc: Jennifer Kramer; Bill Nelson
Subject: TLA Opinion Editorial on Old Growth and Technical Advisory Committee

Hello Mayors and Council, please find a link below to the TLA's most recent Opinion piece related primarily towards advocating for more involvement by those working in the forest sector and BC's resource communities in the development and implementation of new directions in forestry.

As always, there will be many opinions regarding future states of the forest sector in BC. One of our core messages continues to reinforce the need for people to start talking and collaborating about possibilities versus the current state of many polarized groups. In this regard, as we have mentioned in previous communications, we will do our best to engage further with you on ideas and means to move government in such directions.

Thank you again for the opportunity to present our information and opinions to your Councils for consideration.

https://www.timescolonist.com/opinion/op-ed/comment-b-c-s-forests-deserve-facts-not-fabrications-1.24351478



Comment: B.C.'s forests deserve facts, not fabrications | Times Colonist

A commentary by the executive director of the Truck Loggers Association. Balanced solutions to B.C.'s old-growth forests protection that best serves all British Columbians is possible — but it

www.timescolonist.com

BOB BRASH
Executive Director
THE TRUCK LOGGERS ASSOCIATION
725 - 815 West Hastings St., Vancouver, BC V6C 1B4

C 778.386-7759
www.tla.ca *Our strength is in our roots.*

Community to Community Forum

Applications are currently being accepted for this program.

Since 1999, the Ministry of Municipal Affairs and Indigenous Services Canada have provided funding for the C2C program. In this time, more than 650 C2C Forums have been held in communities across the province.

With the Truth and Reconciliation Commission of Canada releasing its Executive Summary of findings and 94 Calls to Action in 2015, and BC and Canada both adopting the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), the C2C program has taken on ever greater importance as First Nations and local governments use the grant to focus their increased efforts for reconciliation.

New in 2021/22 - The C2C program can contribute a maximum of 100% of the cost of eligible activities – to a maximum of $5,000.00.

For all funded projects, it is expected that in-person activities, meetings or events meet physical distancing and other public health guidance in relation to COVID-19. Extensions to final report deadlines are available for any approved C2C project impacted by COVID-19.

2021/22 Regional C2C Program

Applications are now being accepted for the 2021/22 C2C program for events between September 10, 2021 and March 31, 2022.

- 2021/22 C2C Program & Application Guide [PDF - 261 KB]
- 2021/22 C2C Application Form [DOCX - 47 KB]
- 2021/22 C2C Final Report Form [DOCX - 47 KB]

Applicants will be notified of the status of their application within 30 days of the following application deadlines:

- September 10, 2021. For events between September 27, 2021 and March 31, 2022
- December 3, 2021. For events between January 1 and March 31, 2022

2020/21 Regional C2C Program

Approved applicants should refer to the program guide for reporting requirements.

- 2020/21 C2C Program & Application Guide [PDF - 223 KB]
- 2020/21 C2C Final Report Form [DOCX - 47 KB]

Additional Information

- Guide to Community to Community Forums in BC Sept 2019 [PDF - 665 KB]
- C2C Forum Program Status Report 2008-2018 [PDF - 217 KB]
- C2C Summary of Funded Events, 1999-2019 [PDF - 291 KB]
- UBCM Reconciliation Resources
- Guide to Community to Community Forums in BC [PDF - 565 KB]
- C2C Forum Program Status Report 1999-2009 [PDF - 317 KB]
- 2006/07 C2C Status Report - August 2007 [PDF - 427 KB]

the Village of Sayward

"Friend of Nature"

September 21, 2021

SRD Regional Board

RE: Sayward Valley Regional Fire Services Review

Dear Regional Board,

The Village of Sayward was pleased to note Option B in the August 6, 2021 SRD Staff Report entitled *Sayward Valley Fire Services Review* that commits to: ***Continue negotiating with the Village of Sayward for resolution of issues under the current service model***. We were pleased to see this option; however, disappointed that report contained no analysis of strengthening the current arrangement at all, despite the report noting that it was the best option.

The regional feasibility fire study also contains numerous statements that appear to be unmoored from the facts. Some of these relate to ownership of assets, mistakes pointed out several times by the Village, but more importantly, comments made at the August 11 EASC meeting of the SRD board attribute further inaccuracies to the Fire Chief, fire crews and the service.

The study states its purpose as being to review whether the SRD has appropriate oversight and decision making for the service, given its financial contribution. In fact, it was the Village of Sayward that encouraged the study to determine if there was a fair sharing of costs, given the shift over time in calls to the valley. So it would appear that both the Area A Director and the Mayor and Council of the Village of Sayward wish to further explore the current terms and arrangement.

The Village of Sayward passed the following motion at its regular August 17, 2021 council meeting:

> *THAT STAFF be directed to draft a letter outlining Council's concerns with the study and its recommendations; and,*
>
> *THAT the Village of Sayward work to promote and strengthen the current model by advertising a public meeting for village and valley residents to discuss the options in the report and to commence the financial planning for 2022 and a new shared services agreement to replace the one about to expire.*

Sayward Village Office, 652 H'Kusam Way, PO Box 29, Sayward, BC, V0P 1R0
Phone: 250-282-5512 Fax: 250-282-5511 e-mail: village@saywardvalley.ca

The study offers several alternatives, all of which cost more, remove local decision making from the Village Council and the Area A Director, placing full decision making in the hands of the regional board in Campbell River.

The Village of Sayward recognizes that while we are one community, we operate in two jurisdictions. By working together residents are best served in a way that is efficient and fiscally responsible, and results in the best fire service for the Sayward Valley. The village of Sayward plans to host a publicly advertised regular council meeting where this matter will be discussed.

Unlike financial planning meetings in past where an informal invite was extended to the Area A Director, and where he almost always declined, the Village will ensure that a written invitation is extended to enable the Area A Director to fully participate in these discussions regarding the 2022-2027 Financial Plan for the Fire Service. At that meeting, our interests regarding a new Service Agreement will be reflected as first step in replacing the expiring framework now in place.

We hope that the Area A Director will participate in these talks, rendering the less desirable and more costly options in the report unnecessary for further assessment.

Sincerely,

_____

Mayor Mark Baker
Council of the Village of Sayward

STAFF REPORT

To: Mayor and Council
From: Ann MacDonald, CAO
Subject: **Permissive Tax Exemptions 2022**
Meeting date: September 7, 2021

BACKGROUND

On June 15, 2021 Council passed the following resolution:

MOTION R21/167
MOVED AND SECONDED

THAT the Permissive Tax Exemptions 2022 staff report be received for information and discussion, and;

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

CARRIED

The following timetable was presented to Council:

Schedule	Action
June 18, 2021	Letters containing the application form will be mailed to tax exemption recipients designated in the preceding tax year.
June 21, 2021	Advertise that Council will consider additional exemptions in the July Sayward Newsletter and post notice on the website, public notice places, and social media.
August 1, 2021	Deadline for applications.
September 7, 2021	Staff Report to Council.
September 21, and Oct 5, 2021	Bylaw, if required, brought to Council.
October 31, 2021	Deadline for Staff to advise BC Assessment Authority of any permissive tax exemptions for 2022.

DISCUSSION

Staff advertised the exemption process as outlined in the chart above and received one application as follows:

Sayward Futures Society

Staff have determined that the application is reasonably complete.

- The Society has asked for a 5-year exemption (2022-2026 inclusively, note an exemption already exists for this organization which is due to expire at the end of 2021).
- The value of the exemption for 2021 is $4,692*
  * This amount does not include the amounts exempted relating to other agency collections such as the Regional District, Hospital District, Municipal Finance Authority, BC Assessment, library, school, and police taxes. The total tax exemption including these other agency collections for 2021 was $6,586.
- The Society provides a general benefit to the community using its land/building to which the exemption would apply, and is eligible under the Community Charter for a permissive tax exemption.
- Financial Position for the past three years is as follows:

Sayward Futures Society

	Revenues	Expenses	Surplus	Cash Dec 31 (not including wharf fund)	Net Assets
2018	$ 83,637	$ 68,618	$ 15,019	$ 18,936	$ 75,070
2019	$ 98,125	$ 64,388	$ 33,737	$ 24,995	$ 108,808
2020	$ 95,534	$ 29,309	$ 66,225	$ 44,867	$ 175,033

Note: The Net Assets number includes the Wharf Fund which is an amount set aside for repairs to the Wharf.

- Staff will note that the applicant provides valuable services to the community and are in a healthy financial position; however, staff advise that by waiving taxes for the society, Council and citizens are essentially subsiding the operations of this business entity;

- Council may wish to forgo offering a 5-year tax exemption because of this healthy balance sheet. Staff have been advised that a condition of Mowi using the Sayward Futures Society owned wharf is for the society to re-invest as much as 50% of its earnings in a reserve for wharf repairs and maintenance, given the importance of having access and use of the wharf for this company to carry out its work. An exemption therefore, may appear as a benefit to private business which is not permitted by a local government.

Options

Options include:

- Granting the five-year request – a five-year exemption maybe too long as exemptions are generally used to support a service which needs assistance when funding is scarce.
- Grant an exemption which is shorter in duration.

- Grant a partial/percentage exemption, for example only exempt ___% of the assessed value of the property.
- Decline the request and do not grant a tax exemption.

For any exemption, Council may grant any period up to 10 years. Granting of exemptions should be conditional on the organization meeting Council's objective of enhancing the quality of life and delivering services economically.

RECOMMENDATIONS

THAT the report on Permissive Tax Exemptions 2022 be received for information and discussion; and,

THAT Council consider requesting the Sayward Futures board to appear at the September 21 meeting to present their need for a tax exemption.

Respectfully submitted,

_____

Ann MacDonald
CAO

Prepared by: Lisa Clark, CFO

Attachments:

- **Sayward Futures Society permissive tax exemption application**

Appendix "A" – Permissive Tax Exemption Application Form

APPLICATION FOR PERMISSIVE TAX EXEMPTION

1.) Full name or title of organization:

Sayward Futures Society

2.) Society number/non-profit number, or registered charity number:

S-42454 (Certificate of Incorporation attached)

3.) Mailing address of the organization (including Postal Code):

PO Box 143 Sayward BC V0P 1R0

4.) Application contact (name, phone, e-mail address):

Susan Poulsen 250 282 0184 espoulsen@shaw.ca

5.) Name and phone number of two other officials in organization (i.e. Pastor, President, Manager, Director, etc.)

1. Name: Robert Sampson
   Title: Director at Large
   Phone No.: 250 282 0134
   E-maill: rsampson@SaywardValley.net

2. Name: Wesley Cragg
   Title: VOS appointed Director
   Phone No.: 250 201-0604
   Email: wes.cragg@saywardvalley.ca

6.) Property address:

16 Sayward Rd Sayward BC V0P 1R0

7.) Folio number:
Area 06 Jurisdiction 571
Roll# 27410000
Civic Address 16 Sayward Rd

Dist lot 304
Sayward Land Dist
PT DL 304
PID's 009-664-599

8.) The lands are registered in the name of: Folio # 27410.000

Sayward Futures Society

(Copy of Certificate of Title Attached)

(In the case of a Society, Corporation, Association, please include a copy of the Certificate of Title)

9.) The exemption claimed under Section 224 –226 is pursuant to Subsection 1, Clause

(_____) *(Please supply the relevant clause designation from Section 224-226, see attached)*

10.) The gross floor area of the building: 16' x 45' 720 sq ft

11.) **We require a current site plan of the property** indicating the grounds and buildings and their uses. This would include buildings, storage buildings, walkways, parking lot, playgrounds, bush areas, etc. Show dimensions.

12.) What is the principal use of the property?

Public access to the Wharf, Site of Ocean View Gifts, Commercial shipping, Landmark gathering place for locals & visitors, Fishing

13.) Is any part of the building or of the property used or rented by commercial or private operators or by any group other than your organization? If yes, please disclose below:

Mowi storage shed (8' x 8') for their hoses rented per month @ $100.00

Mowi pays moorage fees + ~~trucking fees to load fish~~ for delivery to area fish farms Truck fee $90 per truckload Moorage $200 per day. Income for SFS is dependent on # of loads and moorage per year.

14.) Please provide details of other activities on your property, such as daycare centres, catering and hall rental, thrift/gift shop.

The following information is required for each activity:

- Hours per day and/or days per week of operation
- Fees or charges
- Approximate number of participants/patrons
- Is the activity operated by a church or by an outside organization?

Ocean View Gifts open seasonally June 1 - Sept 15 daily 10AM - 4pm. Membership is $15/individual and $25/business per calendar yr.

15.) a.) How is your organization non-profit? SFS owns, operates & maintains the wharf at Kelsey Bay and opens the gift shop seasonally to provide a service to residents & visitors. Income from commercial use of the dock (Mowi fish transport) 70% of ~~revenue~~ is reserved for short term & long term wharf repairs and maintenance 30% is used to run SFS - ~~admin staff (PT), pay fixed~~ costs for utilities etc, donate & support local groups i.e. Secret Santa, Legion ~~Broom Busters, school projects, and local events, maintain~~ Al's Room, provide wifi access to members while at the wharf, manage VOS WebCams, Provide maintenance services to 4 Rec Sites and ~~Trails, Also with a grant that partially funds this service~~

b.) How is your organization a complementary extension to Village services and programs?

Sponsor and organize community events eg Canada Day, Mayors Chili CookOff; focus on economic development and tourism promotion, act as an umbrella organization to support local committees, Kusam Klimb, Tourism Committee RCMP Bike Rodeo. Apply for annual grants to Canada ~~Program~~ Have provided employment to 9 ~~in~~ the past 4 years

Please consider a permissive tax emption for Sayward Futures Society for years 2021 - 2026 inclusive.

c.) How is your organization accessible to the public?

Yes, in person at the wharf, by telephone and website. SFS is a wheel-chair accessible site, life jackets are provided for children 12 and under.

d.) How is your organization used primarily by Sayward residents?

Access to wharf fishing, fish cleaning station, Washroom
Provide a site for procuring DFO tidal water fishing licences
Shopping in the gift shop

16.) Other activities which may be pertinent to your application:

We have a 10-year tenure on the foreshore and work collaboratively with KFN to operate on their unceded traditional territory. SFS will have the whale hydrophone up + operational this Summer + the sounds are broadcast over a speaker on the wharf.

17.) Has there been any change in the status or use of the buildings or property in the last 12 months?

SFS is reopening Summer 2021 after being closed Since Sept 2019 due to Covid 19. We have done extensive renovations to put in a Food Safe Kitchen to enable sales of Nachos, hot dogs + slushies. SFS is the only place to get snacks unless you travel to the Junction.

18.) CHURCHES ONLY complete the following additional questions: N/A

(i) What is the seating capacity of the church?

Permanent: _____

Portable: _____

(ii) What is the gross floor area of the

Church: _____

Hall: _____

Other Buildings: _____

Total Gross Floor Area: Wharf: 1,122 sq meters Gift shop/AIs Room on Wharf: 1,000 sq feet

(iii) Every building on the lands is in use and continues to be set aside for public worship or for a Church Hall. Yes _____ No _____

On behalf of Sayward Futures Society, I/we hereby declare that all the information presented and provided with this application is true and correct.

Should a permissive tax exemption be granted on the above listed property, I am agreeable to the following terms:

1.) If the property is sold prior to the exemption expiration, the organization will remit to the Village an amount equal to the taxes that would have otherwise been payable to the Village by a non-exempt owner.

2.) The property use will be in compliance with applicable municipal policies and bylaws.

3.) The organization will publicly acknowledge the permissive tax exemption granted by the Village.

DATED THIS 29 DAY OF July 20 21.

Authorized Signature: Susan Poulsen

NOTE:

1. The personal information on this form is collected for the purpose of an operating program of the Corporation of the Village of Sayward as noted in Section 26 (c) of the Freedom of Information and Protection of Privacy Act (FOIPPA). If you have any questions about the collection and use of this information, please contact the CAO at 250-282-5512

2. The Application for Permissive Tax Exemption must be received by 1st of August in the year prior to the taxation year(s) for which exemption is requested in order to be included on the applicable annual Permissive Tax Exemption Bylaw. i.e. An application for a permissive tax exemption for the year 2020 or years 2020 to 20__ must be received by the 1st of August of 2019, the year prior to year one of the tax exemption period.

3. Permissive Tax Exemption Applications are to be submitted to: Village of Sayward, Box 29, 652 H'Kusam Way, Sayward, B.C. V0P IR0

BRITISH COLUMBIA

NUMBER: **S-42454**

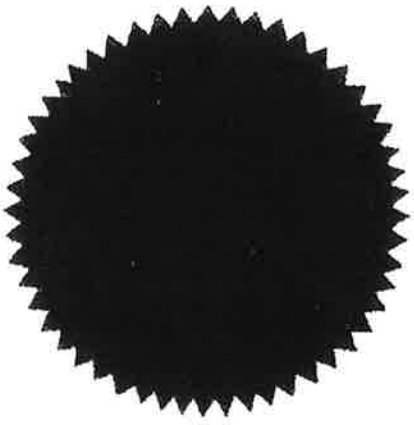
SOCIETY ACT

CERTIFICATE OF INCORPORATION

I Hereby Certify that

SAYWARD FUTURES SOCIETY

has this day been incorporated under the *Society Act*



Issued under my hand at Victoria, British Columbia

on December 11, 2000

JOHN S. POWELL
Registrar of Companies
PROVINCE OF BRITISH COLUMBIA
CANADA

TITLE: ET41449 PAGE 1

ILLAGE OF SAYWARD

ITLE NOTIFICATION AS OF 22 APRIL, 2002,

CROWN GRANT

TITLE NO: ET41449
FROM TITLE NO: 39449I

\PPLICATION FOR REGISTRATION RECEIVED ON: 19 APRIL, 2002
ENTERED: 22 APRIL, 2002

3[illegible] STERED OWNER IN FEE SIMPLE:
WARD FUTURES SOCIETY, INC. NO. 42454
601 KELSEY WAY
P.O. BOX 143
SAYWARD, BC
V0P 1R0

TAXATION AUTHORITY:
VILLAGE OF SAYWARD
COURTENAY ASSESSMENT AREA

DESCRIPTION OF LAND:
PARCEL IDENTIFIER: 009-664-599
THAT PART OF THE BED OF THE SEA ADJOINING HIGH WATER MARK OF DISTRICT LOT 304, SAYWARD DISTRICT COMMENCING AT A POINT AT HIGH WATER MARK, IN THE CENTRE OF THE PRESENT WHARF APPROACH, DISTANT 948.6 FEET IN A DIRECTION SOUTH FIFTEEN DEGREES TWENTY FOUR MINUTES EAST FROM THE NORTH EAST CORNER OF SAID DISTRICT LOT, THENCE NORTH EIGHTY EIGHT DEGREES TEN MINUTES EAST 28 FEET, THENCE NORTH TWENTY ONE DEGREES FIVE MINUTES WEST 95.2 FEET, THENCE NORTH SIXTY EIGHT DEGREES FIFTY FIVE MINUTES EAST 10 FEET, THENCE NORTH TWENTY ONE DEGREES FIVE MINUTES WEST 70 FEET, THENCE SOUTH SIXTY EIGHT DEGREES FIFTY FIVE MINUTES WEST 68 FEET, THENCE SOUTH TWENTY ONE DEGREES FIVE MINUTES EAST 70 FEET, THENCE NORTH SIXTY EIGHT DEGREES FIFTY FIVE MINUTES EAST 20 FEET, THENCE SOUTH TWENTY ONE DEGREES FIVE MINUTES EAST 82 FEET TO HIGH WATER MARK, THENCE NORTH EIGHTY EIGHT DEGREES TEN MINUTES EAST 12.2 FEET MORE OR LESS TO THE POINT OF COMMENCEMENT AS SHOWN IN RED ON PLAN DEPOSITED UNDER DD 39449I

LEGAL NOTATIONS: NONE

CHARGES, LIENS AND INTERESTS: NONE

DUPLICATE INDEFEASIBLE TITLE: NONE OUTSTANDING

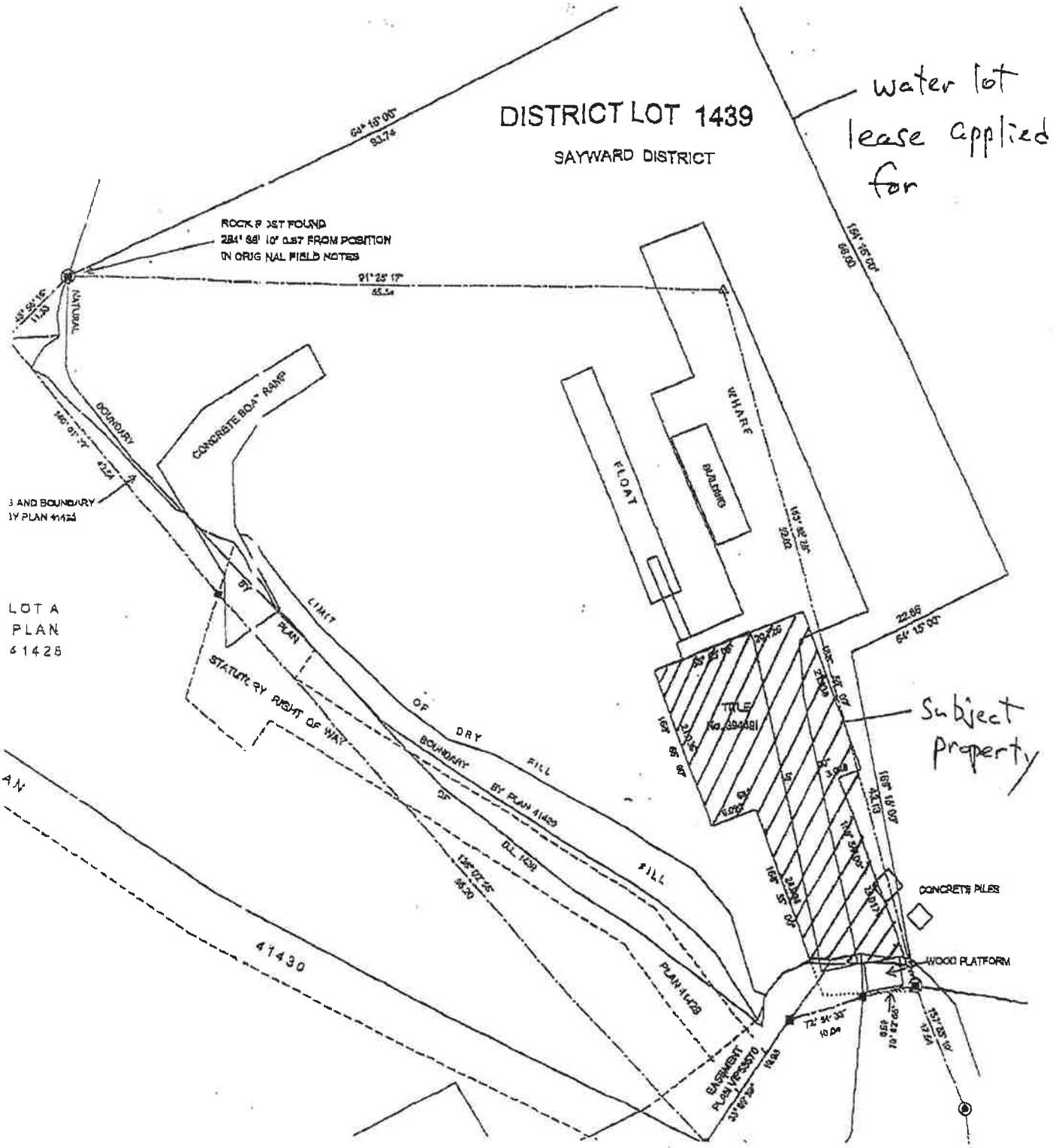
TRANSFERS: NONE

CORRECTIONS: NONE

PENDING APPLICATIONS: NONE

May 1/02

Folio
2741 0.000


DISTRICT LOT 1439
SAYWARD DISTRICT
water lot lease applied for
ROCK P OST FOUND
284° 38' 10" DIST FROM POSITION
IN ORIG NAL FIELD NOTES
NATURAL
BOUNDARY
CONCRETE BOAT RAMP
WHARF
FLOAT
BUILDING
LOT A
PLAN
41428
STATUTE RY RIGHT OF WAY
OF
DRY
FILL
BOUNDARY
BY PLAN 41429
D.L. 1439
PLAN 41428
41430
Subject Property
CONCRETE PILES
WOOD PLATFORM
EASEMENT
PLAN VIP55870

STAFF REPORT

For: Mayor and Council
Prepared by: Ann MacDonald, CAO
Subject: CAO Update on Current Initiatives
Meeting date: September 7, 2021

BACKGROUND

Staff have updated the attached rolling spreadsheet of Current Initiatives. This report provides additional information and background. Staff plan to bring forward an updated Workplan, presented to Council on a quarterly basis normally, for information at the Sept. 21st regular Council meeting.

DISCUSSION

1. Procurement of four generator lift stations

RFQ was posted on BC Bid website and the Village website, four bids received ranging between $177,690.20 - $322,931.00. Staff have awarded the contract to the lowest bidder, Colins Electric of Qualicum Beach and the work is expected to be competed by November 30, 2021.

2. Construction of sewage lagoon boat launch

Contactor onsite, project now underway, expected completion September 20, 2021

3. Deconstruction of Newcastle Dam

Work underway to decommission Newcastle Dam and construction of new weir underway. NHC and Berry and Vale on site carrying out this work, expected completion date September 10, 2021

4. New ownership at 711 Kelsey Way

Property changed hands July 31, 2021. New owners in the process of applying for demolition permit to remove at least one mobile home, some hazardous substance assessment required per WorkSafe BC requirements, now underway. New housing proposed but no plans been submitted to date.

5. Ticketing Bylaw

Bylaw drafted and will come forward to the September 21 council meeting. Next steps, once Council gives direction, is to consult with RCMP to confirm this meets their requirements to implement the Bylaw.

6. Collaboration with WFP to address mutual interests

Some progress has been made to discuss WFP noise issues and to begin discussion with WFP on water use to see their use of water reduced so that the Village can support and facilitate more land development. Talks expected to begin soon, starting with a Council tour of the log sort in the next few weeks.

7. C 2 C Forum Grant to conduct consultation on revised OCP with K'omoks First Nation

Staff wish to obtain Council support by way of resolution to apply for a $5000 grant to host a Community to Community (C2C) forum whereby the Village can formally consult with the K'omoks First Nation people on the newly updated Official Community Plan. Formal consultation of an OCP is required to adopt the newly revised plan and a C2C forum is a great way to carry out those discussions. This is also an opportunity for Council to consider ways to support and show progress on reconciliation matters.

8. Drainage Plan, MacMillan Drive

Work is planned to commence on Sept. 7-10 to clear out H'Kusam Park drainage channels with RP Bio onsite as part of permitting requirements. This was one of the five recommendations included in the Short-Term remedies included in the 2021 Drainage Plan completed by Highland Engineering and reviewed and adopted by Council at its August 17th regular meeting. The work will take about 5 days to complete and is expected to assist in drainage in the 2021 storm season.

9. Salmon and White River Flood Hazard Mapping Study

The study is wrapping up with a draft planned to be ready for September 17 and on Council's September 21st agenda. A public Engagement process is planned for mid October after the report is reviewed by the SRD at its Electoral Area Services Committee meeting on October 6th. Early results show extensive flooding in the valley right up to Highway 19 though the Village seems relatively unaffected, other than the anticipated road closures due to flooding and possible contamination in the Salmon River due to unregulated land activities in the Valley.

10. Bylaw compliance work:

- Sayward Road, two properties with Notice on Title, Stop Work issued, staff working with parties to assist them in obtaining structural plans and a Structural Assessment to be able to issue Building Permits. Staff have been advised that the hold up is due to legal matters involving the previous owner. Once we are in receipt of the report, we can issue the building permit to enable the new owners to complete the work and obtain water and sewer services to their properties.

- MacMillan Drive, unsafe camper trailer removed from right of way

RECOMMENDATIONS

THAT Council receive the staff report and update for information purposes; and,

That Council receive the updated rolling spreadsheet of current initiatives; and,

THAT Staff be directed to apply for a $5000 Community to Community grant to host a C2C forum to consult with the K'omoks First Nation on the updated Official Community Plan.

Respectfully submitted,

_____

Ann MacDonald
CAO

Attached
Rolling Spreadsheet of Current Initiatives

VILLAGE OF SAYWARD

KEY INITIATIVES – PROJECT UPDATE

September 7, 2021*

UPDATE ON KEY INITIATIVES – September 7, 2021		
	PROGRESS TO DATE	**NEXT STEPS**
DECOMMISSIONING OF THE NEWCASTLE DAM & CONSTRUCTION OF WEIR	All funding, approvals and permitting in place. Work commenced August 2021	Work underway, on track and expected to be completed during first week of September.
COVID-19 FUNDING	Funds approved for plexiglass, laptops for virtual meetings by council, Hazmat suits for PW staff.	Septic pond dock concrete pads in place, construction underway. All hazmat gear in place. All items in place including council sound system, laptops and plexiglass.
OFFICIAL COMMUNITY PLAN UPDATE	Background report presented to Committee of the Whole May 25, 2021	Draft OCP tabled at Sept. 7 council meting. Public Engagement on Sept. 16 at Kelsey Centre and on-line.
SALMON AND WHITE RIVER FLOOD HAZARD MAPPING	June 8 Virtual Town Hall for team to present technical findings to public Public engagement phase planned for July.	Draft to be available September 17 to Village of Sayward Council on September 21, SRD electoral area services committee on October 6.

* This document provides an update on key initiatives of the Village of Sayward. It is updated on a monthly basis and posted at the beginning of each month and does not include day to day work.

		Public Engagement planned for mid-October.
APPLICATION TO REZONE (18 SAYWARD ROAD) TO PERMIT RV PARK AND RESIDENTIAL LOTS (ADAMA LANDS)	Applicant made first presentation to council in January; was requested to complete traffic study, water use projections, complete Riparian Area Protection Regulations Assessment, etc.	Reports received by August and review by Council September 7, 2021.
DESIGN OF NEW WEBSITE	Contact awarded to Upanup and model to resemble 100 Mile House design; meet and greet at April 20 council meeting.	Completed. New website up and running.
PURCHASE OF FOUR PERMANENT LIFT STATION GENERATORS INSTALLED AND FENCED	Grant funding applications not approved; quotes compiled; staff directed to seek Request for Quotes on BC Bid	RFQ completed, contract awarded to lowest bidder, Collins Electric at $177,690.20. Generators ordered and expected to be in place by November 30.
2021-2025 VILLAGE OF SAYWARD FINANCIAL PLAN	Approved and final adoption taken by council at April 6th meeting.	Implementation underway. Next meeting to discuss Fire Services Review funding for 2022-2027 Financial Plan in Fall/Winter.
MACMILLAN DRAINAGE STUDY	Field work completed, draft report to staff in mid May, Final Report to Council.	Highland Engineering presented Final report to Council on August 17, 2021. Permitting in place to begin drainage work Sept. 7-10 in H'Kusam Park.

* This document provides an update on key initiatives of the Village of Sayward. It is updated on a monthly basis and posted at the beginning of each month and does not include day to day work.

STAFF REPORT

For: Mayor and Council
Prepared by: Ann MacDonald, CAO
Subject: Draft Official Community Plan
Meeting date: September 7, 2021

BACKGROUND

A contract to update the official community plan was awarded to Urban Systems in February 2021. The planning team has carried out a household survey, completed a Background Report, met with large landowners with plans to develop their lands, carried out focused consultation with key stakeholder including the K'omoks First Nation (KFN), SRD and the BC Natures Trust and industry including Western Forestry Products (WFP) and Island Timberlands (IT), hosted a public engagement workshop and a Committee of the Whole workshop with Council to identify key goals and interests.

The draft plan is now available for Council's review and subject to Council's review and approval, ready to go forward to the planned Sept. 16 public engagement workshop where citizens can review the plan and its policy framework and goals included in the document.

DISCUSSION

The current Official Community Plan (OCP) was adopted in 2005 and is now out of date. A new OCP will set forth the policies and goals to direct, enable and manage future growth over the next twenty years. The draft includes some key strategic goals, including sustainability and partnerships, and provides a series of policy statements to guide future land and development decisions.

The Plan includes a policy framework to guide the following:

- Indigenous relationships and partnerships
- Citizen Engagement and Community Leadership
- Public spaces
- Economic Development
- Growth
- Housing Infrastructure
- Agriculture and Local Food Security
- Natural Assets

- Community Safety
- Climate Action
- Schedules with land use Designations and Development Permit Areas

Staff have worked with the consultants to ensure that key strategic goals of the Village have been included in the doc8ment and to observe and hear the public input that has been received to direct this plan.

RECOMMENDATIONS

THAT Council receives the draft Official Community Plan; and,

THAT Council approve the document to be released for the next phase of Public Engagement scheduled for September 16, 2021 from noon to 6 pm at the Kelsey Centre.

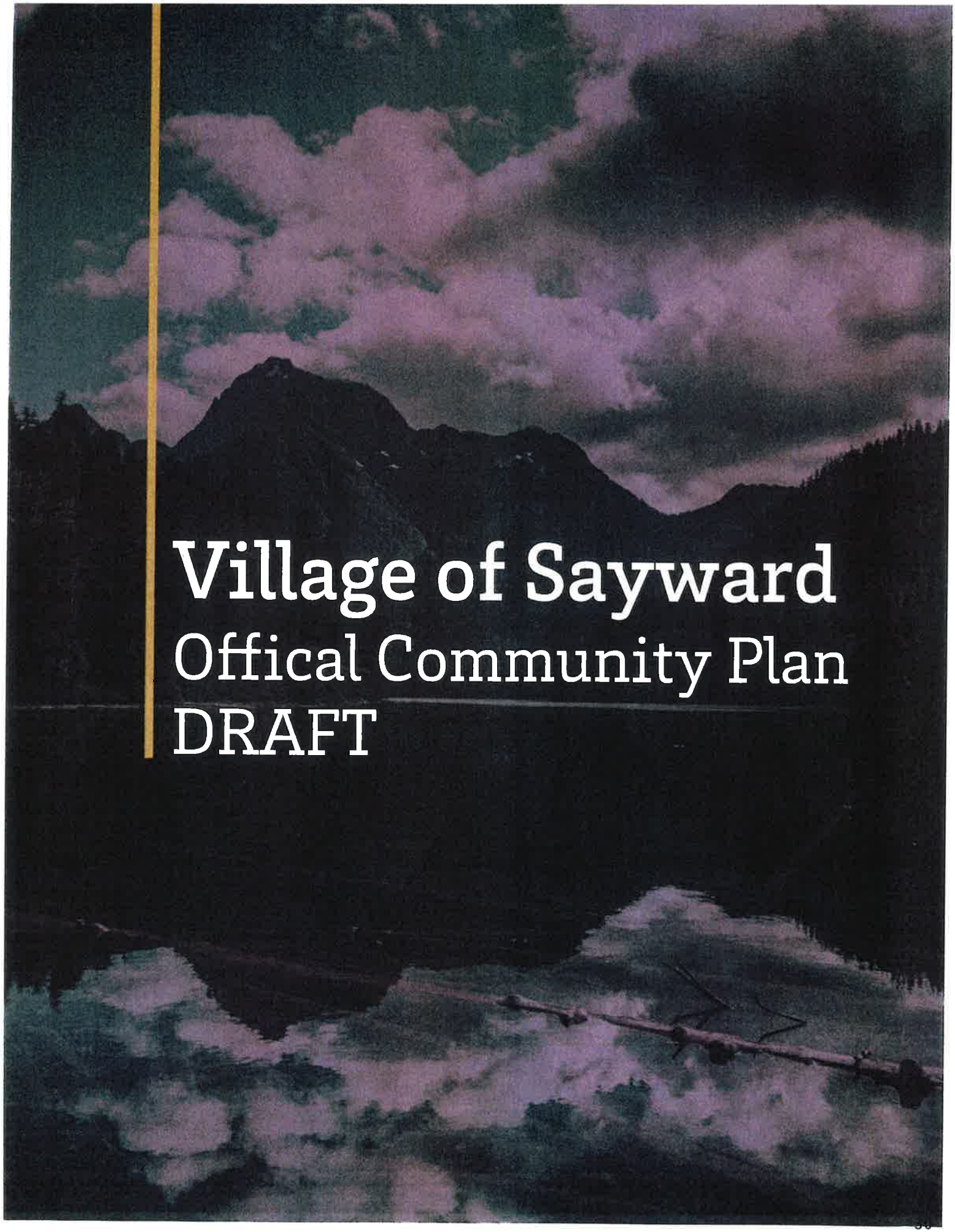
Respectfully submitted,

_____

Ann MacDonald
CAO

Attached

Draft Official Community Plan, August 31, 2021



Village of Sayward
Offical Community Plan
DRAFT

VILLAGE OF SAYWARD BYLAW NO. xxxx

A bylaw to adopt an Official Community Plan for the Village of Sayward.

WHEREAS the Local Government Act authorizes a council to adopt an Official Community Plan.

NOW THEREFORE the Council of the Village of Sayward, in open meeting, enacts as follows:

1. Name

The name of this Bylaw for citation purposes is "Village of Sayward Official Community Plan Bylaw No. xxxx."

2. Severability

If any provision of this Bylaw is held to be invalid by any court of competent jurisdiction, that provision shall be severed and its severance shall not affect the validity of the remainder of the Bylaw.

3. Repeal

"Village of Sayward Official Community Plan Bylaw No. 308, 2000" is hereby repealed.

READ A FIRST TIME on xxxx

PUBLIC HEARING HELD on xxxx

TABLE OF CONTENTS

Part 1 INTRODUCTION 4
1.1 Plan Overview 4
1.2 Purpose of an Official Community Plan 4
1.3 Partnerships 5
Part 2 VISION FOR THE FUTURE 7
2.1 Sustainability 7
2.2 Our Priorities 8
Part 3 POLICY FRAMEWORK 9
3.1 Indigenous Relationships and Partnerships 9
3.2 Citizen Engagement and Community Leadership 9
3.3 Community Health and Wellbeing 10
3.4 Economic Development 13
3.5 Public Spaces 14
3.6 Growth 15
3.7 Housing 16
3.8 Infrastructure 18
3.9 Agriculture and Local Food Security 19
3.10 Natural Assets 20
3.11 Community Safety 21
3.12 Climate Action 23
Part 4 LAND USE PLAN 25
4.1 Land Use Designations 25
4.2 Development Permit Areas 27
Part 5 IMPLEMENTATION 31
5.1 Ensure consistency with the Plan 31
5.2 Monitoring 31
5.3 Future Initiatives 31

Schedule A – Land Use Map **33**
Schedule B – Development Permit Area Maps **34**
Schedule C – Kelsey Bay Working Waterfront Map **35**
Schedule D - Mobility and Active Transportation Map **36**
Schedule E – Utility Network Map **37**
Schedule F – Parks and Greenspace Map **38**
Schedule G – Newcastle Creek Watershed Map **39**
Schedule H – Community Consultation **40**
Schedule I – Background Report **41**

Part 1 INTRODUCTION

The Village of Sayward is located on the east coast of northern Vancouver Island. Sayward sits at the base of Newcastle Ridge, at the mouth of the Salmon River, in the Traditional Territory of the K'ómoks, We Wai Kai and Wei Wai Kum First Nations.

Sayward was established as resource town, with multiple logging operators harvesting local timber. Over the years, shifting market trends have impacted local industry. Sayward has had to be resilient in the face of change. This Official Community Plan represents a new path forward for the Village of Sayward. The 2021 Village of Sayward Official Community Plan (OCP) sets out a framework to achieve the community's vision for the future. The plan is a statement of the community's shared values, goals and objectives and a path forward to address current and potential challenges.

1.1 Plan Overview

The organization of this OCP is intended to provide an action-oriented approach. The OCP is organized into 6 sections including:

Part 1 – Introduction

This section will provide an introduction to the plan process and outline the purpose of an OCP.

Part 2 – Vision for the Future

This section will outline the guiding vision for the OCP and developed through community consultation.

Part 3 – Policy Framework

This section will provide a policy framework for how the community will accomplish this vision.

Part 4 – Land Use Plan

This section will provide an overview of the land use designations and development permit areas

Part 5 – Implementation Plan

This section will outline key actions to successfully accomplish the goals set out in this OCP.

1.2 Purpose of an Official Community Plan

An Official Community Plan is a policy document used by municipal and regional governments to guide land use decisions and community planning. It provides a decision-making framework to achieve objectives including (but not limited to) managing growth, minimizing negative impacts of development, and prioritizing public funding for necessary

services and infrastructure. An OCP is a long-term visionary document that guides decision-making and sets a course for the future. An OCP should be re-examined and updated every 5 – 10 years to ensure that it continues to reflect the long-range planning objectives of the community.

The Local Government Act (LGA) is the provincial legislation that grants local governments the power to create an OCP, as well as specifies what must or may be included in it (Section 471 (1)). The LGA also identifies the consultation requirements and adoption procedures to approve the OCP as a bylaw.

The 2021 Village of Sayward OCP has been prepared in compliance with this legislation. The OCP is adopted by Council to inform decisions on planning, land use management and the provision of services, and to inform future bylaws. All pertinent bylaws and works undertaken by Council must be consistent with the OCP.

The OCP will achieve the following:

- A description of the current local context and a rationale for future goals and planning objectives.
- Strategies for how the community can accomplish its goals through objectives and policies that will guide decisions.
- Guidance for the implementation of regulations and policies.

1.3 Partnerships

The Village of Sayward recognizes the important role partnerships and collaboration play in accomplishing the goals set out in the OCP. Partnerships with local and regional stakeholders can help to sustainability support infrastructure upgrades, provide adequate and affordable housing for all residents and help to protect the natural environment, among other things. The list below is not an exhaustive list of all partners the Village collaborates with, but highlights some of the major players that will help to accomplish the priorities of the community.

1.3.1 K'ómoks First Nation

The Village of Sayward is located in the Traditional Territory of the K'ómoks, We Wai Kai and Wei Wai Kum First Nations. These First Nations are all members of the Kwakwaka'wakw people, the traditional inhabitants of the coastal areas of northeastern Vancouver Island and mainland British Columbia.

Members of the K'ómoks First Nation have been present in the area since time immemorial. When white settlers arrive in the area, there was a vibrant K'ómoks village at the mouth of the Salmon River. Today, the Kómoks maintains reserve land on the south side of the Salmon River at the base of Mt. H'kusam. While it is not currently inhabited, the reserve is used by members for recreational purposes.

The Village of Sayward and in particular, the Kelsey Bay area remains of great importance to the Kómoks people. The Village of Sayward is committed to working in collaboration

with K'ómoks First Nations to search for areas of mutual interest and advance the right and interests of the K'ómoks First Nation and other Indigenous Groups in the area.

1.3.2 Strathcona Regional District

The Strathcona Regional District provides services to over 44,000 residents within north central Vancouver Island, Discover Islands and mainland area inlets, representing four electoral areas, a Treaty First Nation and five member municipalities, including the Village of Sayward.

As such, the Village of Sayward works in collaboration with the Regional District to provide services to the entire Sayward Valley as a part of the Electoral Area A. It is important to recognize that while there are two jurisdictions within the Valley, there is one Sayward community and what happens in the Village, impacts the residents of the Valley and vice versa.

The Village of Sayward hopes to continue to foster successful and mutually beneficial partnership with the Strathcona Regional District, including Electoral Area A and the residents of the Sayward Valley

1.3.3 Natural Resource Industry Partners

Western Forest Product (WFP)

WFP is a lumber company based out of Vancouver, BC with operation along the West Coast. Their operations include harvesting timber, reforestation, forest management, the manufacture and sale of lumber and wood chips and the sale of logs. WFP hold Tree Forest License 39 which covers roughly 360,000 hectares of land in close proximity to the Village of Sayward. In addition, WFP operates the Kelsey Bay Dryland log sort on property within the Village boundary, leased from Island Timberlands.

Island Timberlands

Island Timberlands is a privately owned timber company based on Vancouver Island. The company was formed as a result of acquiring all of Weyerhaeuser Company's assets on the BC's coast. Island Timberlands owns a large portion of land within the Village of Sayward boundary including the dryland log sort in Kelsey Bay.

Couverdon

Couverdon is the real-estate business of Island Timberlands and helps them to manage their land holding throughout Vancouver Island. The Village of Sayward can collaborate with the Couverdon team to understand the future of Island Timberlands land holdings with the Village Boundary

Part 2 VISION FOR THE FUTURE

2.1 Sustainability

Sustainability means *meeting the current needs of our community, without compromising the resources for future generations.*[1] This encompasses social equity, economic development and environmental protection.

Sayward recognizes that sustainability is important to the long-term viability and success. As such, sustainability is a central concept that is the foundation of our community's vision for the future and integrated throughout this plan. A key part of sustainability for the Village of Sayward is collaborating and partnering with local stakeholders. We must recognize that we can accomplish more by working together.

2.1.1 Integrated Community Sustainability

Integrated community sustainability planning emphasizes long-term thinking, collaboration between departments and between sectors, engaging community stakeholders, creating partnerships, and continuous monitoring and evaluation. It can help create a vision of a sustainable future and links that to realistic planning and collaborative action today. This plan embraces these principles in developing the goals identified as a result of this planning process.

[1] Definition of sustainability as developed by the United Nations

2.2 Our Priorities

Throughout the planning process, our community has identified several fundamental priorities to inform and direct policy development. They were created to help define the collective vision for the future of Sayward. The priorities are as follows:

1. Whereas citizens want to preserve the small-town lifestyle.

2. Whereas citizens want to ensure that their community is built to last.

3. Whereas citizens want to attract and retain new residents including families, youth, and seniors.

4. Whereas citizens want a healthy local economy that provides opportunities for their citizens.

5. Whereas citizens want resource industries to invest in and work with their community.

6. Whereas citizens want to protect and showcase their natural environment.

7. Whereas citizens want to welcome visitors to their community.

8. Whereas citizens want to do their part to address climate change.

9. Whereas citizens want open and inclusive communication and decision-making.

Part 3 POLICY FRAMEWORK

3.1 Indigenous Relationships and Partnerships

Goal: Sayward has a positive working relationship with K'ómoks First Nation and other Indigenous groups in the area

.1 Recognize the rights and interests of K'ómoks First Nation and other Indigenous groups in the area.

.2 Actively pursue opportunities to work with local First Nation governments to support and implement the Truth and Reconciliation Commission's Calls to Action.

.3 Work to establish formal agreements with K'ómoks First Nation and other Indigenous groups in the area. These agreements could – amongst other things:

- Outline shared values and common interests
- Establish a schedule for regular meetings to stay informed and share information
- Establish consultation processes regarding land use and development
- Address issues related to infrastructure servicing for future land acquisitions
- Address management objectives for important watersheds and natural resources
- Establish processes to protect cultural and heritage resources

.4 Provide opportunities for K'ómoks First Nation and other Indigenous groups in the area to share their history and culture within the Village. For example, incorporating traditional place names and translations on District signage.

.5 Work with K'ómoks First Nation and support the acquisition Crown Land and encourage development that is consistent with other goals and policies outlined in the plan.

3.2 Citizen Engagement and Community Leadership

Goal: A high level of citizen engagement and involvement

.1 Provide opportunities for citizens to stay informed and engaged through inclusive opportunities to give feedback and have input on important decisions that affect the community.

.2 Look for opportunities to work with and support various community groups and service organizations.

Goal: Transparent and effective governance

.3 Work to implement best practices for corporate governance and transparency.

.4 Ensure Council and Staff access professional development and training through various programs offered by local government organizations.

.5 Look for opportunities to make Council meetings easier to access. For example, streaming and recording meetings online.

.6 Work with the Regional District and Area A Director to strengthen relationships, manage shared services and work towards goals of mutual interest.

3.3 Community Health and Wellbeing.

3.3.1 Youth and Family Support

Goal: The community is an attractive place for young families, youth, and young adults

.1 Develop services and recreational infrastructure and identify programming gaps for youth and young families in Sayward.

.2 Repurpose underused recreation infrastructure to support youth active outdoor recreation such as skateboard park, water park or other active play areas.

.3 Develop strategies to ensure the basic needs that are important to youth and young families are accessible and affordable. Strategies include leveraging existing community assets and securing funding from the BC Government. Basic needs include (but are not limited to) the following:

- housing
- healthy food
- transportation
- childcare
- education
- employment
- recreation
- health care

.4 Market and celebrate Sayward as an attractive place for young families to raise their kids.

.5 Prioritize support for new developments and businesses that create opportunities for youth and young families in Sayward.

.6 Ensure the community it built to accommodate youth and young families. For example, investing in quality outdoor recreation options and gathering places (trails, bike parks, playgrounds, sports fields etc.).

.7 Support employment, volunteer, and leadership opportunities for youth when possible.

.8 Protect rental housing stock to attract and accommodate young families

3.3.2 Seniors Support

Goal: Seniors are supported and can remain in the community as they age

.1 Prioritize support for the development of seniors housing that is centrally located near community amenities and services.

.2 Support the provision of seniors housing with innovative care options, such as shared accommodation and assisted living residences.

.3 Advocate to maintain and enhance important healthcare services the senior's access.

.4 Improve community accessibility to ensure mobility options in all stages of life.

3.3.3 Social and Cultural Development

Goal: Sayward is a friendly community and residents are proud to live here

.1 Work with community partners and residents to maintain and further promote a culture of volunteerism and community service to implement community projects.

.2 Work with citizens and community groups to facilitate community events.

.3 Support the continuation of longstanding community events.

Goal: Sayward encourages and supports a vibrant arts and culture scene

.4 Encourage opportunities for artists to participate in the development of public spaces.

.5 Ensure that local First Nations artists are involved in the development of public art.

3.3.4 Healthcare

Goal: Residents have access to quality health care facilities, services, and programs.

.1 Maintain and expand partnerships with the Sayward Clinic, Island Health, and the Campbell River Health Unit.

.2 Provide residents with access to mental health care within the community.

.3 Ensure that health equity and sustainability are considered in the planning of the built environment.

.4 Incorporate walkability into future planning and development.

.5 Provide access to healthy food options in close proximity to residents.

.6 Advocate for enhancement of healthcare services provided by Island Health.

Note: See "First Responders" section for related emergency response policy

3.3.5 Education

Goal: Residents have access to high quality, affordable education, and training opportunities.

.1 Create/strengthen partnerships with District 72 (Campbell River) and the Vancouver Island Regional Library to provide in-person and distanced learning opportunities for all ages.

.2 Ensure that the Sayward School successfully accommodates all eligible students within the Valley

Goal: The Sayward School and its outdoor spaces are used and enjoyed by the whole community

.3 Advocate for the students of Sayward to School District 72 to ensure provision of education opportunities

.4 Work with the School District to align plans and strategies with the School District 72 Facilities Plan

.5 Provide safe and accessible routes for children to get to school

3.4 Economic Development

Goal: A vibrant and diversified local economy with meaningful employment opportunities

.1 In partnership with the K'ómoks First Nation, pursue a community forest agreement with the provincial government.

.2 Encourage further development of the Kelsey Bay waterfront in alignment with the working waterfront project to create better access for residents and visitors.

.3 Encourage creative and experiential retail services, such as gift shops, restaurants, cafes, mobile vendors, and pop up businesses and services.

.4 Create and maintain partnerships with economic development organizations (i.e., Island Coastal Economic Trust)

3.4.2 Resource Industry

Goal: Sayward remains a hub for the resource industries in the region

.1 Collaborate with Western Forest Products and Island Timberlands to improve sustainability outcomes for all parties to address mutual goals manage the industrial/residential interface

.2 Promote sustainable resource extraction that minimizes the impact to the natural environment.

.3 Support harbour improvements that facilitate marine-based resource activity

.4 Continue to encourage local industry to hire locally and contribute socially and financially to the community

3.4.3 Tourism

Goal: Sayward continues to grow as a tourism and outdoor recreation hub

.1 Partner with the K'ómoks First Nation in exploring eco-tourism opportunities that highlight the region's Indigenous culture and history.

.2 Work with the tourism committee and local and regional organizations to promote Sayward as a destination.

.3 Incentivize tourism operators to establish themselves in Sayward.

.4 Implement recommendations from the Tourism Plan (2017)

.5 Seek opportunities to attract visitors' year round

.6 Support the development of RV and tent campgrounds within proximity to the village

.7 Manage the supply of vacation rentals to mitigate negative impacts to the current rental supply

3.4.4 Local Businesses

Goal: Establishment of businesses that provide residents and visitors with services

.1 Encourage and support the establishment of retail services.

.2 Encourage and support the establishment of a restaurant.

.3 Provide adequate space to support local entrepreneurs and businesses.

3.5 Public Spaces

Goal: Sayward has attractive and inclusive public spaces that are well used

.1 Create public spaces and community events that are inclusive of all residents and visitors.

.2 Ensure that public spaces and infrastructure are accessible and adaptable.

.3 Enhance the character of Sayward's built environment through the creation of distinctive public spaces.

.4 Work with community partners including First Nations and industry to develop and install interpretive signage.

.5 Utilize creative programming to ensure public spaces are well-used

3.5.2 Parks and Public Space

Goal: Ensure adequate and accessible parks and public spaces within the Village

.1 Develop a Sayward Parks Master Plan

.2 Expand and acquire park land for a diversity of uses

.3 Provide off-leash dog areas

.4 Maintain existing parks and public gathering spaces through Village funds, support from community organizations, and volunteers

.5 Maintain the pond as a public amenity

.6 Ensure the development of accessible public washroom facilities in conjunction with community amenities, park, and parking lot development.

.7 Ensure that public spaces are well maintained, safe, and comfortable for a residents and visitors

3.5.3 Trails and Active Transportation

Goal: Enhance active transportation and connectivity within Sayward

.1 Expand the Sayward trail network as seen in Schedule D to expand the Village's active transportation network.

.2 Provide multi-modal connections to places of significance within the community (including the Valley).

.3 Provide accessible active transportation opportunities throughout the Village.

.4 Improve and create sidewalks throughout the community to enhance pedestrian safety.

.5 Create a multi-modal hub at the Kelsey Recreation center to promote active transportation.

3.6 Growth

Goal: Promote sustainable growth

.1 Approve development incrementally to ensure existing infrastructure can support new development.

.2 Support a range of housing options including a mix of housing types, sizes, and affordability ranges.

.3 Review and update zoning bylaw to reflect OCP priorities

3.6.2 Future Land Development

Goal: New land development is high quality and benefits the overall community

.1 Ensure new development is consistent with to the land use designations map within the OCP

.2 Prioritize development on sites that have existing servicing capacity.

.3 Ensure that new housing respects the form and character of existing homes and use quality building materials.

.4 Support the creation of rural residential lots.

.5 Prioritize commercial development that fills service gaps within the Village.

.6 Develop a community amenity contribution policy to ensure new developments contribute to community services

3.6.3 Village Boundary

Goal: Accommodate Village growth and provision of services in partnership with Area A residents

.1 Coordinate with the Strathcona Regional District and the Area A director to support the provision of shared services with Valley residents.

.2 Advocate for the Strathcona Regional District to acquire public lands in the high flood areas within the Valley to provide public open space to be used by Valley and Village residents alike

.3 Re-examine the current Village boundary and possibility for expansion into the future.

.4 Ensure there is sufficiently zoned residential land within the boundary to accommodate new growth.

.5 Support growth within the boundary that is respectful to the environment and the current land uses.

3.7 Housing

Goal: Provide an adequate supply of high-quality and affordable housing options for all Village residents.

.1 Encourage compact forms of housing within the Village center.

.2 Acquire additional funding to continue a detailed housing needs assessment in partnership with the Sayward Valley to establish the current and future housing needs.

.3 Partner with a not-for-profit organization to build supportive and affordable housing units.

3.7.2 Affordable Housing

Goal: Provide an adequate supply of affordable housing options.

.1 Enable a diverse the housing stock to create affordable housing options.

.2 Identify village-owned lands that could be used for the development of affordable housing.

3.7.3 Rental Housing

Goal: An adequate supply of quality rental housing options.

.1 Encourage purpose-built rentals to increase the rental supply.

.2 Encourage the development of secondary suites and accessory dwelling units to be built in single-family areas.

.3 Ensure rental housing is safe, appropriate, and affordable for residents.

.4 Create a short-term vacation rental policy and permitting program to ensure adequate rental housing supply.

3.7.4 Supportive Housing

Goal: An adequate supply of housing and support services for residents with unique needs (e.g. seniors, and people with disabilities).

.1 Pursue opportunities that enable the development of assisted living/long-term care facility for seniors in partnership with the private sector or BC Housing.

.2 Encourage the creation or conversion of housing caters to people with disabilities.

.3 Partner with other levels of government, agencies, private industry and community organizations to implement supportive housing initiatives.

3.8 Infrastructure

Goal: Quality and cost-effective infrastructure that meets the community's needs

.1 Ensure adequate service within the municipal service boundary as identified in Schedule E.

.2 Collaborate with the Province of BC and the resource sector to ensure that the Newcastle Creek watershed is protected from industry activities

.3 Restrict the use of treated water in resource sector activities.

.4 Collaborate with regional partners to continue safe, environmentally friendly, and efficient solid waste collection.

.5 Prioritize protection of Newcastle Creek Watershed to ensure a safe and clean supply to the municipal water system.

.6 Ensure all new developments within the Village boundary are connected to the sewer system.

.7 Provide accessible transportation options to cater to the needs of all residents.

.8 All road upgrades will utilize a complete streets approach and add traffic calming elements in residential areas to facilitate future active transportation projects.

3.8.2 Asset Management and Maintenance

Goal: Existing infrastructure is maintained, and deficiencies are addressed.

.1 Conduct regular condition assessments to identify current issues and future upgrades

.2 Conduct feasibility study of water and sewer system to understand capacity

.3 Adopt a long-range planning horizon for infrastructure to ensure adequate service for new residential development, industry, and emergency operations.

.4 Ensure regular maintenance of sanitary sewer system to mitigate any detrimental environmental effects.

.5 Expand the sanitary sewer system to accommodate future development and population growth.

.6 Utilize floodplain management data to optimize storm drainage system.

.7 Work with service providers to provide fast internet connection to all residents.

.8 Coordinate with utility providers to continue to provide reliable connection for current and future residents.

.9 Ensure regular maintenance and upgrades of the Kelsey Recreation Centre and other important facilities.

.10 Infrastructure upgrades will have the ability to accommodate future growth.

3.8.3 New Infrastructure

Goal: Strategic investments in new and innovative infrastructure solutions.

.1 Collaborate with senior levels of government and regional partners to source infrastructure funding.

.2 Ensure developer pay the full cost of providing services as a result of new development.

.3 All new development will be metered to understand water capacity demands into the future.

.4 Mimic the natural ecosystem processes in stormwater system design and construction where possible.

.5 Explore incorporating natural assets into the asset management strategy to provide essential ecosystem services such as rainwater management and flood control.

3.9 Agriculture and Local Food Security

Goal: Expand local food systems

.1 Establish clear guidelines for backyard agriculture and farming, including the keeping of animals

.2 Encourage and support the addition of a grocery store within the Village

.3 Encourage resident-led development of neighbourhood nodes for food production and composting.

.4 Coordinate the creation of a centralized local food hub for example providing space for farmers market, marketing for local producer, or the creation of a local farm stand map

.5 Encourage urban agriculture within the Village, including community garden uses, to increase fresh food supply.

.6 Encourage responsible agriculture practices with respect to soil conservation, water quality and quantity conservation, vegetation removal, and stormwater management.

3.10Natural Assets

Goal: Recognition and protection of key natural assets in the community and surrounding region

.1 Support strategies to control invasive plants and aquatic species

.2 Provide education about native species and local environment

.3 Consider impact on the natural environment in all future development

3.10.2 Environmentally Sensitive Areas

Goal: Protect environmentally sensitive areas from land development and other human activities

.1 Protect fish-bearing water courses and water bodies from future development

.2 Develop and implement a long-term monitoring plan of watershed conditions that affect water quality.

3.10.3 Salmon River Estuary

Goal: Prioritize continued protection of the estuary.

.1 Strenghten partnership with the Nature Trust of British Columbia to continue to protect vital parts of the estuary

.2 Support land acquisition within the Salmon River Estuary for conservation and access to natural

.3 Prohibit development within the Salmon River Estuary to ensure it's protection, and discourage any adjacent development that may negatively impact the area

3.10.4 Green Space

Goal: Provide equitable access to adequate green space

.1 Support development applications that provide large green space contributions that serve the entire community.

.2 Include natural landscape and ecosystem function protection in all land use decisions and government operations

.3 Acquire municipal green space for conservation and community use

.4 Preserve existing reserve of Village green space including the pond

.5 Prioritize connectivity between green spaces

3.10.5 Wildlife

Goal: Ensure healthy ecosystems and abundant wildlife populations

.1 Protect and enhance major wildlife corridors that provide natural habitat connectivity

.2 Educate residents and visitors on proper conduct around wildlife

.3 Consider impact on wildlife for all land-based decision-making

.4 Work with regional partners to advocate for the protection of wildlife in the region

.5 Recognize angling and hunting as an important part of wildlife conservation and Village history

3.11 Community Safety

Goal: Sayward is a safe place to live, work, and visit.

.1 Work with the Regional District to establish equitable shared service arrangements between Area A and the Village of Sayward so as to demonstrate that there are two jurisdictions but one community.

.2 Collaborate with the Strathcona Regional District, RCMP, DFO, emergency response teams (Fire, BC Ambulance, Search and Rescue), local community groups, the Health Clinic and the Sayward School in emergency response procedures.

.3 Ensure infrastructure and transportation systems are resilient to hazards and natural disasters for the safety of residents during an emergency.

.4 Ensure that development is sited or built to minimize exposure to environmental hazards, coastal storms, and sea level rise.

.5 Create a marine spill response plan in partnership with regional government and relevant spill response organizations

.6 Ensure all buildings within the municipality meet the minimum health and safety standards set by the BC Building Code to ensure they are safe for their intended use.

.7 Sustainably manage natural resources and assets to reduce the risk of hazards.

.8 Seek to prevent unsafe timber harvesting on slopes located above and adjacent to the Municipality.

3.11.2 Emergency Preparedness

Goal: Potential hazards are identified, and the community is prepared to respond to an emergency when it occurs.

.1 Support community groups and volunteers to be involved in hazard management and prevention (e.g. brush clearing work party).

.2 Utilize FireSmart guides and resources to educate residents about how they can prevent wild and residential fire hazards.

.3 Ensure the community is aware of and has easy, reliable access to the Evacuation and Emergency Plan.

.4 Organize and execute an annual emergency evacuation practice/drill involving all residents.

.5 Ensure that communication strategies consider residents living outside of cell reception, people living alone, and seniors.

.6 Support individuals and families to create their own emergency plan and emergency kit with supplies.

.7 Limit the provision of future municipal infrastructure in areas identified as locations at risk of coastal flooding in the Floodplain Management Bylaw

.8 Explore options for infrastructure replacement or repair in areas identified as locations at risk of disasters including earthquakes, wildfire, and coastal flooding

.9 Continue to manage the Village water sources to ensure emergency supply is available.

.10 Prepare and install emergency/evacuation signage.

3.11.3 First Responders

Goal: Resources are in place to respond quickly and effectively

.1 Ensure that emergency services including Fire, Ambulance, RCMP and Search and Rescue are sufficiently staffed and funded to serve the changing needs of the community through advocacy and collaboration

.2 Mitigate risk to first responders by following provincial safety regulations and standards, including completing regular fire inspections

.3 Work with the Coast Guard to ensure the safety and well-being of people and the environment along Sayward's coastline

3.12 Climate Action

Goal: Reduce the impact of climate change

.1 Invest in green infrastructure such as bioswales, rain gardens, and urban trees

.2 Educate the residents about the impacts of climate change in the Village of Sayward

3.12.2 Mitigation

Goal: Minimize the community's contribution to climate change

.1 Create a clean energy plan that seeks to:

- Improve the energy efficiency and reduce greenhouse gas emissions of new and existing buildings
- Provides incentives to utilizing renewable energy options to heat and cool homes
- Considers climate change and energy consumption in all municipal infrastructure projects
- Require and incentivize the BC Energy Step Code for buildings within the Village

.2 Prioritize accessible active transportation opportunities around the Village

.3 Update the Village emissions reduction target to 2040

.4 Measure and report Village emissions annually to track progress towards emissions reduction.

.5 Work with local industry to find ways to minimize industrial GHG emissions

.6 Minimizing waste production in Village operations.

3.12.3 Adaptation

Goal: Increase community's resiliency to the changing climate

.1 Prioritize design that will accommodate multiple uses (i.e. to accommodate storm water during heavy rainfall etc.

.2 Incorporate adaptation measures into all levels of decision making and long-term planning initiatives

.3 Develop regulations to support the use of alternative water sources for non-potable demand

.4 Implement strategies to reduce civic water consumption to conserve water supply

.5 Protect and expand the Village trees

.6 Restrict development and construction in at-risk areas to avoid increasing flooding vulnerability

.7 Integrate floodplain mapping into development siting decisions

Part 4 LAND USE PLAN

4.1 Land Use Designations

The OCP is implemented through a set of land use designations – listed below and shown on Schedule B. Together they establish the future land use plan for the Village of Sayward. All development plans and zoning bylaw amendments must be consistent with this plan moving forward.

Important Note: Council recognizes that some existing land uses do not conform to the designations described below and shown in Schedule A, but the intent is to illustrate the preferred pattern/vision of land use within the Village and guide development and redevelopment that occurs in the future.

- **Residential Core**

  The "residential core" represents most of the existing residential areas within the Village. These lands are within the urban service boundary (see section 2.8) and intended to be used for compact forms of single-detached and duplex housing. Accessory uses such as bed and breakfasts, home based businesses, and secondary suites may also be permitted in these areas.

- **Village Centre**

  This is a centrally located area within the urban service boundary (see section 2.8), that is used for a broad mix of commercial, residential, civic and institutional uses. It is intended to be the heart of the community and should be within easy cycling and reasonable walking distance of most residents.

- **Infrastructure Reserve**

  These are areas set aside for key municipal infrastructure required to service to residents and businesses. This includes (but is not limited to) water treatment plants and sewage lagoons.

- **Parks and Greenspace**

  These are areas that are set aside permanently for public parks, ecological reserves, greenbelts and outdoor recreation uses.

- **Rural**

  These areas are to be preserved for agricultural and environmental uses. Low density, rural residential uses and natural resource extraction activities also occur within the rural area. Intensive agricultural, extensive agricultural, and natural resource extraction uses can sometimes experience land use conflict between their borders, given the differing nature of these operations. It is important to have regard for the differences between adjacent uses of this type to ensure that land uses are compatible and do not detract from their ability to function well.

- **Future Community Expansion**

  This is an important future growth area in the community. It is where existing residential neighborhoods will expand and grow in the future. Intended uses are compact forms of single-detached and duplex housing. Neighborhood parks and accessory uses such as bed and breakfasts, home based businesses, and secondary suites will also be permitted in these areas. Additional neighborhood planning must be completed before any future development is approved.

- **Kelsey Bay (Special Planning Area)**

  This is an important special planning area. A preferred development concept has been established for the area and is incorporated as part of this OCP (Schedule C). Its goal is to provide guidance and direction to future land use decisions in the Kelsey Bay area.

- **Gateway**

  This is an important area located along the main road into the village. A mix of different residential, community and commercial uses are located here and may be considered moving forward. It is also a location that could be used to accommodate light industrial uses in the future through the development of a business park. However, additional feasibility work and neighborhood planning must be completed before any major change of use or development is approved.

4.2 Development Permit Areas

The Local Government Act (sec. 488) allows local governments to create development permit areas (DPAs) to be established for the purpose of:

- Protecting the natural environment, its ecosystems and biological diversity,
- Protecting development from hazardous conditions,
- Establishing objectives for the form and character of intensive residential development,
- Establishing objectives for the form and character of commercial, industrial or multifamily residential development.

The objective and associated guidelines with each development permit areas is provided below. A development permit may vary or supplement the regulations of the Village's Zoning Bylaw. However, a development permit may not vary the permitted use, density, residential rental tenure, or a floodplain specification.

A development permit must be obtained when any of the following types of development activity occur, in accordance with Section 920 of the Local Government Act:

- Subdivision of land;
- Construction, addition or alteration of a building or other structure; or
- Alteration of a building or other structure.

This Plan contains three Development Permit Areas as follows:

4.2.1 Hazardous Conditions Development Permit Area

Area

The areas shown in Schedule B demonstrates the land subject to the Hazardous Conditions Development Permit Area. This area includes steep slopes, floodplain and wildfire area.

Objective

The Hazardous Conditions DPA seeks to ensure land can be used for it's planned purpose(s) while protecting, residents, and property from the potential risks of natural hazards.

Guidelines

Floodplain Area

Prior to issuance of a development permit, the applicant shall acquire a report by a qualified registered professional with training related to floodplain mapping and analysis.

1. The stormwater management potential for erosion or flooding, and the impact of the proposed development on, or by, flood hazard conditions should be addressed by a site-specific investigation and report.
2. All development must comply with the flood construction level
3. The report should address the following:
    a. The potential impacts of proposed development relative to flood hazards.
    b. Required flood proofing or other measures needed to provide suitable protection of structures intended for human occupancy.

Steep Slopes Area

4. All persons desiring to alter or affect lands within the designated area will be required to submit a report certified by a geoscientist registered with APEGBC to assist the Village in determining what conditions or requirements it will impose in the permit.

Wildfire Area

5. Prior to issuance of a development permit, the application must prove that the proposed development in compliance with FireSmart principles including landscaping and building materials.

4.2.2 Natural Environment Development Permit Area

Area

The areas shown in Schedule B demonstrate the land subject to the Natural Environment Development Permit Guidelines.

Objectives

To protect important watercourses, habitats and ecosystems from future development. The following guidelines are intended to allow land to be used for its planned purpose(s), while also protecting, enhancing and/or restoring natural environment areas, prevent the introduction and spread of invasive species, and protect water quality and quantity.

Guidelines

1. Prior to issuance of a development permit, the applicant will be responsible for obtaining, at their cost, an assessment report prepared by a qualified environmental professional (QEP) in accordance with the Riparian Areas Regulation (RAR) under the provincial Fish Protection Act.
2. The boundaries of any Environmentally Sensitive Area shall be located and clearly marked on site using temporary fencing or another highly visible method to prevent encroachment during clearing and construction.

3. The Village may require that an erosion control plan prepared by a qualified professional be submitted and form part of the development permit.

4.2.3 Kelsey Bay Working Waterfront Development Permit Area

Area

The area shown in Schedule B is subject to the Kelsey Bay Working Waterfront Development Permit Area.

Objectives

To revitalize the Kelsey Bay area in accordance with the vision depicted in Schedule C. The objectives of the Kelsey Bay Working Waterfront DPA are as follows:

1. Provide guidelines for enhancement of public spaces and increase pedestrian opportunities.
2. Promote a high-quality standard of the built environment that is aesthetically pleasing and built to last.
3. Ensure sustainable development that benefits the entire community
4. Encourage development that increases waterfront access for residents and visitors
5. Establish Kelsey Bay as a destination for residents and tourists alike.

Guidelines

1. Prior to the issuance of a development permit, the applicant must submit a detailed plan for the proposed development.
2. The detailed plan must demonstrate the following design requirements:
    a. Building shape, siting, architectural features and exterior finish should be sufficiently varied to create interest and avoid a monotonous appearance. Where possible, ground floor walls should include windows;
    b. Building facades should include natural materials such as rock or wood, or a suitable substitute, which should be aesthetically pleasing and cost-effective;
    c. Building design and orientation should consider climatic variables, including sun/shade impacts, covered walkways and wind tunnel effects;
    d. To enhance outdoor safety, blind spots should be avoided
    e. Dark or shadowy places should be avoided. All entrances, pedestrian pathways, open spaces and parking areas should have adequate lighting at a human level. Light fixtures that complement the character of the

development and surrounding area are encouraged, and light-spill onto adjacent properties should be avoided;

f. Consider the use of decorative lighting to add visual impact after sundown.

g. Design and siting will consider public access corridors and views both to and from the water are maintained and enhanced.

3. Prior to the issuance of a development permit, the applicant must consider parking needs and demonstrate a plan to accommodate on-site parking.

4. Prioritize the utilization of natural vegetation and trees to encourage natural drainage and maximize the natural environment.

5. Applicants should retain existing trees when feasible and increase vegetation wherever possible.

Part 5 IMPLEMENTATION

5.1 Ensure consistency with the Plan

All municipal plans, policies, bylaws and program documents prepared subsequent to the adoption of this plan shall include an OCP context statement that:

- References the objectives and policies of this plan
- Describe how the adoption of the plan, policy, bylaw, or program will contribute to the achievement of an OCP goal.

5.2 Monitoring

Staff and Council will review the OCP on a regular basis to maintain the plan's alignment with the Village priorities.

5.3 Future Initiatives

There are several plans/strategies that the Village of Sayward may pursue in the future that will help to accomplish many of the identified goals above. Recommended plans/strategies are as follows:

- Clean Energy Plan
- Parks Master Plan
- Housing Needs Assessment
    - Continued work building upon analysis completed as a part of this OCP
- Emergency Communication Strategy
- Marine Spill Response Plan
- Boundary Expansion Study
- Continued Asset Management Planning
- Newcastle Creek Climate Change Vulnerability Assessment
- Regional Growth Strategy

In addition to the recommended future planning work, Village bylaws and regulations may also need to be updated or created as a result of this OCP. The bylaws and regulations are as follows:

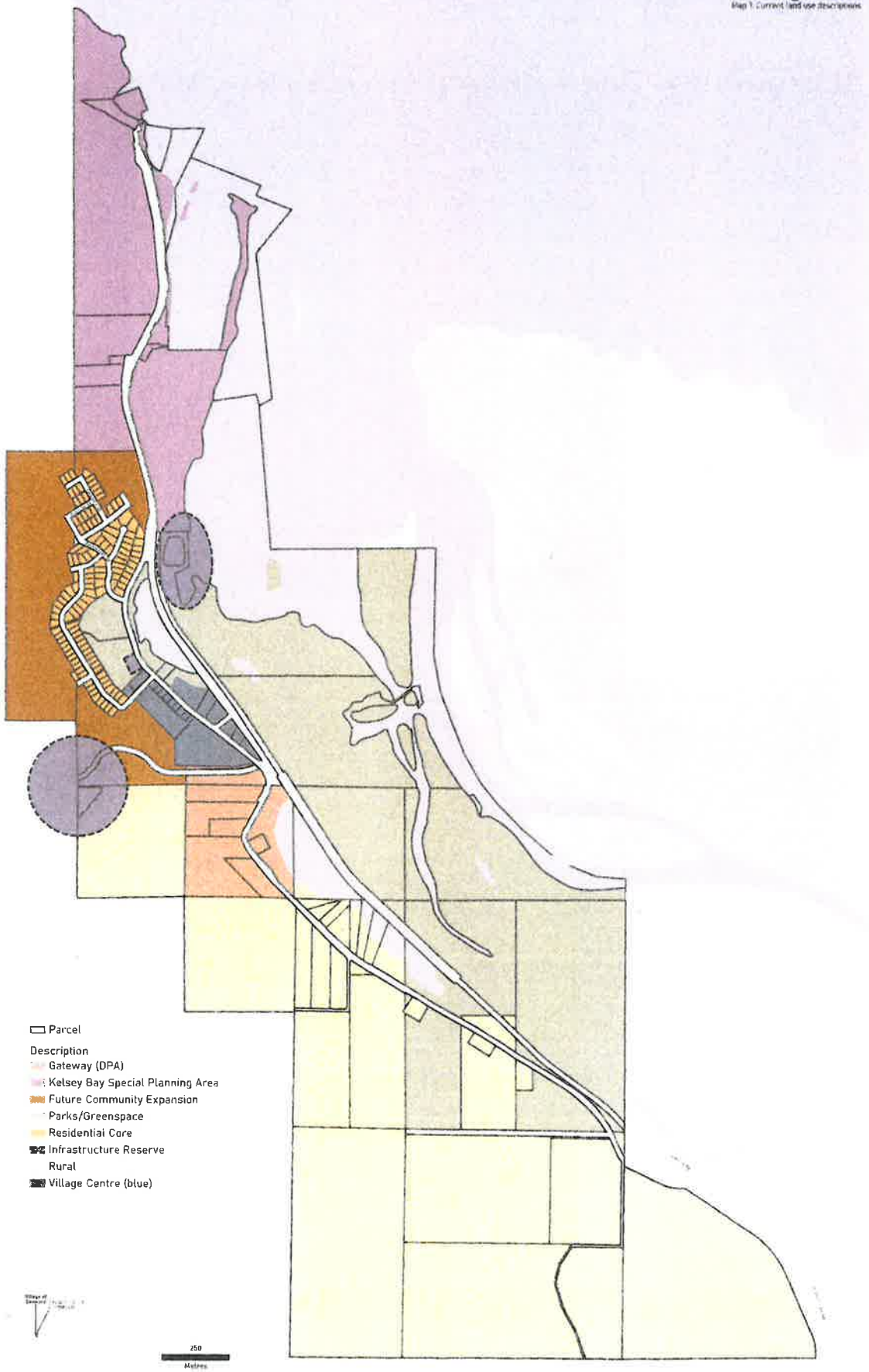
- Zoning Bylaw
- Subdivision Servicing Bylaw

- Fees and Charges Bylaw
- Development Procedures Bylaw
- Amenity Contributions Policy
- Development Cost Charge Bylaw or other cost recovery tools.

Schedule A – Land Use Map

Land Use Designation

Map 1: Current land use designations

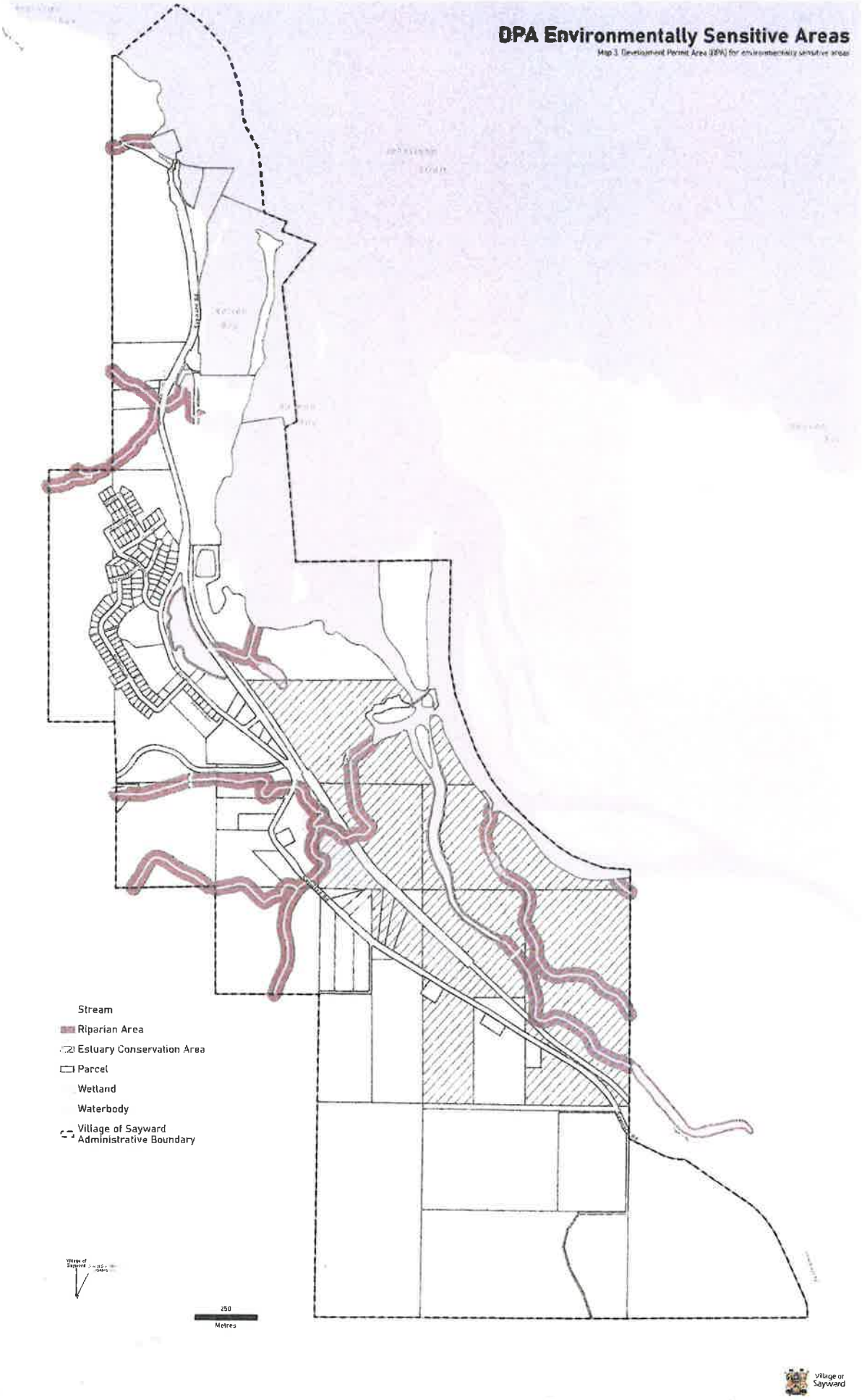


Village of Sayward

Schedule B – Development Permit Area Maps

DPA Environmentally Sensitive Areas

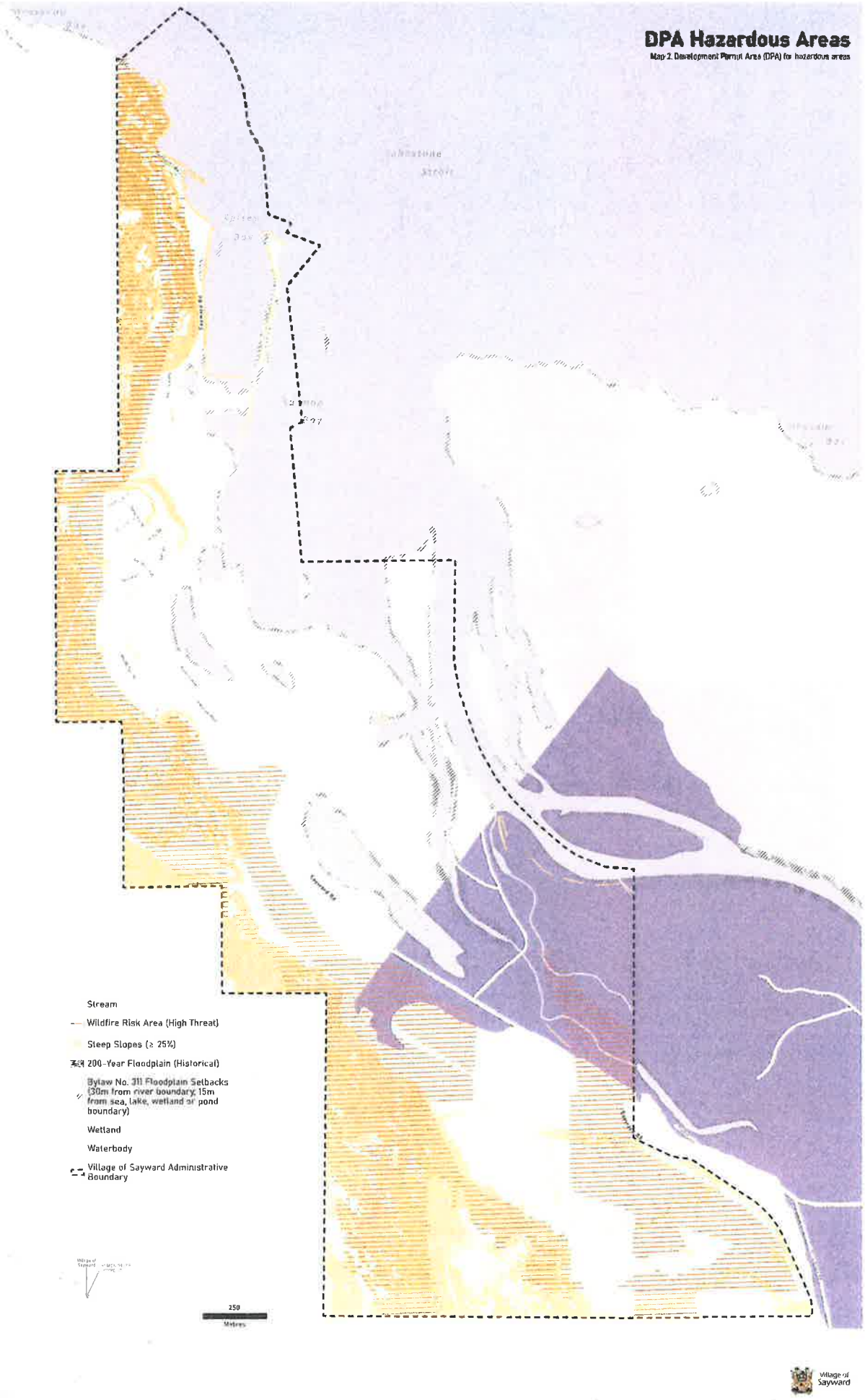
Map 3: Development Permit Area (DPA) for environmentally sensitive areas



Village of Sayward

DPA Hazardous Areas

Map 2. Development Permit Area (DPA) for hazardous areas



Village of Sayward

Schedule C – Kelsey Bay Working Waterfront Map

Kelsey Bay Working Waterfront

Map 6: Kelsey Bay Working Waterfront Projects











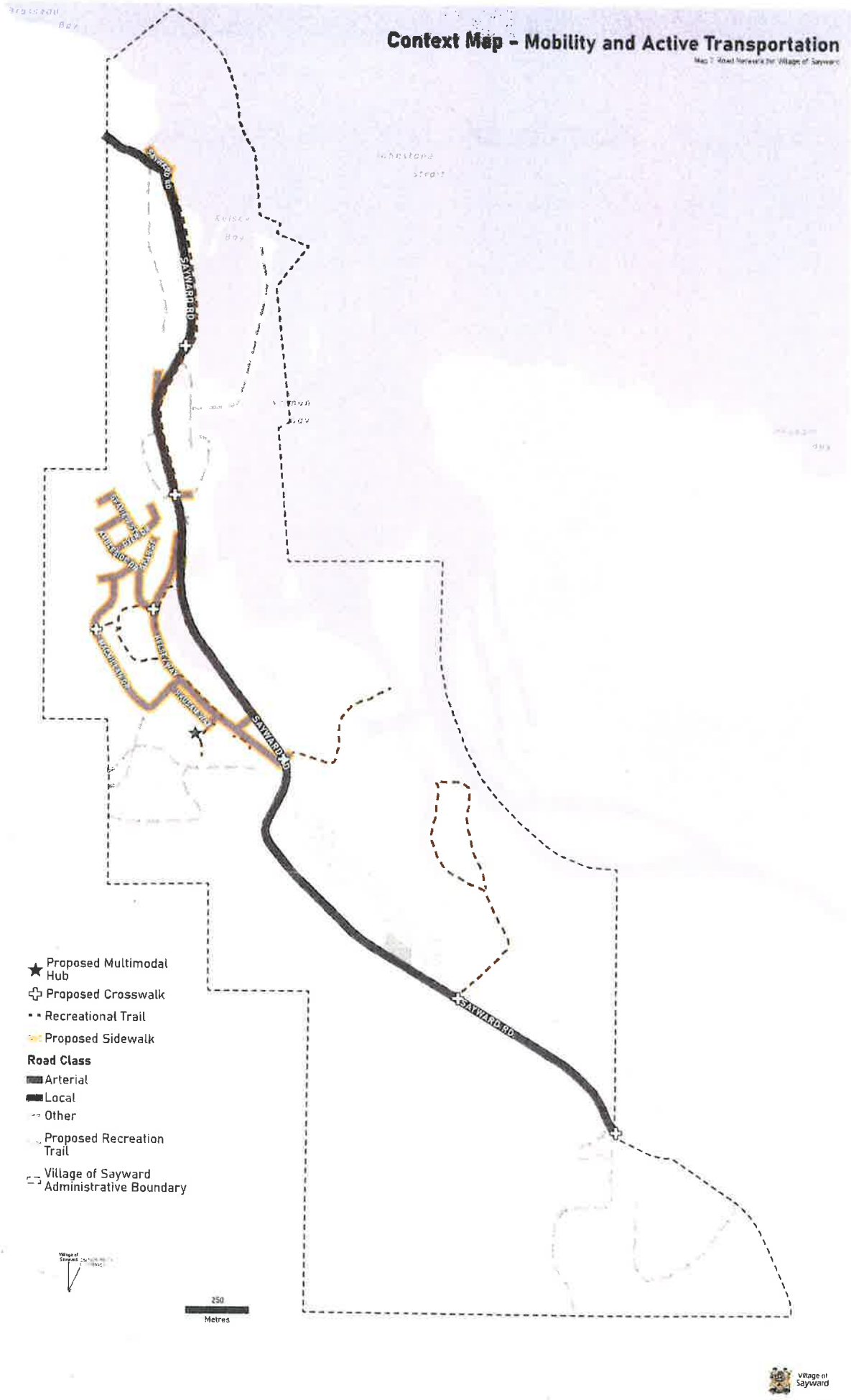


Stream
Public Access with Trail
Improved Boat Launch and Day Park
New RV Park
New Housing
Existing Housing
Parking
Waterfront Village with Small Shops
Logging Operations
Parcel
Waterbody
Village of Sayward Administrative Boundary

Village of Sayward

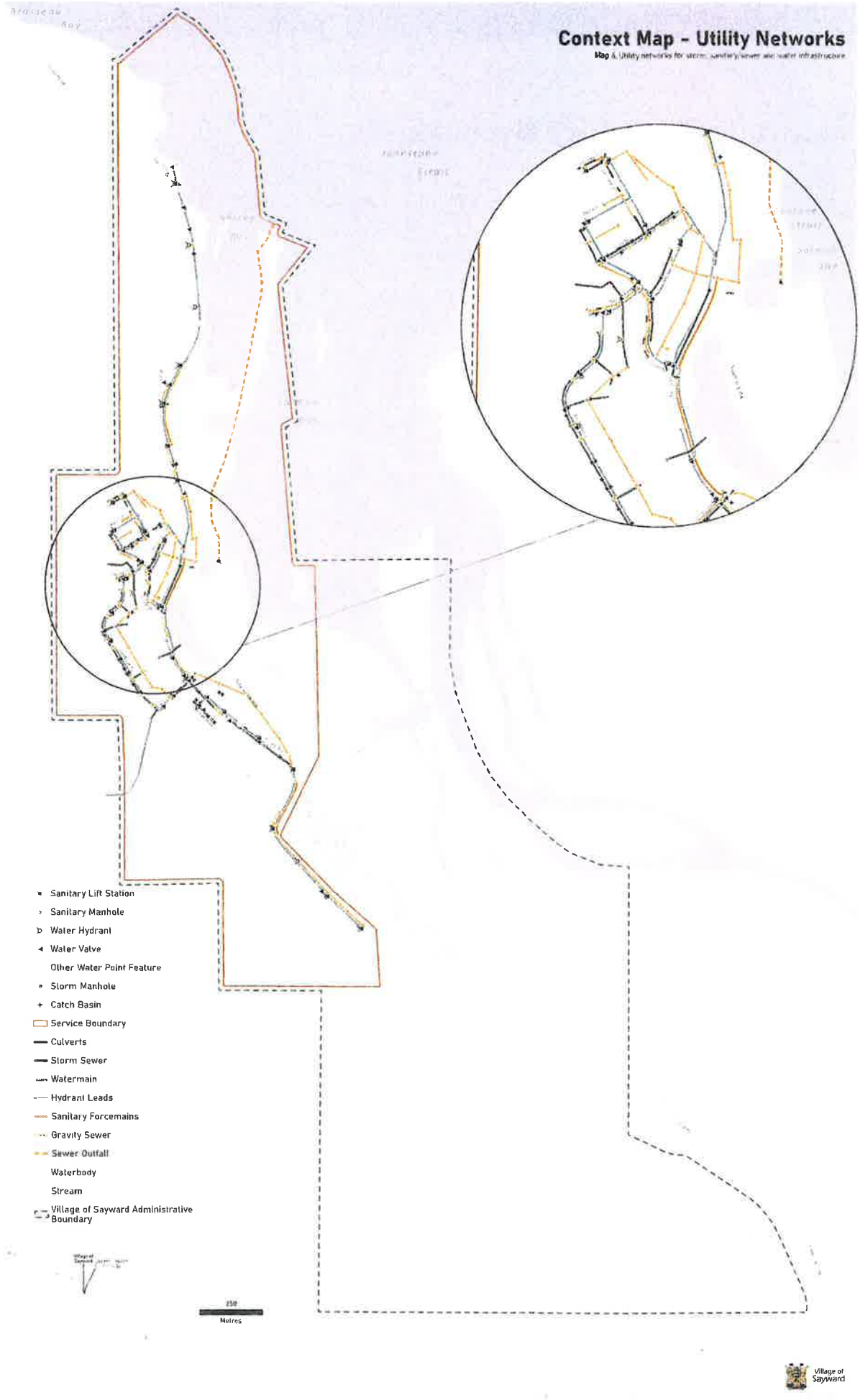
Schedule D - Mobility and Active Transportation Map

Context Map - Mobility and Active Transportation



Village of Sayward

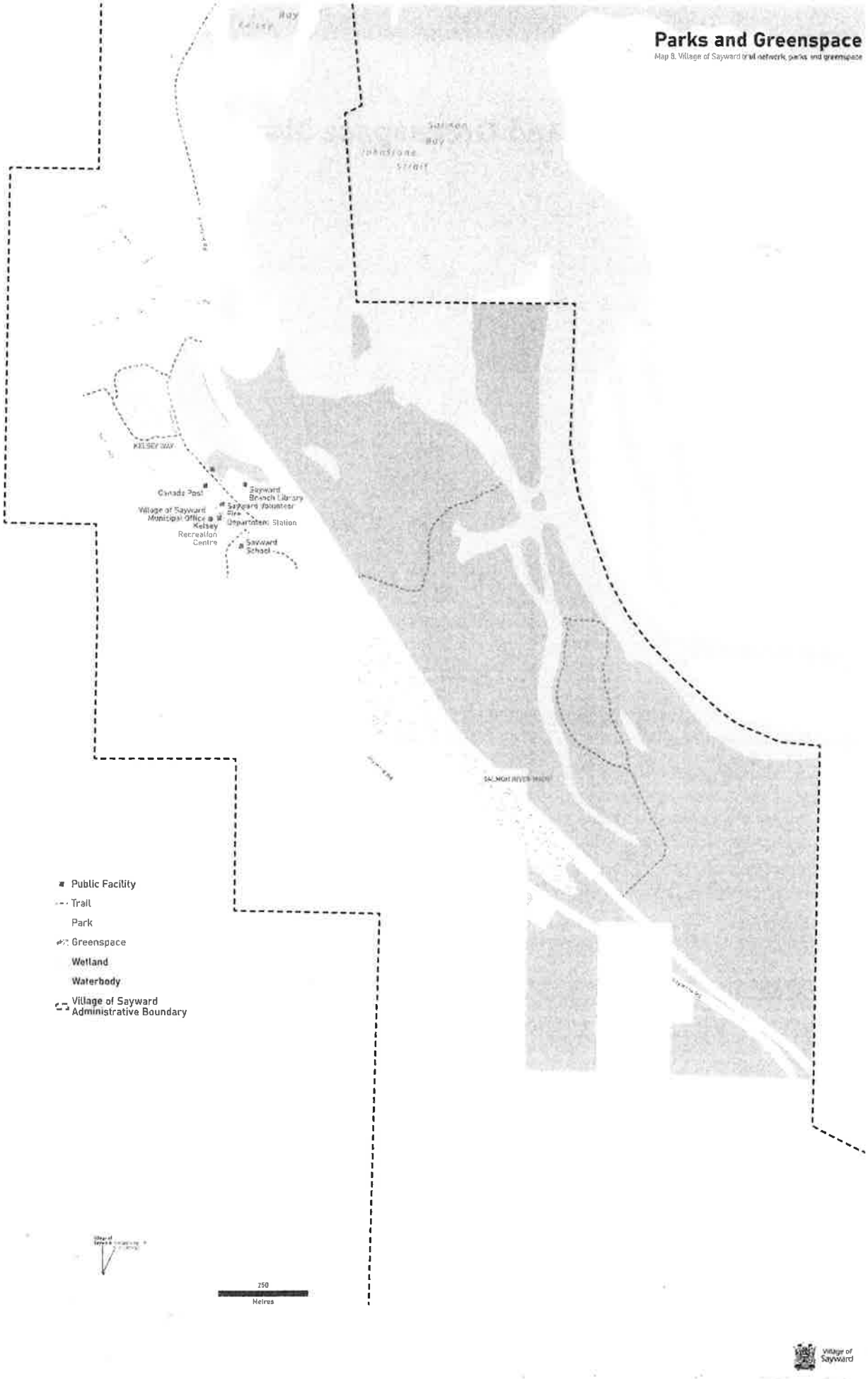
Schedule E – Utility Network Map


Context Map - Utility Networks
Map 6. Utility networks for storm, sanitary sewer and water infrastructure
Sanitary Lift Station
Sanitary Manhole
Water Hydrant
Water Valve
Other Water Point Feature
Storm Manhole
Catch Basin
Service Boundary
Culverts
Storm Sewer
Watermain
Hydrant Leads
Sanitary Forcemains
Gravity Sewer
Sewer Outfall
Waterbody
Stream
Village of Sayward Administrative Boundary
250
Metres
Village of Sayward

Schedule F – Parks and Greenspace Map

Parks and Greenspace

Map 8. Village of Sayward trail network, parks and greenspace

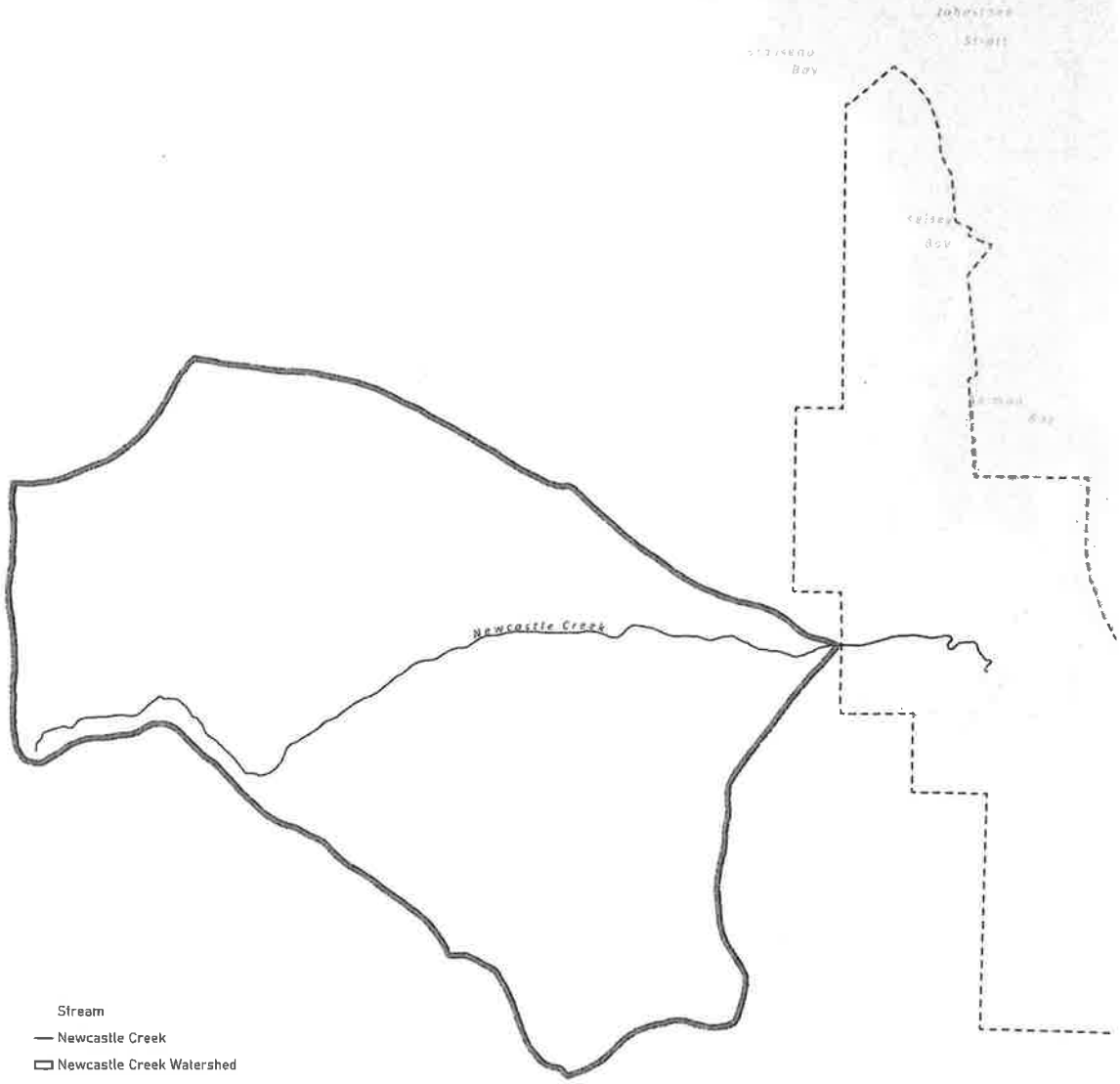


Village of Sayward

Schedule G – Newcastle Creek Watershed Map

Newcastle Creek Watershed Protection

Map 4. Newcastle Creek Watershed on the north west coast of Vancouver Island



Stream
Newcastle Creek
Newcastle Creek Watershed
Village of Sayward Administrative Boundary
Waterbody
Wetland

Kilometers

Village of Sayward

Schedule H – Community Consultation

Schedule I – Background Report

STAFF REPORT

For: Mayor and Council
Prepared by: Ann MacDonald, CAO
Subject: **APPLICATION TO REZONE 18 SAYWARD ROAD**
Meeting date: September 7, 2021

BACKGROUND

On June 15, 2020, the owner of 18 Sayward Road made application to amend the Village of Sayward Zoning Bylaw No. 304. Council was unable address the matter until the November byelection when two new councillors and a new mayor were elected. Council conducted a full review on February 4, 2021 and requested further studies. The applicant has now submitted the requested materials and the application is ready for Council to consider. The planning materials submitted by the applicant have also been reviewed by an independent planning firm, Urban Systems the firm completing the update of the official community plan.

DISCUSSION

The owner has made application to rezone a 14-hectare portion of the 24.53-hectare parcel from Forestry One (F-1) to Residential One (R-1) and Commercial Two (C-2) to allow for 31 serviced Residential lots and a 43-pad serviced Recreational Vehicle campground at 18 Sayward Road. Also included in the plan is to construct a pub and marine gas sales depot on the property, all of which will be provided for with the Commercial zoning.

District Lot 304 is currently designated as a Comprehensive Development Area in the OCP acknowledging the potential of the parcel to be repurposed for tourism, recreation, and residential use by way of a zoning amendment. The parcel is located adjacent to the Sayward Marina and affords scenic views of the estuary, Kelsey Bay and Mt H'Kusam. The proposed application complies with the current official community plan. The property is currently undeveloped with no services and to prepare for the development, the owner has been carrying out some road work, including rock blasting.

Planning Considerations

Section 4.2 Comprehensive Development Area 2, Bylaw No. 308, Village of Sayward Official Community Plan provides for the uses listed below.

4.2 Comprehensive Development Area 2 (CDA-2) Tourist/Residential
Objectives and Justification

1. The CDA-2 designation includes land in the area west of Sayward Road as indicated on Schedule B.
2. Development in the CDA-2 is intended to provide for mixed density residential, and tourist accommodation services.
3. Permitted uses in the CDA-2 may include mixed density residential development, senior's housing, and tourism accommodation, including RV parks.
4. The CDA-2 designation provides unique vistas across the Salmon Bay and Johnstone Strait; development should be oriented toward these views.
5. The CDA-2 designation is a Development Approval Information Area, which allows the village an opportunity to work with the landowner to realize proposed uses and mitigate environmental impacts.

A number of further studies were required by Council at its February 4 meeting and that work has been completed for the most part. As this represents a significant development for the Village of Sayward staff engaged Urban System to review to review the application and accompanying studies and support documents, particularly the engineering design and plans. Their review is attached as one of the planning documents reviewed in bringing this initiative forward.

Ongoing Requirements for Development at time of Subdivision

The Archeological Study identified a previously unknown midden, TI. Requiring further assessment by a qualified archaeologist to delineate the boundary of site T1. Also a qualified Archeologist must delineate the boundary of site Ti.

A comprehensive Geotechnical report should be prepared by a professional should be completed to certify the site is safe for its intended use.

The Traffic Impact Overview Assessment provides a general overview of current conditions on Sayward Road and determined that the proposed project will have negligible impacts on traffic and parking. However, the report did not measure existing traffic volumes. As well the report was based on a series of assumptions, (two two-way trips per day with four trips total per RV site with 25% of total daily trips occurring in the peak hour.) As well, the report did not include an analysis of the intersection. The report was also light on the current access to the site, and it does not identify pedestrian traffic from and to the site. As the Village of Sayward is a highly walkable community, and citizens value the many walking opportunities, the applicant should identify more

clearly, how pedestrian traffic and circulation will be accommodated using universal design principles.

A number of other recommendations were also made and should be addressed at the subdivision phase should this project proceed.

Anticipated Revenues and Costs

The Village can anticipate a significant increase in tax revenues from the 33 residential lots as well as some additional user fees. The fees will be collected from the owner of the campground for the 43 RV lots and directly from the owners of the 33 residential lots, the pub and the proposed marine service sales operation.

There are two planning consideration to consider with the proposal: traffic impacts and water capacity. The following determinations have been made.

1. **Traffic Impacts**

The applicant hired Onsite Engineering to conduct a Traffic Impact Study. The consultants determined that the application "Will have no significant negative impacts to traffic to the Marina area, particularly since the parking is intended to be accommodated within the development and offsite". The report was based on several assumptions rather than collected data based on current traffic patterns and so further information is required at the subdivision phase.

The project may lead to a future requirement for road and intersection improvements and the Village could consider seeking some financial contribution for this work from the applicant. Further information should also be required of the applicant to address pedestrian connectivity, parking and general traffic patterns. Parking provisions and driveway access should also be clarified at time of subdivision, particularly as they relate to the construction of a pub and a marine fuel service station. Note that the pub and the marine fuel service station were not assess for their impacts as part of the traffic plan but these two businesses are expected to generate substantial traffic and parking requirements. These issues should be resolved and further analysed at time of subdivision.

2. **Water Capacity**

Concern remains with respect to water capacity for the entire development, or at least this first phase of what could be a multi-phased development.

Essentially, the Maximum Daily Demand of treated water may exceed the maximum capacity of the water treatment plant and water storage reservoir on several very hot days during July and August, and this is primarily due to the use of water by the log sort which has been recorded to have used as much as 1100 cubic meters of the total 1850 cu meters available.

Water use readings taken by the applicant's agent at McElhanney in July and August of 2020 and January 2021 show that aside from the log sort use of water the average household use of water is approximately three times the national average of household use. The average Canadian uses 334 liters of water per day. In Sayward, the actual use is approximately three times that amount, meaning high consumption uses or more likely, multiple leaks in the 60 year old asbestos concrete water pipes that require upgrading. A water system capacity assessment would help clarify this.

This coupled with the general water use by the remainder of citizens and the use of water associated with this project bring the peak Maximum Daily Demand above the storage capacity of water on those few hot days.

Wester Forest Products has been appraised of this issue and a request has been made to discuss and look for ways to resolve this as part of the discussions that are planned to occur to resolve the noise and dust issues at the log sort. WFP is aware that their significant use of potable treated and delivered water is becoming a growth deterrent to the village and we have asked them to take some ownership of this. Further discussions are planned. This issue is fully assessed in the April 8, June 2021 Technical Report completed by McElhanney to support the application. (Attached as Appendix 3.

As a result, water is a problem that needs to be addressed. Council may wish to request the following to address this as a Community Amenity Contribution:

- Cash to support construction and installation of a second water storage reservoir.
- Cash to support procurement and installation of water use meter at the log sort.
- Cash to support procurement and installation of a flow meter at the WTP to provide consistent daily information as to how much water is leaving the plant
- Cash to fund a Water Capacity Assessment

An alternative would be for the applicant to phase his development so that water demands can be better monitored. Council could also consider covering these costs and establishing Development Cost Charges Bylaw and charging the upgrades back to the eventual property owners at the time of subdivision or building permit.

Amenity Contribution Options

Section 904 of the Local Government Act provides authority to local governments to negotiate Community Amenity Contributions (CACs) from those seeking a change in zoning. A change in use or an increase in zoning and density generally boosts the value of land and provides the possibility of a financial benefit to the landowner.

Local governments and residents see this as a reasonable opportunity to help fund community amenities. There are some general principles associated with the community amenity, in that the amenity must be negotiated and not a required condition of the rezoning; it must benefit those

affected by the increased density and the amenity must be commiserate with the values accrued as a result of the rezoning. Examples include parks, trail systems and often cash.

In this case, the developer is considering offering cash to cover a range of possible amenities including a second reservoir, water meters, and flow meters to inform Council as to actual water uses and to encourage conservation and repairs to the water system where as much as 35% of the treated water may be leaking due to aged asbestos concrete water lines. Following council receiving this information from the developer, Council may choose to accept or renegotiate. The offered CAC.

The Local Government Act permits a municipality to require a developer to dedicate up to 5% of the total land area of a subdivision for parkland. In this case, there is an existing and popular trail and fishing lookout point that could be considered. The trail will need to be surveyed and upgraded to BC Best Practices guidelines for trails and campgrounds in advance of any transfer to the Village to protect the Village from some future liability, as this trail and lookout is steep with some risks in their current state. The land dedication is a requirement of subdivision but the upgrading of the trail and funds to maintain the trail for at least five years could also form part of the community amenity.

Once the details of the CAC have been finalized, Council will be ready to consider First and Second Reading of the bylaw to amend the zoning. As this project complies with both the existing community plan and the proposed updated community plan Council may opt to waive the Public Hearing.

RECOMMENDATIONS

THAT Council receives the staff report to rezone; and,

THAT Council provide approval in principle on the application to rezone, subject to the applicant returning with details of an offered Community Amenity Contribution or details to phase the development to address the water issue.

Respectfully submitted,

_____

Ann MacDonald
Chief Administrative Officer

Attached:

Appendix 1 Summary of supporting documents.

Appendix 2 Technical Memo McElhanney Kelsey Bay Multi-Phase Development

Appendix 3 Power Point Presentation 18 Sayward Road

Appendix 4 Binder of Support Documents (Available for viewing but not attached)

Appendix 1. Summary of materials and requests of the applicant following the February 2021 review by Council.

1. The applicant complies with Bylaw No. 354, Riparian Area OCP Amendment, 2005 Bylaw 354, bylaw prior to proceeding with any further work to ensure ongoing compliance with the Riparian Area Regulations.
2. A Traffic Impact Study be completed to reflect the impacts on traffic and that the study be based on the densities and tenure proposed to be included in the Strata bylaw.
3. That a Drainage and Water Management Plan be provided.
4. That a Waste Disposal Plan be completed.
5. That the application address street and road lighting. (At Subdivision)
6. That a recreation area of the campground be set aside for use by the campground users as recreation and that this area be commensurate with the overall size of the campground. (At Subdivision)
7. That specified buffer areas be shown including dimensions and lot size dimensions on required site maps going forward for bylaw amendment. (At Subdivision)
8. That Council consider specified lot size dimensions in the absence of RV Campground standards and guidelines. (At Subdivision)
9. That an Archaeological Impact Assessment be carried out in association with representatives of the We Wai Kai Nation, and that this be done prior to any further ground or road work occurring on site.
10. That the conditions of Part Five of the Village of Sayward Official Community Plan, Bylaw No. 308 be met.

Our File: 2221-49305

June 15, 2020

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

Attention: Mavis Alkenbrack
Deputy Finance/Administration Officer

Sayward Road Proposed Rezoning to permit single family home and RV development

PROPOSAL

We are requesting the rezoning of a portion of PID: 000-568-309 (Sayward Rd) to enable a single-family subdivision and a RV campground/ Tourist Accommodation. The proposed rezoning includes:

- Rezoning a portion of the property from RU-1 to R-1; and,
- Rezoning a portion of the property from RU-1 to C-2 to enable the RV/Tourist Accommodation

We have included the following information in support of this application:

1) Letter of Authorization
2) Project summary
3) Complete application form
4) Draft Concept plan showing the proposed uses and delineating all known natural features, access points.
5) Proposed Zoning Map
6) Title Search
7) Servicing requirements report

McElhanney
1196 Dogwood Street, Campbell River BC Canada, V9W 3A2
Tel. 250-287-7799 | Fax. 1-855-407-3895 | www.mcelhanney.com

SITE CONTEXT

The property is located at the end of Sayward Road directly west of the marina overlooking Kelsey Bay to the east. The surrounding properties to the south, and west are predominantly vacant rural property with a RV park located directly north (see Figure 1).



Figure 1: Subject Property and Surrounding lands

OFFICIAL COMMUNITY PLAN

The subject property is designated as Comprehensive Development Area 2 (CDA-2). The intent for the CDA-2 designation is to provide for mixed density residential uses and tourist accommodation such as RV parks. The OCP states (Pg. 10):

> *"Three Comprehensive Development Areas have been specifically established to provide for flexible land use planning, to take advantage of future opportunities in tourism, marine services, residential, industrial, and commercial ventures. The village seeks to attract responsible, sustainable, development to build on the considerable assets currently in place."*

Further, the OCP CDA-2 specific policy support the proposal:

1. *Development in the CDA-2 is intended to provide for mixed density residential, and tourist accommodation services.*
2. *Permitted uses in the CDA-2 may include mixed density residential development, senior's housing, and tourism accommodation, including RV parks.*
3. *The CDA-2 designation provides unique vistas across the Salmon Bay and Johnstone Strait; development should be oriented toward these views.*

The proposed single detached residential subdivision and recreational vehicle campground was designed to meeting the CDA-2 policies and justifications listed above.

ZONING

The current zoning on the property is Rural One (RU-1). To enable the proposed development, the land needs to be rezoned to the following zones:

- Residential One (R-1)
- Commercial Two (C-2)

Residential One (R-1)

Residential One is a single-family dwelling zone. The minimum lot size is 668 m^2 with a lot coverage of 70%. This proposed zone is consistent with the Official Community Plan CDA-2 land use designation.

Commercial Two (C-2)

The Commercial Two zone is a mixed commercial zone with limited retail commercial with a focus on service commercial such as restaurants, pubs and tourist accommodation. This proposed zone is consistent with the Official Community Plan CDA-2 land use designation.

We look forward to working with you on this project. If you have any questions, please contact the undersigned.

Sincerely,
McElhanney Ltd.

Kevin Brooks, RPP, MPlan
kbrooks@mcelhanney.com | 778-560-2371

TECHNICAL MEMO

To	From
Mike Adama, Owner	John Sorenson, Division Manager Campbell River Branch
Re	**Date**
Kelsey Bay Multi-Phase Development	April 8, 2021

1. Introduction

This memorandum is issued as supporting documentation to the previously completed preliminary servicing report (June 2020). The intent is to confirm the capacity of the existing water system and determine if there is sufficient capacity to accommodate the proposed development to be located near Kelsey Bay in Sayward BC.

The analysis completed is using a combination of the Master Municipal Construction (MMCD) Design Guidelines and measured data that has been provided by the Village of Sayward. The calculations completed are to estimate the maximum system wide water demand under existing conditions as well as after the proposed development is in place and compare it against the capacity of the water treatment plant which has been noted as being 20 l/s.

2. Water System Demands

The Village of Sayward provided system wide daily usage volumes for the months of July 2020, August 2020, and January 2021. The intent of analyzing the summer data is to confirm the peak water consumption when the log sort is operational, as it is known to be a large water user. Whereas the January data gives an estimation of the domestic and industrial flows without the increased water usage associated with summer operations at the log sorting facility. The daily consumption data has been summarized in **Table 1** below.

Based on discussions with Town Staff, it is understood that the provided data is manually recorded each day and is therefore subject to variance based on any inconsistency with the time interval between recordings. This must be considered when examining days of peak usage, as the high usage days are typically bounded by days of significantly lower usage. This suggests that the highest usage values may be somewhat inflated due to representing a time span greater than 24 hours.

After analysis of the data, it was found that the highest usage month was August, both in terms of average daily demand, as well as single-day maximum demand. As seen in **Table 2,** the average day

demand was 10.7 L/s and the maximum recorded daily demand was 17.99 L/s (Monday August 17th). If we examine the 3-day span surrounding the highest usage day of Aug. 17th to reduce potential errors in the flow data, the average usage is 12.15 L/s. It should be noted that this 3-day span also has the largest average usage of any 3 days in August, confirming that the Maximum Day Demand is contained within it. Although it is expected that the true maximum demand is less than that of the recorded value, it will be assumed that the value of 17.99 L/s is accurate to remain conservative.

The maximum day demand scenario represents the maximum volume of water used during a 24-hour period within a given year.

Table 1: July & August 2020 and January 2021 Water usage

July			August			January		
Date	Volume (m^3)	Avg. Flow (L/s)	Date	Volume (m^3)	Avg. Flow (L/s)	Date	Volume (m^3)	Avg. Flow (L/s)
Wed-1-Jul-20	1137	13.16	Sat-1-Aug-20	721	8.34	Fri-1-Jan-21	267	3.09
Thu-2-Jul-20	275	3.18	Sun-2-Aug-20	1323	15.31	Sat-2-Jan-21	57	0.66
Fri-3-Jul-20	1007	11.66	Mon-3-Aug-20	367	4.25	Sun-3-Jan-21	478	5.53
Sat-4-Jul-20	772	8.94	Tue-4-Aug-20	1107	12.81	Mon-4-Jan-21	196	2.27
Sun-5-Jul-20	980	11.34	Wed-5-Aug-20	924	10.69	Tue-5-Jan-21	106	1.23
Mon-6-Jul-20	323	3.74	Thu-6-Aug-20	1373	15.89	Wed-6-Jan-21	133	1.54
Tue-7-Jul-20	390	4.51	Fri-7-Aug-20	641	7.42	Thu-7-Jan-21	606	7.01
Wed-8-Jul-20	1011	11.70	Sat-8-Aug-20	843	9.76	Fri-8-Jan-21	72	0.83
Thu-9-Jul-20	448	5.19	Sun-9-Aug-20	1218	14.10	Sat-9-Jan-21	757	8.76
Fri-10-Jul-20	415	4.80	Mon-10-Aug-20	901	10.43	Sun-10-Jan-21	57	0.66
Sat-11-Jul-20	896	10.37	Tue-11-Aug-20	793	9.18	Mon-11-Jan-21	309	3.58
Sun-12-Jul-20	740	8.56	Wed-12-Aug-20	936	10.83	Tue-12-Jan-21	367	4.25
Mon-13-Jul-20	786	9.10	Thu-13-Aug-20	962	11.13	Wed-13-Jan-21	375	4.34
Tue-14-Jul-20	387	4.48	Fri-14-Aug-20	1140	13.19	Thu-14-Jan-21	332	3.84
Wed-15-Jul-20	697	8.07	Sat-15-Aug-20	688	7.96	Fri-15-Jan-21	305	3.53
Thu-16-Jul-20	369	4.27	Sun-16-Aug-20	1104	12.78	Sat-16-Jan-21	161	1.86
Fri-17-Jul-20	850	9.84	Mon-17-Aug-20	1554	17.99	Sun-17-Jan-21	313	3.62
Sat-18-Jul-20	828	9.58	Tue-18-Aug-20	490	5.67	Mon-18-Jan-21	235	2.72
Sun-19-Jul-20	1072	12.41	Wed-19-Aug-20	961	11.12	Tue-19-Jan-21	163	1.89
Mon-20-Jul-20	1000	11.57	Thu-20-Aug-20	617	7.14	Wed-20-Jan-21	320	3.70

Tue-21-Jul-20	1001	11.59	**Fri-21-Aug-20**	837	9.69	**Thu-21-Jan-21**	114	1.32
Wed-22-Jul-20	768	8.89	**Sat-22-Aug-20**	762	8.82	**Fri-22-Jan-21**	829	9.59
Thu-23-Jul-20	652	7.55	**Sun-23-Aug-20**	1069	12.37	**Sat-23-Jan-21**	218	2.52
Fri-24-Jul-20	1255	14.53	**Mon-24-Aug-20**	974	11.27	**Sun-24-Jan-21**	406	4.70
Sat-25-Jul-20	1267	14.66	**Tue-25-Aug-20**	897	10.38	**Mon-25-Jan-21**	0	0.00
Sun-26-Jul-20	803	9.29	**Wed-26-Aug-20**	1021	11.82	**Tue-26-Jan-21**	474	5.49
Mon-27-Jul-20	1405	16.26	**Thu-27-Aug-20**	821	9.50	**Wed-27-Jan-21**	357	4.13
Tue-28-Jul-20	867	10.03	**Fri-28-Aug-20**	568	6.57	**Thu-28-Jan-21**	822	9.51
Wed-29-Jul-20	696	8.06	**Sat-29-Aug-20**	1011	11.70	**Fri-29-Jan-21**	352	4.07
Thu-30-Jul-20	1062	12.29	**Sun-30-Aug-20**	1049	12.14	**Sat-30-Jan-21**	284	3.29
Fri-31-Jul-20	1200	13.89	**Mon-31-Aug-20**	849	9.83			
Monthly Average	**818**	**9.47**		**920**	**10.65**		**316**	**3.65**
Daily Maximum	**1405**	**16.26**		**1554**	**17.99**		**829**	**9.59**

Table 2: Measured Water Demand for August 2020, provided by the Village of Sayward

Measured System Wide Demand for August 2020 (L/s)	
Average Daily System Demand	10.7
Maximum Daily System Demand (recorder on Aug. 17, 2020)	17.99

In the previous servicing report the log sort's MDD was estimated to be at a rate of 50000 L/ha/d or 8.5 L/s, which was thought to be a conservative estimate at the time. Given the measured usage data, it is now possible to make a more accurate assessment of the demand breakdown for system, specifically the demands of the log sort. Using the MMCD guidelines the results found in **Table 3** were calculated. The residential/institutional/commercial demands were as per the June 2020 McElhanney Servicing Report. As per the servicing report, the MDD for the areas of the Town, excluding the mill is 5.63 L/s. This was confirmed by reviewing the winter data as well as days of low usage during summer months. Based on the MMCD, the max day demand of the residential areas and commercial areas, excluding the mill, is 5.63 L/s or 486 m^3/day. As seen in table one, this value is reasonable for the days of low usage during the summer as well as the average daily usage in January of 3.65 l/s (316 m^3/day).

With the MDD for areas serviced by the Towns water system, with the exception of the log sort, being confirmed to be 5.63 l/s (486 m^3/day), it is assumed that the remainder of the demands are due to the usage at the log sort. Although it is likely that the flow value recorded on Aug. 17th is higher than the demands of the community, this data will be referenced when estimating the MDD to ensure a conservative estimate of the Town's water usage.

By using the peak measured demand on Aug 17, 2020 as the pre-development MDD, the remaining demand of log sort is estimated to be 72500 L/ha/d or 12.4 L/s. This change increased the total system demand to a value of 18.0 L/s, now matching the highest recorded value as seen in August 2020.

Table 3: Existing Water Demand Design Rates per MMCD

MMCD Estimated Demand	Maximum Day Demand (L/s)
Existing Residential Demands	3.28
Institutional/Commercial (excluding log sort)	2.35
Log Sort Demand	12.35
Total	**18.0**

With a more accurate estimate for the existing system demands, it is possible to determine the post development system demand that will be seen after the addition of 31 single family dwellings, 33 campsites, and an allowance to accommodate 2.3 ha of commercial zones. It was assumed that population density for the new development will be 2.5 capita per dwelling, a conservative increase from the current 1.9 capita per dwelling seen in Sayward as of a 2016 census. The MMCD per capita demands of 900 L/Capita/Day for the MDD design scenario was then applied to the additional population to estimate the increased demand. A population/demand distribution for each phase of the development can be seen in **Table 4**, with the additional development estimated to create a total MDD of 2.3 L/s.

Table 4: Proposed Development Population and Demand Design Values as per MMCD Design Guidelines

	Number of Dwellings	Area (ha)	Estimated Population	Estimated Maximum Day Demand (L/s)
Phase 1	11	N/A	27.5	0.3
Phase 2	20	N/A	50	0.5
Campground	33	N/A	82.5	0.9
Commercial Area	N/A	2.3	N/A	0.6
Total	**64**	**2.3**	**160**	**2.3**

Adding the proposed demands to the existing system results in a total estimated maximum day demand of 20.3 L/s. Due to the limited nature of the measured data received from the Village of Sayward, a 15% increase is added to the peak MDD to remain conservative. The final result (**Table 5)** is a design demand of 23.3 L/s.

Table 5: Reservoir Inflow/Outflow Design Results

Reservoir Capacity	
Post Dev MDD (L/s)	20.3
Post Dev MDD + 15% Safety Factor (L/s)	23.3
Water Treatment Plant Production Rate (L/s)	20
Net Reservoir Flow During MDD+15% (L/s)	-3.3
Estimated Reservoir Capacity (m^3)	1410
Reservoir Level After 24hr MDD+20%	80% full

When the design demand of 23.3 L/s is considered against the water treatment plant's production rate of 20 L/s, it is clear that the reservoir water level will drop over time during the MDD design event. With an approximate reservoir capacity of 1410 m^3, the water level during a 24-hour MDD design span drops by approximately 1.9m to 80% of the total capacity.

3. Conclusion

In conclusion, it is found that the proposed multi-phase development will have a combined maximum day demand of 2.3L/s, increasing the total system MDD to 20.3 L/s which is marginally greater than the 20 L/s capacity of the treatment plant. It should be noted that this design value is most likely greater than is necessary due to the recording inconsistency detailed previously. Even if it is assumed that the recordings are accurate and the peak MDD + development demand is increased by an additional 15% for a day, the reservoir would remain 80% full at end of that day. Given that the average measured demand for the 3-day span surrounding the peak usage day in August was only 12.15 L/s, the reservoir would have ample opportunity to fill to 100% the following day as this value is much lower than the treatment plant's max production rate of 20 L/s.

As the reservoir was recently constructed, and the proposed development has a lower fire flow requirement than industrial areas in the Town, it is assumed that the reservoir is adequate for emergency fire use throughout the Town. As such, this memo has only considered system capacity regarding the recorded daily usage demands.

Sincerely, McElhanney Ltd.

Prepared by

Joshua Braun, EIT
Engineer

Reviewed by

John Sorenson, P.Eng.
Division Manager

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 17TH day of August 2021.

Read a second time on the 17th day of August 2021.

Read a third time on the 17th day of August 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)