



**VILLAGE OF SAYWARD
COMMITTEE OF THE WHOLE
AGENDA
NOVEMBER 12, 2019 – 10:00 AM
KELSEY CENTRE MULTI PURPOSE ROOM**

1. Call to Order

2. Introduction of Late Items

3. Approval of Agenda

Recommended Resolution:

THAT the agenda for the Committee of the Whole Meeting for November 12, 2019 be approved.

4. Correspondence

Recommended Resolution:

THAT the following correspondence be received.

- a) E-mail from Mr. Fletcher – gazebo fireplace
- b) Localintel Business & Investment Assistant – economic development tool for website
- c) Municipal World feature story – Civic engagement is difficult!
- d) E-mail from Mayor Gaby Wickstrom – letter of support for USW

5. Old Business

a) Staff Report: Tree Management Bylaw

Recommended Resolution:

THAT Council receive the Tree Management Bylaw report for information and discussion.

6. New Business

- a) Consolidated Official Community Plan (OCP) Bylaw No. 308
- b) Strategic Planning session 2020-2022

Note: materials for the Strategic Planning session will be available at the meeting.

7. Adjournment

Recommended Resolution:

THAT the Committee of the Whole Meeting for November 12, 2019 be adjourned.

Subject: FW: Idea for the Village Gazebo

From: K Fletcher <blackandblued@gmail.com>
Sent: October 26, 2019 3:42 PM
To: Village of Sayward <village@saywardvalley.ca>
Subject: Idea for the Village Gazebo

Good afternoon,

I've been thinking this for a while now, and finally used the campsite for an event last month and it really hit home how functional it could be. Since the gazebo / hut was built by the pond at the campground I've been wondering how to actually get more people to use it considering what it cost us to build.

Last month my wife had her Birthday, and seeing how fires are not condoned in the Village we decided to rent a campsite for the night and have her birthday there and a fire as well. It ended up raining all night and kind of drowned out the night and we shut it down early.

Seeing as so much money was put into that gazebo that is seemingly unused seems a shame. I've asked around to see if others agree and have had a great response. I've got a couple ideas that would of course cost some more money, but actually make it something that people would use. Visitors and locals alike.

Something like either a stone fire circle with a metal cage spark arrester that can be hoisted to add wood by a chain and would keep sparks from whirling around. It would need a small section of the roof to be opened and a secondary little cover installed over top. Fairly basic task to create.

Another idea would be to have an actual stone fireplace and chimney installed to keep some warmth inside as well as either a gas grill or charcoal BBQ setup inside.

I know personally I would use it for birthdays, events, get together's etc throughout the year and I'm sure more and more people would also use it. It could be a center for activities for summer events, Oscar Daze etc as well.

Whether it was a fee to rent it for the night, or to unlock a propane grill or charcoal BBQ etc.. I don't know, but I'm sure something could be done to make that structure a place people would actually use. It seems like a big waste at this point, and making it more functional I think is a no-brainer.

While asking around people have mentioned something at the Kin Park in Tumbler Ridge and Comox to this effect and people use them all the time and quite enjoy it

Below, I have added some pictures of some ideas of what I envisioned in my head but these are of course small scale gazebos. But the ideas still apply of course.

And I will be in next days off to pay for my business license :) Found the letter last week. Easy stuff to forget working in camp !

Thanks for your time !! Let me know what you think of the idea





Black & Blued Gunsmithing

***Maintenance - Cleaning - Repairs
Tactical Accessories Installation
Scope Installation & Alignment***

***Sayward & District
Fish & Game Manager***

***K Fletcher
Owner / Operator
Phone: 250.850.9956
blackandblued@gmail.com***

CAO

From: John MacDonald
Sent: October 30, 2019 11:30 AM
To: CAO
Subject: FW: Why BC communities are turning to this online economic development tool

Lisa

Would you please add this to the COW for discussion and include the attachment under Learn more

Thanks
John

From: Steve Kirby <steve@localintel.co>
Sent: October-30-19 9:26 AM
To: John MacDonald <john.macdonald@saywardvalley.ca>
Subject: Why BC communities are turning to this online economic development tool

Hi John

Nelson, Hope, Vernon and Parksville are just some of the BC communities that have recently added Localintel's *Business & Investment Assistant* to their website to help drive economic development.

The Assistant integrates easily into your existing website and comes standard with "how to guides" to help businesses, interactive dashboards, dynamic maps and additional resources directory.

Best of all for municipalities like Sayward, the Assistant is **free** for the first year with no long-term commitment. [Learn more.](#)

Localintel is Canada's leading economic development technology company. We are reliable, low-risk and completely focussed on you.

Please contact me if you have any questions or would like a demo.

Thanks,

Steve

Steve Kirby
VP Partnerships & Sales



LOCALINTEL

Your online economic development assistant

T: +1.206.326.9319
E: steve@localintel.co

Business & Investment Assistant

Created for smaller municipalities and chambers to help engage local business, attract new investment and drive economic development.

* Free for small communities

LEARN MORE

Business & Investment Assistant

🇫🇷 Français

Business & Investment Assistant

The Business and Investment Assistant helps you discover local business opportunities, provides and delivers information, brings you into the local business community and helps you attract new investment that creates jobs.



How-To

Discover useful business and investment tips and beneficial advice.

LEARN



Indicators

Get to know the local business and investment climate.

ANALYZE



Maps

Analyze the size and location of the local workforce by relevant sectors.

EXPLORE



Connect

Explore opportunities to connect with useful business and investment contacts.

CONNECT

Here's how the Assistant helps.

If you're a smaller municipality or chamber, integrating Localintel's Business & Investment Assistant into your existing website is the easiest, most affordable way to support the local business community.

Engage More Businesses

Save Staff Time



Provides a powerful new online channel to reach out and connect with business and investors.



Helps to reduce demands on staff by responding to common business questions online.



Improve Customer Service

Businesses can get instant and consistent answers 24 hours a day, 7 days a week.



Get Valuable Insights

User analytics provides insight into what your business community want to know.



Drive Economic Development

Makes it easier for business to find information they need before investing in your community



Share Data Internally

Other teams in your organization will benefit from having access to accurate community data.

Built to Last

What you get with the Assistant

Localintel's Business & Investment Assistant ensures your small community can have world-leading technology to help attract, retain and expand local business.



Included in the Assistant

Interactive indicators

Promote your community profile.

5 interactive dashboards present valuable data about your community's economy, residents, households, dwellings and workforce.

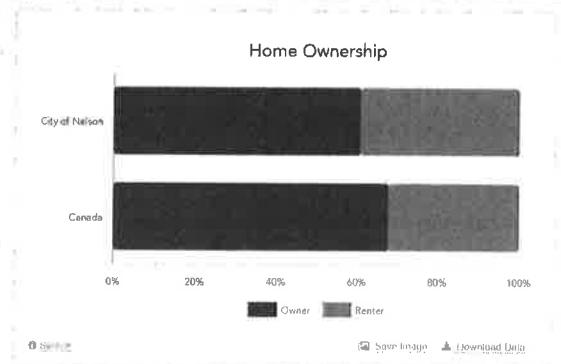
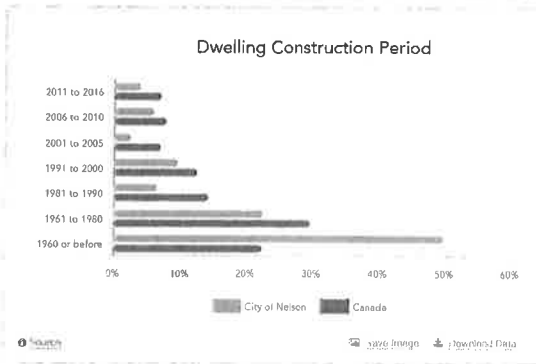
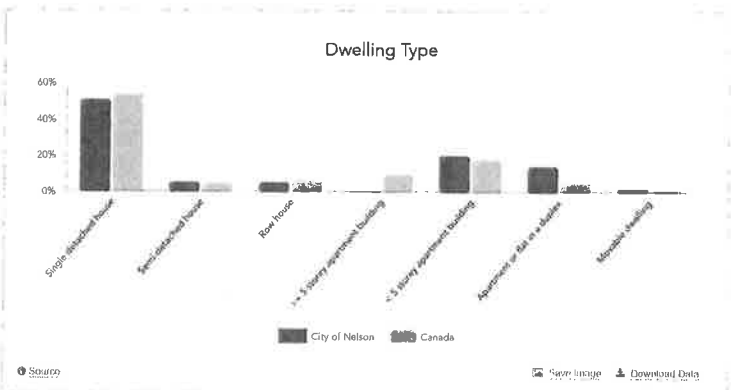
ECONOMIC

RESIDENT

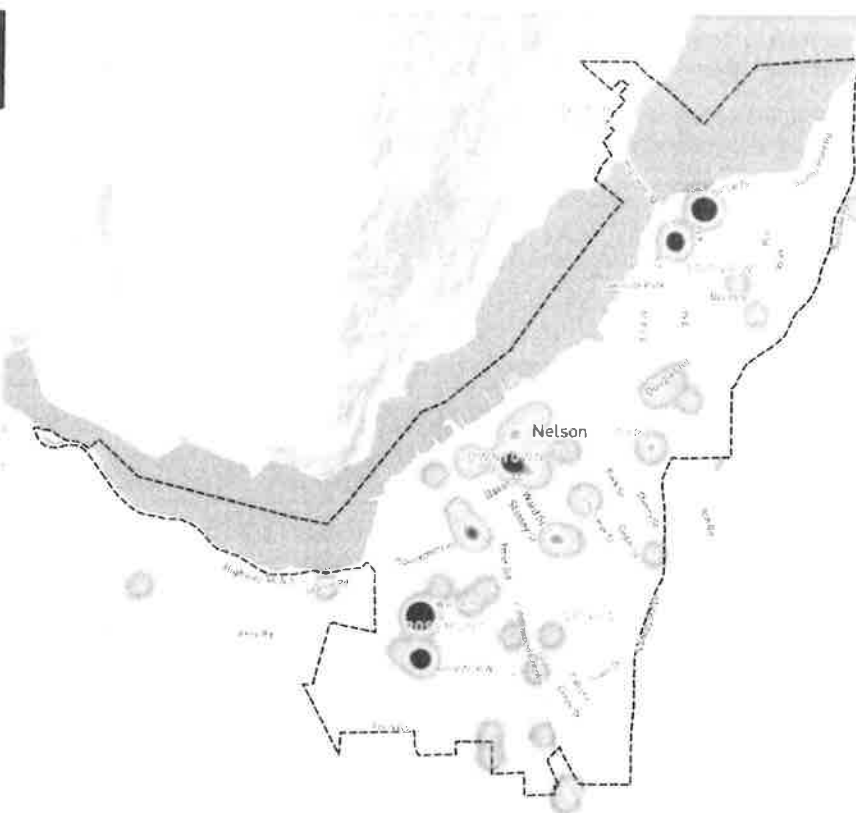
HOUSEHOLD

DWELLING

WORKFORCE



Prepared by: [illegible]



Included in the Assistant

Dynamic maps

All maps tell a story.

4 dynamic maps provide detailed location intelligence about your community's resident occupations, household incomes, population age and industry densities.



Included in the Assistant

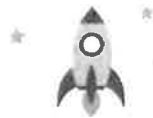
'How to' guides

Knowledge is the key to success.

The Assistant includes 8 step by step "how to" guides to help business get the fundamentals they need to start, grow and prosper.

- 1 Introduction
- 2 Ask yourself some hard questions
- 3 Conduct market research
- 4 Write your business plan
- 5 Fund your business
- 6 Pick your business location
- 7 Choose a business structure
- 8 Choose your business name
- 9 Register your business
- 10 Prepare for taxes
- 11 Apply for licences and permits
- 12 Protect your business

HOW-TO > STARTING YOUR BUSINESS



Ask yourself

Starting your business

Starting your own business can be exciting and rewarding. It can also be challenging. Following these steps will help improve your chances of success.

NEXT STEP →

ECONOMIC DEVELOPMENT*Nelson and District Chamber of Commerce*

✉ tom@discovernelson.com
 ☎ 250 352 3433

ECONOMIC DEVELOPMENT*Community Futures of Central Kootenay*

✉ info@futures.bc.ca
 ☎ 250 352 1933

DEVELOPMENT SERVICES-NELSON*City of Nelson*

☎ 250 352 8260

DEVELOPMENT SERVICES-NELSON*City of Nelson*

☎ 250 352 8260

TAXATION-FINANCE*City of Nelson*

☎ 250 352 5511

DEVELOPMENT SERVICES RDCK*Regional District of Central Kootenay*

✉ nlandep@rdck.bc.ca
 ☎ 250 352 8165

BUSINESS INVESTMENT OPPORTUNITIES*Imagine Kootenay*

✉ tom@discovernelson.com
 ☎ 250 352 3433

BUSINESS LOANS-FINANCING*Business Development Bank of Canada*

☎ 1 888-463-6232

BUSINESS LOANS-FINANCING*Community Futures of Central Kootenay*

✉ info@futures.bc.ca
 ☎ 250 352 1933

SMALL BUSINESS BC

✉ askus@smallbusinessbc.ca
 ☎ 1 800 567 2272

GRANTS-IMPACT LENDING FUND*Columbia Basin Trust*

✉ info@cibt.org
 ☎ 1 800 505 8938

BUSINESS AND INDUSTRY*Industry Canada*

☎ 1 800 527 6232

**Included in the Assistant**

Connect

People still need to talk to people.

The Assistant connects business, investors and entrepreneurs with other resources and organizations that can help them succeed.

BUSINESS & INVESTMENT ASSISTANT

Minimal Effort. Maximum Impact.



Easy to set up

We quickly set the Assistant up for you. During the set up we only need 60 minutes of your time.



Always up to date

We source the best data to include in the Assistant and we make sure it stays up to date.



Powerful analytics

We measure all user analytics and provide you with access to a regular report to see how the Assistant is being used.



Marketing support included

All communities receive a marketing package to help promote the Assistant and build awareness amongst the business community.



Designed for mobile

The Assistant was designed with mobile in mind and performs on any screen size.



Multi language

The Assistant includes Spanish translation in the US and French Canadian in Canada.

Simple and affordable prices

Communities with populations
less than 3,000

\$1,900 / year

Free in year 1 through Localintel's Small
Community Program

How to

Indicators

Maps

Connect

Analytics reports

Communities with populations
between 3,000 and 25,000

\$2,900 / year

Free in year 1 through Localintel's Small
Community Program

How to

Indicators

Maps

Connect

Analytics reports

Communities with populations
over 25,000

Contact us

How to

Indicators

Maps

Connect

Analytics reports

Advanced customization available

The Assistant in Action

NEXT →

**Borough of
Carteret, NJ**

**County of
Hunterdon, NJ**

**Town of
Devon, AB**

Population: 23,652

Population: 124,714

Population: 6,826

[Check it out >](#)

[Check it out >](#)

[Check it out >](#)

Do you have questions

Here are the answers to some of the most common questions we hear from our appreciated customers.

▼ HOW DO BUSINESS AND INVESTORS BENEFIT FROM USING THE ASSISTANT?

▼ WHAT INPUTS DO YOU REQUIRE FROM CLIENTS?

▼ HOW LONG DOES IT TAKE TO SET UP THE ASSISTANT?

▼ WHERE IS THE DATA USED IN THE ASSISTANT SOURCED FROM?

Ready to learn more?

Contact us now

CONTACT US

[About](#)

[Tools](#)

[Program](#)

[Contact](#)



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LOCALINTEL SMALL COMMUNITY PROGRAM

Helping small communities access industry
leading economic development technology.

APPLY NOW

What is the Localintel Small Communities Program?

Localintel's Small Communities Program helps municipalities and chambers build a better online presence to engage business, promote opportunities and support local business growth. The program makes it easier for communities with limited resources to access Localintel's award winning technology, education and marketing support. If you're a small community looking to help local business grow, we want to hear from you.

Who qualifies as a small community?

- **Organization type** – Your organization is a municipality, chamber of commerce, board of trade, economic development corporation or non-profit providing small business assistance
- **Community size** – The population your organization serves is less than 25,000 people
- **Location** – Your organization are located in the US or Canada.

What you get?

Qualifying organizations receive Localintel's award-winning Business & Investment Assistant free for a year. Participants also get support from Localintel to market their tools and access to education resources to stay up to date with the latest knowledge in economic development.

Ready to get started?

Apply and reserve your spot today!

APPLY NOW

[About](#)

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[Program](#)

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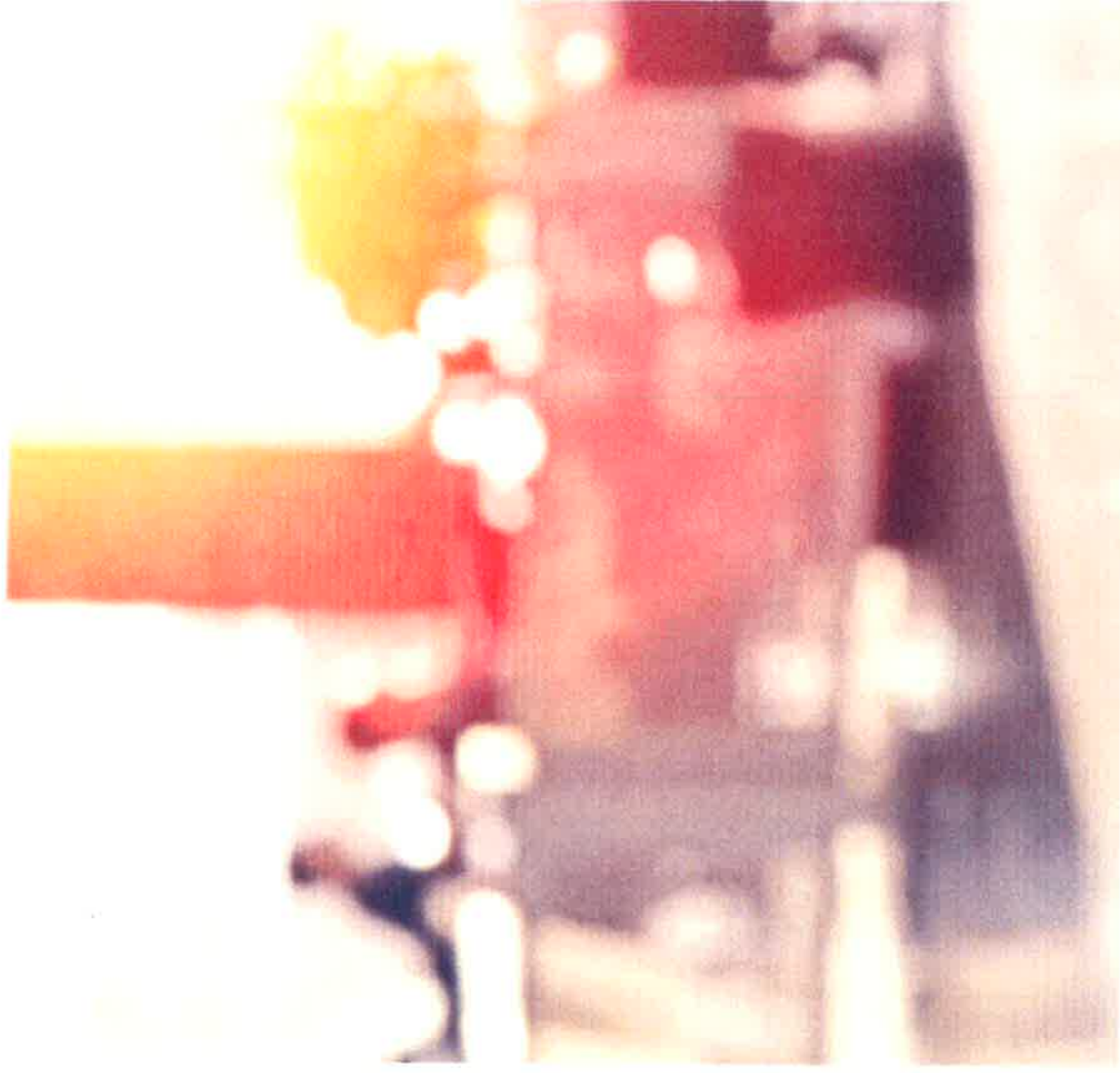
Business & Investment Assistant

CREATED FOR SMALLER MUNICIPALITIES & CHAMBERS



Helping business grow in your community.

Seattle | Philadelphia | Calgary



OUR PHILOSOPHY

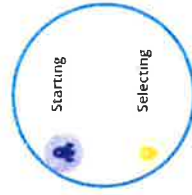
These are the 4 critical elements your website must have to promote local opportunities, engage business and drive local economic development.

Each of these elements guide the design and development of Localintel's online economic development tools.



WHAT IS THE BUSINESS & INVESTMENT ASSISTANT?

If you're a smaller municipality or chamber of commerce with a limited budget, integrating Localintel's **Business & Investment Assistant** into your existing website is the easiest, most affordable way to engage local business, share information they need to succeed, and drive economic development.



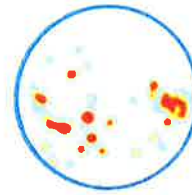
HOW-TO GUIDES

The Assistant provides 8 step by step guides to help business start and grow their business, select a location and more.



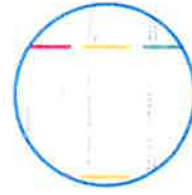
INTERACTIVE INDICATORS

5 dashboards present valuable data on your community's economy, residents, households, dwellings and workforce.



DYNAMIC MAPS

Maps provide detailed information about resident occupations, household income, population age and industry densities.



CONNECT TO OTHER RESOURCES

The Assistant connects business, investors and entrepreneurs with other resources and organizations that can help them succeed.

BENEFITS TO YOUR ORGANIZATION

#1 - IMPROVES ENGAGEMENT WITH BUSINESS

The Business & Investment Assistant provides your municipality or chamber with a powerful new online channel to reach out and connect with business.

#2 - DRIVES LOCAL ECONOMIC DEVELOPMENT

Through a beautiful and user friendly interface, the Business & Investment Assistant ensures you are making it easy for business, site selectors and property developers to find information they need to know before investing in your community.

#3 - SAVES STAFF TIME

By responding to common and repetitive questions that businesses have, the Business & Investment Assistant can reduce demands on your staff time.

#4 - IMPROVES CUSTOMER SATISFACTION

Businesses can access the Business & Investment Assistant on your website 24 hours a day, 7 days a week to get instant and consistent answers to many of their questions.

#5 - DEEPER UNDERSTANDING OF BUSINESS NEEDS

The Business & Investment Assistant's user analytics report provides you with real insights into what your businesses want to know and how you can help them.

#6 - SHARE DATA INTERNALLY

Other teams in your organization will benefit from having access to accurate and up to date data.

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BENEFITS TO BUSINESS & INVESTORS

USE CASE EXAMPLE - An entrepreneur looking to start a business in your community can use the *Business & Investment Assistant* to ensure they are making better decisions from the outset of their business journey.



How do I start a business?

A step by step guide explains the 14 steps to start a business and more.



How do I write a business plan?

Another guide describes the key elements of an effective business plan.



What is the business climate?

Interactive dashboards provide a range of economic and demographic indicators.



Where are my customers?

Dynamic maps make it easy to identify the number of household and individual customers.



Can I find employees?

The size and skills of the local workforce can be quickly researched using a dynamic map.



Where is the best location?

Cluster maps show where similar businesses are located and how many there are.



What permits do I need?

The Assistant lets businesses know when they should contact you about permits, applications etc.



Where can I find more help?

Finding further assistance is simple using the directory provided in the Assistant.

FEATURES



Easy to set up

We quickly set the Assistant up for you. During the set up we only need 60 minutes of your time.



Always up to date

We source the data used in the Assistant and make sure it stays up to date.



Analytics provided

We measure all user analytics and provide you with a regular report to see how the Assistant is being used.



Marketing support included

All communities receive a marketing package to help promote the Assistant and build awareness of it.



Designed for mobile

The Assistant was designed with mobile in mind and performs on any screen size.

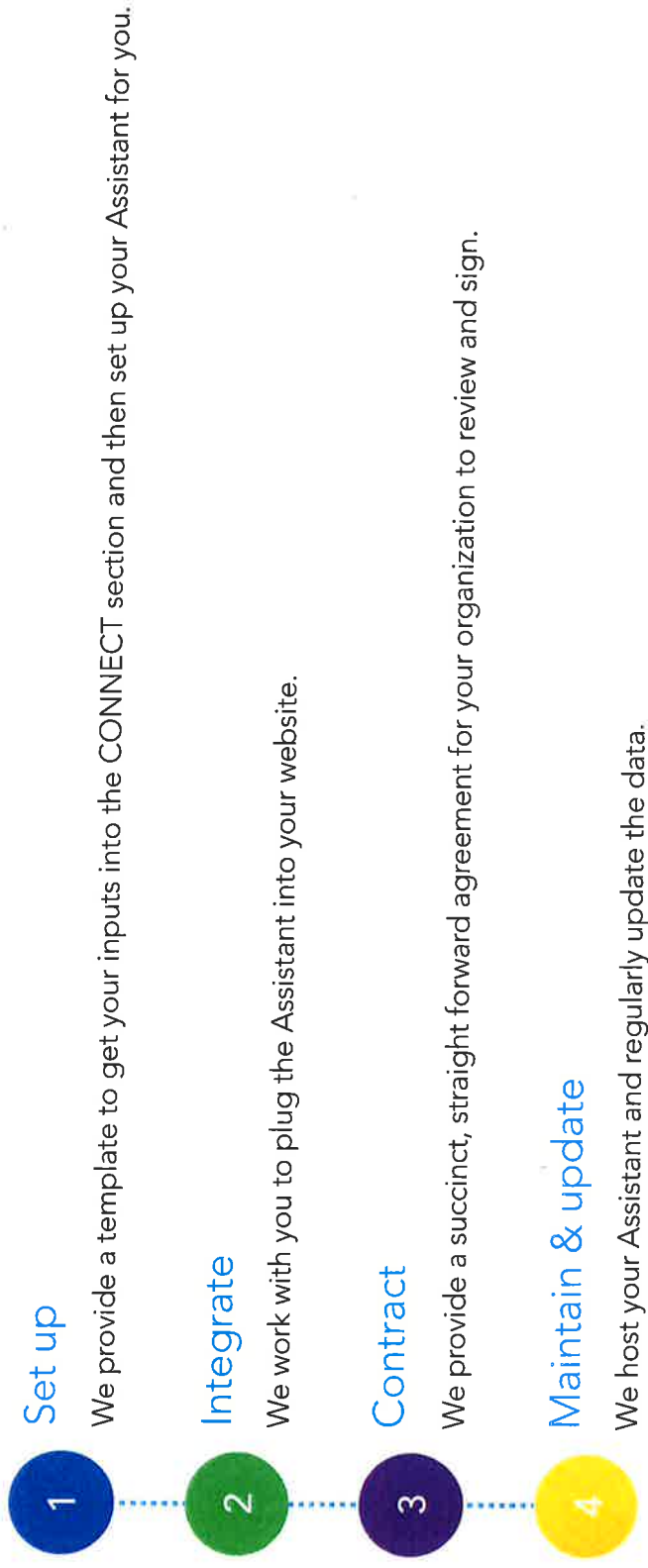


Dual language

The Assistant is provide in both English and French.

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HOW IT WORKS



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SUBSCRIPTION FEE

For communities under 25,000 people in size, Localintel charges an annual subscription fee of \$2,900 for the Business & Investment Assistant and there is no set up cost. For communities under 3,000 people, the annual fee is just \$1,900.

Localintel Small Communities Program

Municipalities and chambers of commerce whose community is under 25,000 people qualify for Localintel's [Small Community Program](#). The program is designed to make it easier for communities with limited resources to afford and implement Localintel's award-winning technology. **Communities in this program receive a the Business & Investment Assistant free for the first year.**

As a member of our Small Community Program you will also get assistance from Localintel integrating the Assistant into your existing website as well as a marketing package specifically for small communities to help your organization promote the Assistant.

FOR COMMUNITIES UNDER 3,000 PEOPLE

\$0 in year 1

\$1,900 in year 2

FOR COMMUNITIES 3,000 TO 25,000 PEOPLE

\$0 in year 1

\$2,900 in year 2

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WHERE WE GET DATA FROM

Localintel sources and automatically updates data for its EcDevTools™ from a range of proprietary and public sources, including: Dun & Bradstreet, Neustar, the Canadian Federal Government and provincial governments. Localintel's clients also provide inputs into some of the Tools. The table below summarizes which EcDevTools™ require input from you.

dun & bradstreet

Localintel is a registered user of Dun & Bradstreet data.

neustar
Real Intelligence. Better Decisions.™



Innovation, Science and
Economic Development Canada



Canada Revenue
Agency



Statistics
Canada

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OTHER TOOLS IN OUR CATALOG

In addition to the Business & Investment Assistant, we have a large catalog of other online economic development tools that can be integrated into your existing website alongside the Business & Investment Assistant.

BUSINESS ATTRACTION TOOLS

Review the Business Climate – [EXAMPLE](#)

Uncover Local Opportunities – [EXAMPLE](#)

Story Map – [EXAMPLE](#) then select “Why Seattle?”

BUSINESS PLANNING TOOLS

Research your Customers – [EXAMPLE](#)

Analyze Your Competition – [EXAMPLE](#)

Discover Industry Trends – [EXAMPLE](#)

Evaluate the Workforce – [EXAMPLE](#)

Find Additional Resources – [EXAMPLE](#)

Business Directory & Licensing – [EXAMPLE](#)

DUE DILIGENCE TOOLS

Available Properties (Beta) – [EXAMPLE](#)

Identify Transportation – [EXAMPLE](#)

Examine the Environment – [EXAMPLE](#)

Identify Community Facilities – [EXAMPLE](#)

Locate Utilities – [EXAMPLE](#)

Identify Zoning Controls – [EXAMPLE](#)

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OUR CLIENTS

Since launching our catalog 2 years ago, we have quickly become a market-leader and are currently working with 135 villages, towns, cities, counties, chambers & economic development corporations across 6 Canadian provinces and 18 US states.

Our smallest client is a rural village of 313 people while our largest client is a city with 1.2m residents.



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PRESS & MEDIA



Localintel: Powering Economic Development for Smart Cities

[Link](#)



Smart Cities Council Honors Trailblazing Start-Ups with Innovation Alley Awards

[Link](#)



Office of Economic Development Puts Big Data in the Hands of Small Business

[Link](#)



Develop Indy Launches New Tool to Support Business Growth in Indianapolis

[Link](#)



City of Southfield launches 'Business Catalyst' to help companies succeed

[Link](#)



Local market insight provides a boost to small businesses in Calgary

[Link](#)



David Bayda • 1st
Senior Business Advisor at Business Link AB
1yr



Cherie Klassen • Following
Executive Director, Old Strathcona Business...
1yr • Edited

One of the COOLEST business tools for Edmonton and Alberta! Startups take note! Amazing dashboards and maps to help you research your competitors, market, industry, trends, etc. Check it out at <https://lnkd.in/gpMtG8s>

Wicked economic dashboard tool for small business owners to help them understand their market and industry trends. And it does so much more. So excited to see this awesome tool developed by Alberta startup **Localintel** taking off!

REFERENCES



Town of Renfrew
Victoria Thomas, Economic Development Officer
(613) 432-4848, x119, vthomas@renfrew.ca



Town of Sylvan Lake
Vicki Kurz, Economic Development Officer
403.887.1185 Ext 226, vkurz@sylvanlake.ca



Calgary Economic Development
Nicole Mullings, Research and Strategy
403.221.7836, NMullings@CalgaryEconomicDevelopment.com

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TESTIMONIALS

Rochelle Freeman, Business & Economic Development Director, City of Southfield MI

"My office was not able to meet these needs adequately prior to our entering into a relationship with Localintel. Additionally, Southfield is able to assist clients 24/7 via the Localintel tools, enabling businesses access to information when they want it rather than being limited to our business hours. We have received very positive feedback from our local partners including the Michigan Economic Development Corporation, Oakland County Economic Development and Southfield Area Chamber of Commerce. They are featuring our community's economic development tools in their presentations to new businesses and entrepreneurs when working with them to showcase how to find the correct resources and information needed for effective business plans and expand marketing efforts."

Jon Allan, Economic Development Officer, Town of Sundre, AB

"The Town of Sundre uses Localintel's interactive economic development tools to help recruit and promote new businesses. Being able to provide a biomedical industrial investor with legitimate information about the regional workforce via Localintel's tools was a catalyst in helping secure their \$10 million investment."

Kathy Henderson, Director Economic Development, Carbon County PA

"I was contacted by one of our local tv news reporters who is doing a story on the unemployment rate here in Carbon County. I was able to use the new data provided in the tools to showcase in their story. They also used the graphs as a visual."

Brian Surratt, Director of the Office of Economic Development, City of Seattle WA

"Data is only useful if it is easily accessible. That's why I'm so excited about the Business Decision Engine (the name given to Localintel's tools by Seattle). Through a beautiful and engaging interface, entrepreneurs will have access to volumes of City and partner agency data that together can help business owners make choices about where and how they do business in Seattle. Before the Business Decision Engine, people had to search several agencies, and even if they found the right data, they may not have had the context to make it useful. Now, all the most important information is in one place and easily digestible for anyone."

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OUR COMPANY & LEADERSHIP

Localintel is a technology firm founded in 2015. We are a well-funded, financially stable and have quickly established ourselves as a market leader. A brief profile of Localintel's co-founders is provided below.



DAVE PARSELL

Co-founder & Chief Executive Officer

Dave has 15 years experience working in senior consulting and local government roles where he specialized in economic development and strategic planning. He holds a Masters of Public Administration, Masters of Environmental Planning and Bachelor of Commerce.



MEHDI AMOUI

Co-founder & Chief Technical Officer

Mehdi is a software engineer and researcher with extensive experience in designing, building and maintaining enterprise systems and leading technical teams. He holds a PhD in software engineering, Masters in artificial intelligence, Bachelor of Science in software engineering.

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HOW WE HELP PROMOTE YOUR COMMUNITY

Level 1: Complimentary marketing package (free)

A digital package containing a variety of design templates, assets and examples that you or your designers can use, adapt or copy as best suits your needs. Use these alongside our best practice schedule to help achieve the best results.

Level 2: Marketing package + basic implementation (\$980)

Each element of the Localintel marketing package will be prepared for you including print ready artwork and social media posts.

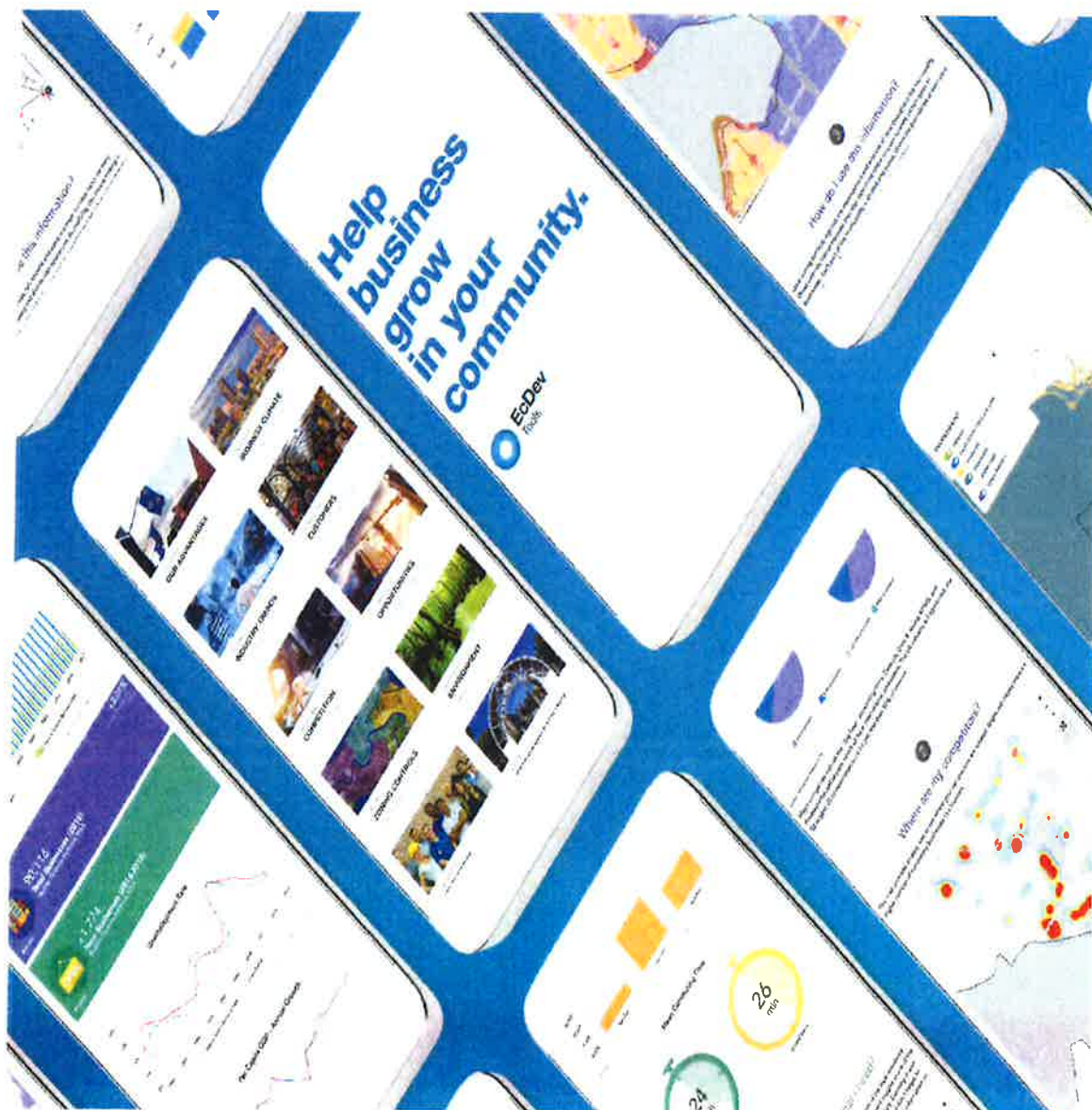
Level 3: Marketing package + advanced implementation (\$3,700)

Get a higher level of customization applied to Localintel's marketing package to help you community stand out.

Level 4: Bespoke package + custom implementation (estimate on request)

Select this option if you are looking for a unique approach to branding and promoting your community.





CONTACT US

Please don't hesitate to contact Steve Kirby with any questions at:

(e) steve@localintel.co

(p) 206.326.9319

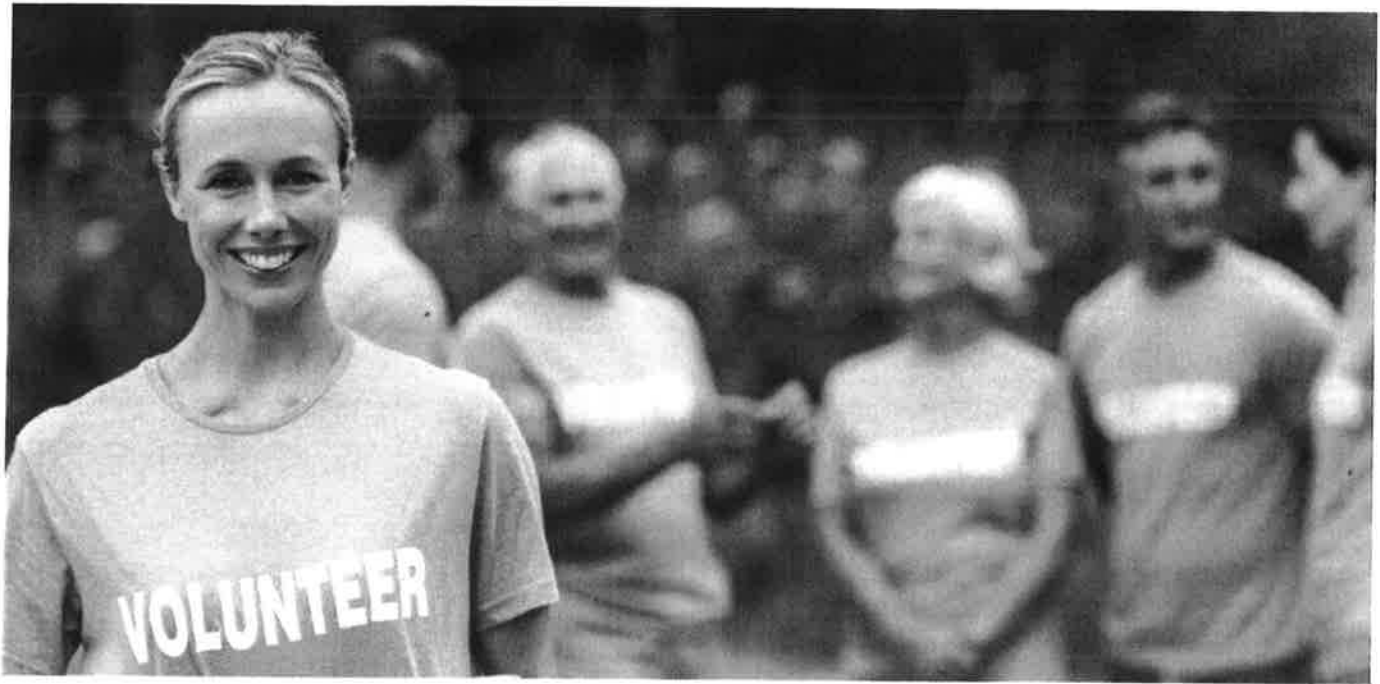
(w) www.localintel.co



Seattle, Philadelphia, Calgary.

Civic engagement is difficult!

by **Kent Waugh** in Community Development, Governance, Public Participation



8 Shares **k.c' co' din =Ci**

Regardless of what we call it or how we define it, all municipalities are faced with the same challenge: "How do we help strengthen our community by inviting residents to join in the process?"

What drives civic engagement?

There are several factors and motivators at play for residents to become engaged.

Civic engagement may often be an outcome of how long a person has been in the community and the level of awareness they have of things to do. Still, not every resident becomes engaged, no matter how long they live in a community; and, some new residents jump right into volunteering and various groups within months of moving into a community.

DIGITAL CONNECTIONS

Social Media for Municipalities & Municipal Politicians



(<https://www.municipalworld.com/linkout/296728>)

Generally, people become interested in a community when they have lived in it for some time. With interest comes experience, leading to involvement, then engagement, and finally with the person fully participating in the community. Again, not everyone becomes involved or engaged. And, a resident's full participation may mean an hour volunteering, picking up garbage as they walk through the local park, or 30 hours per week working with local volunteer groups.

Is civic engagement stronger or weaker in varying sizes of communities? Many might argue the smaller a community, the more likely it is one knows a lot of people, and the easier it is to know about all the opportunities for involvement. Add to that a healthy spice of peer/neighbour pressure and civic engagement happens. People who live in the community where they grew up also have an easier time, given that their social networks are often larger and deeper, and a sense of civic pride comes into play.

To move a resident from zero engagement to hero engagement requires effort. It starts with continuously building higher awareness of community engagement opportunities. It would make sense to argue that it isn't a municipality's responsibility to inform all residents of all community groups and opportunities, though it would stand to reason that a municipality has the greatest to gain by doing so.

3 Steps to Building Engagement

So, how does a municipality build civic engagement? Let's focus on the three "do" activities that drive civic engagement: awareness, experience, and satisfaction.

1. Awareness

Residents and stakeholders cannot be expected to be engaged if they are not aware of what municipal governments and community organizations are doing. And, municipal governments benefit greatly from high levels of civic engagement, but cannot achieve that without driving high levels of awareness. The good news is building awareness for civic engagement opportunities is easier than it sounds. For example, developing a simple newsletter program that is sent on a consistent basis and that covers a full variety of opportunities will drive significantly higher awareness levels and result in increased civic engagement.

2. Opportunity and experience

Managing opportunities for civic engagement requires significant effort and resources. It can range from funding community organizations, to incubating groups, to organizing volunteer programs. A keen understanding of residents' wants and needs helps municipalities and community organizations design better opportunities for civic engagement, resulting in better citizen engagement experiences. This is true for both the most focused and broadest definitions, which includes use of municipal facilities, programs, and services.

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3. Satisfaction

Measuring and reporting back on the outcomes of civic engagement can lead to more civic engagement. A feedback loop goes a long way to showing the benefits an individual can experience. It also builds public trust in local governments and community organizations.

Striving for Future Success

To summarize, municipalities must strive to better define what is meant by civic engagement among their own staff. Next, create a program to build awareness, maximize experience, and drive satisfaction. The rewards for the municipality and the entire community far outweigh the required effort and resources. **MW**

★ **Municipal World Insider and Executive Members:** You might also be interested in the full version of this article (<https://www.municipalworld.com/articles/civic-engagement-moving-from-zero-to-hero>) or in Élisabeth Liston's article: Residents as changemakers: MIS Civic Incubator offers new model of civic engagement (<https://www.municipalworld.com/articles/residents-as-changemakers/>). Note that you can

now access the complete collection of past articles

(<https://www.municipalworld.com/articles/>) (and more) from your membership dashboard

(<https://www.municipalworld.com/my-account/>).

Kent Waugh serves as Managing Partner in The W Group, a firm specializing in building municipal-based e-communications, research panels, and feedback programs that support community engagement efforts.

Related resource materials:

- ◆ 12 Strategies for Re-Energizing Your Community
(<https://www.municipalworld.com/product/12-strategies-for-re-energizing-your-community-item-0012/>)
- ◆ Better Decisions, Together (<https://www.municipalworld.com/product/better-decisions-together-item-0016/>)
- ◆ Save Your City: How toxic culture kills community & what to do about it
(<https://www.municipalworld.com/product/save-city-toxic-culture-kills-community/>)

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Privacy & Cookies Policy 37

Subject: FW: USW/WFP Strike

From: Gabriele Wickstrom [mayorwickstrom@portmcneill.ca]

Sent: Tuesday, November 05, 2019 8:47 PM

To: mayor.adams@campbellriver.ca; dformosa@cdpr.bc.ca; ddugas@porthardy.ca; sharie_minions@portalberni.ca; kcameron@portalice.ca; grbunger@conumacable.com; Al Siebring; mayor@saywardvalley.ca; mayor@villageoftahsis.com

Subject: USW/WFP Strike

Hello Mayors:

As you are well aware we are in the midst of a strike that seemingly has no end in sight. Our communities are feeling the hardship and families are caught in the middle of it all.

I was chatting with Mayor Siebring and we thought a letter from Island Mayor's might put added pressure on the chief negotiators. We feel it's prudent to send the message that should the strike continue, there will be lasting effects some might not recover from.

I have attached a template letter should you wish to use it. I encourage you to add your own letterhead, personalize the message and cc those you feel appropriate to include, such as your local MLA or media.

Please forward the email to any Mayor I may have missed whose community has been affected.

Sincerely,

Gaby Wickstrom
Mayor
Town of Port McNeill
250 902 9115

Gabriele Wickstrom
Mayor
Town of Port McNeill
250 902 9115

November 4, 2019

Attn: Brian Butler: BButler@usw1-1937.ca
Roger MacDowell: rmacdougall@westernforest.com

Re: Western Forest Products and United Steelworkers Strike

As leaders of communities that are severely impacted by the Western Forest Products and United Steelworkers strike, we are compelled to write to you bringing attention to the devastation this strike is causing for the families who live, work and support our community.

As far as we are aware, after four months, significant bargaining has not occurred and there appears to be no end in sight. This lack of progress is very concerning to us as community leaders.

Our communities are suffering the negative impacts of this conflict and we are fearful of the spiraling financial consequences if the labour action extends much longer. Thousands of workers have barely earned an income since the strike began in July, and many are unable to make ends meet. Some are at risk of losing their homes, and we are beginning to see houses listed for sale. We have also seen tow trucks repossessing peoples' vehicles. Hydro has disconnected services to peoples' homes. The food banks are finding difficulty meeting the demand and recently a food truck made a special delivery to Woss, Port McNeill & Port Hardy. No one has money to spend; businesses are laying off its employees and registration is low for community programs, such as our local hockey teams.

We expect attrition of the workforce will occur with older workers opting to take early retirement and younger workers seeking work in alternative sectors. The current strike is deterring the next generation from wanting to work in this industry and we are already witnessing highly skilled workers leaving for Northern BC or Alberta.

We would be remiss not to mention those who indirectly benefit from a prosperous forestry economy. Businesses are feeling the effects of a strike entering its fifth month and those who are already operating on a thin red line might not be able to recover. Restaurants, clothing and furniture stores, just to name a few, are what keep people living in our towns. If they are forced to close, due to lack of business, it will have a detrimental effect on future recruitment and retention efforts.

We acknowledge there are important issues to be sorted out between the USW and WFP. However, time is ticking and we need both sides to begin earnest bargaining and seek a resolution as soon as possible, even if temporarily. Our communities and the

families within them are asking you to bargain in good faith. We are asking you to press through your differences for the sake of every family who is struggling. We need you to look across the table and see the faces of your employees or union members because that's what this dispute is about. With the strike now into its fifth month, our communities can't sustain this loss of employment any longer. We urge you to get back to the table and end this labour dispute for the sake of all of those who are experiencing such a great hardship.

Sincerely,

Cc:

Honourable John Horgan - Premier: john.horgan.mla@leg.bc.ca

Honourable Doug Donaldson – Minister of Forests, Lands, Natural Resource
Operations and Rural Development: doug.donaldson.MLA@leg.bc.ca



STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CAO/CFO
Subject: Tree Management Bylaw
Meeting date: October 22, 2019

BACKGROUND

At the October 8th Regular meeting of Council, direction was given to Staff to include the District of Metchosin's Tree Management Bylaw in the October 22nd Regular Council Meeting agenda package for discussion. This was in response to a letter received by the Village dated September 16, 2019 from a resident located at 230 Ambleside concerned about sequoia trees adjacent to her property. At the Oct 22nd meeting Council directed Staff to bring this report forward to the November 5th (now 12th) Committee of the Whole meeting.

DISCUSSION

Staff recommend that Council review the Official Community Plan for the Village of Sayward, along with Council's Strategic Goals and Priorities. Staff request direction from Council as information and best practices need to be researched to provide a full staff report regarding a Tree Management Bylaw.

ATTACHMENTS

- Letter from Ms. C. Remmelzwaal
- District of Metchosin Tree Management Bylaw 287

STAFF RECOMMENDATIONS

THAT Council receive the Tree Management Bylaw Report for information and discussion, and;
THAT Council provide direction to Staff.

Respectfully submitted,

Lisa Clark, CAO/CFO

Village of Hayward Sept 16, 2015

I reside at 230 Ambleside. There is a lot for sale adjacent my property on Hayward Heights. On this lot stands two beautiful mature Sequoia trees. I propose the village purchase the lot to preserve these grand trees. These are the same trees the library project moved to preserve one, a third of the size of these. I hope council will seriously consider saving these trees for future generations. They are rare.

282-3814. AmmeZooal.

District of Metchosin

Tree Management Bylaw

Bylaw 287

This bylaw has been consolidated **for convenience only**. Please contact staff to verify that the information contained in this document reflects the most current bylaw provisions.

The following amendment bylaws are incorporated:
287, 517, 526, 534, 587 & 597

**DISTRICT OF METCHOSIN
BYLAW NO. 287**

A B Y L A W

To Regulate the Cutting of Trees

**(For convenience, this document is an unofficial consolidation of Bylaws 287, 517, 526 & 534
(Amendments to Bylaw 287 are indicated in bold italic)**

WHEREAS Part 22, Division 2 of the *Municipal Act* authorizes a municipal council to enact provisions to regulate the cutting and removal of trees in a Municipality;

AND WHEREAS it is Council's intention to regulate the cutting and removal of trees;

NOW THEREFORE the Council of the District of Metchosin, in open meeting assembled, enacts as follows:

1. Citation

This Bylaw may be cited as the "District of Metchosin Tree Management Bylaw, No. 287".

1.1 Purpose

This Bylaw is enacted for the purposes of regulating the cutting and damaging of trees within the municipality in the general public interest. It is not contemplated nor intended, nor does the purpose of this Bylaw extend:

- (a) to the protection of any person from injury or damage to property or economic loss as a result of the cutting or removal of trees;*
- (b) to the assumption by the Municipality or any employee of any responsibility or duty of care for insuring that the cutting of one or more trees will not result in injury to any person or danger to any property from erosion, flooding, landslip or other damage;*
- (c) to providing any person with a warranty with respect to tree cutting for which a permit is issued under this Bylaw that the tree cutting will not cause or increase the danger of erosion, flooding, landslip or other damage;*
- (d) to assuming liability of a property owner for any damage arising from nuisance or negligence arising from tree cutting carried out on the owner's property."*

(Bylaw 526, November 2006)

2. Repeal

This Bylaw repeals Metchosin Tree Cutting Bylaw No. 131, 1991, and its subsequent amendments.

3. Tree Protection Areas

Within the District of Metchosin, the prohibition and permitting provisions in:

- (a) Section 9 apply within the Shoreland Slopes Development Permit Area;
- (b) Section 10 apply in respect of significant trees;
- (c) Section 11 apply to areas within *any Riparian Assessment Areas*; and
(Bylaw 517, May 2006)
- (d) Section 8 applies to all other lands in the District.

4. Metric Dimensions

Metric dimensions are used in this Bylaw. Imperial equivalents provided in brackets are approximate and for convenience only and do not form part of this Bylaw.

5. Definitions

In this Bylaw:

- (1) “Building Envelope” means an area of a lot required for the location and construction of a building and includes an area surrounding the building the distance of which is equivalent to the height of any tree located on the lot which has the potential to strike the building if it were to fall.
- (2) “Certified Arborist” means a person holding a current certification of “certified arborist” issued by the International Society of Arboriculture.
- (3) “Clerk” means the Clerk of the District of Metchosin or his authorized designate.
- (4) “Council” means the Council of the District of Metchosin.
- (5) “Cut Down” means to kill or remove a tree by any means and includes the topping of a tree and the removal of any branch or trunk of a tree having a diameter of more than 10 cm (3.9”) but does not include the normal pruning of a tree.
- (6) ***“DBH” means “Diameter at breast height” which means and refers to the diameter of a tree, outside the bark, at a point of 1.2 metres (4.0 feet) above the highest point on the tree where the ground meets the stump.***

Bylaw 597, August 2013

- (7) “Dangerous Tree” means a tree:
 - (a) which is dead, dying, severely damaged, unstable or severely leaning and in danger of falling;
 - (b) which is interfering with, or is in such close proximity to utility wires as to be a danger, or
 - (c) having a root system which is interfering with, blocking or damaging an existing drainage or sewer system or other major improvements.

- (8) “Diameter” means a measurement which is determined by dividing the circumference of the trunk of the tree measured 1.4 m (4.5’) above the ground by 3.142.
- (9) “Lot” means the smallest unit as shown on the records of the Land Title Office in which land is held and includes a strata lot created pursuant to the *Condominium Act*.
- (10) “Municipality” means the District of Metchosin.
- (11) “Natural Boundary” means the visible high-water mark of any lake, river, stream or other body of water where the presence and action of the water are so common and usual, and so long continued in all ordinary years, as to mark upon the soil of the bed of the body of water a character distinct from that of the banks thereof, in respect to vegetation, as well as in respect to the nature of the soil itself.
- (11.1) ***“Principal Building” means a building which contains the principal use on a lot as set out in the Metchosin land Use Bylaw No. 259, as amended, and any successor bylaws.***
- (11.2) ***“Principal Use” means the main use of land, buildings and structures on a lot as set out in the Metchosin land Use Bylaw No. 259, as amended, and any successor bylaws.***
(Bylaw 587, May 2012)
- (12) “Professional Forester” means a registered member or holder of a special permit granted under Section 14(1) of the *Foresters Act*.
- (13) ***“Protected Tree” means***
(a) a Garry Oak tree (Quercus garryana);
(b) an Arbutus tree (Arbutus menziesii);
(c) a Pacific Dogwood Tree (Cornus nuttallii);
(d) a Pacific Yew tree (Taxus brevifolia);
(e) a Cascara tree (Rhamnus purshiana);
(f) a Manzanita (Arcotostaphylos columbiana);
(g) Seaside Juniper (Juniperus maritima);
(h) Trembling Aspen (Populus tremuloides);
(i) Oregon Ash (Fraxinus latifolia);
(j) Any native tree over 1m dbh;
(Bylaw 597, August 2013)
- (14) ***“Qualified Environmental Professional” has the same meaning as set out in the Riparian Areas Regulation.***
(Bylaw 517, May 2006)
- (15) “Real Property” means land, with or without improvements so affixed to the land as to make them in fact and law a part of it.
- (16) ***“Riparian Areas Regulation” means the B.C. Riparian Areas Regulation, BC Reg. 837/2004, of the Fish Protection Act, S.B.C. 1997.***
(Bylaw 517, May 2006)
- (17) ***“Riparian Assessment Area” has the same meaning as set out in the Riparian Areas Regulation.***

- (18) "Security" means either cash or an irrevocable letter of credit, in a form acceptable to the Municipality, which is provided to the Municipality to guarantee performance of requirements of this Bylaw.
- (19) "Significant Tree" means any living, erect, woody plant, listed on Schedule "A" attached hereto, which has been identified because of its importance to the community including importance for heritage or landmark value or as wildlife habitat.
- (20) "Tree" means any living, erect, woody plant which is 10 cm (3.9") or more in diameter.
- (21) "Watercourse" means a natural drainage course or source of water, whether usually containing water or not, including a lake, pond, river, stream, creek, spring, ravine, swamp and gulch; and also includes a man-made depression with well-defined banks and a bed 0.6 m (2') or more below the surrounding land serving to give direction to a current of water at least 6 months of the year or having a drainage area of .32 km² (0.12 miles²) or more, any of which may be enclosed or in a conduit, but excludes roadside ditches, drainage ditches and irrigation works.

6. Measurement

In this Bylaw:

- (1) The diameter of a tree having multiple trunks at 1.4 m (4.5') above the ground shall be the sum of:
 - (a) 100% of the diameter of the largest trunk, and
 - (b) 60% of the diameter of each additional trunk.
- (2) The location of a tree shall be measured at the point at which the trunk of the tree meets the ground.
- (3) Where the trunk of a tree is growing on a building envelope line or other setback line prescribed by this Bylaw, the tree shall be deemed to be located on the same side of the line as the majority of the trunk is located.

7. Prohibition

No Permit shall be issued to cut down any tree required for provision of a building envelope on which to construct an accessory building having a gross floor area of less than 25 m² (269 ft²). Such buildings will be required to be located within existing clearings or those which may be created under other provisions of this Bylaw.

8. General Tree Cutting

- (1) No person shall cut down any tree except in accordance with a Permit.

- (2) Despite subsection (1), a Permit is not required to cut down any tree where ***none of the trees to be cut down are within the Riparian Assessment Area***, and where the following circumstances apply:

(Bylaw 517, May 2006)

- (a) the tree is a dangerous tree; or
- (b) on a particular 4,000 m² (.98 ac) area of a lot, in any 12-month period, where the number and size of trees to be cut down do not exceed:
 - (i) 50 trees having a diameter of 18 cm (7") or less, and
 - (ii) 10 trees having a diameter of more than 18 cm (7");

and for the purposes of this section:

- (iii) a lot of less than 4,000 m² (.98 ac) shall be considered to be 4,000 m² in area,

- (3) The Clerk shall issue a Permit to cut down any tree where:

- (a) ***the tree is not within a Riparian Assessment Area***, and the tree is located within a building envelope, or within an area to be used for the construction or installation of a driveway, required off-street parking area, sewage disposal system, or underground or above-ground utility corridor, where application for the Building Permit, Sewage Disposal Permit, or Road Access Permit has been submitted to the appropriate authority, the permit fee paid, and the cutting is directly related to the particular permit application; or

(Bylaw 517, May 2006)

- (b) the cutting is ***not within a Riparian Assessment Area*** and is reasonably required:

(Bylaw 517, May 2006)

- (i) for the determination of the location of or for the construction of highways, services, and utilities, and, in determining to what extent the cutting down of trees is reasonably required, the Clerk may refer to any approved or proposed subdivision plan for the lot, or
- (ii) except for lands located within the Bilston Watershed Development Permit Area as indicated on Schedule "B" attached hereto, to permit a use of land authorized by the Metchosin Land Use Bylaw.

9. Shoreland Slopes Development Permit Area

- (1) No person shall cut down a tree located within the Shoreland Slopes Development Permit Area as indicated on Schedule "C" attached hereto except in accordance with a Permit.
- (2) The Clerk shall issue a Permit to cut down any tree in the Shoreland Slopes Development Permit Area:
 - (a) where the tree is a dangerous tree;

- (b) where the tree has the potential to cause a failure of the shoreland slope or cause slippage of the shoreland slope if the tree were to fall;
- (c) where the tree is located within a building envelope, or within an area to be used for the construction or installation of a driveway, required off-street parking area, septic tank or field or underground or above-ground utility corridor, where application for the Building Permit, Sewage Disposal Permit, Road Access Permit, or other applicable permit has been submitted to the appropriate authority, the permit fee paid, and the cutting is directly related to the particular permit application; or
- (d) on a lot located within the Agricultural Land Reserve provided that the purpose of the tree removal is to enable the lot on which the trees are growing to be used for an agricultural use and the owner files with the Municipality a statutory declaration verifying the purpose.

10. Significant Trees

- (1) No person shall cut down a significant tree except in accordance with a Permit.
- (2) The Clerk shall issue a Permit to cut down a significant tree where:
 - (a) the tree is a dangerous tree; or
 - (b) the tree is located within a building envelope *of a principal building*, or within an area to be used for the construction or installation of a driveway, required off-street parking area, septic tank or field or underground or above-ground utility corridor, where application for the Building Permit, Sewage Disposal Permit, Road Access Permit, or other applicable permit has been submitted to the appropriate authority, the permit fee paid, the cutting is directly related to the particular permit application, and where the Clerk is satisfied that the tree cannot be preserved as no reasonable alternate site exists.

(Bylaw 587, May 2012)
- (3) The Clerk may place a plaque or marker on or near each significant tree upon receiving permission to do so from the owner of the lot on which the tree grows.

10.1 Protected Trees

- (1) *No person shall cut down a protected tree except in accordance with a Permit.*
- (2) *The Clerk shall issue a Permit to cut down a protected tree where:*
 - (a) *the tree is a dangerous tree; or*
 - (b) *the tree is located within a building envelope of a principal building, or within an area to be used for the construction or installation of a driveway, required off-street parking area, septic tank or field or underground or above-ground utility corridor, where application for the Building Permit, Sewage Disposal Permit, Road Access Permit, or other applicable permit has been submitted to the appropriate authority, the permit fee paid, the cutting is directly related to the particular permit application,*

and where the Clerk is satisfied that the tree cannot be preserved as no reasonable alternate site exists.

(Bylaw 587, May 2012)

- (3) *Despite section 10.1(1), a permit is not required to cut down no more than ten arbutus trees less than .5m diameter at breast height (dbh) on a particular 4,000 m² area of a lot in any 12 month period.*

(Bylaw 597, August 2013)

11. Watercourses

- (1) In this section, “tree” means any living, erect, woody plant.
- (2) No person shall cut down a tree growing *within a Riparian Assessment Area* except in accordance with a Permit.

(Bylaw 517, May 2006)

- (3) The Clerk shall issue a Permit to cut down a tree where *written confirmation has been provided by a Qualified Environmental Professional, at the applicant’s expense , that the tree cutting will be undertaken in compliance with Section 4(2) or Section 4(3) of the Riparian Areas Regulation and:*

(Bylaw 517, May 2006)

- (a) the tree is a dangerous tree;
- (b) the tree or the roots of the tree are blocking a watercourse or reducing its drainage capacity;
- (c) it is necessary to cut down the tree to carry out works in or about the watercourse provided that the said works have been authorized by a permit or approval issued by the Ministry of Environment, Lands and Parks; or
- (d) *any introduced invasive tree.*

(Bylaw 597, August 2013)

12. Development Permits

Within the Bilston Watershed Development Permit Area or the Shoreland Slopes Development Permit Area, where any person proposes to cut down trees and the cutting does not comply with this Bylaw, a Development Permit shall be required under the terms and conditions specified in the Metchosin Official Community Plan.

13. Emergency Removal

- (1) Despite any other provision in this Bylaw, a person may cut down a tree the cutting down of which is prohibited by this Bylaw if:
- (a) the tree is a dangerous tree; and
- (b) the tree is in imminent danger of falling and injuring persons or property.

- (2) If a tree which has been cut down pursuant to subsection (1) is a significant tree, or located within the Shoreland Slopes Development Permit Area, or, if a tree has been cut down within a ***Riparian Assessment Area***, the person who cut it down must report that information to the Municipality within 3 days and the stumps and roots of the tree are not to be removed without the specific written permission of the Municipality.

(Bylaw 517, May 2006)

14. Permits

- (1) Every application for a Permit shall be made to the Clerk and shall be accompanied by the following non-refundable application fee:
- (a) \$40.00 for the first 50 trees or portion thereof; and
 - (b) \$2.00 for each additional tree.
- (2) No application fee shall be charged for the removal of a dangerous tree.
- (Bylaw 597, August 2013)
- (3) The form of the application for a Permit and the form of the Permit shall be as established by the Clerk.
- (4) An applicant for a Permit shall:
- (a) provide a plan of the lot identifying:
 - (i) the location, species and diameter of the trees which are proposed to be cut down; and
 - (ii) the location of any proposed activities, including areas required for buildings, building envelopes, driveways, off-street parking, sewage disposal systems, utility corridors and uses permitted by the Metchosin Land Use Bylaw, which relate to the trees proposed to be cut down;
 - (b) identify with flagging on the lot each tree that is proposed to be cut down, or, if clearcutting an area, mark on the ground with paint, stakes or flagging, the area that is to be cut; and,
 - (c) if applicable, mark on the ground with paint, stakes, or flagging the location of any proposed activities, including areas required for buildings, building envelopes, driveways, parking, sewage disposal systems, and utility corridors, which relate to the trees proposed to be cut down.
- (5) The purpose for which any tree is to be cut down shall be stated on the application for the Permit.
- (6) A Permit is valid for the period specified on the Permit which shall not exceed 1 year.

15. Permit Conditions

The Clerk may, as a condition of issuance of a Permit, require that:

- (a) replacement trees be planted as specified in **Section 19**;
 - (b) stumps remain in place in order to assist in the prevention of erosion.
- (Bylaw 597, August 2013)

16. Engineering Reports

(1) The Clerk may require an applicant for a Permit:

- (a) to submit, at the applicant's expense, a report prepared by a qualified geotechnical or hydrological engineer certifying that the proposed tree removal will not create a danger from erosion, flooding, or landslip; or
- (b) for a lot within the Shoreland Slope Development Permit Area, to submit, at the applicant's expense, a report prepared by qualified geotechnical engineer certifying that if the tree were to fall, it has the potential to cause a failure of the shoreland slope or cause slippage of the shoreland slope.
- (c) ***to submit, at the applicant's expense, written confirmation that cutting of a tree or trees within a Riparian Assessment Area will be undertaken in compliance with Section 4(2) or Section 4(3) of the Riparian Areas Regulation.***

(Bylaw 517, May 2006)

- (2) If the report of the engineer recommends the construction of works necessary to prevent erosion, flooding or landslip, no Permit shall be issued unless the applicant provides to the Municipality security in the amount of 120% of the cost of the works as estimated by the engineer.
- (3) The applicant shall be responsible for and, at his own expense, execute all work required by the engineer in his report in order to prevent erosion, flooding, or landslip or to ensure the stability of the slope.
- (4) Upon completion of the required works and certification of the engineer that the works satisfy his requirements to prevent erosion, flooding, or landslip, or to maintain the stability of the slope, the security will be released.
- (5) The works shall be completed within the period specified on the Permit. Should the works not be completed within the stated period or not be completed according to the engineer's recommendations, the Municipality may use the security to complete the works at the applicant's expense.
- (6) Where the Municipality is required to complete the works and the amount of security provided is insufficient, the applicant shall pay the balance forthwith to the Municipality upon receipt of the invoice.

17. Removal of Hazardous Trees

- (1) Every owner or occupier of real property shall cause all trees, hedges, bushes or shrubs on the property to be trimmed, removed or cut down if the Council considers that it is:
 - (a) a hazard to the safety of persons;
 - (b) likely to damage public property, or
 - (c) seriously inconveniencing the public.
- (2) The Council may serve upon the owner or occupier of the real property notice that the Municipality will be entitled to take the required action at the expense of the person given the notice if the person does not take the required action within 5 days service of the notice upon him.
- (3) If the person given the notice does not take the required action within 5 days of service, the Municipality, by its employees or other, may enter the real property, and take the action specified in the notice at the expense of the person given the notice.
- (4) If the person referred to in the preceding sub-section does not pay the costs of the action taken on or before December 31 in the year in which the costs were incurred, the costs shall be added to and form part of the taxes payable on the real property as taxes in arrears.

18. Report of Certified Arborist or Professional Forester

The Clerk may require, at the applicant or property owner's expense, confirmation in writing by a certified arborist or a professional forester stating that:

- (a) a tree for which an application for a Permit has been made is a dangerous tree; or
- (b) that a tree which has been the subject of emergency removal under Section 13 of this Bylaw met the criteria for removal.

19. Replacement Trees

Where required as a condition of issuance of a Permit or where any person cuts down a tree in contravention of this Bylaw or of a Permit issued pursuant to this Bylaw, he shall:

- (1) within a time period prescribed by the Clerk, plant a replacement tree as prescribed below:
 - (a) in the case of the cutting down or damaging of a significant tree, plant a replacement tree of the same species as the tree that has been cut down or damaged and of the largest size that may be obtained from a commercial nursery on Vancouver Island; or
 - (b) in the case of the cutting down of a tree in the Shoreland Slopes Development Permit Area that is not a significant tree, plant a replacement tree of a species and size that is appropriate to stabilize and retain soil on the slope in accordance with sound soil engineering practice; or

- (c) in the case of the cutting down of a tree in any other area that is not a significant tree, plant a replacement tree of a coniferous species if the tree that was cut down was a coniferous tree and of a deciduous species if the tree that was cut down was a deciduous tree, and in either case of the largest size that may be obtained from a commercial nursery on Vancouver Island;
- (2) water, fertilize and maintain the replacement tree in accordance with sound horticultural practice; and
- (3) provide to the Municipality security in the amount of 120% of the total cost of replacing and maintaining the tree for a period of 3 years.

20. Reconsideration of a Decision of the Clerk

- (1) The applicant for a Permit that is subject to a decision of the Clerk may request that Council reconsider, pursuant to Section 715 of the *Municipal Act*, the decision or any conditions attached to the decision.
- (2) A request for reconsideration under this section shall:
 - (a) be made in writing;
 - (b) include a return address; and
 - (c) be submitted to the Clerk within 30 days of the date of his decision.
- (3) Following receipt of an application for reconsideration under this section, the Clerk shall notify the applicant of the time, date and place that the application will be placed before the Council.
- (4) Notification from the Clerk in accordance with subsection (3) shall:
 - (a) state that the reconsideration by the Council at the time, date and place specified will include a reasonable opportunity to be heard or make written submission on the matter either in person, or through an agent, or both; and
 - (b) be mailed or otherwise delivered to the applicant at least 10 days before the date set for reconsideration by the Council.

21. Municipal Works

Nothing contained in this Bylaw shall apply to a tree growing on a highway, park, right of way or easement belonging to the Municipality nor to any public utility works where the works are carried out by or under the authority of the Municipality.

22. Entry on Property

The Clerk, Bylaw Enforcement Officer, or authorized designates may enter at all reasonable times on any property which is subject to the regulations in this Bylaw to make an assessment or inspection for any purpose pursuant to this Bylaw and to ascertain whether the regulations of this Bylaw are being observed.

23. **Offence**

- (1) *Any person who contravenes the Bylaw or who causes, suffers or permits actions contrary to this Bylaw is guilty of an offence against this Bylaw and is liable to penalties imposed under this Bylaw.*

24. **Penalty**

- (1) *Any person who cuts a tree without a permit is subject to a minimum fine of \$500.00 for each tree unlawfully cut down.*
- (2) *Any person who commits an offence against this bylaw is liable to a fine and penalty of not more than \$10,000.00 for each tree unlawfully cut or damaged as pursued through the Courts, with a maximum of \$100,000.00 per offence.*
- (3) *In addition to any penalty that may otherwise be imposed under the Bylaw, the Clerk may require specific equivalent replacement trees to be planted for the purpose of restoring a damaged site.*

Bylaw 597, August 2013

District of Metchoshin

TREE MANAGEMENT BYLAW NO. 287

SCHEDULE "A"

LEGAL DESCRIPTION	ADDRESS	SPECIES	COMMON NAME
Part of Sec. 2, East of Metchoshin Rd., & South of Plan 1184	4609 William Head Road - <i>Ben Acre</i>	Fraxinus americana Juniperus scopulorum Populus trichocarpa Ulmus procera	North American White Ash Rocky Mountain Juniper Black Cottonwood English Elm
Pcl. C, Sec. 40 & 41, Met. Dist.	5447 Rocky Point Road - <i>Glenrosa</i>	Acer macrophyllum Ilex aquifolium Juglans regia	Bigleaf Maple English Holly English Walnut
Pcl. C, Sec. 1, Met. Dist., Plan 197R	4360 Metchoshin Road - <i>St. Mary's Church</i>	Chamaecyparis lawsoniana Pend. Quercus robur	Lawson's Weeping Cypress English Oak
Lot 1, Sec. 32 & 33, Met. Dist., Plan 9963	5041 William Head Road	Pseudotsuga menziesii	Douglas Fir
Lot 1, Sec. 1, Met. Dist., Plan 17824	4290 Metchoshin Road - <i>'Chosin Pottery</i>	Carpinus betulus	European Hornbeam
Lot 3, Sec. 1, Met. Dist., Plan 13156	4283 Metchoshin Road	Pseudotsuga menziesii	Douglas Fir
Lot 5, Sec. 26, Met. Dist., Plan 23020	592 Gemini Drive	Pseudotsuga menziesii	Douglas Fir

Bylaw No. 287
- Schedule "A" (cont.)

LEGAL DESCRIPTION	ADDRESS	SPECIES	COMMON NAME
Lot 4, Sec. 42, Met. Dist. Plan 26149	1045 Matheson Lake Road	<i>Pseudotsuga menziesii</i>	Douglas Fir (2 trees)
Lot D, Sec. 6, Met. Dist., Plan 37852	709 Pears Road - <i>Deerleap</i>	<i>Araucaria araucana</i> <i>Cornus nuttallii</i> <i>Juniperus scopulorum</i> <i>Pseudotsuga menziesii</i> <i>Quercus garryana</i> <i>Thuja plicata</i>	Monkey Puzzle Tree Pacific Dogwood Rocky Mountain Juniper Douglas Fir Garry Oak Western Red Cedar
Lot 1, Sec. 1, Met. Dist., Plan 41421	4268 Metchosin Road - Part of <i>Witty Farm</i>	<i>Quercus garryana</i>	Garry Oak (9 trees)
Lot 2, Sec. 1, Met. Dist., Plan 41421	4276 Metchosin Road - Part of <i>Witty Farm</i>	<i>Quercus garryana</i>	Garry Oak (6 trees)
Not available	DND, Mary Hill - off William Head Rd.	<i>Acer macrophyllum</i> <i>Arbutus menziesii</i> <i>Pseudotsuga menziesii</i> <i>Quercus garryana</i>	Bigleaf Maple Arbutus Douglas Fir Garry Oak
Not applicable	Lombard Drive	<i>Populus nigra italica</i>	Lombardy Poplar (46 trees)



VILLAGE OF SAYWARD

BYLAW NO. 308 Village of Sayward Official Community Plan Bylaw, 2000 (Consolidated)

A BYLAW TO ADOPT AN OFFICIAL COMMUNITY PLAN FOR THE VILLAGE OF SAYWARD

The following is a consolidated version of Bylaw No. 308, Village of Sayward Official Community Plan Bylaw, 2000 and includes the following amendment bylaws:

Bylaw No.	Bylaw Name	Adopted	Purpose
348	OFFICIAL COMMUNITY PLAN AMENDMENT NO. OCP05-01 WEYERHAEUSER COMPANY LTD. MacMillan Drive	May 11, 2005	To amend Schedule B, map amendment, Forest Land Reserve to Residential, District Lot 1604, Sayward District, except those parts in Plans 20197 and 21662 and part of the North East ¼ of the South East ¼ of Section 36, Township 4, Sayward District, except those parts in Plans 21662, 23763, 27978 and VIP54962, both located off of MacMillan Drive, Sayward, B.C.
354	OFFICIAL COMMUNITY PLAN AMENDMENT NO. OCP05-02 RIPARIAN AREAS	June 22, 2005	To amend section 3.2 Environment, addition of g) Riparian Assessment Areas
382	Official Community Plan Amending Bylaw No. 382 Greenhouse Gas Amendments	August 4, 2010	To amend Schedule A, multiple amendments to reflect greenhouse gas reducing goals.

CONSOLIDATED COPY FOR CONVENIENCE PURPOSES ONLY. This version of the bylaw may not be complete due to pending updates or revisions and therefore is here for reference purposes only. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please come into the Village office to view the complete bylaw when required.



VILLAGE OF SAYWARD

BYLAW NO. 308

A BYLAW TO ADOPT AN OFFICIAL COMMUNITY PLAN FOR THE VILLAGE OF SAYWARD

The Council of the Village of Sayward in open meeting assembled, enacts the following:

PART A TITLE

- 1) This Bylaw may be cited for all purposes as Bylaw No. 308, being the "Village of Sayward Official Community Plan Bylaw, 2000".

PART B APPLICATION

- 1) This Official Community Plan Bylaw shall be applicable to all that land within the boundaries of the Village of Sayward described in Map 1.
- 2) For the purpose of this Bylaw, the text identified as Schedule "A" is attached to and forms an integral part of this Bylaw.
- 3) For the purpose of this Bylaw, Schedule "B", being the Designation Map is attached to and forms part of this Bylaw.
- 4) Where matters in this Bylaw are deemed beyond the jurisdiction of the Council of the Village of Sayward, such regulations and/or policies shall be considered as broad objectives of Council pursuant to the *Local Government Act*.

PART C ENACTMENT AND REPEAL

- 1) Pursuant to the *Local Government Act*, the community plan forming this Bylaw is adopted as the Village of Sayward Official Community Plan, 2000 being Bylaw No. 308.
- 2) The following Bylaw is hereby repealed upon adoption of this Bylaw.
 - i) "Bylaw No.111, being the "Village of Sayward Official Settlement Plan Bylaw No. 111, 1981" and all amendments thereto."

Read a first and second time this 8th day of November 2000.

Public hearing held this 29th day of November 2000.

Read a third time this 13th day of December 2000.

Adopted this 27th day of December 2000.

Original signed by "H. Sprout"

Mayor

Original signed by "J. Phye"

Chief Administrative Officer

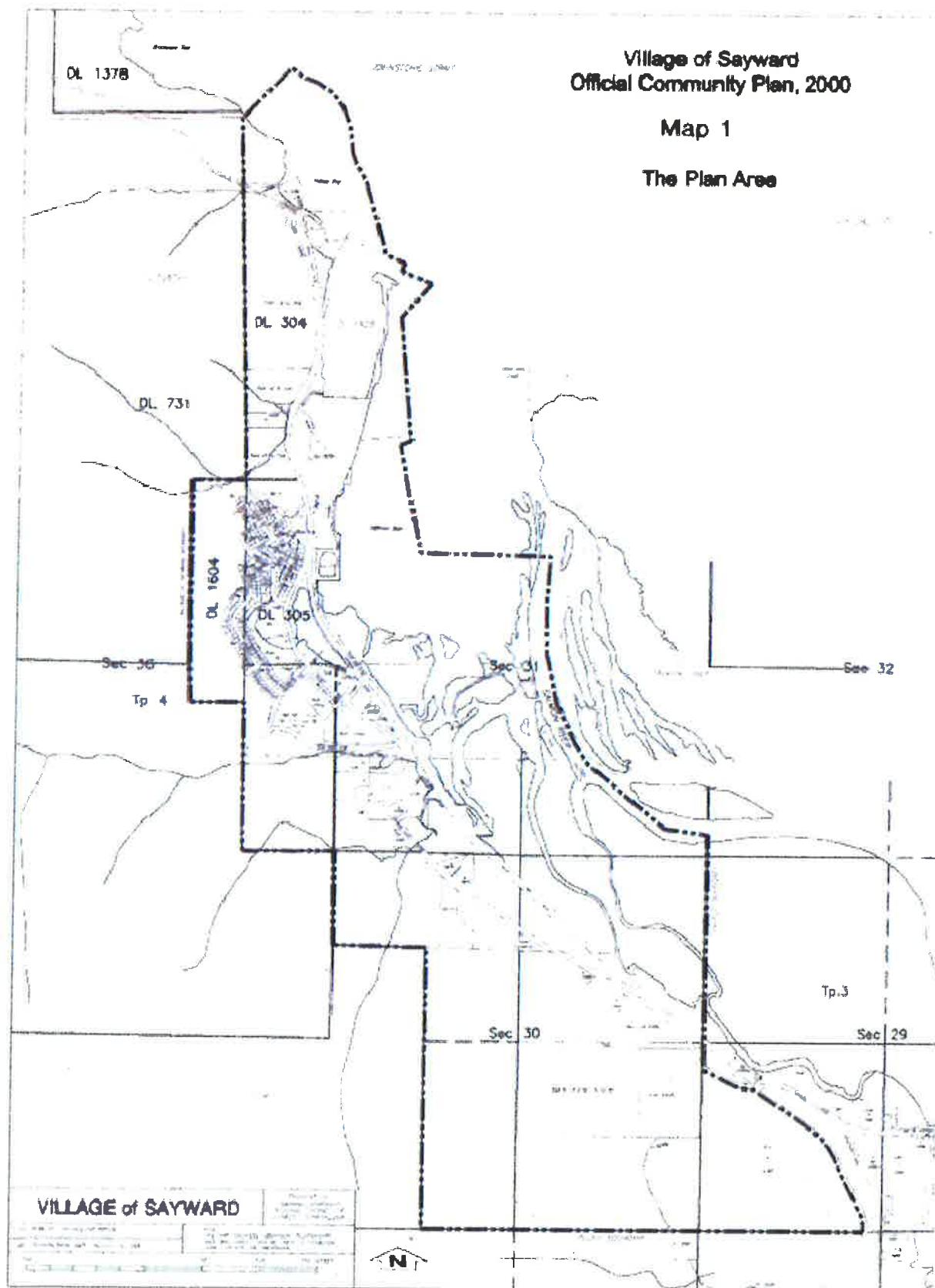


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PART ONE

Introduction

1.1 Purpose of the Official Community Plan

This Official Community Plan (OCP) is a guide for future land use and community development decisions in the Village of Sayward. The Plan is a statement of the community's shared values, goals, and objectives. The Sayward community strongly supports flexibility in land use to attract new economic development initiatives, to transition the village from a single resource-based community to a diversified economy.

1.2 The Planning Process

This Plan replaces a Village OCP that was completed in the early 1980's. Due to the changing single resource-based economy in the Village, Council felt it was time to involve the community to redefine how local land resources are utilized. This Plan has therefore evolved out of an intensive public process facilitated by planning consultants from the Regional District of Comox-Strathcona and conducted during the summer of the year 2000.

An Advisory Planning Commission (APC) of seven community members worked with the consultants throughout the public process. The consultants met with the APC weekly for seven weeks. The Village thanks those representatives of the Ministry of Forests, Ministry of Fisheries, BC Assets and Lands, Ministry of Environment Lands and Parks, Department of Fisheries and Oceans, Weyerhaeuser, and the North Island Salmon Farmer's Association for meeting with the APC to discuss opportunities and issues in the Village and region. In addition, three public workshops were held, and questionnaires were distributed in order to gather public input. The workshop sessions included community visioning, applying the visions to mapping and land use, policy development and reporting back to the community.

1.3 Plan Area

- a) This Plan shall apply only to those areas within the municipal boundaries of the Village of Sayward as shown on Map 1, although policy considerations also include regional advocacy policy statements.
- b) Land designation categories identified in Schedule A are shown on Schedule B.

PART TWO

Village Goals and Objectives

2.1 Settlement and Community

To maintain a safe, quiet, family-oriented Village lifestyle.

- a) To improve and protect the school and recreation facilities in the Village.
- b) To ensure village design that encourages community interaction, village cohesiveness and that incorporates the needs of children.
- c) To encourage Village stewardship and volunteer initiatives.
- d) To promote careful upkeep of both private and public areas in the Village.
- e) To respect the environment, culture, and economy of adjacent communities including the Regional District of Comox-Strathcona Electoral Area "H" and First Nations.

2.2 Environment

To protect and enhance the environment and scenic natural beauty of the Village and surrounding area.

- a) To enhance accessibility to parks, forests, ponds, the estuary and the ocean waterfront for recreational use.
- b) To protect the views of the surrounding mountains, ocean, forests, rivers, and estuary.
- c) To protect the air and water quality.
- d) To encourage the use of senior agency development guidelines such as the "Land Development Guidelines for the Protection of Aquatic Habitat" and "Best Management Practices".

Bylaw 382, 2010 - Adds e) and f) - August 4, 2010

- e) To fulfill Climate Action Charter commitments by achieving carbon neutrality in all municipal operations by 2012.
- f) To reduce community greenhouse gas emissions by 33% below 2007 levels by 2020.

2.3 Resources

To promote the long-term viability of renewable resource-based industries including forestry, aquaculture, and agriculture.

- b) To encourage responsible forestry and agriculture practices with respect to soil conservation, water quality and quantity conservation, vegetation removal, and stormwater management.
- c) To consider the removal of Agricultural Land Reserve (ALR) and Forest Land Reserve (FLR) designated land from the Provincial Land Reserve with reasonable justification and demonstrated public support; and to respect the regulations of the Land Reserve Commission.
- d) To respect the policies and regulation of senior government agencies.

2.4 Economy

To proactively seek growth for a diverse, viable, self-sustaining economy.

- a) To support the development of a range of industries in the Village.
- b) To encourage tourism and to enhance tourism related opportunities and services.
- c) To improve the wharf and boat harbour facilities for economic and recreational use.
- d) To encourage the establishment of secondary industry such as fish farming, fish processing and value-added forestry businesses.
- e) To encourage the establishment of basic services such as health care, banking, and recycling.
- f) To encourage and support home-based businesses.
- g) To enhance the beauty of the Village to attract investors and new residents.
- h) To encourage businesses to come to the Village sewer and water services will be expanded.
- i) To maintain access to mineral extraction.

Bylaw 382, 2010 - Adds j) - August 4, 2010

- j) To promote sustainable economic development in the community.

PART THREE

Village Policies

3.1 Settlement and Community

a) Residential

- i) The primary use permitted in the Residential designation is single family residential.
- ii) Home-based businesses are supported in the Residential designation provided the home-based business is clearly secondary to the residential use of the property.
- iii) Affordable housing may be provided in the form of secondary suites in the Residential designation provided that building and fire codes are met, and that adequate off-street parking is provided.
- iv) The use of residences for a Bed and Breakfast operation shall be permitted in the Residential designation. Such residences shall contain three rooms or less which are available for the travelling public.
- v) The Village shall encourage similar densities and infilling of the established residential area.
- vi) Residential development proposed in the Forest Land Reserve shall be subject to the approval of the Land Reserve Commission and shall include buffering as required by the Commission to ensure that such development does not detrimentally affect adjacent forestry activity. Recreation access trails shall not interfere with forestry activity and be located on the residential side of the buffer.

Bylaw 382, 2010 - Adds vii) - August 4, 2010

- vii) Encourage the development of green buildings and the use of green building materials in new residential development.

b) Multi Residential/Commercial

- i) Permitted uses in this designation include commercial enterprises, live-work uses, and multi or high-density residential accommodation.
- ii) Senior's housing and facilities, affordable accommodation units, and special needs housing are encouraged in this designation.
- iii) The design and character of structures in the High-Density Residential/Commercial designation shall be sensitive to and integrate access to the Recreation Accessways, Village Open Space, and Community Facilities.

Bylaw 382, 2010 - Adds iv), v), and vi) - August 4, 2010

- iv) Require that new multiple unit residential developments include secure bicycle storage.
- v) Require that new commercial development include bicycle parking structures.

- vi) Encourage new multiple unit resident and commercial buildings to be developed to a recognized green standard.

c) Rural Residential

- i) Permitted uses in the Rural Residential designation are single and multi family residential, and home occupations.
- ii) Minimum lot sizes permitted in the Rural Residential designation are one hectare (2.47 acres).
- iii) Smaller lot sizes may only be considered once water and sewer services are extended to the Rural Residential Area, and a floodplain study has been completed for the Plan Area delineating elevation construction levels and setbacks.
- iii) The Rural Residential designation is a development approval information area because the area contains wetlands, streams and is adjacent to the Protected Estuary. Land uses shall respect the watercourses, sensitive ecosystems and aquatic habitat.

d) Residential/Industrial

- i) Permitted uses in the Residential/Industrial designation are single family residential, live-work units, home based business and industrial.
- ii) Industrial uses are supported on land designated as Residential/Industrial provided that:
 - 1) Potential negative impacts to the environment including the estuary, air quality, and water quality are mitigated.
 - 2) The applicant presents and executes a buffering plan that protects adjacent land uses and natural resource values on or adjacent to the property.
 - 3) Development approval information requirements and plans are satisfied.
- iii) Development shall comply with floodplain construction requirements as established by senior agencies.
- iv) Minimum lot sizes permitted in the Residential/Industrial designation are 2 hectares (4.94 acres).

e) Community Facility

- i) The Village supports the enhancement of the community facilities core.
- ii) Permitted uses in the Community Facility designation may include but are not limited to a medical centre, public educational services, and recreational facilities.

f) Transportation

- i) Development requiring access to Sayward Road must meet Ministry of Transportation and Highways approval for access and parking lot layout.

Bylaw 382, 2010 - Adds ii) to vii) - August 4, 2010

- ii) Establish 'carpool parking' spots in Village parking lots to offer preferential parking spaces to multi-occupant vehicles.
- iii) Install bike racks in central locations.
- iv) Provide space in Village Offices to advertise ride share or car share programs.
- v) Expand trail and pedestrian networks to encourage active transportation and the reduction of vehicle use.
- vi) Work with the community to determine the feasibility of a "truckshare" co-op program to reduce the number of larger pick-up vehicles that are used for general day-to-day use.
- vii) Explore the concept of making the Village, in its entirety, an idle-free zone.

3.2 Environment

a) Village Open Space

- i) The Village Open Space designation is intended to provide the public with areas for recreational amenities such as picnic areas, interpretive kiosks, swimming areas, viewpoints, trails and sport fields.

b) Protected Estuary

- i) Land and water in the Protected Estuary designation shall be protected through measures such as restrictive covenants held by the Village and/or a registered conservancy organization, dedication to the Village or a registered conservancy, or protection by a Provincial agency.

c) Recreation Access

- i) The Recreation Access designation is intended to encourage public access to green space, parks and waterfront areas.
- ii) Recreation Access trails shall be for walkers, cyclists, and in some cases, equestrian use. Motorized vehicles such as trail bikes or ATVs are prohibited in the Protected Estuary and may be prohibited on other Recreation Access trails.
- iii) Recreation Access trails may connect to the road system, or to unopened road right-of-ways, however, signage and barriers may restrict vehicular access.
- iv) Buffers may be required along the trails and accesses to separate trail users and adjacent residences, roads, forestry and agricultural lands.
- v) Recreation Accesses are permitted on all land designations identified on Schedule B.
- vi) The Village may engage in partnerships with landowners, agencies, and non-profit groups for the acquisition, protection and implementation of Recreation Access trails.

d) Community Watershed

- i) The identification, protection, and maintenance of the entire Newcastle Creek Watershed shall be supported as it is the drinking water source for Village residents.

PART FIVE

Development Approval Information Requirements

In accordance with the policies and guidelines in this Plan, the following options are provided for the scope and nature of information the Village may require at the time of a rezoning, or development, in Comprehensive Development Areas 1, 2 and 3, Agriculture, Rural Residential, and Residential/Industrial designations. In addition to the application requirements in the “Bylaw Amendment, Permit Procedures and Fees Bylaw, 2000” being Bylaw No. 310, applications for subdivision, construction, rezoning, or development may require:

- 1) A Terms of Reference for the preparation of the development approval information. The Terms of Reference shall:
 - a) Specify professional expertise to be used for preparation of information, including their identity, qualifications, and experience.
 - b) Outline the information to be provided at each stage of approval and be accepted by the Village prior to the information being prepared.
 - c) A comprehensive plan at a scale of 1:10,000 or more detailed, with recommendations indicating proposed:
 - 1) Land use mix and density.
 - 2) Access, circulation and parking areas.
 - 3) Subdivision pattern, consolidation or parceling (conceptual lot layout plan).
 - 4) Ecological and recreational access trails.
 - 5) Proposed phasing plan of the development.
 - 6) Mitigation measures, to show how undesirable environmental impacts will be mitigated or avoided.
- 2) An applicant may be required to prepare the following plans and they must be acceptable to Council:
 - a) Sewage treatment and disposal system.
 - b) Stormwater management system.
 - c) Water supply and distribution system.
 - d) Community consultation strategy.
 - e) A buffering plan that protects adjacent land uses, that meets the objectives and policies of this Plan and that is acceptable to the Village.
 - f) An environmental assessment by registered professional(s) or other candidate deemed acceptable by Council and senior agency personnel, which assesses the impact of the proposed land uses on the surrounding community and ecological areas, and proposes mitigating measures, supported by:
 - 1) A fish and wildlife habitat inventory;
 - 2) A land use plan;

- 3) A hydrological assessment of drainage patterns and proposed stormwater management facilities;
 - 4) A geotechnical stability assessment and recommendations if required by the B.C. Building Code;
 - 5) A traffic and parking impact analysis;
 - 6) An assessment of environmental impacts and proposed mitigating measures, including a vegetation management plan and an erosion and sedimentation control plan; and
 - 7) A written statement indicating compliance with the Land Development Guidelines and the No Net Loss (NNL) guiding principle for fish habitat, or where variance with the Land Development Guidelines or NNL is proposed, the extent of and rationale for the proposed variance.
- 3) To the extent that the proposed activity or development can reasonably be expected to have an impact on any of the following, the following may be required in the information to be submitted.
- a) The natural environment of the area affected, e.g. surface drainage and groundwater, ecosystems and vegetation, soils, and identification of areas of environmental sensitivity and any rare plant or animal species, and existing or proposed recreation access trails;
 - b) Public infrastructure in the area affected, e.g. local highways, water supply and sewage disposal systems including wells and ground sewage absorption systems, utilities, parks, local transportation services, local parking facilities and any other affected public services or infrastructure;
 - c) Agricultural or forest land reserve areas, or other existing land uses in the vicinity;
 - d) Aesthetic and heritage values associated with the property and its surroundings;
 - e) Child impact study;

Bylaw 382, 2010 - Adds f) greenhouse gas emissions - August 4, 2010

- f) Estimates about the amount of additional greenhouse gas emissions generated during both the construction and operation of the project, and any abatement measures being taken;
 - g) Identification and evaluation of the impacts on the above resources, an assessment of the significance of the impacts and how they might be mitigated.
- 4) An applicant may request reconsideration by the Village of information requirements, setting out the grounds on which the information request is considered inappropriate and what, if any, alternative the applicant considers should be accepted.

3.3 Resources

a) Forestry

- i) The economic importance of a sustainable forest industry shall be supported.
- ii) The Village may engage in partnerships with senior agencies and landowners of forested land to acquire or utilize recreational access trails.
- iii) To ensure that forestry activities maintain and protect the view qualities of forested land around the Village, the Village may engage in partnerships with landowners and agencies.
- iv) Value-added forestry businesses shall be promoted in the Village.
- v) Programs and initiatives which promote stewardship of the forest resource, and which utilize small-scale community and private woodlot operations shall be supported.

b) Agriculture

- i) Land uses adjacent to land designated as Agriculture shall be compatible with and not interfere with agricultural activities using buffering plans and development approval information requirements.
- ii) Agricultural related projects shall be encouraged and supported.
- iii) Applications for the removal of Agricultural Land Reserve land shall require a public meeting regarding the nature of the application to determine public support.
- iv) Agricultural uses are permitted on Agricultural Land Reserve land and forestry uses are permitted on Forest Land Reserve land.

c) Aquaculture

- i) The Village may support an aquaculture feasibility study that includes site biophysical capabilities, waste management strategy, as well as consultation with village residents, adjacent communities and stakeholders.
- ii) Aquaculture and related support services such as warehousing, processing, packaging, and hatchery facilities shall be encouraged.

d) Marine Access

- i) The enhancement and protection of safe public access routes to the waterfront areas in the Marine Access designation shall be provided.
- ii) Sustainable aquaculture and fisheries industries are supported in the Marine Access designation provided senior agency policies, regulations, and performance standards are respected including the "Navigable Waters Protection Act".
- iii) The development and enhancement of a marina and boat haven in the Marine Access designation shall be supported.
- iv) Wharf improvements shall support both recreational, tourism and industrial uses.

e) Natural Resource Extraction

- i) Natural resource extraction is a permitted use in the Forestry and Residential/Industrial designations.

- ii) All mining and mineral exploration activities are within provincial jurisdiction and will be subject to the "Mines Act" and "Mineral Tenure Act" regulations.

3.4 Economy

a) Commercial Policies

- i) The establishment of commercial services that serve the needs of local residents and businesses, tourists, marine users and industry shall be supported. These services may include but are not limited to retail stores, restaurants, office space and tourist services.

b) Temporary Industrial Use Permits and Temporary Commercial Use Permits

Temporary Industrial and Commercial Use Permits enable the community to approve industrial or commercial use on lands not designated for the industrial or commercial use for a period up to two years, at which point the use may be reconsidered and renewed for one more year.

- i) Lands appropriate for a Temporary Industrial Use Permit or Temporary Commercial Use Permit are those lands designated as Comprehensive Development 1, 2 and 3, Residential/Industrial, Marine Access and Forestry on Schedule B.
- ii) Issuance of such a permit shall be consistent with the policies of this Plan and provide a detailed description of:
 - 1) the proposed use;
 - 2) duration of the proposed activity;
 - 3) plans for mitigation of community and environmental impacts;
 - 4) site rehabilitation plans;
 - 5) approvals/permits from applicable provincial and federal agencies;
- iii) A performance bond may be required to guarantee performance of the terms of the permit.
- iv) The Village may require that the applicant provides an invitation to the local community to attend a public meeting on the application.
- v) Issuance of a permit shall be subject to the public notice and public participation requirements of the "Local Government Act".

PART FOUR

COMPREHENSIVE DEVELOPMENT AREAS

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

4.1 Comprehensive Development Area 1 (CDA-1) Tourism/Marine

Objectives and Justification

- 1) The CDA-1 designation includes land in the waterfront area as indicated on Schedule B.
- 2) Development in the CDA-1 is intended to provide for tourism, recreation, commercial and industrial marine services, aquaculture and related services, and recreational access.
- 3) Permitted uses in the CDA-1 designation may include but are not limited to businesses catering to the needs of commercial and industrial watercraft users and the vacationing public such as fuel services, wharfage, boat launches, restaurants, cafes, shops, and marinas.
- 4) The CDA-1 designation is an access point to the community from the water and shall present a welcoming and interesting gateway to visitors.
- 5) A feasibility study in the CDA-1 area to determine the safest, highest and best use and design of the waterfront area shall be supported.
- 6) The CDA-1 designation is a Development Approval Information Area, which allows the village an opportunity to work with the landowner to realize proposed uses and to minimize environmental impacts.

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

Objectives and Justification

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

4.3 Comprehensive Development Area 3 (CDA-3) Industrial/Commercial

Objectives and Justification

- 1) The CDA-3 designation includes land in the area east of the Sayward Road as indicated on Schedule B.
- 2) Development in the CDA-3 is intended to provide industrial and commercial uses, supporting services, and recreation access.
- 3) Permitted uses in the CDA-3 designation may include but is not limited to light and heavy industry, aquaculture and related services, commercial, entertainment, live/work units, and tourism services.
- 4) Public access to and along the spit shall be protected and enhanced as recreation access.
- 5) The CDA-3 designation is a Development Approval Information area, which allows the village an opportunity to work with the landowner to realize proposed uses and mitigate environmental impacts.

4.4 Comprehensive Development Area 1, 2, and 3 Policies

Development applications in the Comprehensive Development Area 1, 2, and 3 shall meet the following criteria:

- 1) Demonstrate support and compliance with the justification and objectives of the applicable CDA.
- 2) Demonstrate compatibility with adjacent uses.
- 3) Demonstrate mitigation of potential negative impacts to the environment including the estuary, air quality, and water quality.
- 4) Provide links to the recreation access trails.
- 5) Provide adequate sewage treatment and disposal, water supply and distribution systems.
- 6) Provide adequate transportation links, access and off-street parking.
- 7) Demonstrate respect for the policies and regulations of senior agencies and work within the framework of senior government agency policies in close contact with agency personnel.

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- 8) Demonstrate a commitment to minimizing greenhouse gas emissions through building design, site layout and provision for active transportation access.
- 9) Satisfy the development approval information requirements.

PART FIVE

Development Approval Information Requirements

In accordance with the policies and guidelines in this Plan, the following options are provided for the scope and nature of information the Village may require at the time of a rezoning, or development, in Comprehensive Development Areas 1, 2 and 3, Agriculture, Rural Residential, and Residential/Industrial designations. In addition to the application requirements in the “Bylaw Amendment, Permit Procedures and Fees Bylaw, 2000” being Bylaw No. 310, applications for subdivision, construction, rezoning, or development may require:

- 1) A Terms of Reference for the preparation of the development approval information. The Terms of Reference shall:
 - a) Specify professional expertise to be used for preparation of information, including their identity, qualifications, and experience.
 - b) Outline the information to be provided at each stage of approval and be accepted by the Village prior to the information being prepared.
 - c) A comprehensive plan at a scale of 1:10,000 or more detailed, with recommendations indicating proposed:
 - 1) Land use mix and density.
 - 2) Access, circulation and parking areas.
 - 3) Subdivision pattern, consolidation or parceling (conceptual lot layout plan).
 - 4) Ecological and recreational access trails.
 - 5) Proposed phasing plan of the development.
 - 6) Mitigation measures, to show how undesirable environmental impacts will be mitigated or avoided.
- 2) An applicant may be required to prepare the following plans and they must be acceptable to Council:
 - a) Sewage treatment and disposal system.
 - b) Stormwater management system.
 - c) Water supply and distribution system.
 - d) Community consultation strategy.
 - e) A buffering plan that protects adjacent land uses, that meets the objectives and policies of this Plan and that is acceptable to the Village.
 - f) An environmental assessment by registered professional(s) or other candidate deemed acceptable by Council and senior agency personnel, which assesses the impact of the proposed land uses on the surrounding community and ecological areas, and proposes mitigating measures, supported by:
 - 1) A fish and wildlife habitat inventory;
 - 2) A land use plan;

- 3) A hydrological assessment of drainage patterns and proposed stormwater management facilities;
 - 4) A geotechnical stability assessment and recommendations if required by the B.C. Building Code;
 - 5) A traffic and parking impact analysis;
 - 6) An assessment of environmental impacts and proposed mitigating measures, including a vegetation management plan and an erosion and sedimentation control plan; and
 - 7) A written statement indicating compliance with the Land Development Guidelines and the No Net Loss (NNL) guiding principle for fish habitat, or where variance with the Land Development Guidelines or NNL is proposed, the extent of and rationale for the proposed variance.
- 3) To the extent that the proposed activity or development can reasonably be expected to have an impact on any of the following, the following may be required in the information to be submitted.
- a) The natural environment of the area affected, e.g. surface drainage and groundwater, ecosystems and vegetation, soils, and identification of areas of environmental sensitivity and any rare plant or animal species, and existing or proposed recreation access trails;
 - b) Public infrastructure in the area affected, e.g. local highways, water supply and sewage disposal systems including wells and ground sewage absorption systems, utilities, parks, local transportation services, local parking facilities and any other affected public services or infrastructure;
 - c) Agricultural or forest land reserve areas, or other existing land uses in the vicinity;
 - d) Aesthetic and heritage values associated with the property and its surroundings;
 - e) Child impact study;

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- f) Estimates about the amount of additional greenhouse gas emissions generated during both the construction and operation of the project, and any abatement measures being taken;
 - g) Identification and evaluation of the impacts on the above resources, an assessment of the significance of the impacts and how they might be mitigated.
- 4) An applicant may request reconsideration by the Village of information requirements, setting out the grounds on which the information request is considered inappropriate and what, if any, alternative the applicant considers should be accepted.

PART SIX

Plan Implementation and Review

6.1 Implementation

- a) To encourage businesses to come to the Village, sewer and water services will be extended in the Plan Area.
- b) The Village may encourage partnerships with landowners and appropriate agencies for the purpose of identifying and providing control and protection of water quality and quantity in the Newcastle Watershed.
- c) A floodplain study for the Plan Area shall be supported.
- d) Flood emergency preparedness plans shall continue to be developed.
- e) An aquaculture feasibility study that includes site biophysical capabilities, waste management strategy, as well as consultation with village residents, adjacent communities and stakeholders may be supported.
- f) A feasibility study in the CDA-1 area to determine the safest, highest and best use and design of the waterfront area may be supported.
- g) A biophysical study and Habitat Classification mapping of the watercourses, aquatic habitat and sensitive ecosystems in the Village may be supported.
- h) The Village may engage in partnerships with landowners, agencies, and non-profit groups for the acquisition, protection and implementation of recreation access trails.
- i) The Village may engage in partnerships with landowners and agencies to ensure that forestry activities maintain and protect the view qualities of forested land around the Village.

6.2 Review

- a) Minor amendments to the Plan may be reviewed every second year or at the discretion of Council, at one or more meetings held specifically for that purpose. At these meetings all Plan amending applications received by the Village will be reviewed and considered.
- b) A formal request for an amendment to this Plan shall be submitted to the Village according to the "Bylaw Amendment, Permit Procedures and Fees Bylaw, 2000" being Bylaw No. 310.
- c) A major review of the Plan shall be carried out five years after its adoption.
- d) Plan amendments will follow "Local Government Act" requirements.