VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
MARCH 15, 2022 - 7:00 PM
HYBRID TEAMS & OPEN MEETING
COUNCIL CHAMBERS

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

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 March 15, 2022 be approved.
4. **Minutes of Previous Meetings**

   Recommended Resolutions:

   THAT the minutes from the Regular Council meeting held on March 1, 2022, be adopted.
5. **Petitions and Delegations**
   a) Pauline Govaert-Dog off leash areas (see correspondence)
6. **Correspondence**
   a) Pauline Govaert March 6, 2022; Email to CAO, Mayor and Council, Dog Off Leash Areas and Park
   b) Amy Jonsson, February 25, 2022, March 7, 2022; Email to CAO, Mayor; Invitation to attend Grieg Seafood Operation Update on March 22, 1pm-2pm via Zoom
7. **Council Reports - None**
8. **Reports of Committees - None**
9. **Mayor's Report**
   a) **Council Meetings - In Person Format Beginning April**

   Recommended Resolutions:

   THAT Council meetings will move from Hybrid to In - Person meetings starting April 5, 2022; and,

   THAT special consideration will be made to witnesses, legal representatives, delegations or other parties outside Mayor and Council called upon to attend meetings that cannot reasonably attend in person (granted by CAO or Mayor); and,

THAT Council Members requesting attendance electronically due to sickness, travel for Village related business or other concession will require approval by Mayor.

10. Unfinished Business - None

11. Staff Reports

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

Recommended Resolutions:

THAT Council proceed with the legal review of the plan and then schedule First and Second Reading of the bylaw and set the date for a Public Hearing; and,

THAT Council provides a summary of the revisions to KFN following and provide for opportunities to continue to invest in the relationship with KFN; and,

FINALLY THAT following a legal review of the official community plan, Council commence with the formal readings to adopt the new bylaw.

b) Co-op Community Spaces Grant Update

Recommended Resolution:

THAT Council receive the Co-op Community Spaces Grant Submission Staff Report for information and discussion.

c) Council Social Media Policy #100-05 for Approval

Recommended Resolution:

THAT Council Social Media Policy #100-05 be approved.

d) Amended Policy - Respectful Workplace Policy 200-03 (Red Line Edits complete)

Recommended Resolution:

THAT the edits to the Respectful Workplace Policy #200-03 be approved.

e) Christmas Tree Proposal

Recommended Resolution:

THAT Council receive the Christmas Tree Staff Report for information and discussion.

f) Share Shed

Recommended Resolutions:

THAT Council approve the transfer of $9,000 from the Covid-19 Restart Reserve for the purposes of refurbishing the Share Shed, and;

THAT Council appoint the Sayward Legion to run the Share Shed through volunteer labour, set opening hours and opening days in conjunction with collaboration from the CAO, and;

THAT Council approve any revenue obtained from the operations of the Share Shed to be directed to Sayward Legion to allocate at their discretion.

12. Bylaws

a) Fireworks Regulation Bylaw No. 481, 2022

Recommended Resolution:

THAT Fireworks Regulation Bylaw No. 481, 2022 be given first, second and third reading.

13. New Business

14. Public Question Period (maximum 15 minutes)

Mayor: "The purpose of the public question period is to enable citizens to ask questions of Council about issues that are important to the citizen asking the question. Speakers are asked to limit their questions to one each and, if time permits after everyone has had an opportunity to ask questions, speakers may ask a second question. Citizens will be asked to state their name and address."

15. In-Camera

Recommended Resolution:

THAT in accordance with Section 92 of the *Community Charter*, this Council meeting will be closed to the public at this time in accordance with Section 90(1)(i) of the *Community Charter* that Council may give consideration to the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

16. Adjournment

VILLAGE OF SAYWARD
MINUTES
REGULAR COUNCIL MEETING
MARCH 1, 2022
HYBRID TEAMS & OPEN MEETING
COUNCIL CHAMBERS

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

In Attendance: Jason Johnson, CAO
Lisa Clark, CFO
Melissa Coates, Finance/Admin Clerk

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

1. Call to Order

Meeting was called to order at 7:01PM

2. Introduction of Late Items

a) Mayor Baker asked that In Person meetings for Council be added to 13. New Business

b) CAO asked that approval for the West Coast Lifeguard Training be added to 13. New Business

3. Approval of Agenda

MOTION R22/32
MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for March 1, 2022 be approved as amended.

CARRIED

4. Minutes of Previous Meetings

MOTION R22/33
MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on February 15, 2022, be adopted.

THAT the minutes from the Committee of the Whole meeting held on February 22, 2022, be adopted.

CARRIED

5. **Petitions and Delegations**

a) **Carol Skogan (Seniors User Rates-Kelsey Centre)**

MOTION R22/34
MOVED AND SECONDED

THAT participants for Seniors Lawn Bowling, currently scheduled at one day per week in Kelsey Centre be granted exception against the established Seniors User Rates ($4.00) and not pay user rates for this activity as scheduled, and;

THAT the CAO and Rec Manager conduct a rate and program review with similar centres and report to Council findings when complete, with anticipated SRD report forthcoming from SRD.

CARRIED

6. **Correspondence**

a) Village of Chase, Office of the Mayor, Feb 14, 2022, Re: BC Wildfires Petition-Letter of Support

b) Darryl and Jackie Lyons, Feb 16, 2022, re: Article approved for Readers Digest and option to publish on Village Website and Newsletter.

c) SVFD 2021 Annual Report

MOTION R22/35
MOVED AND SECONDED

THAT Darryl and Jackie Lyons' article be added to the Village Website, under the Tourism heading.

Opposed Cllr Cragg CARRIED

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

a) **Support of Aquaculture - Salmon Farming**

MOTION R22/36
MOVED AND SECONDED

THAT the Council of the Village of Sayward supports aquaculture including the call to action for the Federal Government to renew salmon farming licenses for 10 years and;

THAT a letter be sent to the PM, Federal Ministers, BC Senators and BC MPs, Provincial Ministers and MLAs stating that the Village has adopted the resolution and;

THAT a copy of the resolution goes to local media and provincial media.

CARRIED

10. **Unfinished Business - None**

11. **Staff Reports**

a) **New Policy 100-XXX Council Social Media Use**

MOTION R22/37
MOVED AND SECONDED

THAT the new Social Media Policy #100-XXX and Staff Report be received for information and discussion.

CARRIED

b) Amended Policy - Respectful Workplace Policy 200-03 (Red Line Edits)

MOTION R22/38
MOVED AND SECONDED

THAT the Respectful Workplace Policy #200-03 (amended) and Staff Report be received for information and discussion.

CARRIED

c) Grant Writing - Dedicated Funding

MOTION R22/39
MOVED AND SECONDED

THAT Council approve the sum of $400 per year (based on a 3-year contact) for grant alerts.

CARRIED

MOTION R22/40
MOVED AND SECONDED

THAT Council approve the sum of $25,000 annually to be set aside for the expressed purpose of grant applications (based on 3-4 large grants per year).

Opposed Cllr Cragg CARRIED

d) Village of Sayward Audit Planning Report

MOTION R22/41
MOVED AND SECONDED

THAT Council receive the Village of Sayward Audit Planning Report for information and discussion.

CARRIED

e) Staff Report: Verbal - Appointment of Tom Tinsley, Emergency Program Coordinator (EPC)

MOTION R22/42
MOVED AND SECONDED

THAT Tom Tinsley be appointed to the Emergency Program Coordinator position and be awarded the $300.00 monthly stipend to carry out the duties of this position, effective March 1, 2022.

Opposed Cllr Cragg CARRIED

12. Bylaws - None

13. New Business

a) Mayor Baker spoke to Council meetings being in person starting April 2022. Meetings will still be recorded. Recommended Resolution to be brought to Council for March 15, 2022, Regular Council Meeting.

b) CAO Verbal Report - West Coast Lifeguard Proposal

MOTION R22/43
MOVED AND SECONDED

THAT Council approve $12,018.01 for life saving courses to be offered at Kelsey Centre by West Coast Lifeguard and First Aid Training; and,

THAT Council approve $12,018.01 to be transferred out of the COVID-19 Reserve to cover this expenditure; and,

THAT Council approve internal Kelsey Centre staff to take these courses free of charge provided they sign a 1-year contract; and,

THAT Residents (Village of Sayward and SRD Area A) can take the lifesaving courses offered at Kelsey Centre required to be Lifeguards with Kelsey Centre provided they sign a 1-year employment contract.

CARRIED

Note: Staff was directed to report back on what rates would be charged for the separate courses for the general public to attend if applicable to offset expenses.

14. **Public Question Period - None**
15. **In-Camera - None**
16. **Adjournment**

MOTION R22/44
MOVED AND SECONDED

THAT the Regular Council Meeting for March 1, 2022 be adjourned.

CARRIED

The meeting was adjourned at 8:14 PM.

_____
Mayor

_____
Corporate Officer

Lisa Clark

From: Jason Johnson
Sent: Monday, March 7, 2022 8:52 AM
To: Pauline Govaert
Cc: Mark Baker; Tom Tinsley; Wes Cragg; Norm Kirschner; Sue Poulsen
Subject: RE: FW: Your Inquiry- Dog Off leash Areas

Hello Pauline
Thank you for your email. I will add this to the correspondence section of the March 15th Council Meeting. Please advise if you wish to be a delegation for this meeting and I can add you to the agenda.

In terms of the area by the tennis courts, it is very nice and there has been a few ideas for that space. Of course, it comes down to budget and failing this available grant dollars and public consultation pending the usage proposed. Your points as to licenses and a dedicated area for not only residents but also utilizing the campground are all very valid. We are currently working on ideas in and around bylaw enforcement to help deal with unlicensed dogs as well as other items to address and hope to have more answers soon on this front.

Again, I will add this email to correspondence and please let me know if you wish to attend in person on the 15th.

Thank you again,

Jason Johnson
Chief Administrative Officer
Village of Sayward
652 H'Kusam Way, PO Box 29
Sayward, BC V0P 1R0
250-282-5512 (office)

From: Pauline Govaert <wolfhounds@saywardvalley.net>
Sent: March 6, 2022 3:56 PM
To: Jason Johnson <cao@saywardvalley.ca>
Cc: Mark Baker <mark.baker@saywardvalley.ca>; Tom Tinsley <tom.tinsley@saywardvalley.ca>; Wes Cragg <wes.cragg@saywardvalley.ca>; Norm Kirschner <norm.kirschner@saywardvalley.ca>; Sue Poulsen <sue.poulsen@saywardvalley.ca>
Subject: Re: FW: Your Inquiry- Dog Off leash Areas

Hello Jason :

Thank you for your reply.

I am wondering if this issue may be brought up in council, as I have heard in the past that an inquiry for a Sayward dog park has been mentioned by Village residents before.

You had mentioned in your email below the limited amount of space in the Village for a dog park, which I appreciate but there (to me anyway) are some ideal locations. One being the open area in front of the tennis court, where the large Sequoia tree is located. A picnic table and maybe benches under the tree would be ideal for residents and canines to meet and enjoy. I know that several people who live in the Sayward Towers have dogs and may enjoy something close by too. As too for the people who come and visit Sayward, staying in the camp ground, could have a place for their pooches , as apposed to their dogs running loose in H'kusam Park.

My husband John and I, have moved here from Port Coquitlam, who have 3 lovely dog parks, granted yes it is a larger municipality. Two of the rules in usage of the dog parks in Port Coquitlam are that dogs have to be vaccinated and dogs have to have a currant year dog license. As I have seen in the Newsletter requirements for Village residents to renew their dog's license, from the numbers I received when renewing my dog's licenses it seems Village dog owner residents are not complying to this, a park may alleviate this problem. Also on dog license renewal, in Port Coquitlam, a friendly reminder notice was included with property tax notices, as I am sure from Village records it would be known which resident purchased their dog's license.

Thank you for considering this for the Village of Sayward resident dogs.

Best Regards

Pauline Govaert

430 MacMillan Dr., 778 716 0616

On 2022-02-25 4:38 p.m., Jason Johnson wrote:

> Hello Pauline
> I hope this email finds you well and I must apologize for the delays in getting answers back to you. I have been forwarded your inquiry today and will endeavour to answer your inquiries based on planning as a snapshot today. As you know, I am under a month in the new role and love the questions you have put forward. Being a dog owner and lover myself, I certainly appreciate the questions. Further, if your email is indicative of the dogs you have, I believe I have admired them more than once!
>
> The challenge the Village of Sayward faces is simply a lack of footprint. Public areas are relatively minimal, and those spaces are simply not suitable for off leash situations, such as the pond and surrounding park as well as field and tennis court area, particular during summer operations. What makes the pod area a little more complicated is that it acts also as a tenting and RV area open year-round.
>
> I did have a look through the attached Bylaw you have mentioned and found too that Schedule C is absent. In my inquiries, the Bylaw was written when there was intent for a formalized dog off leash area to be established within municipal property. Currently, there is not suitable area(s) in the Village inventory of public space for an off-leash area but as we grow, we will revisit this. From a planning perspective, there is not an immediate plan in place to secure property for this expressed purpose.
>
> You did inquire about the property behind MacMillan. This property is not owned by the Village and currently is outside the boundary. I have come across several people on this roadway and most have dogs. While I cannot speak on behalf of the owner, it seems to be a well used path, connecting to the main logging road. There are some stunning places as you head up that way.
>
> While not an off leash area, Kelly's Trail is also stunning and seems to be a great local secret!

I hope these answers are of assistance had should you have additional questions, please do not hesitate to drop me a line or call the Village Office.

Thank you.

Jason Johnson
Chief Administrative Officer
Village of Sayward
652 H'Kusam Way, PO Box 29
Sayward, BC V0P 1R0
250-282-5512 (office)

From: Pauline Govaert <wolfhounds@saywardvalley.net>
Sent: Thursday, January 27, 2022 7:30 PM
To: Tom Tinsley <tom.tinsley@saywardvalley.ca>
Subject: Animal Control By Law

Hello Tom :
Years ago I reviewed this by law and had seen specific areas of the village that was designated to be "off leash" areas for dogs. In reading the Animal Control By Law Part 5 , section 5.6 it states off leash area specified in Schedule C, after viewing Schedule C I find that it contains nothing. So specifically where are the off leash areas for dogs? Also the old logging road trail that runs parallel with MacMillan, about 200 feet above MacMillan, is this area considered Village boundary area? Will there be in the future an area designated for dogs and their owners, IE a dog park.?
Thank you Tom
Regards
Paulina Govaert
430 MacMillan Dr., 778 716 0616

Lisa Clark

From: Amy Jonsson <amy.jonsson@griegseafood.com>
Sent: Monday, March 7, 2022 7:44 AM
To: Jason Johnson
Subject: FW: Invitation to upcoming Grieg Seafood Operation Update - March 22, 1pm - 2pm via Zoom

Hi Ann –

I am just checking in to see if the mayor, councilors or staff would be available for this session? If so, if you could send me their names and I will register them and send them Zoom invites to the webinar.

Thank you!
Amy

From: Amy Jonsson
Sent: February 25, 2022 11:08 AM
To: Mark Baker <mark.baker@saywardvalley.ca>; cao@saywardvalley.ca
Subject: Invitation to upcoming Grieg Seafood Operation Update - March 22, 1pm - 2pm via Zoom

Good afternoon Mayor Baker,

On behalf of Rocky Boschman, Managing Director for Grieg Seafood, and the rest of the senior leadership team, we would like to extend an invitation to you, your council, CAO Jason Johnson, and any other staff members who you feel would benefit, to our Spring 2022 Operation Update meeting. These sessions are hosted twice annually and allow us to share information regarding our operations, as well as relevant or timely updates, answer questions and provide information, and hear back from you and your team regarding any questions or concerns you may have.

This session will focus on providing overall updates, information on the status of our RAS 34 project in Gold River, and some updates from Human Resources.

The meeting will be held **March 22, 2022, from 1:00 p.m. to 2:00 p.m.,** and is also being offered to the Mayor and Council and CAOs representing the City of Campbell River, the Village of Tahsis, the Village of Zeballos, the Village of Gold River and the Strathcona Regional District Board and CAO. **We will send a calendar invite, along with the finalized agenda and zoom link shortly.** We will be using the Zoom webinar function, so we will need to ensure you are pre-registered.

In-line with both the Community Act, and Grieg's commitment to open and transparent communications and operations, the meeting will be open to the public. Meeting information, along with the link to view the meeting will be shared on the Grieg website, as well as on our social media. As with municipal council and regional district board meetings, we will be accepting questions from members of council, boards and provincial or federal elected officials. We will follow up directly regarding any questions received from the public via email or through social media regarding the session or the information shared during the update.

Please let me know if you have any questions, or if there is anything we can provide in advance. I can be reached at this email (amy.jonsson@griegseafood.com) or on my cell (text or phone) at 250-287-0849.

Thank you, and we look forward to connecting with you.

Amy

Amy Jonsson
Communications Director
Coast Salish, Kwakwaka'wakw and Nuu-chah-nulth Territory

ROOTED IN NATURE

Grieg Seafood BC Ltd
#106 – 1180 Ironwood Street
Campbell River, BC V9W 5P7
Mobile: 250-287-0849
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https://griegseafood.com/bc

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MAYOR'S REPORT

For: Mayor and Council
Prepared by: Mayor Mark Baker
Subject: **Council Meetings - In Person Format Beginning April**
Meeting date: March 15, 2022

BACKGROUND

Ministerial Order M192 was issued June 17, 2020 and authorized all local government meetings and public hearing to be held by electronic means. Councils and Boards are required to:

- Include the process for electronic meetings in the local government procedure bylaw
- Provide notice of electronic meetings
- Provide the appropriate facilities and equipment to give the public the opportunity to hear, or watch and hear, the participation of council or board members

In certain circumstances, electronic meetings provide a valuable tool for councils, and boards-they are not meant as a substitute for all in-person meetings.

After M192 was issued June 17, 2020. Council Meetings were held framed around social distancing and adherence to Public Health Orders and the Kelsey Centre was host to these meetings. Exception being August 18, 2020, being cancelled due to not meeting quorum. December 15th, 2020 was the first date of electronic Council Meeting via Teams and since this time, hybrid meetings have been the norm for Council Meetings.

DISCUSSION

While Hybrid meetings have worked well for navigating COVID-19, they have posed other challenges as meetings are then largely dependant on the availability and quality of internet signal from both chambers and those participating, technology challenges with equipment and inability in some cases for public participation.

Starting April 5th, 2022, the expectation will be that all Council Members attend in person at Council Chambers. Meetings will still be recorded electronically, and special consideration will be made to witnesses, legal representatives, delegations or other parties outside Mayor and Council called upon to attend meetings that cannot reasonably attend in person granted by CAO or Mayor.

Council Members requesting attendance electronically due to sickness, travel for Village related business or other concession will require approval by Mayor.

In looking at Bylaw 416, Village of Sayward Council Procedure Bylaw, there is no need to change Part 2, Section 8, Electronic Meeting to facilitate this change.

RECOMMENDATION

THAT Council meetings will move from Hybrid to In-Person meetings starting April 5, 2022; and,

THAT special consideration will be made to witnesses, legal representatives, delegations or other parties outside Mayor and Council called upon to attend meetings that cannot reasonably attend in person granted by CAO or Mayor; and,

THAT Council Members requesting attendance electronically due to sickness, travel for Village related business or other concession will require approval by Mayor.

_____

Mayor Mark Baker

STAFF REPORT

For: Mayor and Council
Prepared by: Ann MacDonald, Consultant
Subject: **OCP Review - Timing and Schedule of Final Approval Process**
Meeting date: March 15, 2022

BACKGROUND

This report summarizes the input received from citizens and key partners, including the K'omoks First Nation (KFN), on the Draft Official Community Plan. Council approved the draft in September 2021 for circulation to the public and for stakeholder review. The report explains how staff and planners have incorporated that feedback into the draft. The draft is ready for Council to begin the adoption process for the enabling bylaw, and to set the date for the required Public Hearing.

Primarily, the draft has been revised to reflect the interests heard from KFN at the November 2021 community-to-community forum with the K'omoks First Nation (KFN). There was one comment received from a landowner regarding the addition of three new development permit areas, and a notice from the Ministry of Agricultural regarding two omitted Agricultural Land Reserve (ALR) parcels in the earlier draft. All comments have been considered and responded to, and the draft has been revised and is attached and dated January 28, 2022.

As to next steps, the bylaw is ready for First and Second Reading and Council should choose to set the date for a Public Hearing.

The most significant revisions are intended to demonstrate the Village of Sayward's commitment to reconciliation with Indigenous people and in particular the KFN, whose people have used these lands since time immemorial. Staff believe the revisions demonstrate Council's commitment to reconciliation, as heard at the November forum, and offer many positive and significant opportunities for future partnerships together.

The report includes several thank you letters to partners and other stakeholders who set time aside during the development of the plan to advise planners and staff of their long and short - termed interests.

DISCUSSION

Council hired Urban Systems to review and update Bylaw No. 308, Village of Sayward Official Community Plan in February 2021. The Local Government Act recommends that Council consider a review of its community plan every five years. The current OCP was adopted in 2005 and has had no reviews since that time.

Urban Systems commenced the plan review with a householder survey, a Background Report, hosted a well-attended public engagement event in the Gazebo in July 2021 and on Open House drop in at the Kelsey Centre in September 2021. Since February 2021, the planning consultants have held lengthy and detailed meetings with partners and key stakeholders. This included two landowners with large future development plans, the BC Nature Trust, Island Timberlands, Western Forest Products and the K'omoks First Nation.

Council reviewed the draft in September 2021 and the draft was circulated to the public, stakeholder groups, and those interviewed during the course of the plan. A community-to-community forum was held with the KFN, and finally, a public open house was held at the Kelsey Centre where no substantive policy or other concerns were raised with the policies and provisions in the draft plan.

Overview of feedback and revisions

The plan has been revised to reflect Council's commitment to reconciliation, following clear feedback received from KFN at the forum. (Part 1.3.1 of the draft OCP). The revisions include a series of policy goals and strategies to reflect Council's commitment to reconciliation, in part through partnerships with KFN. It also includes a series of policy commitments, including the addition of a commitment to ensure protection of archaeological sites and places of cultural significance by supporting KFN through implementing the K'ómoks First Nation Cultural Heritage Policy, (Part 3.1 6). This was a specific request of KFN. The current CAO, Jason Johnson has also worked with Urban Systems with minor wording changes as a result of recommendations for language and wording changes as it pertains to the KFN.

Part 3.10.3. includes a policy commitment to work with First Nation and conservation partners to identify opportunities to create an Indigenous/Community Conservation Area (ICCA) in the Salmon River Estuary. These policy commitments offer promising opportunities for Council and KFN to work together in partnership, in the spirit of the *United Nations Declaration on the Rights of Indigenous Peoples Act* (UNDRIP) and reconciliation. Pursuing a jointly managed conservation area in the Salmon River estuary offers a future of a sustainable, jointly managed, and important community and cultural asset. This policy can open tremendous future opportunities for conservation management, economic partnerships, and progress on joint environmental goals. Working towards such a goal is also likely to be a very positive relationship building opportunity among the leadership of the Village and the KFN.

Other than feedback received from KFN, staff received some concerns from a landowner regarding the proposed new Hazardous Conditions Development Permit Areas (DPA) proposed in the plan. Development permits are new to citizens of Sayward, and there will be some unfamiliarity, though developers and builders working in the BC planning environment will likely be familiar with DPA requirements as they form a standard part of the land development and planning framework across BC.

Staff received feedback from the BC Nature's Trust, and a request that they be included as important partners, and the draft has been revised to acknowledged that feedback. (1.3.3.) Finally, the Ministry of Agriculture's request to amend the maps to show the two ALR parcels included

within the village boundaries has led to the inclusion of a new map, Schedule H. All of this input has resulted in revisions to the September 2021 draft, as detailed below.

A. Revisions to reflect commitment to reconciliation and KFN interests.

Part 3 Policy Framework

3.1 Indigenous Relationships and Partnerships

Goal: Sayward has a strong and prosperous relationship with K'ómoks First Nation and other Indigenous groups in the area.

1. Actively work to recognize the rights and interests of K'ómoks First Nation and other Indigenous groups in the area.
2. Commit to understanding the history, culture and governance of the K'ómoks First Nation and other Indigenous groups in the area/
3. Actively pursue opportunities to work with local First Nation governments to support and implement the Truth and Reconciliation Commission's Calls to Action.
4. Once the Village of Sayward has established a strong relationship with K'ómoks First Nation, work to establish formal agreements where possible. These agreements could include but are not limited to:

    - Formally outline and document 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
    - Work together to address issues related to infrastructure servicing for future land acquisitions
    - Work together to address management objectives for important watersheds and shared natural resources
    - Establish formal processes to protect cultural and heritage resources.

5. Invite 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 Village signage.
6. Provide support where possible for K'ómoks First Nation's acquisition of Crown Land and collaborate on development that is consistent with the goals and policies outlined in this plan.
7. Ensure protection of archaeological sites and places of cultural significance by supporting K'ómoks First Nation in implementing the K'ómoks First Nation Cultural Heritage Policy.

3.4 Economic Development

Goal: Sayward has a vibrant and diversified local economy with meaningful employment opportunities.

1. Pursue a community forest agreement with the provincial government in partnership with the K'ómoks First Nation.

3.4.3 Tourism.

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

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

3.5 Public Spaces.

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

4. Invite local First Nations, community, and corporate partners to collaborate on developing and installing interpretive signage.

3.10.3 Salmon River Estuary.

Goal: The continued protection of the estuary is prioritized.

5. Work with First Nation and conservation partners to identify opportunities to create an Indigenous/Community Conservation Area (ICCA).

B. Comments Received on Hazardous Conditions Development Permit (see Appendix 3)

The draft plan includes three new Development Permit Areas.

4.2.1 Hazardous Conditions Development Permit Area
4.2.2 Natural Environment Development Permit Area
4.2.3 Kelsey Bay Working Waterfront Development Permit Area

A citizen had concerns with the Hazardous Conditions Development Permit Areas. As background, the *Local Government Act* requires that an official community plan show the area to which each development permit area pertains. That means that any development within a DPA area must obtain a permit prior to any development occurring.

The plan includes three new Development Permit Areas. (DPA). The *Local Government Act* provides this tool to local governments as a way to ensure that certain defined values are protected during or prior to development. The DPA tool requires a permit prior to **any** site work occurring.

The DPA tool is a new tool for the Village of Sayward as the previous official community plan does not contain this provision. It is commonly part of the BC planning and development framework, and typically added to any new community plan. Having said that, some citizens do not like development permit areas, seeing them as another layer of cost, time and restrictions.

Generally, DPAs provide for a council to approve a development within the guidelines included in the DPA. Those guidelines are intended to enable development in some areas that in past, may have been prohibited or limited by arbitrary zoning. Generally, the land developer is required to hire a qualified professional to provide technical advice on how to construct and protect the values that are included in the DPA, (such as riparian, or wildfire, or sometimes to encourage a certain kind of development). The principle of "developer pays" is intended to embed that cost in the developer, rather than have the expertise available "in house" to determine, or again, by more restrictive and arbitrary zoning. The DPA is a more surgical tool, and that does cost some money, though generally only to the land developer.

Generally, community members respond to DPAs in one of two ways. Engaged community members in small communities appreciate being informed as to what development is planned on a lot, prior to seeing the trees come down or a road or driveway constructed. Developers, builders, and landowners, wanting to do some work on their property, when familiar with the development practices in BC, will be familiar and will factor this into their planning. Others may be upset that they must obtain a permit to do work on their own land, even clearing of trees, or with the requirements including once the permit issued, per the guidelines associated with the DPA. Also, there is a cost generally, to hire a qualified professional with the skills and knowledge to advise on how to develop without risk to the values identified in the DPA. The DPA model places the costs to develop on the developer, including hiring a professional to advise, and this is a change from the days when public servants made that determination without cost, though it was often through use of arbitrary zoning which was often more restrictive.

One resident raised concern about the Hazardous Conditions Development Permit Area (HCDPA). This DPA is primarily intended to protect homeowners from building in high-risk areas, such as floodplains, steep slopes and wildfire areas. Like all development permits, the HCDPA is site specific, and the *Local Government Act* requires that it be shown in an OCP. Once identified, it allows a local government to require a developer, even a sole landowner, to hire a qualified professional to advise on how to develop with care and to avoid the risks while developing in areas noted. It also protects the village from issuing a building permit in a potential slide area, for instance, in areas of steep slopes, as the assessment has been done by a professional and the development built to the guidelines issued.

The DPA process places the costs to develop on the landowner versus previous times in past where public servants did the assessment and taxpayers fronted the costs for that assessment for their development. The principle of *developer pays* underlies the Development Permit process, thereby removing both the costs and liability from a local government.

The *Local Government Act* requires a local government to identify, in its official community plan, all development permit areas along with the area affected by the DPA, the objectives of the permit area and the guidelines to be applied when issuing the permit.

DPAs are sometimes unpopular, particularly in rural areas where citizens seek to avoid being "over-governed" in their OCP and bylaws. DPAs are also sometimes unpopular because there is a

permit fee, and because there is generally a delay in getting the permit issued. Many DPAs require that an assessment be done by a qualified professional, generally costing between $400-600. Council has very limited discretion in applying the guidelines and none in varying conditions in a required report from a qualified professional. In addition to the cost and time delay, there is some uncertainty as to what will be required or uncovered by an assessment, unlike zoning which is arbitrary, often as lot setbacks, and applied equally to all lots in the zone. At the same time, the DPA tool is a very important planning tool to assist the village and citizen's in protecting their investments through future growth and staff recommend that they be included. As most future development will be on larger lots, the process may become familiar quickly.

The HCDPA has raised concern among a landowner concerned that the DPA will limit their ability to construct in an area of their property with steep slopes. It is important to note that DPAs are not intended to stop development, but rather to provide for a local government, in this case to require an assessment by a qualified professional in order to set back or perhaps remediate before developing in an area with steep slopes.

For instance, the objective of the HCDPA, is to protect residents and property from developing in areas of potential risk. This includes areas with steep slopes, wildfire areas and floodplains. The DPA defines this as being properties where more than 50% of the property is part of the steep slope as depicted on Map 1 in Schedule B, to ensure land can be used for its planned purpose(s) while protecting residents, and property from the potential risks of natural hazards.

> 1. 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.

4.2.1 Hazardous Conditions Development Permit Area

Area

The areas shown in Map 1 in Schedule B demonstrates the land subject to the Hazardous Areas Development Permit Area. This area includes steep slopes, floodplain, and wildfire area.

Objective

The Hazardous Areas DPA seeks to ensure land can be used for its 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

Applies to all properties where more than 50% of the property is part of the steep slope as depicted on Map 1 in Schedule B.

1. 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

1. 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.

C. Agricultural Land Reserve Parcel.

A final set of revisions were completed based on feedback received from the Agricultural Land Reserve, noting that there were two ALR parcels within the village boundaries. Those parcels are now included as Schedule H.

RECOMMENDATIONS

THAT Council proceed with the legal review of the plan and then schedule First and Second Reading of the bylaw and set the date for a Public Hearing; and,

THAT Council provides a summary of the revisions to KFN following and provide for opportunities to continue to invest in the relationship with KFN; and,

FINALLY THAT following a legal review of the official community plan, Council commence with the formal readings to adopt the new bylaw.

Respectively submitted,

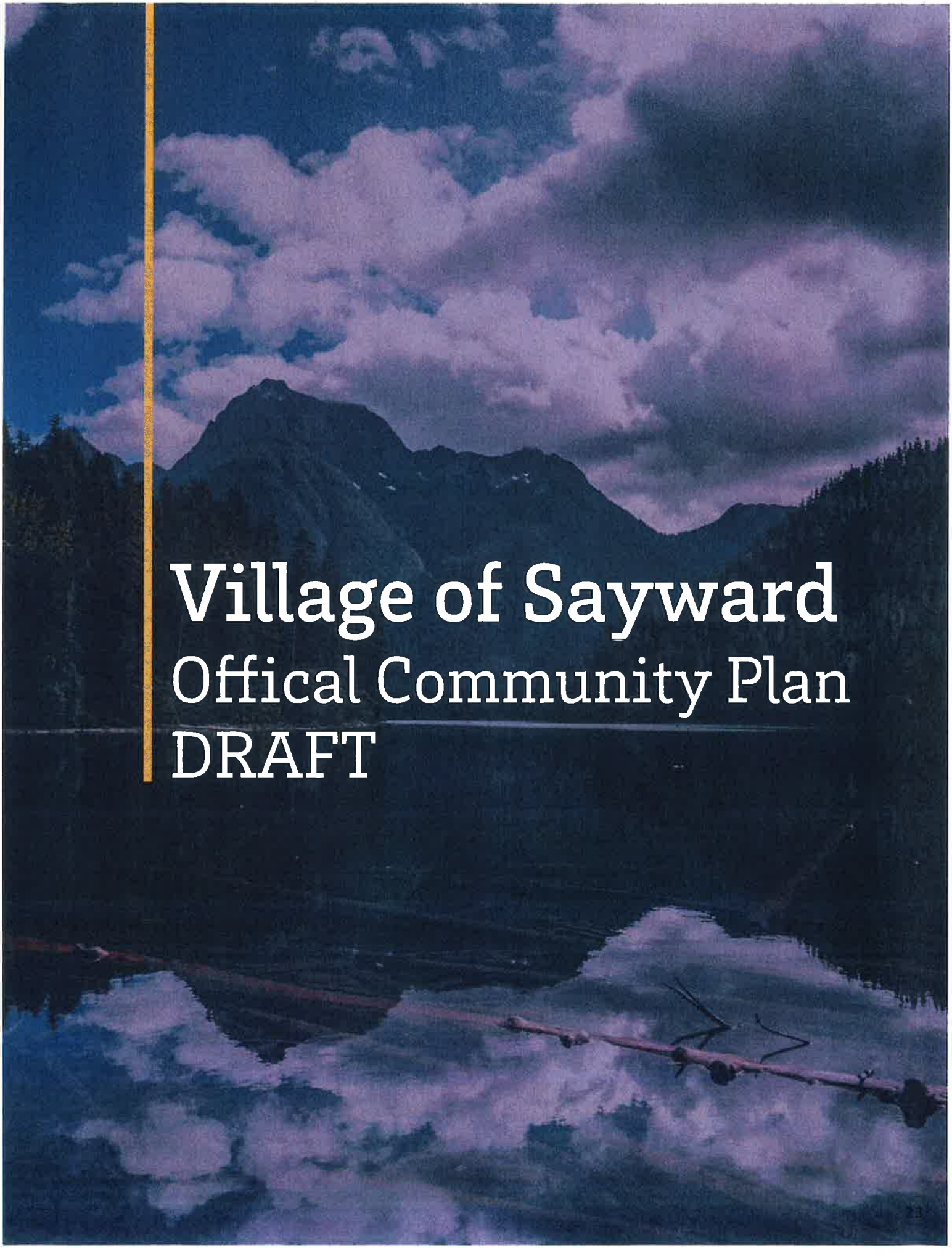
_____

Ann MacDonald, RPP, MCIP
Consultant

NB: Jason Johnson edits in red

Attachments:

- **Attached 1 Draft Official Community Plan, March 7, 2022, FINAL DRAFT**
- **Appendix 2 *Local Government Act*, Section 488 Development Permit Areas**
- **Appendix 3 Response to KFN**
- **Appendix 4 Response to stakeholders**



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

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GLOSSARY

Agricultural Land Reserve (ALR) is a provincial zone in which agriculture is recognized as the priority use. Farming is encouraged and non-agricultural uses are restricted.

Council refers to the elected Mayor and Council of the Village of Sayward

Ecosystem refers to the sum total of vegetation, animals and the physical environment in which they interact.

Estuary is a semi-enclosed body of water that has a free connection with the open ocean and within which sea water is measurably diluted with fresh water derived from land drainage. Estuaries are found at the mouths of rivers and streams and are subject to tidal conditions. They contain five main habitat types which are Upland, Freshwater, Inter-tidal Zone, Sub-tidal Zone, and Saltwater.

Floodplains are flatland bordering a stream or river onto which a flood will spread. The underlying materials are typically unconsolidated and derived from past stream transportation activity. The extent of the floodplain varies according to the volume of water and is thus defined by a specified flood size.

Village of Sayward Officials are designated staff employed by the Village of Sayward including the Chief Administrative Officer.

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.

The Village of Sayward was established as resource town, with multiple logging operators harvesting local timber. Over the years, shifting market trends have impacted local industry and 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 as it 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 plan 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 5 sections including:

Part 1 – Introduction

This section provides the purpose of an OCP and outlines key partnerships.

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) advancing reconciliation with local First Nations, 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. It 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 within the Traditional Territory of K'ómoks First Nation. The K'ómoks First Nation are members of the Kwakwaka'wakw people, the traditional inhabitants of the coastal areas of what is known today as Vancouver Island and mainland British Columbia.

Members of the K'ómoks First Nation have been present in the area since time immemorial. We recognize our Village's colonial history and recognize that when white settlers arrived in the area to extract natural resources, there was a vibrant K'ómoks village at the mouth of the Salmon River.

> **United Nation Declaration on the Rights of Indigenous Peoples (UNDRIP) is an international legal instrument adopted by the United Nations in 2007 that recognizes the individual and collective rights of Indigenous peoples. In 2016, the Government of Canada endorsed the UNDRIP.**
>
> **The Village of Sayward intends to use UNDRIP as a framework for lasting reconciliation with K'ómoks First Nation and other Indigenous groups in the area.**

Today, Kómoks First Nation maintains reserve land on the south side of the Salmon River, at the base of Mt. H'kusam. The reserve is used by members for recreational purposes throughout the year. The Village of Sayward and in particular, the Kelsey Bay area remains of great importance to the K'ómoks people. We are mindful that the development of our community has an impact on K'ómoks First Nation's cultural heritage and policies to protect natural resources. The Village of Sayward is committed to forging a prosperous relationship with K'ómoks First Nation, one built upon a commitment to understanding the history and culture of the K'ómoks people and their key goals in self-determination. We are committed to working in partnership to advance the rights and interests of the K'ómoks First Nation and other Indigenous groups in the area.

Central to our partnership with K'ómoks First Nation is the Village of Sayward's commitment towards reconciliation. We recognize that reconciliation is a process and the policies in this plan are part of a continuous effort to acknowledge and respect Indigenous rights and title and protect their culture and heritage. Reconciliation takes time and is built upon a foundation of mutual trust and respect. Through partnership, we are committing to protecting K'ómoks First Nation's culture and heritage within the Village of Sayward.

> **"Reconciliation is about establishing and maintaining a mutually respectful relationship between Aboriginal and non-Aboriginal peoples in this country. In order for that to happen, there has to be awareness of the past, an acknowledgement of the harm that has been inflicted, atonement for the causes, and action to change behaviour." –Truth and Reconciliation Commission**

1.3.2 Strathcona Regional District

The Strathcona Regional District provides services to over 44,000 residents within north-central Vancouver Island, the Discovery 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 Salmon River Estuary Protection Partners

Nature Trust of British Columbia

The Nature Trust of BC (NTBC) is a non-profit land conservation organization established in 1971. NTBC acquires conservation properties around BC in attempts to conserve their natural habitat and ecosystem function. NTBC acquired the Salmon River Estuary in 1978, which to date encompasses 379 hectares of conservation land. The Village hopes to continue to maintain a positive working relationship with NTBC to continue the preservation and enhancement of the important Salmon River Estuary ecosystem.

Ducks Unlimited Canada

Ducks Unlimited Canada is a non-profit organization that's mission is to conserve, restore and manage wetlands and associated habitats for the benefit of North America's waterfowl. They work in collaboration with the NTBC to protect the Salmon River Estuary and preserve important duck habitats in the Sayward area.

1.3.4 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 holds 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 timber giant 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 holdings 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 all aspects of social equity, economic development and environmental protection.

Sayward recognizes that sustainability is important to 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:



Part 3 POLICY FRAMEWORK

3.1 Indigenous Relationships and Partnerships

Goal: Sayward has a strong and prosperous relationship with K'ómoks First Nation and other Indigenous groups in the area.

.1 Actively work to recognize the rights and interests of K'ómoks First Nation and other Indigenous groups in the area.

.2 Commit to understanding the history, culture and governance of the K'ómoks First Nation and other Indigenous groups in the area/

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

.4 Once the Village of Sayward has established a strong relationship with K'ómoks First Nation, work to establish formal agreements where possible. These agreements could include but are not limited to:

- Formally outline and document 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
- Work together to address issues related to infrastructure servicing for future land acquisitions
- Work together to address management objectives for important watersheds and shared natural resources
- Establish formal processes to protect cultural and heritage resources.

.5 Invite 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 Village signage.

.6 Provide support where possible for K'ómoks First Nation's acquisition of Crown Land and collaborate on development that is consistent with the goals and policies outlined in this plan.

.7 Ensure protection of archaeological sites and places of cultural significance by supporting K'ómoks First Nation in implementing the K'ómoks First Nation Cultural Heritage Policy.

3.2 Citizen Engagement and Community Leadership

Goal: Citizens are engaged and involved.

.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: Governance is transparent and effective.

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

.4 Ensure staff and Council have access to professional development and training from programs offered by local government organizations.

.5 Continue to seek opportunities to make Council meetings more accessible.

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

3.3 Community Health and Wellbeing

Goal: Residents are healthy and have access to the community supports and programs they need.

.1 Maximize the use of the Kelsey Recreation Centre through facility upgrades and programming.

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 by identifying programming gaps for youth and young families in Sayward.

.2 Revitalize underused areas and infrastructure to support youth active outdoor recreation such as a 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 may 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 children.

.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 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 for seniors.

.4 Improve community accessibility to provide 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 facilitate community projects.

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

.3 Support the continuation of longstanding community events.

Goal: Sayward encourages a vibrant arts and culture scene.

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

.5 Invite local First Nations artists to be involved in the development of local public art.

.6 Invite local First Nations to showcase their heritage and culture within the Village of Sayward.

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 support services 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 Strengthen partnerships with School 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 students to ensure provision of adequate and high-quality education opportunities.

.4 Work with School District 72 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: Sayward has a vibrant and diversified local economy with meaningful employment opportunities.

.1 Pursue a community forest agreement with the provincial government in collaboration with the K'ómoks First Nation.

.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 Support the provision of 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).

3.4.1 Resource Industry

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

.1 Collaborate with Western Forest Products and Island Timberlands to establish mutual goals and manage the industrial/residential interface.

.2 Collaborate with K'ómoks First Nation and other Indigenous groups in the area to promote sustainable resource extraction that minimizes the impact to the natural environment.

.3 Support and coordinate 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.

3.4.2 Tourism

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

.1 Invite collaboration with 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 regional tourism organizations to promote Sayward as a destination.

.3 Incentivize tourism operators to establish themselves in Sayward.

.4 Implement recommendations from the 2017 Tourism Plan.

.5 Seek opportunities to attract visitors to the area year-round.

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

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

3.4.3 Local Businesses

Goal: Sayward has businesses that provide residents and visitors with services.

.1 Encourage and support the establishment of retail services.

.2 Encourage and support the establishment of food services including a restaurant.

.3 Provide incentive for new businesses to establish themselves in the Village.

.4 Provide support for local entrepreneurs.

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 to 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 Invite local First nations, community, and corporate partners to collaborate on developing and installing interpretive signage.

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

3.5.1 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 spaces through Village funds, support from community organizations, and volunteers.

.5 Maintain the pond as a public amenity.

.6 Develop 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 all residents and visitors.

3.5.2 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.

3.6.1 Future Land Development

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

.1 Ensure new development is consistent with the land use designations map seen in Schedule A.

.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 additional 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.

3.6.2 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 risk 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 First Nations rights and interests, the environment, and current land uses.

3.7 Housing

Goal: Sayward has 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 determine the current and future housing needs.

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

3.7.1 Affordable Housing

Goal: Sayward has an adequate supply of affordable housing options.

.1 Support a diversity in housing to create affordable housing options.

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

3.7.2 Rental Housing

Goal: Sayward has 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.

3.7.3 Supportive Housing

Goal: Sayward has 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 facilities for seniors in partnership with the private sector or BC Housing.

.2 Encourage the creation or conversion of housing that 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 industry sector to ensure that the Newcastle Creek watershed is protected from industry activities

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

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

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

3.8.1 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 a feasibility study of water and sewer system to understand current 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 community facilities.

.10 Ensure all infrastructure upgrades will have the ability to accommodate future growth.

3.8.2 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 developers pay the full cost of servicing as a result of new development.

.3 Ensure all new development is metered to gain an understanding of 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 infrastructure projects to provide essential ecosystem services such as rainwater management and flood control.

3.9 Agriculture and Local Food Security

Goal: Expand the local food system.

.1 Preserve land within the Agricultural Land Reserve and encourage farming in the Sayward Valley

.2 Promote agriculture and aquaculture as an economic sector

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

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

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

.6 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.

.7 Encourage urban agriculture within the Village, including community gardens, to increase fresh food supply.

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

3.10 Natural Assets

Goal: Important natural assets in the community and surrounding region are protected.

.1 Support strategies to control invasive plants and aquatic species.

.2 Provide education about native species and local environment.

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

.4 Collaborate with K'ómoks First Nation and other Indigenous groups in the area to protect the natural environment

3.10.1 Environmentally Sensitive Areas

Goal: Environmentally sensitive areas are protected 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.

3.10.2 Salmon River Estuary

Goal: The continued protection of the estuary is prioritized.

.1 Strengthen partnership with the Nature Trust of British Columbia, Ducks Unlimited Canada and other agencies focused on the conservation of the Salmon River Estuary

.2 Support land acquisition within the Salmon River Estuary for conservation

.3 Look for opportunities to increase access to the Salmon River Estuary without jeopardizing conservation efforts.

.4 Prohibit development within the Salmon River Estuary to ensure its protection and discourage any adjacent development that may negatively impact the area.

.5 Work with First Nation and conservation partners to identify opportunities to create an Indigenous/Community Conservation Area (ICCA).

3.10.3 Green Space

Goal: Residents have 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.

3.10.4 Wildlife

Goal: Ecosystems are healthy and wildlife populations are abundant.

.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 First Nations and 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 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 local First Nations, the 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.

3.11.1 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 2020 Emergency Evacuation 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.

3.11.2 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: Sayward's climate change impact is reduced.

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

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

3.12.1 Mitigation

Goal: Greenhouse gas emissions are monitored and reduced.

.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
- Incentivize and support citizens to make energy efficient retrofits to their homes and businesses
- 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.

3.12.2 Adaptation

Goal: Sayward is resilient 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 A. 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 3.8) 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 3.8), 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)**

  The Kelsey Bay area 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). The goal of the special planning area designation and associated concept map 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 489 of the Local Government Act:

- Subdivision of land;
- Construction 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 Map 1 in Schedule B demonstrates the land subject to the Hazardous Areas Development Permit Area. This area includes steep slopes, floodplain, and wildfire area.

Objective

The Hazardous Areas DPA seeks to ensure land can be used for its 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

Applies to all properties where more than 50% of the property is part of the steep slope as depicted on Map 1 in Schedule B.

1. 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

1. 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 on Map 2 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 Riparian Areas 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 Map 3 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

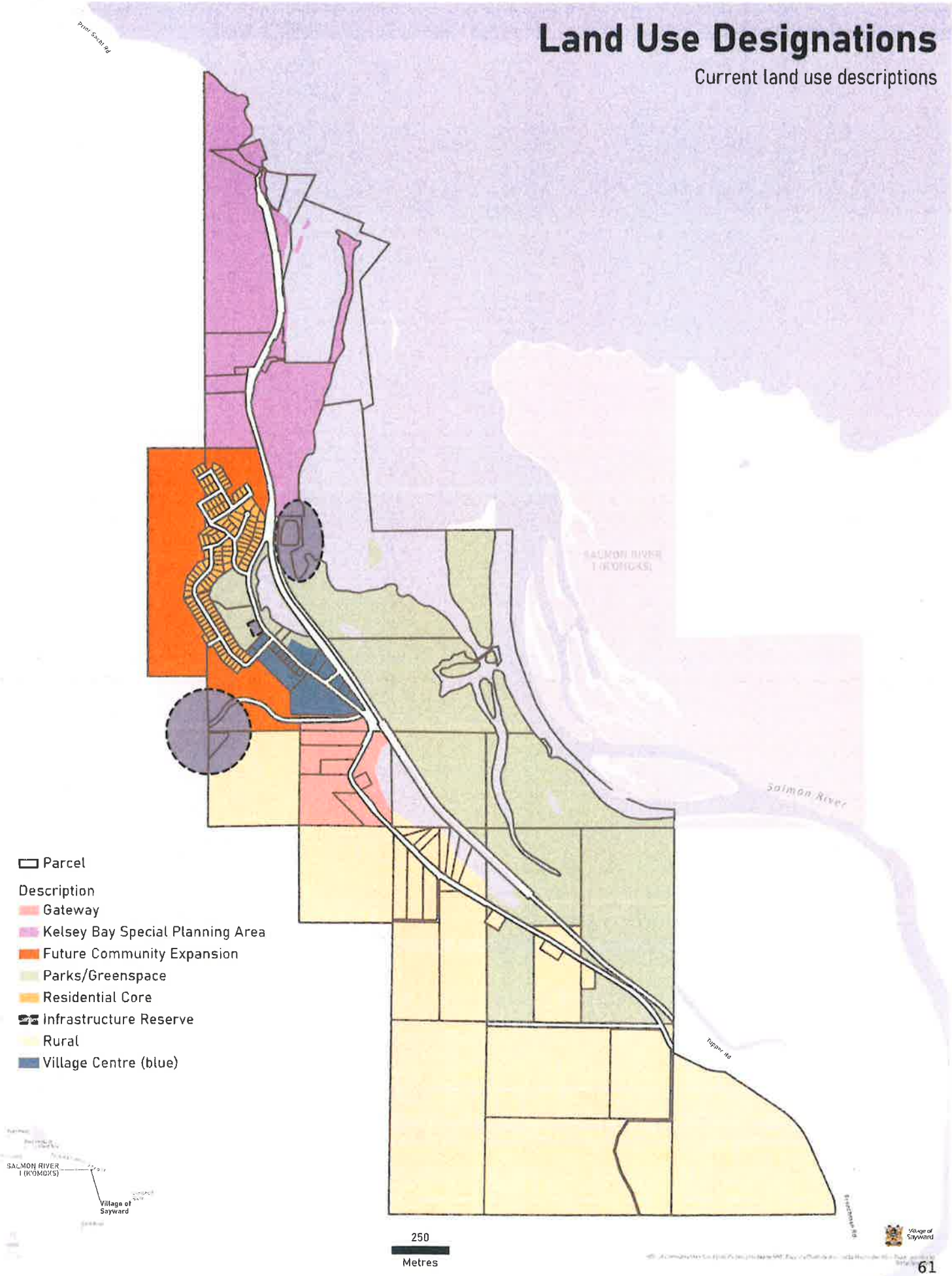
In addition to the recommended future planning work, Village bylaws and regulations may also need to be updated or created as a result of this OCP. The bylaws and regulations are as follows:

- 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 Designations

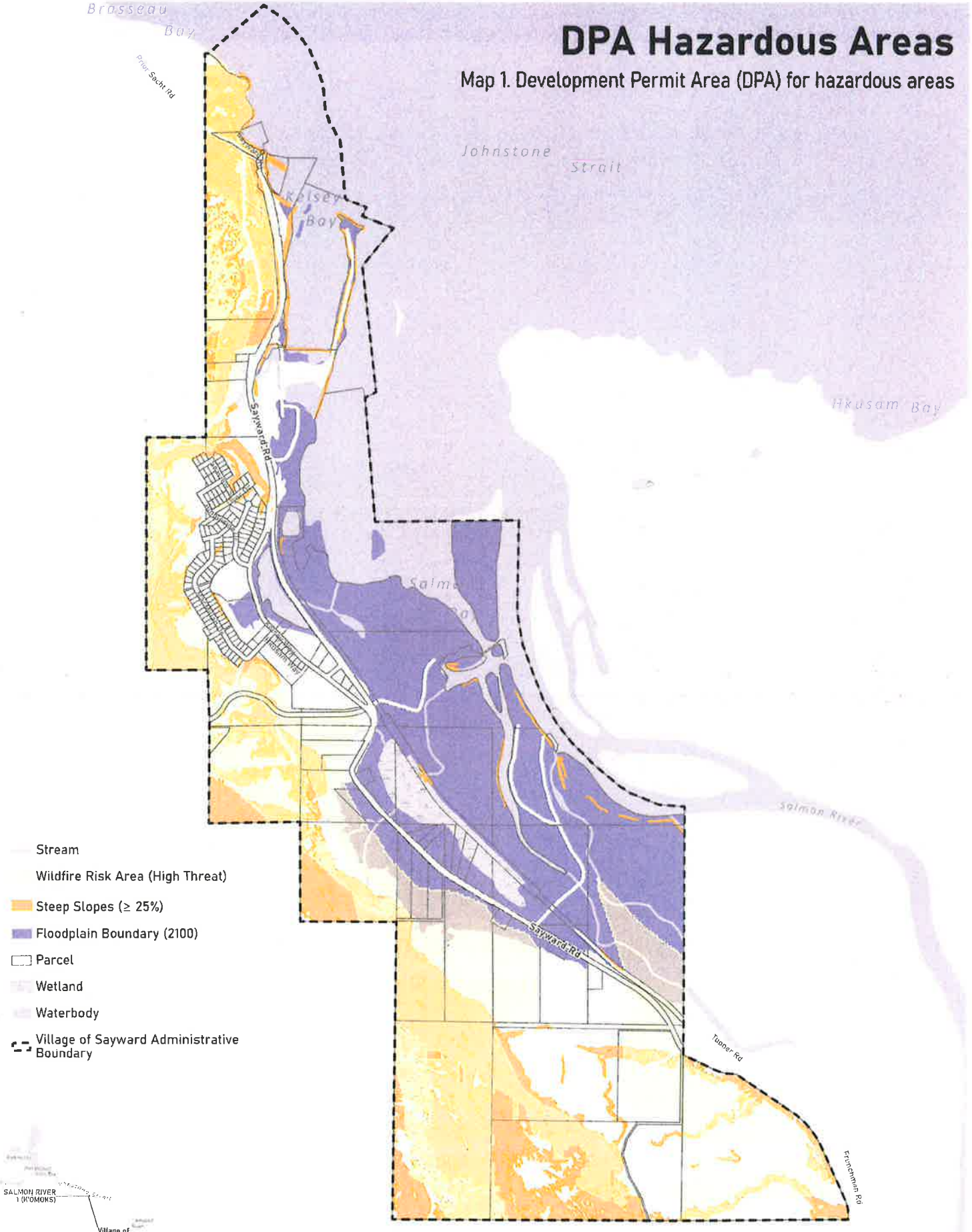
Current land use descriptions



Schedule B – Development Permit Area Maps

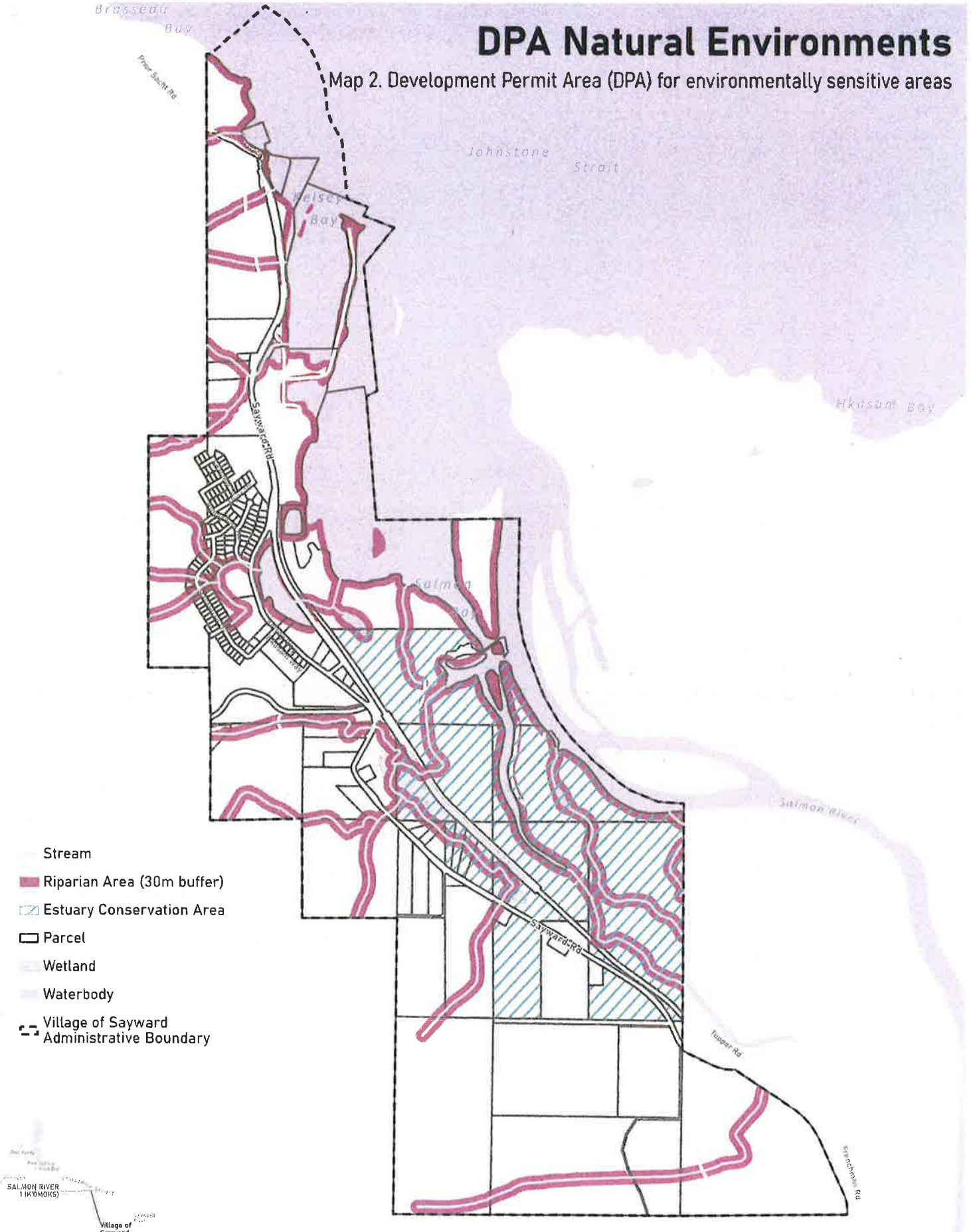
DPA Hazardous Areas

Map 1. Development Permit Area (DPA) for hazardous areas



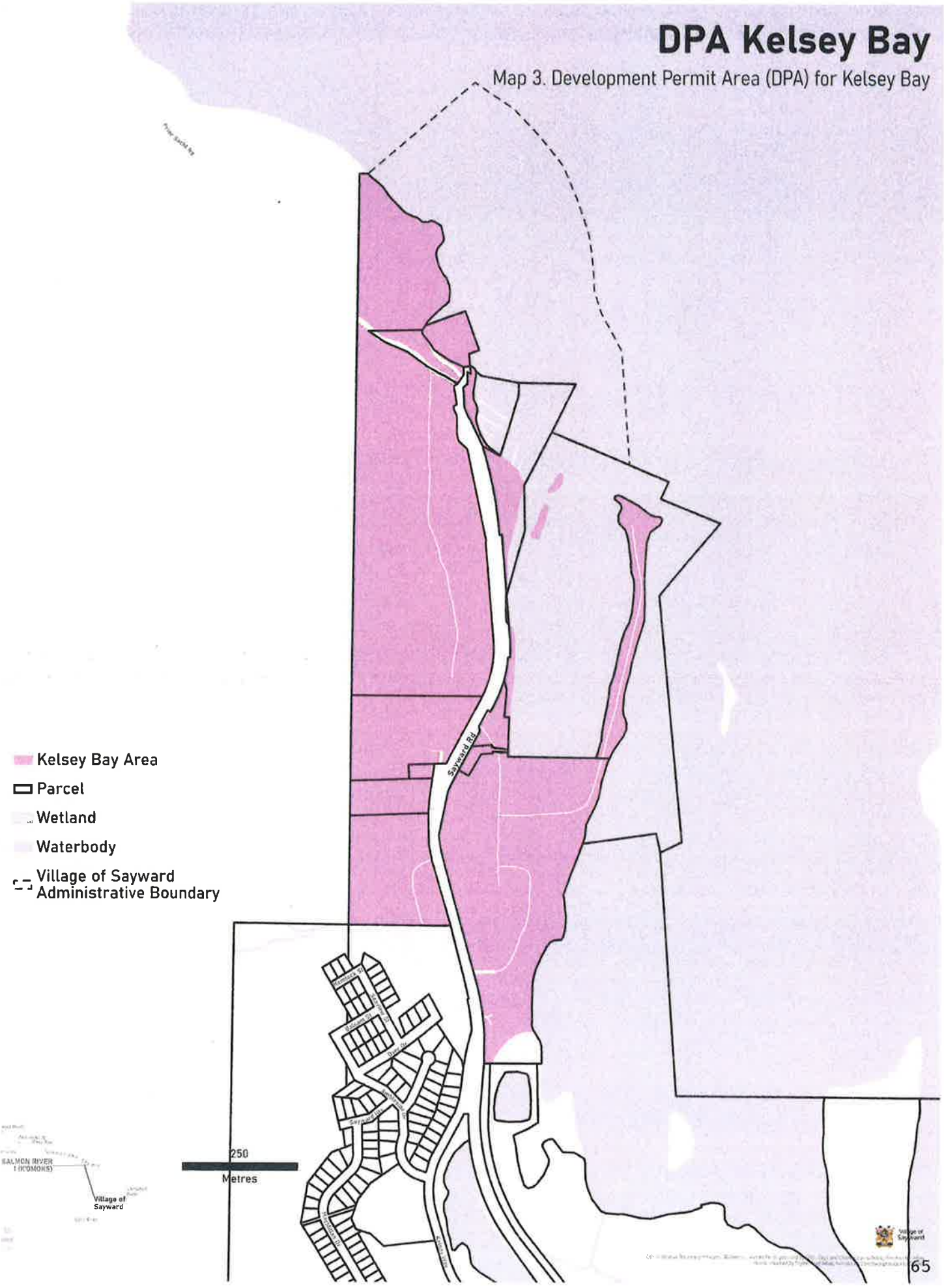
DPA Natural Environments

Map 2. Development Permit Area (DPA) for environmentally sensitive areas



DPA Kelsey Bay

Map 3. Development Permit Area (DPA) for Kelsey Bay



Schedule C – Kelsey Bay Working Waterfront Map

Kelsey Bay Working Waterfront

Kelsey Bay Working Waterfront Projects



1. Ocean View Homes - Gilelas Way, Port Hardy



2. RV campground - Alder Bay RV Park, Port McNeill



3. New Subdivision - Kendall Ave, Cumberland



4. The Rendezvous Pub - Port Renfrew



5. Off-Street Parking - Telegraph Cove



6. Boat Launch and Breakwater - Courtenay Marina Park

New Housing with Views

1

Waterfront Village with Small Shops

Sayward Futures Waterfront Hub

1

Pub/Restaurant

New Housing with Views

Sayward Rd

Waterfront Village with Small Shops

2

New RV Park

Improved Breakwater

Full Tannks (Marina Store)

Improved Boat Launch and Day Park (Includes Improved Breakwater)

5

Off-Street Pay Parking

6

New Housing

Log Sort (Marine Operations)

3

Existing Housing

Log Sort (Land Operations)

Rd Brinkworth

New Housing

3

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

SALMON RIVER 1 (KOMOKS)

Village of Sayward

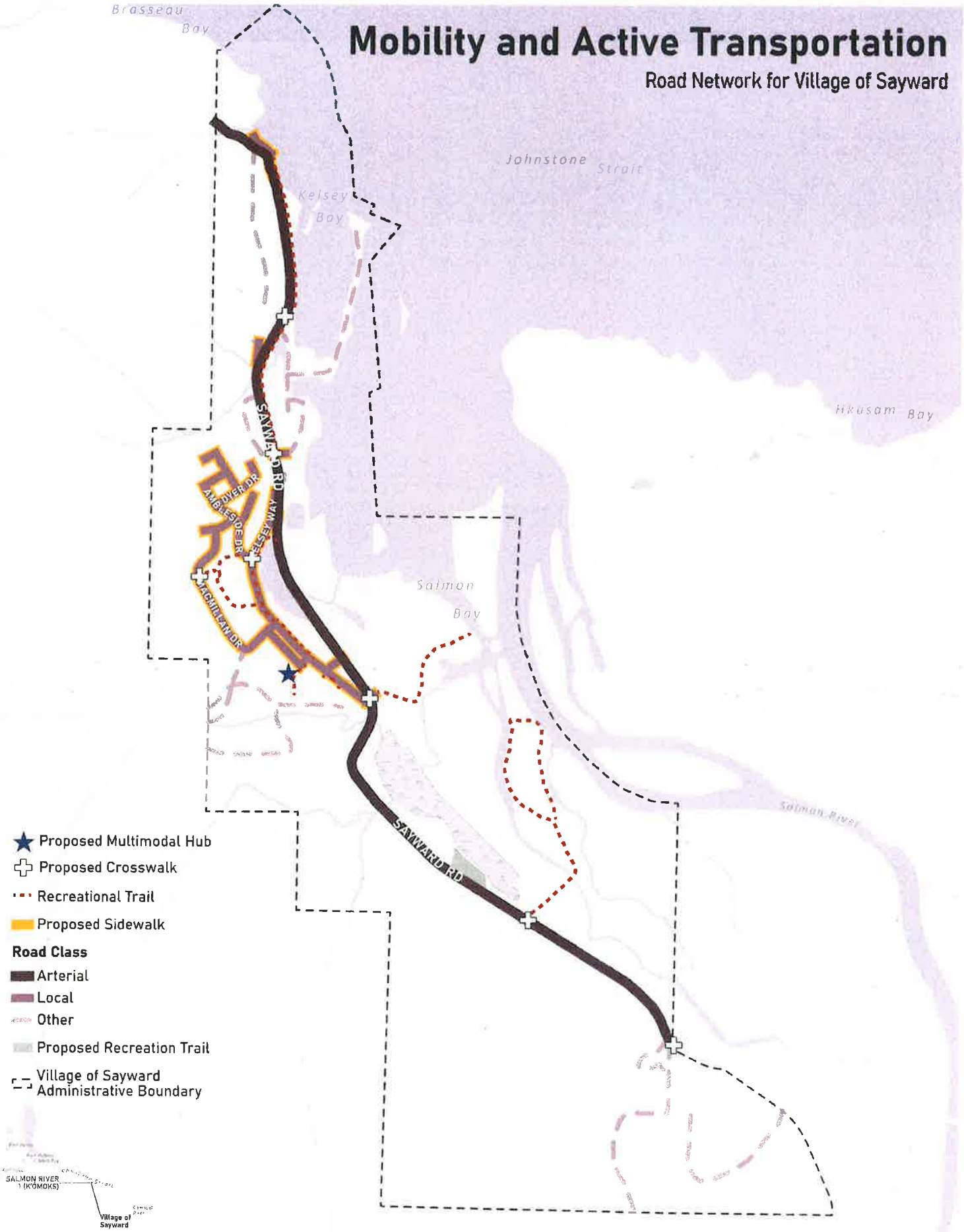
150

Metres

Schedule D - Mobility and Active Transportation Map

Mobility and Active Transportation

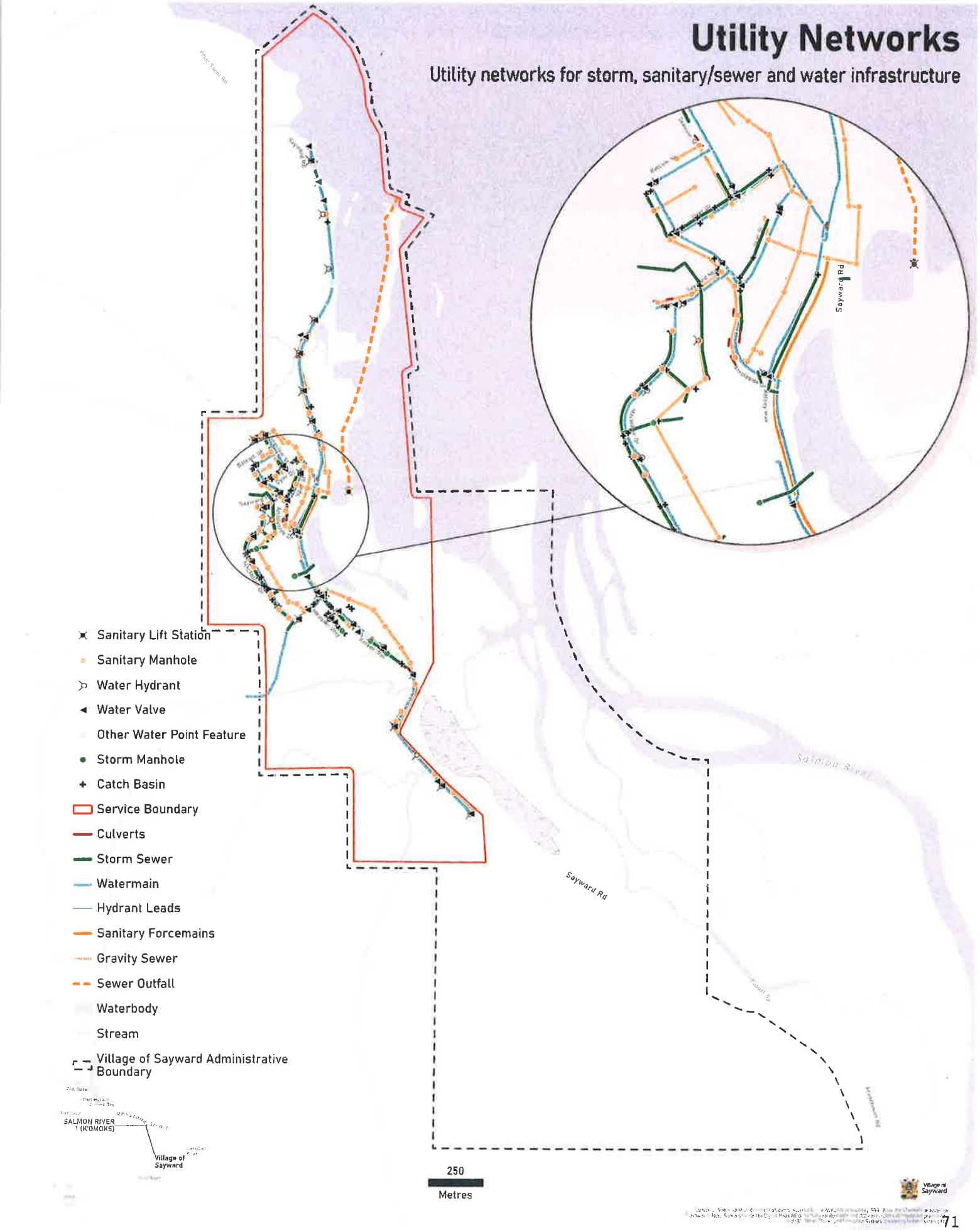
Road Network for Village of Sayward



Schedule E – Utility Network Map

Utility Networks

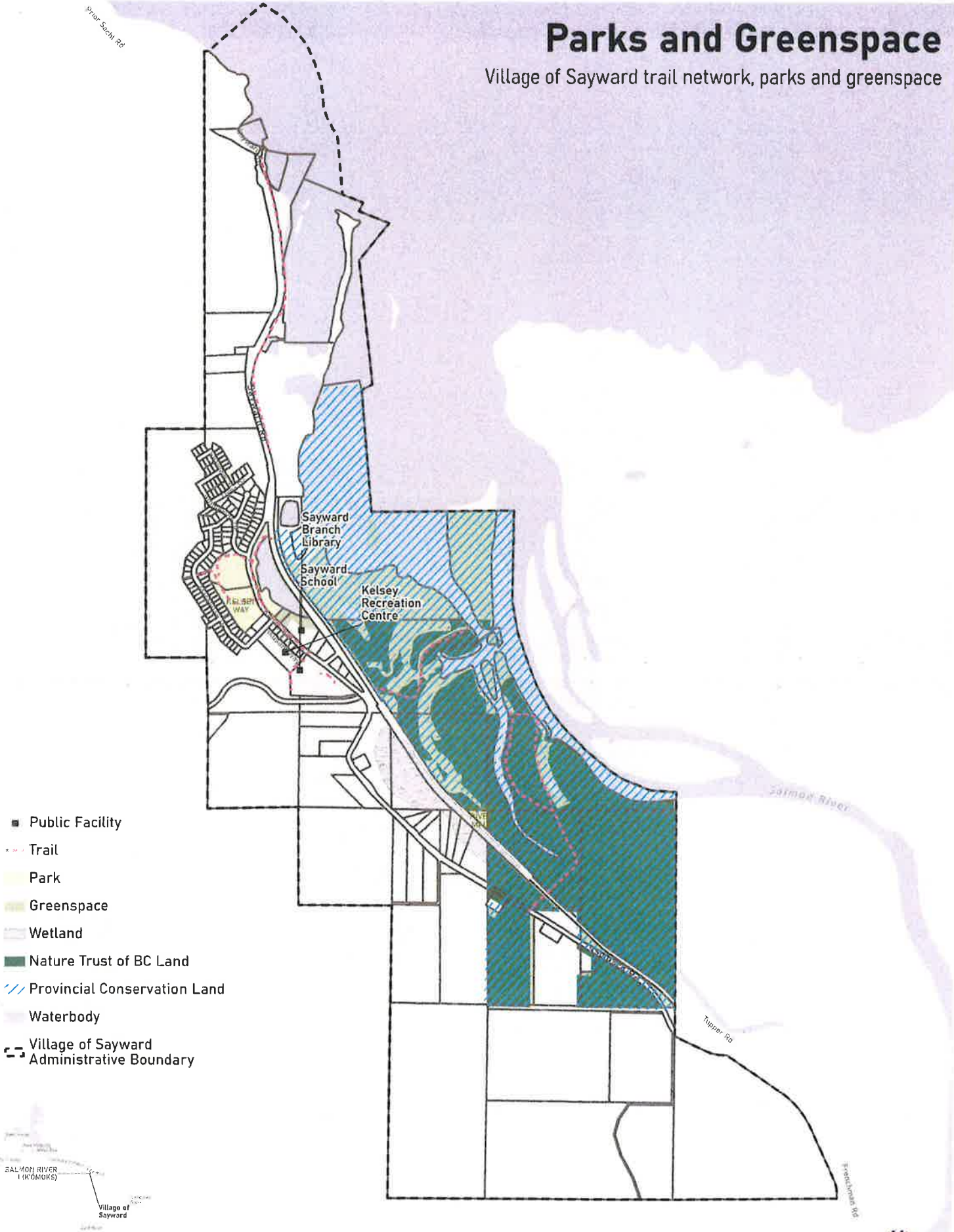
Utility networks for storm, sanitary/sewer and water infrastructure



Schedule F – Parks and Greenspace Map

Parks and Greenspace

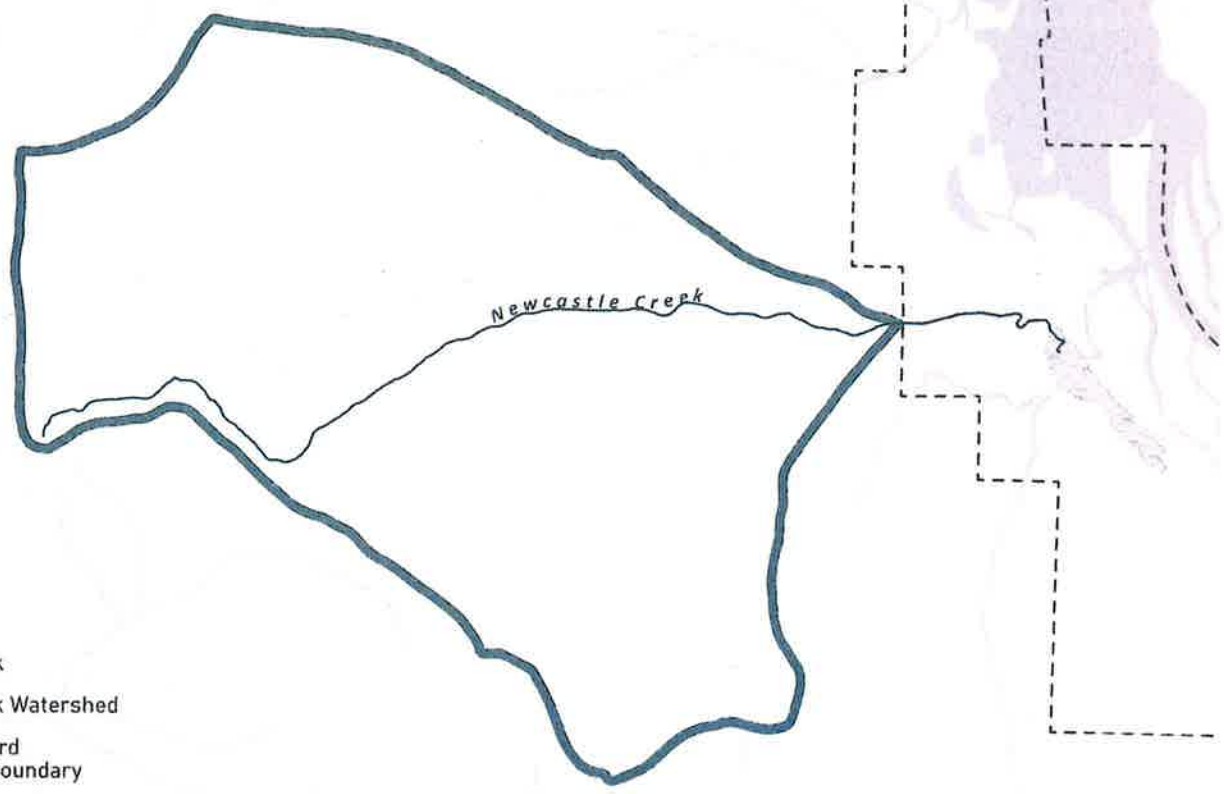
Village of Sayward trail network, parks and greenspace



Schedule G – Newcastle Creek Watershed Map

Newcastle Creek Watershed Protection

Newcastle Creek Watershed on the north east coast of Vancouver Island



Stream

Newcastle Creek

Newcastle Creek Watershed

Village of Sayward Administrative Boundary

Waterbody

Wetland



250

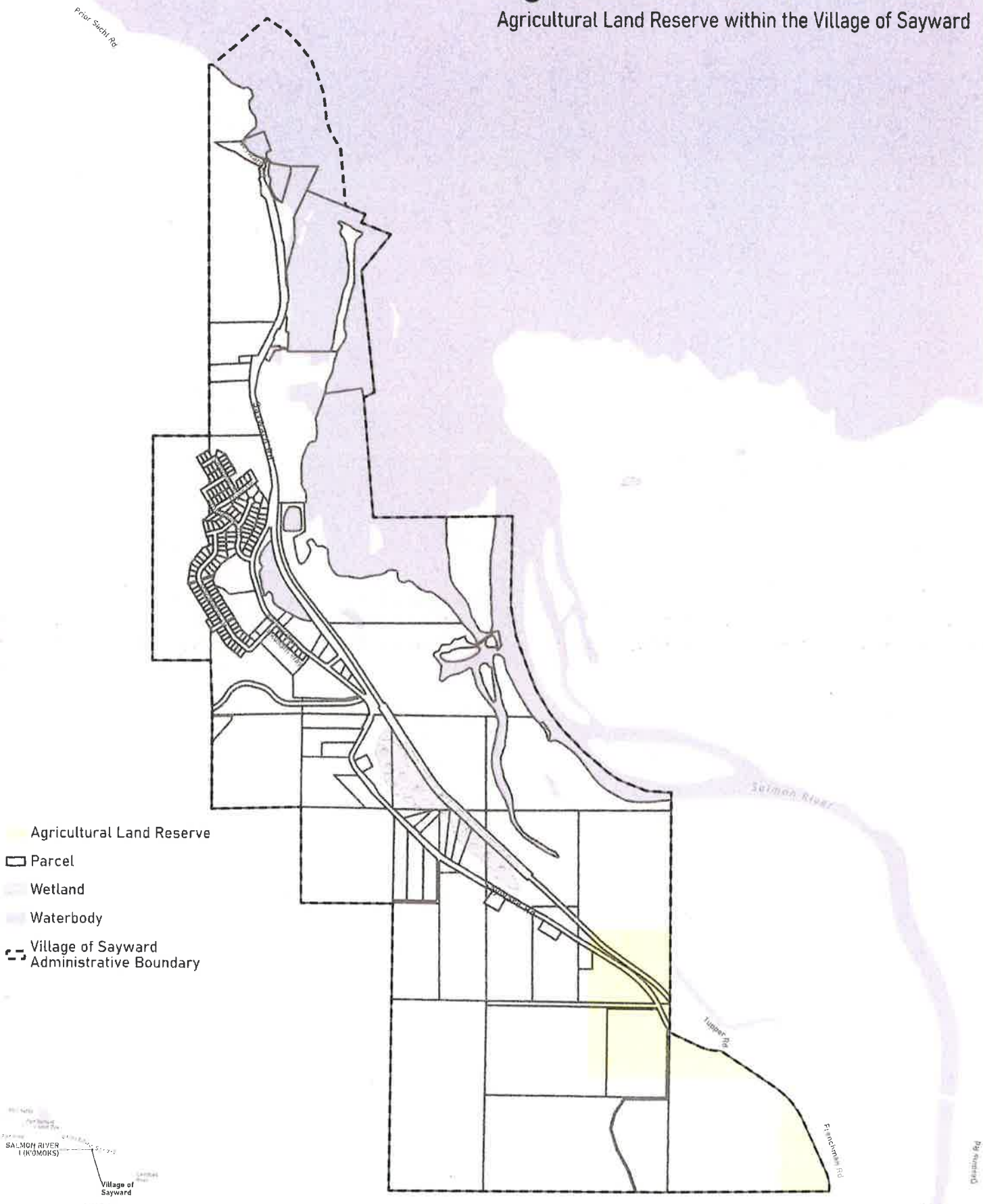
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Village of Sayward

Schedule H – Agricultural Land Reserve

Agricultural Land Reserve

Agricultural Land Reserve within the Village of Sayward



Schedule I – Community Consultation

Community Consultation

This OCP was built as a result of extensive community consultation through a variety of methods. These methods and key takeaways are listed below.

Household Survey

To assist in the development of the Village of Sayward's Official Community Plan update, a community survey was used to gather feedback on the key themes from the existing OCP and collect information on the current trends and experiences in Sayward. The survey was made available both online and by mail and twenty-eight residents responded to the survey.

The survey utilized the previous OCP as a baseline and sought to understand how relevant those goals and policies are today. When asked what aspects of Sayward attracted the respondents to live in the community, quality of life, access to outdoor recreation, affordable housing, and retirement were the most commonly chosen answers.

Interested and Invested Party Meetings

In the spring of 2021, the project team facilitated a series of one-hour meeting were held with a with all interested and invested parties within the community. Attendees included

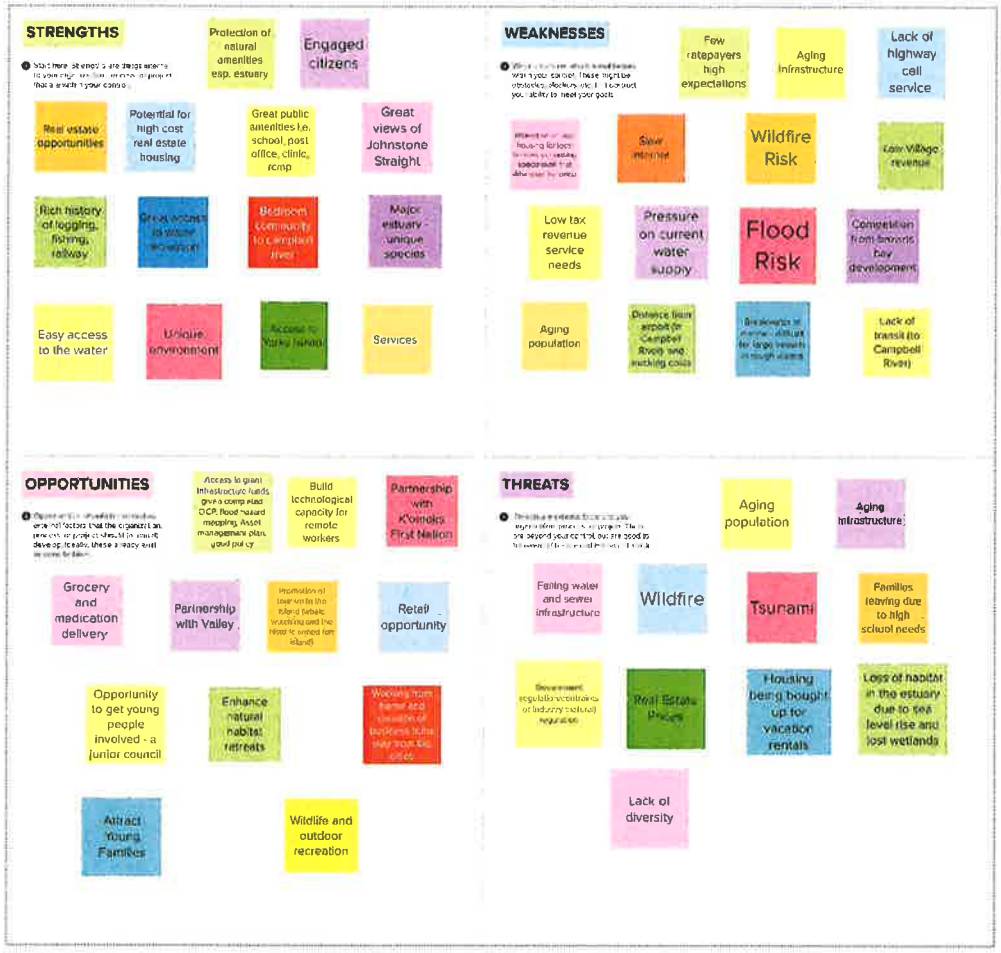
- Major landowners
- Industry partners
- Nature Trust of British Columbia
- The Strathcona Regional District

The Village of Sayward staff will meet with K'ómoks First Nation administration in the fall of 2021 to discuss their vision for the OCP and how it will impact their interests in the region.

These meetings helped the project team to gain an understanding of the various stakeholders in the Sayward Valley and their individual invested interests. Through this process, we were able to structure the resulting OCP in a way that can assist them to accomplish their goals.

Council Workshop

The project team hosted a three-hour workshop with Council and staff to understand the challenges and opportunities facing the community and develop a vision for the OCP. As a part of this workshop, Council and staff took part in a visioning exercise to develop a vision and goals for the future of the community. Ideas developed through the workshop process can be seen in the figure below.



Public Engagement #1

The Sayward Official Community Plan open house was held on July 21, 2021, in the Gazebo in the Village centre. The event was open to the entire Village and ran from 12pm to 8pm. The project team got the opportunity to speak to approximately 30 residents about the priorities for the OCP and how the OCP will shape the future of Sayward. Discussions centered around infrastructure improvements, future growth and the value of Sayward's natural environment.

The engagement was structure to be high-level with visioning-style questions, including ones to gauge the public's opinions on the previously identified areas of incorporation.



Key takeaways from the session to direct the development of the draft OCP are as follows:

- Infrastructure was a common concern for residents, with many voicing their uncertainty as to whether there was enough infrastructure to serve the current population and any future growth including the proposed residential development in the Kelsey Bay area.
- There was a strong directive from participating residents to protect Sayward's natural environment including local wildlife, the Salmon River Estuary and precious green space. Many residents voiced the need for increased wildlife education and signage, for residents and visitors to the area.
- Many residents voiced concerns about escalating housing prices across Vancouver Island in anticipation of growth in the Sayward Valley. Residents urged Village staff and Council to carefully consider residential growth and any impact it will have on affordability into the future.
- Participants were interested in enhancing the community's health and wellbeing through policy as a result of the Official Community Plan. Residents expressed frustration with slow emergency response times and voiced interest in expanding the health care clinic to serve a wider population.
- Most feedback from participants focused on the provision of services, such as a grocery store and restaurant. Tourism was also acknowledged as a way of stimulating economic development, while also supporting many of these services.

Public Engagement #2

The second public engagement was held at the Kelsey Recreation Centre on September 16, 2021. The event was open to the entire Village and ran from 12pm to 6pm. This event showcased the draft OCP to residents

and the newly developed policy direction. Discussions centered around climate change policy, recreation infrastructure improvements and future growth.

Key takeaways from the session for revision of the Draft OCP were:

- Attendees wished to see additional policy addressing climate change mitigation and greenhouse gas reduction. Their recommendations include potentially pursuing electric vehicle charging stations.
- Discussion surrounding the old mall property and potential future uses
- Request for additional wayfinding signage for interpretive nature trails to increase access to the estuary.
- Residents recognized the Kelsey Recreation Centre as a valuable asset to the community and would like to see infrastructure improvements and increased hours of availability.



Interested and Invested Party Review

Following the second in person engagement in Sayward, the draft OCP was disseminated to key community stakeholders for review. This included:

- K'ómoks First Nation staff
- Major landowners
- Industry partners
- Nature Trust of British Columbia
- The Strathcona Regional District
- The Ministry of Agriculture, Food and Fisheries

Community 2 Community Forum

The Village of Sayward received funding from the Ministry of Municipal Affairs and Indigenous Services Canada to host a Community 2 Community Forum with K'ómoks First Nation. On November 16, 2021, the Village of Sayward Mayor and Council met virtually with Council members from K'ómoks First Nation to discuss the topic of reconciliation, shared interests between the two parties and review the draft OCP. Areas of discussion included:

- Burden of reconciliation on First Nation communities
- Natural resource protection
- Source water protection
- Community development and process for identifying archaeological sites
- Implementation of the K'ómoks First Nation Cultural Heritage Policy
- Continued partnership between K'ómoks First Nation and the Village of Sayward

Policies to support these topics were added into the draft OCP wherever possible.

Appendix 2: Development Permit Areas, Local Government Act

Activities that require a development permit

489 If an official community plan designates areas under section 488 (1), the following prohibitions apply unless an exemption under section 488 (4) applies or the owner first obtains a development permit under this Division:

(a)land within the area must not be subdivided;

(b)construction of, addition to or alteration of a building or other structure must not be started;

(c)land within an area designated under section 488 (1) (a) or (b) *[natural environment, hazardous conditions]* must not be altered;

(d)land within an area designated under section 488 (1) (d), (h), (i) or (j) *[revitalization, energy conservation, water conservation, greenhouse gas reduction]*, or a building or other structure on that land, must not be altered.

Appendix 3: Response to KFN

to KFN Chief and Council

March XX, 2022

Thank you for the opportunity to meet at the November 2021 community to community forum. Mayor and Council, staff and the planning consultants appreciated what we heard with respect to reconciliation, and the plan has been revised.

We are excited to share the revisions we have made to the plan, based on our conversations at the community to community forum in November 2021. We look forward to future discussions to discuss how we can best implement this plan together.

We believe these revisions reflect our commitment to the principles of UNDRIP and look forward to the growth of Sayward as reflected in this community plan.

Sincerely,

Mayor Mark Baker

Appendix 4: Response to stakeholders

Western Forest Products

Island Timberlands

BC Natures Trust

M Adama

R Paquette

Dear XXXX

March XX, 2022

Thank you for the opportunity to meet and discuss the review and update of the Village of Sayward official community plan. Mayor and Council, staff and the planning consultants appreciated what we heard with respect to your interests, and we have included that input in the attached final official community plan.

We look forward to future discussions to discuss how we can best implement this plan together, and to the growth of Sayward as reflected in this community plan.

Sincerely,

Mayor Mark Baker

STAFF REPORT

To: Mayor and Council
From: Jason Johnson, CAO
Subject: **Co-op Community Spaces Grant Update**
Meeting date: March 15, 2022

BACKGROUND

The Co-op is incredibly important to our community with a service station at the junction and the addition of a grocery store that serves both the Village of Sayward and SRD, Area A, the Valley. With focus on giving back to the communities they serve; the Co-op has created the Co-op community spaces grant where non-profit societies and other groups can apply for up to $150,000 in funding.

Co-op Community Spaces funding was developed to help protect, beautify, and improve spaces across Western Canada. In keeping with their ongoing commitment to invest in the communities they serve, Co-op will contribute $1 million to help support projects that improve the places Canadians meet, play, learn and share. Since 2015, 147 local projects have been supported with $10.5 million dollars in capital funding.

The Village has partnered with Sayward Futures to submit a grant application under this program as approved by Council resolution 22R29, February 15, 2022. The deadline for grant application was March 1, 2022, and the grant was submitted in advance of this deadline.

DISCUSSION

The focus of this grant is the Kelsey Centre and the work needed to bring the centre back up to standards aligned with other recreation centres in similar sized municipalities. While it was well understood that need outweighed available funding, quotes on the various priority work were sought and received.

Our funding request is for the following:

- $71k Full replacement of the HVAC System
- $6k for finishing the kitchen renovation, paint of the gym and back spaces
- $51k Replacement of the exterior doors

- $10k for senior and youth programming
- $20k for the weight room refurbishment and new equipment
- ($10K) transfer from CARIP to offset doors expense

The ask was about $145K in total.

I have argued that with this investment, we can:

- Reopen the pool as the HVAC will address moisture and temperature concerns
- Keep the weight room from closing as it was heading that way (dated equipment poses liability issues)
- Offer further programming for youth and seniors with allocated funding (note that any contingency not used will flow into this pool) at little to no charge
- Build out more meetings, events, and training sessions with more comfortable space (with heating and cooling now replaced). We can also address more cultural, art and community events in the space
- We can offer a place of refuge for adverse weather events (heating and cooling centre) or emergencies (with also having the kitchen online)
- Build out swimming lessons and other aquatic programs with pool opening
- Better realize green goals with replacement of the doors as well as a more efficient HVAC system

I have agreed to Co-op signage in the weight room, in the lobby in recognition of a heating and cooling centre and on any programming that is offered where funds are used to offset user rates in whole or part.

For the information of Council only, here are other quotes for work that while needed, we were not able to include in this funding application due to price:

Renovate the two poolside bathrooms to current building standards, removal of the sauna to allow capacity for accessibility and more stalls and adding lockers	$300,000 ($150k each)
Patch and cap the exterior concrete stairs with steel treads and bull nosing	$35,000
Renovate the two lobby bathrooms making them wheelchair accessible	$70,000 ($35k each)
OPTIONAL Relocate the saunas to have one unit accessible from each bathroom	$75,000
Replace Gym floor	$68,856.44
Pool tile re and re	Not quoted
Replace exterior siding - upper	Getting quoted now (recognized as a priority two need)
Replace plywood at rear of building, repaint lower siding, replace one section upper siding	This is in the public works scope for repair and maintenance

Note that the above does not include tax and contingency with contingency usually budgeted at 15%.

RECOMMENDATIONS

THAT Council receive the Co-op Community Spaces Grant Submission Staff Report for information and discussion.

Sincerely,

_____

Jason Johnson
CAO

STAFF REPORT

For: Mayor and Council
Prepared by: Jason Johnson, CAO
Subject: **Council Social Media Policy #100-05 for Approval**
Meeting date: March 15, 2022

BACKGROUND

Almost all municipalities have a policy in place to help Mayor and Council navigate the many aspects of social media. The Village of Sayward recognizes that the principles of open government and transparency rely on the engagement of constituents, including through the use of social media. The Village further recognizes that Council members may wish to use social media to engage their constituents on matters relating to the Village or issues affecting the community-at-large.

New Policy 100-05 Council Social Media Policy was submitted to council for discussion and review March 1 2022.

Note that a separate policy will be developed as part of the policy review project that will address a social media policy for staff, volunteers as well as users of Village facilities. Council Social Media Policy 100-05 speaks specifically to Mayor and Council and is aligned with other municipalities. Development of an IT policy is also flagged for development and again will be separate from this new policy #100-05 .

DISCUSSION

The purpose of the Council Social Media Policy #100-05 is:

1. To provide Council a framework for use of social media following the same principles and guidelines as engaging in traditional forms of communication - by using sound judgment, and by adhering to relevant policies and legislation. This policy is not intended to discourage or unduly limit personal expression or online activities.
2. To help council understand the risks of social media use
3. To assist council in understanding the related policy and legislation around social media use

RECOMMENDATIONS

THAT Council Social Media Policy #100-05 be approved.

Sincerely,

_____

Jason Johnson
CAO

Attachments:

- ***Policy 100-05 – Council Social Media Policy***

	Village of Sayward	
	Title: Council Social Media Policy	**Policy # 100-05**
	Category: Administration and General Government	

1.0 POLICY STATEMENT

The Village of Sayward recognizes that the principles of open government and transparency rely on the engagement of constituents, including through the use of social media. The Village further recognizes that City Council members may wish to use social media to engage their constituents on matters relating to the Village or issues affecting the community-at-large.

2.0 PURPOSE

To provide Council a framework for use of social media following the same principles and guidelines as engaging in traditional forms of communication - by using sound judgment, and by adhering to relevant policies and legislation. This policy is not intended to discourage or unduly limit personal expression or online activities.

3.0 SCOPE

This Policy applies to all members of Sayward Village Council.

4.0 POLICY

Definitions

Personal capacity refers to online identity, use, and posting as an individual or citizen, not necessarily in Council role with the Village of Sayward.

Personal information means information about an identifiable individual, including, but not limited to name; personal email address; username if it includes the individual's name, a portion of their name, or is a pseudonym that is attributable to an identifiable individual by using other readily available information; contact information; home address; appearance and image; educational and employment history; and personal opinions.

Post means any online content, including comments, links, documents, and images, which may include photographs, graphics, videos, and emoticons.

Professional capacity refers to online identity, use, or posting under a Council role with the Village of Sayward and as a representative of the Village

Social Media or Social Networking Sites (SNS) refers to the use of third-party hosted, web-based, and mobile technologies that allow the creation and exchange of user generated content to share opinions,

information, promote discussion and build relationships. These include, but are not limited to, blogging, digital applications (apps), document sharing, forums and discussion boards, photo sharing, social networking, and video sharing.

Social Media User means the people who use, view, and/or post comments or questions on social media sites.

Social Media Profile or ID refers to the username, profile name, ID or other title or name used by users to identify themselves on social media networking sites.

Terms of Service means rules which one must agree to abide by in order to use a service, such as a social networking site or service.

5.0 USE OF SOCIAL MEDIA

(a) The conduct of Village Council members engaging in social media discussions will be consistent with their obligations as an elected official, including any relevant legislation and Village policies.

(b) Village Council members are personally responsible for the content they publish online, whether in a blog, social media site or any other form of user-generated media.

(c) Social media profiles representing members of Village Council do not act as official information or representation of the Village of Sayward. The Village's official social media accounts are managed by the Village Administration under the direction of the Chief Administrative Officer.

(d) Village Council members may use their social media profiles as a secondary information source once information has been officially released by the Village.

(e) If Village Council members publish content online relevant to Council business, they will use the following disclaimer: "All opinions and posts are my own and do not necessarily represent the opinions, views, or strategies of the Village's administration or other council members".

(f) All Village-related information posted to personal or elected official profiles will direct users to the Village's website or social media accounts for official information, where available.

(g) In commenting on matters pertaining to Village business, Village Council members must be particularly aware of their commentary surrounding issues currently before them in Council so as not to prejudice the public process.

(h) If Council members choose to create a politician/elected official social media profile or account, this role will be indicated in the username or profile description.
(i) Council Members may use Village logos or trademarks only if given the authority to do so. The Village of Sayward's name will not be used in any screen name or social media ID or profile name other than the official Village social media accounts and profiles.

(j) Council members will familiarize themselves with the 'Understanding Risks of Social Media Use' guidelines as provided in Appendix A.

6.0 RELATED POLICIES AND LEGISLATION

(a) BC Human Rights Code
(b) BC Freedom of Information and Protection of Privacy Act and Regulations
(c) Council Code of Conduct, BYLAW 442
(d) Respectful Workplace Policy 200-03
(f) Local Elections Campaign Financing Act

7.0 APPROVAL HISTORY

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

Signed by:

Mayor:	CAO:
Date:	Date:

APPENDIX A
Understanding Risks of Social Media Use

- Council members are personally responsible for the content they publish online, whether in a blog, social media site or any other form of user-generated media. Council members are advised to be mindful that what they publish will be public for a long time and they should protect the privacy of Council members and Staff and take care to understand the Terms of Service for the social media sites they use.

- Council members are advised to be aware of their association with the Village in online social networks and should be aware that the public may still associate them with their professional role with the Village, even while posting in their personal capacity or on a personal social media profile.

- Council members should be aware that when using social media/networking sites online, there is no expectation of privacy and therefore should conduct themselves in such a manner. Anything posted online should also be deemed appropriate for public distribution via traditional media or otherwise, and content can exist online in perpetuity or in individual computers even if the original post is removed or edited.

- Council members have a legal duty to act in the best interests of the municipality and should always be alert to the fact that their comments and opinions might be used as evidence against themselves or the Village in legal proceedings. The legal risk is amplified in the case of social media, where an off-hand comment or opinion instantly becomes part of the permanent public record, and available for use against the local government.

- Council members should be aware that the Village retains ownership of all computer systems and data given to them to perform work as a Village representative. Social media usage on the Village's network, computers or electronic devices is neither private nor confidential and may be monitored or recorded without any further notice.

- The Village, through resolution of Council, reserves the right, at any time and without any further notice, to revoke, limit or alter a user's rights to access the internet, including the use of social media, on Village computers or electronic devices.

- Council members are accountable for on- and off-duty conduct on social media sites including any communication which exposes or creates legal or other liability for the Village. Council members may be individually liable if they act contrary to advice and engage in the disclosure of personal, confidential, or privileged information or advice.

STAFF REPORT

For: Mayor and Council
Prepared by: Jason Johnson, CAO
Subject: **Amended Respectful Workplace Policy #200-03 for Approval**
Meeting date: March 15, 2022

BACKGROUND

Ann McDonald submitted a staff report June 2021 for the creation of the Respectful Workplace Policy 200-03.

Revisions and updates to Policy 200-03 Respectful Workplace Policy were submitted to Council for discussion and review March 1 2022.

DISCUSSION

The Village of Sayward is responsible for providing and maintaining a positive and safe workplace free from any prohibited conduct where all employees, elected officials, volunteers, contractors, suppliers, and visitors act and treated with respect and dignity. The application of the Village's respectful workplace policy will promote the well-being of all in the workplace and reinforce the values of integrity and trust that are the foundation of a strong organization.

The purpose of the attached Respectful Workplace Policy #200-03 policy is:

1. to assist all employees and elected officials in identifying and preventing discriminatory and personal harassment in the workplace; and
2. to provide procedures for handling and resolving complaints.

The current policy has been amended to:

- include Mayor, Council, elected officials, contractors, all volunteers, suppliers, and visitors
- expand areas where business takes place (Village premises, work assignments outside premises, conferences, training, work related travel and functions)
- expands coverage past bullying and general harassment and gives examples of each
- expands responsibility adding all people in the workplace and investigators

- expand and define confidentiality and adds repercussions to breach of confidentiality
- add a section on the filing of malicious reports
- add an informal resolution process
- add clarity and set timelines for investigation process
- streamline complaint, investigation and resolution process and includes flow chart
- add a grievance and appeal process

WorkSafeBC works to keep British Columbians free of workplace injury and harm, including bullying and harassment, which is identified by WorkSafeBC as an occupational health and safety issue. Unchecked, disrespectful workplaces can negatively affect the mental and physical health of employees, and this amended policy adds further clarity to the process and provides a framework for people to report and to investigate a Respectful Workplace complaint.

Under WorkSafeBC Occupational Health and Safety policies in place, all BC employers have a duty to stop and prevent disrespectful behavior in the workplace. The attached Respectful Workplace Policy 200-03 meets the standards of the WorkSafeBC best practices.

Once amendments are approved by Council, Policy 200-03 will apply to elected officials, employees, management as well as to those with whom the Village conducts business and at all sites where business activities are undertaken for the Village of Sayward. The policy applies to all behaviour that is in some way connected to work, including off-site meetings, training, and business trips.

RECOMMENDATIONS

THAT the edits to the Respectful Workplace Policy #200-03 be approved.

Sincerely,

_____

Jason Johnson
CAO

Attachments:

- ***Policy 200-03 - Respectful Workplace Policy***

	Village of Sayward	
	Title: Respectful Workplace Policy	**Policy # 200-03**
	Category: Personnel	

1.0 POLICY STATEMENT

The Village of Sayward is committed to providing and maintaining a positive and safe workplace free from any prohibited conduct where all employees, elected officials, volunteers, suppliers, and visitors act and are treated with respect and dignity. The application of the Village's respectful workplace policy will promote the well-being of all in the workplace and reinforce the values of integrity and trust that are the foundation of a strong organization.

~~welcomes diversity and is committed to fostering a bullying-free and harassment-free workplace where all employees are treated with respect and dignity. Bullying and harassment at the Village is not acceptable and will not be tolerated. All incidents must be reported and investigated immediately. Employees who are found to have bullied or harassed another individual covered by this policy may be subject to disciplinary action up to and including dismissal. This includes any employee who: interferes with the resolution of a harassment complaint; retaliates against an individual for filing a harassment complaint; or files an unfounded harassment complaint intended to cause harm.~~

2.0 PURPOSE

The purpose of this policy is:

- to assist all employees and elected officials in identifying and preventing discriminatory and personal harassment in the workplace; and
- to provide procedures for handling and resolving complaints.

~~To establish a clear anti-bullying and harassment policy and processes for reporting and investigating incidents of harassment and bullying in the workplace. This will assist in supporting a work environment in which harassment and bullying are known to be unacceptable and where individuals have the confidence to report harassment and bullying, should it arise, in the knowledge that their concerns will be addressed appropriately and fairly.~~

3.0 SCOPE

This policy applies to all employees, elected officials, management, as well as to those who the Village conducts business and at all sites where business activities are undertaken for the Village. It applies to all situations where activities are connected to work with the Village and could impact employment during and outside of regular business hours, at and away from the workplace and virtual meetings. This includes:

- activities on Village premises;
- work assignments outside Village premises;
- work-related conferences, training sessions and seminars;
- work-related travel;
- work-related social functions that are sponsored or organized by the Village.

This policy is not intended to constrain normal social interactions.

~~**2.1 Application:** This policy applies to all current employees of the Village and the Village of Sayward Volunteer Fire Department, including all full-time, part-time, casual, volunteer, contract, permanent and temporary employees.~~

~~This policy applies to all behaviour that is in some way connected to work, including off-site meetings, training, and business trips.~~

4.0 AUTHORITY TO ACT

This policy is developed in accordance with Sections 115, 116 and 117 of the Workers Compensation Act which sets out the general duties of employers, workers, and supervisors respectively, and Guideline G-D#-115(1)-3 Bullying and Harassment, of the *Workers Compensation Act*.

Members of the public, visitors to the Village facilities, or individuals conducting business with the Village are expected to adhere to this policy. This includes refraining from inappropriate behavior towards employees, elected officials, and persons acting on behalf of the Village of Sayward. If inappropriate behavior occurs, the Village will take appropriate action to ensure a respectful workplace. This could include barring the person from facilities or discontinuing business with contractors or suppliers.

5.0 POLICY

The responsibility for creating and maintaining a positive workplace rests with all persons sharing our workplace including all employees and elected officials. Bullying and harassment is not acceptable or tolerated in the workplace. The intent is also to promote public trust and confidence in Council, Village staff and the community.

All those subject to this policy share a vision of a safe, healthy, and rewarding work environment that is characterized by professionalism, collegiality, and cooperation.

We will foster a work environment that values and respects people's dignity, ideas, and beliefs. This policy prohibits conduct defined below as either discriminatory harassment or personal harassment, including discrimination or harassment prohibited by the Human Rights Code.

We will not tolerate behaviour which may undermine the respect, dignity, self-esteem, or productivity of any employee. Conduct contrary to this policy may result in disciplinary action, up to and including termination of employment. Complaints under the policy will be addressed in an impartial, timely and confidential manner.

Off duty conduct which has an impact in the workplace may be subject to the requirements of this policy. For Council, see also Council Code of Conduct Bylaw.

This policy is not to be interpreted, administered, or applied in any way to detract from the rights and obligation of those in supervisory roles to manage and discipline employees. All complaints of harassment will be given due consideration and properly investigated.

There will be no retaliation or reprisals against anyone who in good faith reports violations to this policy or participates/cooperates in a complaint investigation process even if sufficient evidence is not found to substantiate the concern.

5.1 DEFINITIONS

The B.C Human Rights Code (the "Code") prohibits discrimination including harassment on the basis of prohibited ground as outlined in Section 13. The prohibited grounds include race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age, and conviction of a criminal or summary offence that is unrelated to the employment or the intended employment of that person.

Discrimination means act or instance of making an unfair or differential treatment or consideration of an individual or group, whether intentional or unintentional.

*Harassment is defined as o*ne or a series of incidents of objectionable conduct, comment, or act of tormenting by continued persistent attacks and criticism towards a group or individual. Harassment on prohibited grounds includes sexual harassment and personal harassment. In line with this policy, harassment also means any form of retaliation undertaken as a result of an individual having invoked, or in any way been involved with a complaint lodged pursuant to this policy where:

- such conduct might reasonably be expected to cause insecurity, discomfort, offence or humiliation to another person or group;
- submission to such conduct is made either implicitly or explicitly a condition of employment;
- submission to or rejection of such conduct is used as a basis for any employment decision including, but not limited to matters of promotion, increases in salary, job security or benefits affecting the employee; or
- such conduct has the purpose or effect of interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

Sexual Harassment means the making of unwanted and offensive sexual advances or of sexually offensive remarks or acts, which may have detrimental effect on the work environment or lead to adverse job-related consequences for the victim of the harassment.

Sexual harassment may include but is not limited to:

- displaying inappropriate sexual images or posters in the workplace;
- sexual advances with actual or implied work related consequences;
- inappropriate touching, including pinching, patting, rubbing, or purposefully brushing up against another person;
- making inappropriate sexual gestures;
- sharing sexually inappropriate images or videos, such as pornography, with co-workers;
- sending suggestive letters, notes, or e-mails;
- telling lewd jokes, or sharing sexual anecdotes;
- staring in a sexually suggestive or offensive manner, or whistling;
- making sexual comments about appearance, clothing, or body parts;
- asking sexual questions, such as questions about someone's sexual history or their sexual orientation;
- making offensive comments about someone's sexual orientation or gender identity.

Personal Harassment means a disruptive, work-related objectionable conduct towards a specific person which serves no legitimate work purpose and has the effect of creating an intimidating, humiliating, hostile or offensive work environment which threatens dignity, respect, and job performance.
Personal harassment may include but is not limited to:

- bullying;
- threats;
- coercion;
- malicious or intimidating gestures or actions;
- verbal assault or ostracizing;
- taunting;
- threatened or actual physical assault;
- humiliation, insults, rudeness;
- gossip;
- Slander.

It is not disruptive and disrespectful conduct to:

- comply with professional, managerial or supervisory responsibilities to evaluate and report on the performance, conduct or competence of employees;
- express opinions freely and courteously;
- respectfully engage in honest differences of opinion.

Bullying consists of treating abusively and affecting by means of force or coercion that could hurt or isolate a person in the workplace. Bullying can involve the use of negative physical contact or the use of superior strength or influence to intimidate someone, typically to force them to do something. It usually presents a pattern of behaviour that is intended to offend, degrade, or humiliate a person or group of people which has been described as the assertion of power through aggression.

Disrespectful Conduct means conduct or comment that is objectionable or unprofessional and serves no legitimate work purpose and has the effect of creating an intimidating, humiliating, hostile or disrespectful work environment. Such conduct, which may be physical or psychological in nature, is prohibited by this policy and by the Code if it is based on one of the prohibited grounds.

Improper Activity or Behaviour includes:

- the attempted or actual exercise by a person towards another person of any physical force so as to cause injury and includes any threatening statement or behaviour which gives the person reasonable cause to believe he or she is at risk of injury; and
- horseplay, unwelcome practical jokes, unnecessary running or jumping or similar conduct.

Elected Official means those individuals elected to Council and includes the Mayor and Councillors of the Village of Sayward. See also Council Code of Conduct Bylaw.

Complainant means an individual who believes that he or she has a complaint of conduct contrary to the policy and is bringing forward the complaint.

Respondent means an individual against whom an allegation(s) of conduct contrary to the policy has been made and who is responding to the allegation(s) made in the complaint.

Manager means the Division head or the immediate exempt level supervisor of either the Complainant or the Respondent.

Investigator means the person assigned to investigate the complaint. The Investigator may be the CAO, Mayor or, or at the Mayor's or Councils discretion, an external third party.

Internal Investigator means an individual within the organization assigned or designated to investigate an incident.

External Investigator means an individual from outside the organization contracted to investigate an incident.

Mediation means a voluntary process used to resolve conflict by having a neutral, trained third party help the disputing parties arrive at a mutually acceptable solution.

Policy means the Respectful Workplace Policy.

Target means the person(s) who is the focus of bullying and harassment

Worker means a worker as defined under the *Workers Compensation Act* and includes a supervisor or other representative of the employer.

Workplace includes:

- Village offices, buildings, facilities, vehicles or worksites;
- locations visited by employees while traveling on City related business including conferences, meetings, vendor/supplier or costumer sites;
- internet communications;
- locations of work-related social gatherings or any other locations where the prohibited conduct may have a subsequent impact on the work relationship.

~~**2.2 Responsibility:**~~

~~The Village of Sayward is responsible for providing all employees a bullying-free and harassment-free workplace.~~

~~The CAO is responsible for:~~

- ~~Communicating this policy to all employees;~~
- ~~ensuring that this policy is applied in a timely, consistent and confidential manner;~~
- ~~the administration of this policy; and~~

- ~~not engaging in the bullying or harassment of Village employees.~~

~~Supervisors are responsible for:~~

- ~~familiarizing themselves with this policy;~~
- ~~fostering a bullying and harassment-free work environment and setting an example about appropriate workplace behaviour;~~
- ~~dealing with bullying and harassment situations immediately upon becoming aware of them, regardless of whether a complaint has been made;~~
- ~~not engaging in the bullying or harassment of Village employees; and~~
- ~~cooperating with an investigation and respecting the confidentiality related to any investigation process.~~

~~Employees are responsible for:~~

- ~~familiarizing themselves with this policy;~~
- ~~treating all other employees with respect in the workplace;~~
- ~~not engaging in the bullying and harassment of other Village employees;~~
- ~~reporting any bulling and harassment observed or experienced in the workplace; and~~
- ~~cooperating with an investigation and respecting the confidentiality related to any investigation process.~~

5.2 ROLES AND RESPONSIBILITIES

Mayor and Council Members are expected to:

- proactively maintain a workplace free from discrimination and personal harassment;
- comply with the Respectful Workplace Policy and not participate in discriminatory or harassing behaviour;
- ensure they understand the Policy; lack of awareness of the Policy is not a defense for discriminatory or harassing behaviour;
- exemplify respectful speech and behavior.

All Employees are expected to:

- comply with the Respectful Workplace Policy and not participate in discriminatory or harassing behaviour;
- speak out against unacceptable behaviours in the workplace in a skillful and sensitive manner;
- be knowledgeable of, and abide by, Policy Guidelines D3-116-1, (Workers Duties) of the *Workers Compensation Act*;
- ensure they understand the Policy; lack of awareness of the Policy is not a defense for discriminatory or harassing behaviour;
- attend scheduled training sessions designed to familiarize them with the policy.

Managers and Supervisors are expected to:

- ensure the principles of the Policy are reflected in the execution of duties, operational policies and practices within their area of responsibility;

- model inclusive and professional behaviour and not participate in discriminatory or harassing behaviour;
- communicate and support this Policy by ensuring all workers under their supervision are provided with a copy of the Policy including knowledge of their rights and responsibilities;
- participate actively and take necessary action in the resolution and investigation of complaints and implement required remedial action;
- report incidents of harassment;
- be knowledgeable of, and abide by Sections 115 (1)(a), 115 (2)(e) and Policy Guidelines D3-115-2 and D3-117-2 (Supervisors Duties), of the *Workers Compensation Act*;

The Investigator is expected to:

- review investigation reports to determine the outcome of complaints;
- inform complainants and respondents, in writing, of the outcomes of investigations;
- impose discipline or take other action, such as providing education, to improve employees' understanding of respectful workplaces;
- ensure this Policy and related procedures are reviewed annually.

5.3 GUIDELINES

Each employee of the Village is responsible for conducting herself/himself within the spirit and intent of this policy as well as contributing towards a safe, welcoming, and inclusive work environment free from discrimination, sexual harassment, personal harassment and bullying.

5.4 CONFIDENTIALITY

All persons involved in a complaint under this policy shall ensure the matter is kept confidential in accordance with the Freedom of Information and Protection of Privacy legislation.
Any unwarranted breach of confidentiality may result in disciplinary action against those responsible. The release of information will only be on a need-to-know basis during the investigation after due consultation with the Investigator.

5.5 MALICIOUS REPORTS

An investigation may determine that a complaint is not supported and that there is no breach of this policy. Such a finding does not necessarily mean that the complaint was malicious.

Malicious complaints are those where the complainant or others know there is no foundation to the complaint and where the complaint is filed for the purpose of bringing an adverse consequence to the respondent or another employee of the Village. Such complaints are a breach of this policy and any employee engaged in presentation or filing of such a complaint may be subject to discipline, up to and including dismissal.

Decisions made under this process are considered final. A decision made under this process does not affect the rights of an individual to seek recourse through other applicable means, or through the BC Human Rights Tribunal.

5.6 PROCEDURES

These procedures provide guidance and direction in responding to, and resolving, allegations/complaints under the Respectful Workplace Policy.

Objectives

The objectives of the procedures are as follows:

- Provide direction to all staff and elected officials in the implementation of the Respectful Workplace Policy.
- Provide a consistent time sensitive process that is efficient and fair in resolving complaints/allegations in relation to respectful workplace issues.
- Ensure that complaints are dealt with objectively and confidentially.

Complaint Handling

The flow diagram in Appendix A summarizes both the formal and informal approach to complaint resolution. Where appropriate, employees or elected officials involved in a complaint are encouraged to utilize the informal resolution process.

Step 1: Informal Complaint Resolution

Before a formal process becomes necessary, an employee or elected official who believes that he/she has been subject to discrimination, harassment or bullying is encouraged to:

- If comfortable, bring the matter to the attention of the individual responsible and advise them that the conduct is unwelcome and ask that the conduct cease. They may also consider seeking assistance from their supervisor/manager. In the case of elected officials, seek assistance from the Mayor or in the absence of the Mayor, the Acting Mayor.
- If the conduct persists, or if the individual does not feel comfortable dealing with the person responsible for the conduct, the individual should submit their concern in writing to either their Manager or CAO and in case of elected officials, Mayor or designate who will review with the individual the options for resolution.
- The CAO or Mayor/Acting Mayor will meet with the parties (either separately or together) and attempt to mediate a resolution that is acceptable to both parties. If a solution is reached, the complaint will be deemed resolved.

Step 2: Formal Complaint

Should the employee/elected official feel the informal complaint resolution process was unsuccessful or not possible, the employee/elected official may proceed with filing a formal complaint. This should be done within ten (10) calendar days from the date of incident or date resolution was attempted.

The Respectful Workplace Complaint Form (Appendix B) should be forwarded to individual(s) designated for the management of formal complaints as follows:

- CAO for all complaints involving individuals of the level of Managers and below except for those employees;
- The Mayor/Acting Mayor for all complaints involving the CAO.

An external investigator will be appointed by the CAO for all complaints involving a staff member and/or member of the public with respect allegations against a member of Council (including the Mayor). When the allegation is made by a member of Council against another member of Council (including the Mayor), see Council Code of Conduct Bylaw.

The identity of the complainant and the nature of the complaint shall be made known to the individual alleged to have engaged in disrespectful behaviour (the Respondent). The respondent shall be provided an opportunity to explain his/her behaviour and to have such explanations properly considered.

Upon receipt of the Harassment Complaint Form, the CAO or designated individual will review the complaint and have the discretion to either conduct an investigation, appoint a neutral third party to investigate within fifteen (15) calendar days or dismiss the complaint if it would not constitute a violation of this policy or the Human Rights Code.

If the complaint is dismissed, the CAO or designated individual will inform the complainant of the reasons in writing.

If an investigation is to be conducted, the procedures are outlined below under the section Investigative Process. Time limits provided in the Code prevail where an individual wishes to file a formal complaint with the BC Human Rights Tribunal.

Additional Points

Though a full record of events is not required to file a complaint, it will assist in establishing a case and helping you remember details as time passes.

Colleagues and witnesses are encouraged to bring incidents of harassment, bullying or discrimination that they observe to the attention of the CAO. However, no investigation under the Respectful Workplace Policy will occur without the receipt of a written complaint from the employee allegedly being affected, or an employee who witnessed the harassment.

Employees and elected officials have other options of filing a complaint of harassment, bullying or discrimination with the BC Human Rights Tribunal and the police, if circumstances warrant it.

Investigative Process

Most investigations will be conducted internally. Depending on the situation, the CAO or designate will conduct the investigation. In complex or sensitive situations, an external investigator will be appointed by the CAO or designate.

If the complaint is made against the Mayor or a Council Member, the parties involved will be provided notification from the CAO or designate, information about the nature of the complaint at a closed meeting. The Chief Administrative Officer (CAO) will appoint an external investigator to investigate the complaint. The

external investigator shall be directed to make findings of fact and conclusion as to whether the facts constitute harassment. The Mayor will receive the report and make any decisions and direct as appropriate.

a. The CAO may assign investigators to the case. The investigators are to act as fact finder and will not be responsible for determining if there is a breach of the policy or any outcomes of the investigation. These investigators will be appropriately trained.

b. The investigation will be conducted as quickly as possible. The complainant will be contacted by an investigator within two working days of the complaint being accepted for investigation.

c. The respondent will be provided with the complainant's name and information on the particulars of the complaint and offered an opportunity to respond.

d. The complainant, the respondent, and any individuals who may be able to provide relevant information will be interviewed individually and their responses summarized on the Respectful Workplace Investigation Form (Appendix C). Each party has the right to be accompanied by, or represented by, a person of choice.

e. When the investigation is complete for employees or Mayor, the investigators will file a report with the CAO or Mayor (in case of elected officials) which will summarize the allegations, responses and finding. The report will not contain a recommendation on findings.

f. The CAO or Mayor may find one, the other, or both parties in contravention of this policy. Determining culpability and discipline will be the sole responsibility of the CAO or Mayor (in case of elected official). In the case of an allegation against the Mayor and/or one or more additional members of the Council, the balance of Council where a quorum exists will be the decision makers. If quorum is not maintained, then assistance from the Province will be sought to deal with the situation. CAO or Mayor (in case of elected official) will inform both the complainant and respondent in writing (Respectful Workplace Complaint Resolution Form - Appendix D) of the decision. CAO will meet with the respondent, his or her Manager and any other parties deemed relevant to the proceedings to discuss the findings of the investigator's report, to review the policy, and to outline the actions to be taken to remedy the situation. The respondent will be invited to involve a support person.

g. The CAO will consider remedy or discipline options including but not limited to: individual or group education, job site or position transfer, training, mediation counselling, no contact for a period of time, temporary or permanent changes to reporting structures or work assignments, and discipline up to and including termination of appointment.

h. The approved decision by the CAO (and Mayor for elected officials) is considered final.

5.7 GRIEVANCE/APPEAL PROCESS

If a complaint or respondent is not satisfied with the final decision in respect to the complaint, the following avenue may be considered:

WorkSafe BC's role is to ensure that the employer in question has adequate policies and procedures in place to address bullying and harassment, and that the employer conducts investigations into bullying and harassment complaints. WorkSafe BC's role is not to resolve or mediate any specific disputes or conflicts.

5.8 DOCUMENTATION

a. the CAO, in case of elected officials, the office of the Mayor, will maintain all documentation pertaining to the complaint in a confidential manner.

b. When the allegations are not proven and there is no disciplinary action, there shall be no records of the complaint placed in the personnel files of the complainant, the witnesses or the respondent.

c. Where a complaint is substantiated, the incident will be recorded in the respondent's file.

5.9 TRAINING

Training for all staff and elected officials should include the following:

a. How to recognize bullying, harassment and discrimination;

b. How staff who experience or witness bullying and harassment should respond;

c. Procedures for reporting and how the employer follows up with incidents and complaints;
d. Documentation/forms review.

Training will occur as required and should be included at orientation.

5.10 ANNUAL REVIEW

This program and these procedures will be reviewed annually. All workers will be advised and educated on this policy and program when they are hired through the employee orientation process.

~~**3.0 DEFINITIONS**~~

~~**3.1 Bullying and Harassment**~~

1. ~~Includes any inappropriate conduct or comment by a person towards an employee that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated; but~~
2. ~~Excludes any reasonable action by an employer or supervisor relating to the management and direction of employees or the place of employment.~~
3. ~~Bulling and harassing behaviour *can include*:~~
    - ~~verbal aggression, insults or threats~~
    - ~~spreading malicious rumours~~
    - ~~calling someone derogatory names~~
    - ~~vandalizing personal belongings~~
    - ~~isolation and/or exclusion from work-related activities~~

~~Bullying and harassment can also take the form of discrimination on the grounds of personal characteristics protected under the BC Human Rights Code:~~

- ~~Age~~
- ~~Ancestry~~
- ~~Colour~~
- ~~Race~~
- ~~Political Belief~~
- ~~Marital Status~~
- ~~Sex~~
- ~~Place of Origin~~
- ~~Gender Identity~~

- ~~Criminal Conviction~~
- ~~Physical or Mental Disability~~
- ~~Gender Expression~~
- ~~Sexual Orientation~~
- ~~Religion~~
- ~~Family Status~~

~~These examples and lists are not exhaustive.~~

~~3.2 Sexual Harassment~~

~~Includes:~~

- ~~Offensive or humiliating behaviour that is related to a person's sex;~~
- ~~Behaviour of a sexual nature that creates an intimidating, unwelcome, hostile, or offensive work environment; or~~
- ~~Behaviour of a sexual nature that could reasonably be thought to put sexual conditions on a person's job or employment opportunities.~~

~~3.3 For clarity, bullying and harassing behaviour does not include:~~

- ~~Expressing differences in opinion~~
- ~~Offering constructive feedback, guidance or advice about work-related behaviour~~
- ~~Reasonable action taken by an employer or supervisor relating to the management and direction of employees or the place of employment (e.g. managing an employee's performance, taking reasonable disciplinary actions, and assigning work)~~

~~4.0 PROCEDURES~~

~~4.1 Reporting Procedures~~

~~How to Report:~~ ~~Employees at the Village can report incidents or complaints of workplace bulling and harassment verbally or in writing. When submitting a written complaint, please use the complaint form (Schedule A) attached to this policy. When reporting verbally, the reporting contact, along with the complainant, will fill out the attached complaint form.~~

~~When to Report:~~ ~~Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incidents to be investigated and addressed promptly.~~

~~Reporting Contact:~~ ~~Report any incidents or complaints to the CAO or, in his/her absence, the Mayor. In the event the incident or complaint pertains to the CAO, the report should be made to a member of Council who in turn, shall bring the matter forward to an in-camera meeting for a council decision on next steps.~~

~~What to Include in a Report:~~ ~~Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails or other social media evidence, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.~~

~~4.2 Investigation Procedures~~

~~The process for investigating incidents and complaints of workplace bullying and harassment will be:~~

- ~~undertaken promptly and diligently, and be as thorough as necessary, given the circumstances;~~

- fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations;
- sensitive to the interests of all parties involved;
- confidential;
- focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses; and
- incorporate, where appropriate, any need or request for assistance from the complainant or respondent for assistance during the investigation process.

Investigator Selection: Most investigations at the Village of Sayward will be conducted internally by the CAO. An external consultant may be hired in some cases (e.g. complex or sensitive situations). An employee from the Health and Safety committee may also be involved.

Incident Review: The investigator will review the completed Complaint Form and interview the person who made the complaint, the person the complaint was made against, and any witnesses that have been identified. All people who are interviewed have the right to review their statement, as recorded by the investigator, to ensure its accuracy. The incident review will be documented on the investigation form (Schedule B) attached.

Incident Report: The investigator will prepare a report that will include:

- A description of the allegations;
- The response of the person against whom the complaint was made
- A summary of information learned from witnesses (if applicable); and
- A decision about whether bullying or harassment occurred.

Both parties to the complaint will be given a copy of the report.

Substantiated Complaint: If a bullying or harassment complaint is substantiated, the CAO will decide what action is appropriate, including discipline. Corrective action for the employee found to have engaged in harassment may include: reprimand, suspension, transfer, demotion, or dismissal. Both parties to the complaint will be advised of the investigation findings.

4.3 Privacy and Confidentiality

All parties to a bullying or harassment complaint are expected to respect the privacy and confidentiality of all other parties involved and to limit the discussion of a complaint to those that need to know.

4.4 Follow-up

Following an investigation, the CAO will review and revise workplace procedures to reduce the likelihood of any future bullying and harassment incidents in the workplace. Appropriate corrective action will be taken within a reasonable timeframe. If considered appropriate, workers may be referred to an employee assistance program.

5.0 REFERENCES /POLICY INTEGRATION

- *BC Human Rights Code*
- *BC Workers Compensation Act*

- ~~WorkSafeBC (2013) *A Handbook on Preventing and Addressing Workplace Bullying and Harassment.*~~

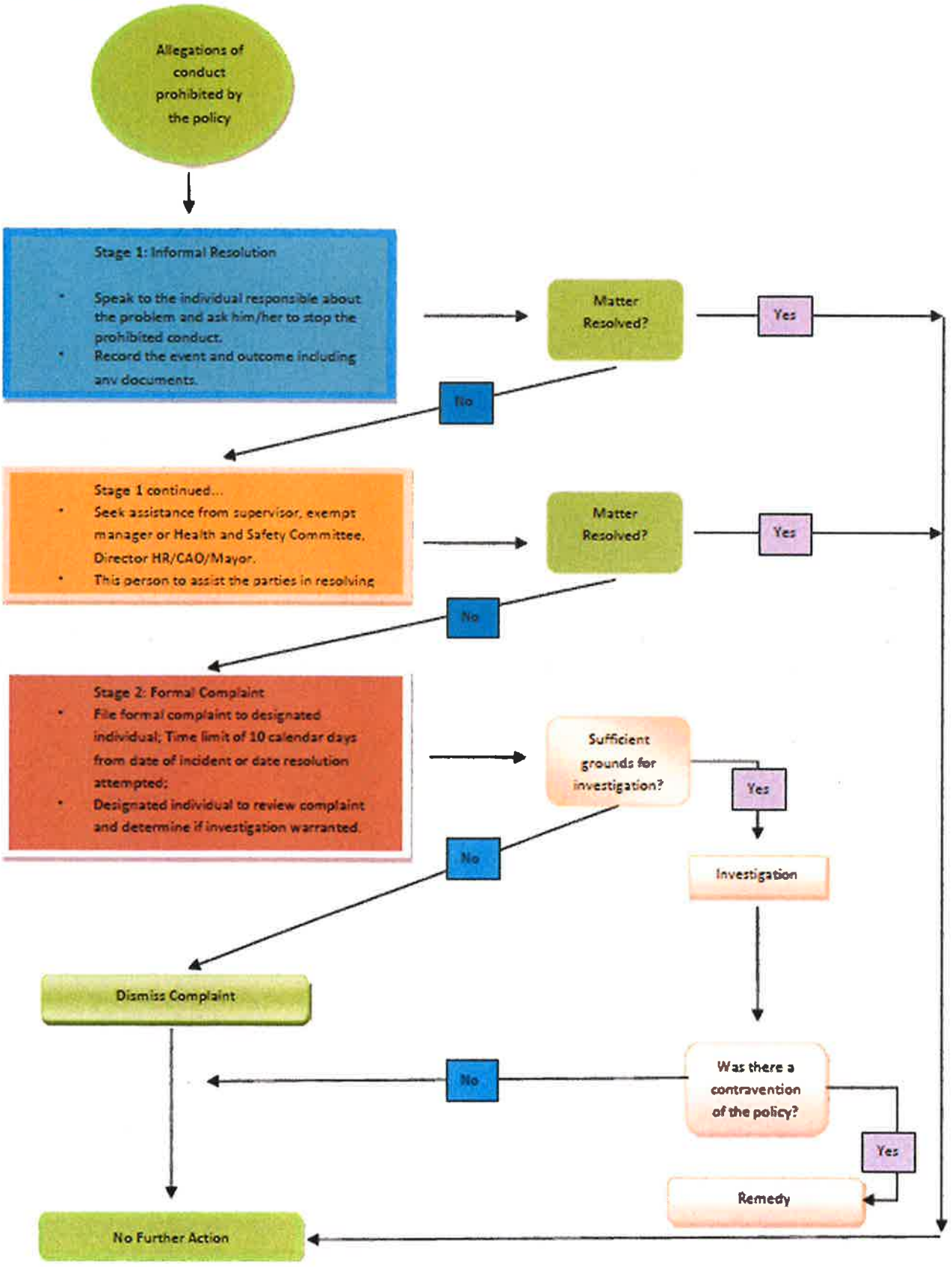
6.0 APPROVAL HISTORY

ISSUED BY: CAO	**APPROVED BY:** Mayor & Council	**RESOLUTION NO: R21/172**	**DATE:** June 15, 2021
REVISED BY: CAO	**APPROVED BY:** Mayor & Council		

Signed by:

Mayor	CAO:
Date:	Date:

Appendix A – Flow Diagram



Appendix B – Respectful Workplace ~~Bullying and Harassment~~ Complaint Form

RESPECTFUL WORKPLACE ~~BULLYING AND HARASSMENT~~ COMPLAINT FORM	
COMPLAINANT INFORMATION	
Name:	Position:
Dept:	Date:
RESPONDENT INFORMATION (Alleged Bully or Bully)	
Name(s):	Position:
Dept:	Date:
PERSONAL STATEMENT/COMPLAINT	
Please provide details of the bullying or harassment incident(s), including:	
-Names of all parties involved	*-Details about the incident(s) – behaviour and words used*
-Any witnesses to the incident(s)	
-Location, date and time of the incident(s)	*-All other relevant information*
Attach any supporting documents, such as emails or other social media evidence, notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.	
(OR attach additional pages with the above information included)	
Signature:	Date:
Received by:	Date:

Appendix C – Respectful Workplace ~~Bullying and Harassment~~ Investigation Form

RESPECTFUL WORKPLACE ~~BULLYING AND HARASSMENT~~ INVESTIGATION FORM (COMPLETED BY THE INVESTIGATOR) **(Or attach additional pages with the following information included)**	
INVESTIGATOR INFORMATION	
Name:	Position:
Dept:	Date:
DOCUMENT REVIEW	
List all documentation reviewed (emails, notes, photographs, physical evidence, etc.)	
INTERVIEWS	
Person interviewed and date:	
Situation description (e.g. dates, words, actions) and impact (e.g humiliated, intimidated, etc.)	
Person interviewed and date:	
Situation description (e.g. dates, words, actions) and impact (e.g humiliated, intimidated, etc.)	
Person interviewed and date:	
Situation description (e.g. dates, words, actions) and impact (e.g humiliated, intimidated, etc.)	
Person interviewed and date:	
Situation description (e.g. dates, words, actions) and impact (e.g humiliated, intimidated, etc.)	
OUTCOMES	
Based on the investigation, did workplace bullying or harassment occur? (Y/N)	
Reasons for this conclusion:	
	Date

Appendix D - Respectful Workplace Investigation Resolution Form

RESPECTFUL WORKPLACE COMPLAINT RESOLUTION

Date: _____

Complainant Information

Name:

Department:

Date reported:

Nature of Complaint

Respondent Information

Name:

Department:

Other

Complaint received by:

Date received:

Investigators:

Complaint Resolution:

_____ _____

Name Title

_____

Signature

_____

Date of notification to both parties

STAFF REPORT

To: Mayor and Council
From: Jason Johnson, CAO
Subject: **Christmas Tree Proposal**
Meeting date: March 15, 2022

BACKGROUND

2021 marked the commencement of the Light Up Sayward event, an event for both the Village of Sayward and Valley (Area A, SRD). This inaugural event took place December 17, 2021 and featured the judging of both valley and village lights by Mayor and Council together with the Area A Director, a light parade and then the lighting of the Village tree.

This event is important for a variety of reasons. It furthers the goal of having more events and dialogue with valley residents, it was well received by the residents in the village and the event works to introduce stakeholders, community members and emergency services to one another.

In 2021, the Village tree was graciously donated by Western Forest Products (WFP), being a cut tree and was erected in conjunction with our Public Works department.

DISCUSSION

The staff was charged with investigating a live tree for the Village that can be utilized year over year for the Village Light Up. In considering our greening initiatives we wanted to address securing a live tree. Public Works then took to investigating costs associated with the securing, transportation, and planting of a tree for this expressed purpose.

The CAO then contacted Brad McRae (Director, Government Relations, WFP) about the potential for WFP to donate a tree. Brad confirmed that WFP would indeed donate the tree. The CAO is now working with Jeff Ternan with WFP on species and logistics along with Public Works.

The Village committed to placing a plaque by the tree to recognize WFP for the donation, mention in the Sayward Newsletter and mention annually when the Light Up Sayward event takes place or is in the Sayward Newsletter.

RECOMMENDATIONS

THAT Council receive the Christmas Tree Proposal Staff Report for information and discussion.

Sincerely,

Jason Johnson
CAO

STAFF REPORT

To: Mayor and Council
From: Jason Johnson, CAO
Subject: **Share Shed**
Meeting date: March 15, 2022

BACKGROUND

The Share Shed has operated in the community for several years and plays a key role in the community, and in line with Council's Strategic Priority for 2022 of Living Green. Historically, the Share Shed was operated by volunteers and any revenues that were obtained was directed to charitable causes. The Share Shed accepted merchandise in fair to undamaged shape for sale by donation and thus kept working, used items from landfills.

Largely owing to Covid-19, the Share Shed ceased operations in 2019 and has been closed since this time. Recently, there has been renewed interest from the community in re-opening the Share Shed and an informal survey of interest was conducted by Debbie Grill via "Around Sayward." Debbie Grill represents our local Legion. The CAO and Debbie met in person February 25th at her request to discuss.

DISCUSSION

Debbie Grill has confirmed that the Legion has interest to operate the Share Shed and will supply the volunteer labour through the Legion to do so.

In speaking to Public Works, the Share Shed does require work to again make it operable inclusive to plywood and insulation in the interior and new doors. Likely paint and signage also required. The estimated costs to do this work is $9,000. This can be 100% funded through the Covid-19 Restart Reserve.

Debbie will provide a schedule and suggested operating days and hours once she is able to ascertain the volunteer pool.

RECOMMENDATIONS

THAT Council approve the transfer of $9,000 from the Covid-19 Restart Reserve for the purposes of refurbishing the Share Shed, and;

THAT Council appoint the Sayward Legion to run the Share Shed through volunteer labour, set opening hours and opening days in conjunction with collaboration from the CAO, and;

THAT Council approve any revenue obtained from the operations of the Share Shed to be directed to Sayward Legion to allocate at their discretion.

Sincerely,

_____

Jason Johnson
CAO

STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO
Subject: **Fireworks Regulation Bylaw No. 481, 2022**
Meeting date: March 15, 2022

BACKGROUND

On January 11, 2022, Council passed the following resolution:

> **MOTION S22/6**
> **MOVED AND SECONDED**
>
> THAT Council direct Staff to prepare a moderately restrictive Fireworks Bylaw and consequent amendments to the Fire Protective Services Bylaw, Ticketing Bylaw, and Fees & Charges Bylaw.
>
> **CARRIED**

At the February 1st meeting of Council, staff presented a draft Fireworks Regulation Bylaw to Council for review. Subsequently, upon Council's request, the bylaw was sent to legal counsel for their review. The bylaw has now been returned to staff with the edits suggested by legal and is ready for the first 3 readings of the bylaw if Council so desires.

DISCUSSION

The following edits were made to the original document by legal:

Authority

As the Bylaw includes authority for the Village to enter property for inspection purposes and impose fees, references to sections 66 and 194 of the *Community Charter* to the recitals have been added.

Person

A definition of person and a requirement that the applicant is the individual setting off the fireworks was added. The intention is to capture that the individual authorized to use fireworks may be acting as a representative for an organization. The application was revised so that if it is applied for on behalf of an organization the applicant certifies they have the necessary certificates.

Power to Impose Conditions

The explicit authority to impose conditions in a Fireworks Permit (see section 9) was added.

Offences/Municipal Ticketing

Section 18 was revised slightly to permit any other penalty imposed by the *Community Charter*.

Enforcement

An edit was made to add that a Peace Officer has authority to enter a property for the purposes of enforcing this Bylaw (see section 19).

Definitions

Schedule "A" was amended to include additional information and definitions.

Next steps:

- Fire Protective Services Bylaw No. 383, 2010 will be amended to remove Fireworks sections 59 to 76, and to modify section 77 to exclude cost recovery for fireworks violations.
- The Ticketing for Bylaw Offences bylaw will be amended to include the new Fireworks Bylaw and corresponding fines.
- An amendment to the Fees and Charges Bylaw will also be made to include permit fees, inspection fees etc. related to the Fireworks Regulation Bylaw.

The following chart outlines the schedule for these tasks:

Schedule	Action
March 15, 2022	Council gives first 3 readings to Bylaw No. 481, 2022 Fireworks Regulation Bylaw
April 1, 2022	Council gives fourth and final reading to Bylaw No. 481, 2022 Fireworks Regulation Bylaw
April 19, 2022	Council gives first 3 readings to Bylaw No. XXX Fees & Charges Amendment Bylaw, Bylaw No. XXX Fire Protective Services Amendment Bylaw, and Bylaw No. XXX Ticketing for Bylaw Offences Amendment Bylaw
May 3, 2022	Council gives fourth and final reading to Bylaw No. XXX Fees & Charges Amendment Bylaw, Bylaw No. XXX Fire Protective Services Amendment Bylaw, and Bylaw No. XXX Ticketing for Bylaw Offences Amendment Bylaw

RECOMMENDATIONS

THAT Fireworks Regulation Bylaw No. 481, 2022 be given first, second and third reading.

Respectfully submitted,

_____

Lisa Clark
CFO

Attachments:

- ***Fireworks Regulation Bylaw No. 481, 2022***

VILLAGE OF SAYWARD

BYLAW NO. 481

A BYLAW TO REGULATE, PROHIBIT AND IMPOSE REQUIREMENTS IN RELATION TO FIREWORKS

WHEREAS Section 8 of the *Community Charter* authorizes a Council, by bylaw, to regulate, prohibit and impose requirements in relation to firecrackers, fireworks and explosives;

AND WHEREAS, pursuant to Section 66 of the *Community Charter*, Council may, by bylaw, authorize the municipal Fire Chief to enter on property and inspect premises for conditions that may cause a fire, increase the danger of a fire or increase the danger to persons or property from a fire, take measures to prevent and suppress fires, require an owner or occupier of real property to undertake any actions directed by the Fire Chief or other authorized person for the purpose of removing or reducing anything or condition that person considers is a fire hazard or increases the danger of fire, and exercise some or all of the powers of the fire commissioner under section 25 of the *Fire Services Act*, RSBC 1996 c 144;

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

1 **CITATION**

This bylaw may be cited as **"Fireworks Regulation Bylaw No. 481, 2022"**.

2 **DEFINITIONS**

Schedule "A" contains definitions of terms used in this Bylaw.

3 **SALE, POSSESSION AND DISCHARGE**

(1) No Person shall offer for sale, sell, give, or trade Fireworks within the boundaries of the Village.

(2) No individual under the age of 18 shall possess, detonate, discharge, apply for a Fireworks Permit or otherwise use Fireworks, within the Village.

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

(4) No Person shall possess Fireworks within the boundaries of the Village unless that Person holds a valid Fireworks Permit issued under this bylaw.

4 **FIRE OR DISCHARGE OF FIREWORKS**

No individual shall explode, light, activate, fire or discharge Fireworks within the boundaries of the Village unless that individual is authorized to do so under a valid Fireworks Permit issued under this Bylaw.

5 **FIREWORKS PERMIT**

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

(1) Community events that are open to the general public;
(2) Film and television events requiring the use of special effects pyrotechnic fireworks;
(3) Halloween between the hours of 6pm and 10pm; and
(4) New Year's Eve between the hours of 6pm and 12am.

A Person may apply, using the permit application form in Schedule "B", to the Fire Chief for a Fireworks Permit to possess, explode, light, activate, fire, or discharge Fireworks. Every application for a Fireworks Permit under this Bylaw shall be made by the individual who will explode, light, activate, fire, or discharge the Fireworks.

6 **FIREWORKS PERMIT REQUIREMENTS**

Every holder of a Fireworks Permit must:

(1) possess, explode, light, activate, fire, or discharge only those Fireworks specified in the Fireworks Permit;
(2) possess, explode, light, activate, fire, or discharge the Fireworks in accordance with the terms and conditions of the Fireworks Permit;
(3) ensure that the Fireworks are possessed, exploded, lit, activated, fired, or discharged only by the holder of the Fireworks Permit, the individual identified as the holder of the Fireworks Operator Certificate (Display Supervisor) or an individual under the direct supervision of the holder of the Fireworks Operator Certificate (Display Supervisor); and
(4) present the Fireworks Permit for inspection immediately upon demand by a Peace Officer.

7 **FIREWORKS CERTIFICATES**

Upon application for a Fireworks Permit, a Person shall provide the Fire Chief with a copy of:

(1) a valid and current Fireworks Operator Certificate (Display Supervisor) that qualifies the applicant to light, activate, explode, fire or discharge the Fireworks proposed to be lit, activated, exploded, fired or discharged under the Fireworks Permit unless the Fire Chief determines that the Fireworks being used are consumer fireworks that are classified as "Class F.1" low hazard fireworks designed for recreational use under the *Explosives Regulations* such as fireworks showers, fountains, golden rain, lawn lights, pin wheels, Roman candles, and volcanoes;
(2) in the event that the Person has applied to light, activate, explode, fire or discharge Firecrackers, a valid and current Firecracker Use Certificate that qualifies the Fireworks Display Supervisor to light, activate, explode, fire or discharge the Firecrackers proposed

to be lit, activated, exploded, fired or discharged under the Permit.

8 **POWER TO GRANT PERMITS**

The Fire Chief is authorized and empowered to grant a Fireworks Permit provided that the applicant satisfies the requirements in this Bylaw.

9 **POWER TO IMPOSE CONDITIONS ON PERMITS**

The Fire Chief is authorized to impose terms and conditions on the Permit:

(1) that allow the Fire Chief to enter the property at which the Person proposes to light, activate, explode, discharge, or fire Fireworks, and inspect the property for conditions that may cause a fire, increase the danger of a fire or increase the danger to persons or property from a fire;
(2) that require the payment of an inspection fee for an inspection carried out in accordance with section 13 of this Bylaw;
(3) that the Fire Chief considers are necessary to prevent and suppress an Incident;
(4) that require an owner or occupier of the property at which the Person proposes to light, activate, explode, discharge, or fire Fireworks to undertake any actions directed by the Fire Chief for the purpose of removing or reducing any thing or condition that the Fire Chief considers is a fire hazard or increases the danger of fire.

10 **POWER TO REFUSE PERMITS**

The Fire Chief is authorized to refuse to issue a Fireworks Permit where satisfied that the application for a Fireworks Permit does not meet the requirements of this Bylaw, or any other statute or regulation that applies to Fireworks including but not limited to the *Explosives Act*, the *Explosives Regulations*, the *Fire Services Act*, and the *British Columbia Fire Code*.

11 **POWER TO SUSPEND OR REVOKE PERMITS**

The Fire Chief is authorized and empowered to suspend or revoke any Fireworks Permit in the following circumstances:

(1) in the opinion of the Fire Chief, weather or other site conditions present an undue risk of an Incident; or
(2) the Fire Chief determines or becomes aware that the holder of the Fireworks Permit has contravened or has permitted or suffered the contravention of any provision of this Bylaw or condition of the Fireworks Permit.

12 **FEE ESTABLISHED**

Every applicant for a Fireworks Permit shall pay the Permit Fee prescribed in the Fees and Charges Bylaw.

13 **SITE INSPECTION**

Before issuing any Fireworks Permit the Fire Chief may, at the expense of the Person applying for the Fireworks Permit, conduct one or more site inspections. The fee for such inspection or inspections is established in accordance with Fees and Charges Bylaw.

14 **TIME FOR APPLICATION**

Every application for a Fireworks Permit shall be made to the Fire Chief at least 14 days before the date of the event using the permit application form in Schedule "B".

15 **CONTENTS OF APPLICATION**

Every application for a Fireworks Permit, except as provided in 1), shall include:

(1) Where the exception is applied under (5), permit info required is limited to subsection (3), (6), (9), (10), and (11) below;

(2) the deposit of security with the Village in the form of a cash deposit, irrevocable letter of credit, or other form of security acceptable to the Village, in the amount of $1,000, to be used for the purposes of paying any costs and expenses incurred or suffered by the Village, including but not limited to costs arising or resulting from damage to Village property or enforcement costs, caused by or arising from the applicant's failure to comply with the requirements of this bylaw and all other applicable laws, provided that, any amount of security not required for the foregoing purposes shall be returned to the holder of the Fireworks Permit;

(3) payment of the applicable Permit Fee prescribed in the Fees and Charges Bylaw.

(4) proof of public liability insurance in the name of the applicant and the Village, such insurance to be with one or more insurance companies registered to do business in the Province of British Columbia and in a form acceptable to the Village, and the insurance shall provide coverage in an amount not less than five million dollars ($5,000,000) per occurrence;

(5) proof of a valid Fireworks Supervisor's Certificate (Display Supervisor); except where the Fire Chief determines that a Fireworks Supervisor's Certificate (Display Supervisor) is not required under section 7(1) of this Bylaw;

(6) if applicant has applied to light, activate, explode, fire or discharge Firecrackers, proof of a valid Firecracker Use Certificate;

(7) a fire safety plan that includes:

- (i) a site plan, drawn to scale with the direction of firing;
- (ii) separation distances;
- (iii) positions of ramps and mortars, if any;
- (iv) description of any significant ground features, rights of way, buildings or structures, or overhead obstructions;
- (v) parking areas or spectator viewing areas;
- (vi) fallout zone
- (vii) a north arrow; and
- (viii) traffic control plans and locations for emergency vehicles;

(8) an event description that includes:

- (i) a time schedule for the event;
- (ii) attendance estimates;
- (iii) a list of all Fireworks to be used;

(iv) firing procedures;

(v) emergency response procedures;

(vi) a list of crew members;

(9) the name, address and telephone number of the applicant;

(10) the name, address and telephone number of each wholesaler or retailer from whom the applicant will obtain the Fireworks; and

(11) the name, address and telephone number of the owner of the property on which the Fireworks will be used, along with a written statement signed by the property owner indicating that the property owner has granted permission for the use of Fireworks on the property.

16 **INDOOR & OUTDOOR MOVIE/TELEVISION/CONCERT PYROTECHNICS**

If, in the opinion of the Fire Chief, the use of Fireworks at an indoor or outdoor film or television shoot, concert or stage production, or any other event will require on-site fire protection, then the Fire Chief may require the site to be attended by such Fire Rescue Department equipment and personnel as the Fire Chief considers necessary or desirable for the protection of persons, property or safety generally, and the cost for the attendance of the Fire Rescue Department, equipment and personnel shall be paid to the Village by the holder of the Fireworks Permit in accordance with the rates established in accordance with the Fees and Charges Bylaw.

17 **COST RECOVERY**

Every person who directly causes an Incident because of that person's misuse of Fireworks, including but not limited to the failure to comply with this Bylaw, a Fireworks Permit or an applicable statute or regulation, must pay a fee equal to the expenses incurred by the Village in supplying Fire Department personnel and equipment necessary to respond to the Incident, such fee to be calculated in accordance with the Fees and Charges Bylaw.

18 **OFFENCES AND PENALTIES**

Every person that contravenes or violates any provision of this bylaw or any term or condition of a Fireworks Permit, or who suffers or permits any act or thing to be done in contravention or in violation of any provision of this Bylaw or any term or condition of a Fireworks Permit, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw or any term or condition of a Fireworks Permit, commits on offence and shall be liable, on summary conviction, to a fine of not more than $20,000 and any other penalty or order imposed pursuant to the *Community Charter* or the *Offence Act* RSBC 1996 c 338. Where the offence is a continuing one, each day that the offence continues shall be a separate offence.

19 **ENFORCEMENT AND SURRENDER OF FIREWORKS**

A Peace Officer is duly authorized by the Village to enter onto any property at any reasonable time to ascertain whether provisions of this Bylaw are being observed.

Any person who possesses Fireworks in violation of this Bylaw shall immediately surrender the Fireworks to a Peace Officer and the Peace Officer may dispose of them without compensation.

20 **SEVERABILITY**

If any section or subsection of this bylaw is found to be invalid by a court of competent jurisdiction, the section or subsection may be severed from the bylaw without affecting the validity of the remainder of the bylaw.

21 **SCHEDULES**

All Schedules attached to this bylaw form part of this bylaw.

Read a first time on the ____ day of _____ 2022.

Read a second time on the ____ day of _____ 2022.

Read a third time on the ____ day of _____ 2022.

Adopted on the ____ day of _____ 2022.

Certified a true copy of Bylaw No. 481
this ____ day of _____, 2022

_____
Chief Administrative Officer
Village of Sayward

_____
Mayor

_____
Corporate Officer

DEFINITIONS

BYLAW means this Fireworks Regulation Bylaw No. 481, 2022.

FEES AND CHARGES BYLAW means the Village of Sayward, Fees and Charges Bylaw No. 451, 2019, as may be amended or replaced from time to time.

FIRE CHIEF means the person appointed by Council as the Fire Chief, or his or her designate.

FIRE RESCUE DEPARTMENT means the regularly constituted Fire Rescue Department of the Village of Sayward.

FIRECRACKER means a firework with or without entwined fuses that is primarily intended to be used as a noise maker, rather than for visual effect, and without limitation includes bottle rockets, screechers, screecharoos, humaroos, supersonic bang, butterfly thunder and air bombs and items that are similarly named, or in the same noise producing category.

FIRECRACKER USE CERTIFICATE means a valid and current certificate issued under the Explosives Regulation that authorizes the individual who holds the Firecracker Use Certificate to explode Firecrackers.

FIREWORKS means one or more of the following:

a) consumer fireworks that are classified as "Class F.1" low hazard fireworks designed for recreational use under the Explosives Regulations and includes, but is not limited to, sparklers, fountains, volcanoes, mines, and snakes;

b) display fireworks that are classified as "Class F.2" high hazard fireworks designed for professional use under the Explosives Regulations and includes, but is not limited to, aerial shells, cakes, Roman candles, waterfalls, lances, and wheels;

c) special effect pyrotechnic fireworks that are classified as "Class F.3" high hazard fireworks designed for professional use under the Explosives Regulation and includes gerbs, mines, comets and crossettes as well as special purpose pyrotechnics made for live stage performances and the film and television industry;

d) Firecrackers.

but does not include sparklers, Christmas crackers, caps for toy guns, model rocket engines as specified in Subdivision 3, Division 2, Class 7 of the *Explosives Regulation*, or highway flares or other small distress signals used exclusively for that purpose.

FIREWORKS PERMIT means a permit to possess, explode, light, activate, fire and discharge Fireworks issued by the Fire Chief and includes the fire safety plan required in section 15(7) of this bylaw.

FIREWORKS SUPERVISOR'S CERTIFICATE (DISPLAY SUPERVISOR) means either a Level 1 Supervisor or Level 2 Supervisor's Certificate issued by the Explosives Branch of Natural Resources Canada but does

not include a fireworks operator certificate (display assistant) or a fireworks operator certificate (display visitor).

INCIDENT means a fire, an explosion, a situation where a few or explosion has occurred or is imminent or any other situation presenting a danger or possible danger to life or property and to which the Fire Rescue Department has responded or will respond.

OWNER shall have the meaning assigned to it under the *Community Charter* of British Columbia and includes the authorized agent of the Owner.

PEACE OFFICER means the Fire Chief or his or her Deputy, of the Volunteer Fire Department of the Village of Sayward, acting as a Local Assistant to the Fire Commissioner as defined under the *Fire Services Act* (RSBC 1996, c.144), or any person employed by the Village of Sayward as a Bylaw Enforcement Officer, or any person carrying out the duties of a Police Officer for the Village of Sayward.

PERMIT FEE means the permit fee as set forth in the Village of Sayward Fees and Charges Bylaw.

PERSON includes an individual, and a firm or partnership, association, company, society, body corporate.

VILLAGE means the Village of Sayward.

Schedule "B"

Village of Sayward

APPLICATION FOR FIREWORKS PERMIT

Name of Applicant _____ Age_____

Mailing Address of Applicant _____

Telephone: _____ Email Address: _____

I hereby make application for a Fireworks Event on behalf of:

Myself_____ or Organization_____

Address location of display:_____

Date of Event:_____ Time:_____

Describe event:

_____

Fireworks source (wholesaler/retailer)

Name:_____

Address: _____ Phone:_____

Description of Fireworks being used:_____

_____

Name, telephone number, address and signature of Owner where event to be held:

_____

_____

(signature)

If Fireworks Operator Certificate (Display Supervisor) is required:

Name of holder of Fireworks Operator Certificate (Display Supervisor):

_____

Statement and signature of holder of Fireworks Operator Certificate (Display Supervisor):

I hereby certify that I am duly authorized under the *Explosives Regulations* to discharge the Fireworks described in this application; that I have read, understand and will act in accordance with all applicable laws, regulations, safety standards and manufacturers instructions applicable to the discharge of Fireworks; and further that I will comply with all requirements of the Fireworks Permit and the Fireworks Regulation Bylaw No. 481, 2022.

_____
(signature)

_____ _____

Signature of Applicant Date

Office use only:

Security deposit?	Y/N
Liability insurance?	Y/N
Fireworks Supervisor's Certificate	Y/N
Fire Safety Plan?	Y/N
Event description?	Y/N

Fee: _____

PAYMENT OF FEES: _____(check if paid)