



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
DECEMBER 15, 2020– 7:00 PM
TEAMS Electronic Meeting**

1. Call to Order

2. Public Input (maximum 30 minutes)

Mayor: "Public Input is for the purpose of permitting people in the gallery to provide input and shall be no longer than 30 minutes unless approved by majority vote of Council; each speaker may provide respectful comment on any topic they deem appropriate and not necessarily on the topics on the Agenda of the meeting; the public input opportunity is meant for input and questions and answers. Each speaker may not speak longer than 2 minutes but may have a second opportunity if time permits. Each speaker must not be allowed to speak regarding a bylaw in respect of which a public hearing has been held. For the record please state your name and address."

3. Introduction of Late Items

4. Approval of Agenda

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for December 15, 2020 be approved.

5. Minutes of Previous Meetings

Recommended Resolutions:

THAT the minutes from the Inaugural Council meeting held on December 1, 2020 be adopted

THAT the minutes from the Regular Council meeting held on December 1, 2020 be adopted.

6. Petitions and Delegations

7. Correspondence

a) Application to Amend Village of Sayward Zoning Bylaw No. 309, 2000 (Application dated June 15, 2020)

Recommended Resolution:

THAT Council receive the application.

b) December 8, 2020 SRD Staff Report, Rezoning Application to Facilitate a Tourist Commercial/Residential Subdivision at 18 Sayward Road, Kelsey Bay, BC

Recommended Resolution:

THAT Council receive the correspondence.

8. Council Reports - none

9. Reports of Committees - none

10. Mayor's Report - verbal

11. Unfinished Business – none

12. Staff Reports

a) Staff Report: Financial Statements/Variances November 2020

{pg 38}

Recommended Resolution:

THAT Council receive the Financial Statements/Variances to Nov 30, 2020 report for information and discussion.

b) Staff Report: 2021-2025 Financial Plan Timetable

{pg 42}

Recommended Resolutions:

THAT Council receive the Financial Plan Timetable report for information and discussion, and;

THAT Council approve the financial plan timetable proposed by Staff.

c) Staff Report (Verbal): COVID-19 Safe Restart Grants for Local Governments

Recommended Resolution:

THAT this matter be referred to the January 6, 2021 Regular Council meeting with a detailed plan and budget.

d) Staff Report (Verbal): Fire Chiefs Association of BC (FCABC) Road Rescue Grant Program

Recommended Resolutions:

THAT a letter be sent, if required, to add the Village of Sayward to the list of communities eligible for road rescue funding following their administrative error rendering the Village ineligible to apply for the grant and;

THAT Staff return to Council with planned expenditures in 2021 if approved.

e) Staff Report: CAO Report and Project Update

{pg 48}

Recommended Resolutions:

THAT the CAO report be received for information and discussion, and;

THAT Staff return to Council in January with further information on the application to amend the Village of Sayward Zoning Bylaw No. 309, 2000, portion of Lot 304 and;

FINALLY THAT Staff arrange for a presentation by the developer and his agent at the January 26, 2020 Committee of the Whole meeting.

13. Bylaws - None

14. New Business

15. Public Question Period (maximum 15 minutes)

Mayor: "The purpose of the public question period is to permit people in the gallery to ask questions about the issues discussed by Council during the meeting. Speakers will be allowed to ask one question each. If time permits, after everyone has had an opportunity to ask questions, speakers will be allowed to ask a second question. For the record, please state your

name and address.” Given the meeting is being held electronically, any questions will have to be submitted in writing in advance of meeting adjournment.

16. Adjournment

Recommended Resolution:

THAT the Regular Meeting of Council for December 15, 2020 be adjourned.



**VILLAGE OF SAYWARD
MINUTES
INAUGURAL COUNCIL MEETING
DECEMBER 1, 2020
KELSEY CENTRE GYMNASIUM**

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

In Attendance: John France, Acting CAO
Ann MacDonald, CAO
Lisa Clark, CFO

1. Call to Order

CAO Ann MacDonald called the meeting to order at 7:02 PM.

2. Oath of Office and Allegiance

a) CAO called forward each Council member elect forward to receive Oath of Office and Allegiance.

i) Councillor Elect Sue Poulsen

ii) Councillor Elect Tom Tinsley

iii) Mayor Elect Mark Baker

3. Inaugural Address by Mayor Mark Baker

4. Council Appointments and Portfolios:

MOTION I20/01

MOVED AND SECONDED

- a) THAT Mayor Mark Baker be appointed to Strathcona Regional District Board and Councillor Sue Poulsen be appointed as alternate; Councillor Poulsen to attend Comox Strathcona Regional Hospital Board and Comox Strathcona Waste Management Committee, and;
- b) THAT Councillor Norm Kirschner be appointed to Vancouver Island Regional Library Board and Councillor Tom Tinsley be appointed as alternate, and;
- c) THAT Councillor Wes Cragg be appointed to the Sayward Community Tourism Committee and Mayor Mark Baker as the alternate, and;

- d) THAT Councillor Norm Kirschner and Councillor Wes Cragg be appointed to Community Garden Portfolio, and;
- e) THAT Councillor Sue Poulsen be appointed to Healthy Communities and Age Friendly Representative and Councillor Wes Cragg as the alternate, and;
- f) THAT Mayor Mark Baker and Councillor Norm Kirschner to be the First Nations Relations and Community Forest Committee, and;
- g) THAT Councillor Norm Kirschner be appointed to the Mid Island Forestry Lands Advisory Group, and;
- h) THAT The Mayor be the Village Island Coastal Economic Trust (ICET) representative, and;
- i) THAT Councillor Tom Tinsley be appointed as Deputy Mayor, and;
- j) THAT All Council Members be appointed to the Committee of the Whole.

CARRIED

MOTION I20/02

MOVED AND SECONDED

THAT staff bring back all appointments in December 2021.

CARRIED

5. Adjournment

MOTION I20/03

MOVED AND SECONDED

THAT the Inaugural Council Meeting of December 1, 2020 be adjourned.

CARRIED

The meeting was adjourned at 7:27 PM

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
MINUTES
REGULAR COUNCIL MEETING
DECEMBER 1, 2020
KELSEY CENTRE GYMNASIUM**

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

In Attendance: Ann MacDonald, CAO
Lisa Clark, CFO
John France, Acting CAO

1. Call to Order

Meeting was called to order at 7:36 PM.

2. Public Input

MOTION R20/135

MOVED AND SECONDED

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

CARRIED

3. Introduction of Late Items

MOTION R20/136

MOVED AND SECONDED

THAT the following Staff Reports be added under section 12. as e) and f)

- Chief Election Officer Report
- Village of Sayward 2019 Annual Report

CARRIED

4. Approval of Agenda

MOTION R20/137

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for December 1, 2020 be approved as amended.

CARRIED

5. Minutes of Previous Meetings

MOTION R20/138

MOVED AND SECONDED

THAT the minutes from the Council meeting held on November 3, 2020 be adopted.

CARRIED

6. Petitions and Delegations – None

7. Correspondence

MOTION R20/139

MOVED AND SECONDED

THAT the following correspondence be received:

- a) Province of BC, COVID-19 Relief Funding \$268,000

NOTE: Council asked staff to bring a report to the December 15 Council meeting outlining Covid actions which can be charged to the new Covid-19 Relief funding, including plexi-glass for the KC entrance, setting up of Zoom meetings and live streaming, iPads for Council and a new sound system.

- b) Province of BC, 2018 CEPF: Evacuation Planning – Final Funding Approval/Project completion.
- c) BCEDA 2021 BC Economic Summit
- d) Letter to Premier Horgan

CARRIED

MOTION R20/140

MOVED AND SECONDED

Letter to Premier Horgan

THAT Mayor and Council join other British Columbia Municipalities in sending an Open Letter under the Mayor's signature to Premier John Horgan to congratulate him on his past commitment to natural resource dependent communities and request that he recognize that following goals for the Province of British Columbia:

1. Move quickly to enable shovel-ready projects to proceed;
2. Send the right messages to international investors to ensure that BC's most resilient industries can succeed in uncertain global investment conditions;
3. Recognize in provincial economic planning the unique advantage of globally carbon-competitive exports from BC's resource-based industries;
4. Put workers and communities first as the Government delivers on its campaign commitments;
5. Ensure that any new regulations affecting the ability to deliver on the first four pillars during the pandemic recovery period are considered carefully.

CARRIED

The Mayor's name is to be added to the letter sent to the Premier

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

a) **Staff Report: Projects Update/Financial Variances – November 2020**

MOTION R20/141

MOVED AND SECONDED

THAT Council receive the Projects Update/Financial Variances – November 2020 report for information.

CARRIED

b) **Staff Report: Dam Update Report**

MOTION R20/142

MOVED AND SECONDED

THAT the Dam Update Report be received for information and discussion, and;

THAT Council approves the additional costs of \$208,513 due to the delay, and;

THAT General surplus funds of \$158,513 and Water surplus funds of \$50,000 be used to fund the total shortfall of \$208,513, and Finally;

THAT the 2021-2025 Financial Plan be adjusted accordingly.

CARRIED

c) **Staff Report: Refuse Removal Contract 2021-22**

MOTION R20/143

MOVED AND SECONDED

THAT Council receive the Refuse Removal Contract 2021-22 report, and;

THAT Council approves a two-year extension to the contract at the proposed rates, 2021 \$11.23 and 2022 \$11.57 for residential collection based on 143 units, and;

THAT the Mayor and CAO be authorized to sign the contract with Waste Management Canada.

CARRIED

d) **Municipal Signing Authority**

MOTION R20/144

MOVED AND SECONDED

THAT Council of the Village of Sayward authorize Mayor Mark Baker, Deputy Mayor Tom Tinsley, Chief Administrative Officer Ann MacDonald and Chief Financial Officer Lisa Clark to be the signing authorities respecting municipal financial matters.

CARRIED

e) **Chief Election Officer Report**

MOTION R20/145

MOVED AND SECONDED

THAT the Chief Election Officer Report be received.

CARRIED

f) 2019 Annual Report

MOTION R20/146

MOVED AND SECONDED

THAT the 2019 Annual Report be received, and;

THAT Council approve the 2019 Annual Report.

CARRIED

13. Bylaws - None

14. New Business - None

15. Public Input and Question Period

Jackie Lyons	Congratulations to the new Mayor, Councillors Sue Poulsen and Tom Tinsley, welcomed new CAO.	The Mayor thanked Jackie Lyons.
Irene Callahan	Plans to use Zoom for Council meetings. How will people without internet participate.	Mayor Baker indicated that public meetings would continue, unless prohibited by COVID and orders from the government of BC, and ZOOM meetings are intended to enable more participation.
Karen McClinton	Raised concerns that many people do not have PC's and will not be able to attend.	Mayor suggested that electronic meetings were intended to be in addition to public meetings and Council will work on solutions to accessible meetings.

16. In-Camera - None

17. Adjournment

MOTION R20/147

MOVED AND SECONDED

THAT the Regular Meeting of Council for December 1, 2020 be adjourned.

CARRIED

The meeting was adjourned 8:15 PM.

Mayor

Corporate Officer



Application to Amend a Zoning Bylaw

LEGAL DESCRIPTION

(see your Tax Assessment Notice or Certificate of Indefeasible Title)

See attached. for legal.

Name of Street:	Sayward Rd.	Street Number (If known):	
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OWNER

Name:	Mike Adama / 094704 BC Ltd., Inc No. 0947204		
Mailing Address:	PO Box 3657, Courtenay, BC.	Postal Code:	V9N 7P1
Home Phone:		Business Phone:	
		FAX:	

AGENT

(NOTE : A LETTER OF AGENCY IS REQUIRED IF THE AGENT IS ACTING ON BEHALF OF THE PROPERTY OWNER)

Name:	Kevin Brooks		
Mailing Address:	1196 Dogwood st., Campbell River, BC	Postal Code:	V9W 3A2
Home Phone:		Business Phone:	778-560 2371
		FAX:	

Present Zone: RU-1 Proposed Zone: R-1 and C-2

Existing Use: (describe the age, condition, and use of any buildings, and natural features such as existing vegetation, watercourses, wetlands, steep slopes, etc. Plot their location on a scaled site plan noting various setback distances of existing structures. Photographs would be of assistance. If space is insufficient, please attach separate sheet)

Please see the attached Project Summary.

Proposed Use: (describe the proposed use of the property, include a tentative site plan showing buildings, landscaping, natural features, the location of any signs, parking lots, access etc. If space is insufficient, please attach separate sheet)

Proposing a single family home subdivision and a RV campsite as illustrated on the attached plan.

	June 15/2020
Signature of Owner or Authorized Agent	Date

PLEASE NOTE THAT WHERE AN AUTHORIZED AGENT ACTS ON THE PROPERTY OWNERS BEHALF, A LETTER OF AUTHORIZATION IS REQUIRED.

PID:	Folio:
Site Declaration: <input type="checkbox"/>	Site Profile: <input type="checkbox"/> Sent to Site Registry? <input type="checkbox"/> Sent to Regional Manager? <input type="checkbox"/>

Letter of Agent Authorization

I, MIKE ADAMA (Name of Corporate Signatory) declare that **Kevin Brooks** of McElhanney (Consultant) is authorized to act on behalf of Mike Adama (094704 BC LTD) to submit a rezoning application in the Village of Sayward for portions of the following properties:

Parcel Identifier: 000-568-309

Legal Description:

THAT PART OF LOT 304, SAYWARD DISTRICT, LYING TO THE NORTH OF A BOUNDARY PARALLEL TO THE SOUTHERLY BOUNDARY OF SAID LOT AND EXTENDING FROM A POINT ON THE WESTERLY BOUNDARY OF SAID LOT DISTANT 1600 FEET FROM THE SOUTH WEST CORNER OF SAID LOT, EXCEPT THAT PART IN PLAN 41428 AND PLAN EPP90265

I hereby declare that the foregoing information is true and proper and I make this declaration knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature



Date

APRIL 23 2020

Print Name

MIKE ADAMA

TECHNICAL MEMO

To

Mike Adama, Owner

FromJohn Sorenson, Division Manager
Campbell River Branch**Re**

Kelsey Bay Multi-Phase Development

Date

June 12, 2020

McElhanney Ltd. has been retained by Mike Adama to complete a preliminary servicing review of the water, sanitary, and storm systems with respect to the proposed multi-phase single-family strata and campground development located near Kelsey Bay in Sayward BC. The intent of this design review is to confirm the capacity within the existing systems and make recommendations as to required upgrades to accommodate the proposed subdivision.

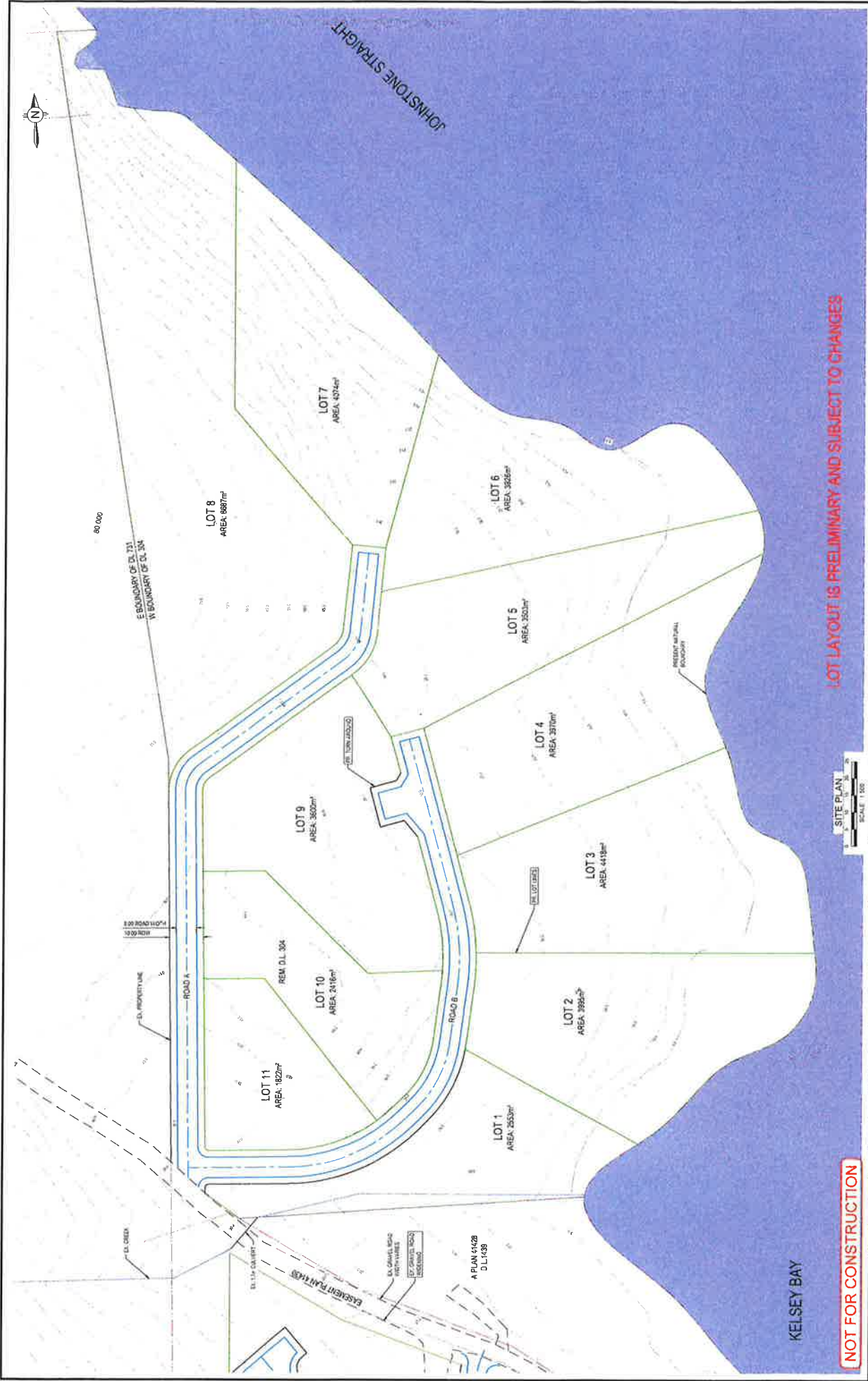
A preliminary layout of the subdivision is provided in **Figures 1 and 2** overleaf. Please note that the layout is preliminary and may be subject to revisions moving forward. As such, the analyses within are based on a preliminary subdivision layout and may need to be revised should the layout change.

This technical memorandum summarizes the results of the waterworks, sanitary and stormwater systems and are highlighted below.

1. Waterworks

The existing water distribution system consists of a reservoir located south of the village with the terminal end and low point at the Port of Kelsey Bay as shown on **Figure 3** below. Please note that the diameters and lengths of the water piping was based on available record drawings as well as follow up discussions with the Town's Operations Staff.

The system was modeled to confirm the existing capacity and to determine if there is adequate capacity to accommodate the estimated domestic and fire flows associated with the proposed multi-phase development.



<div> <div> </div> <div> <p>1800 South St Creston BC V2Z 2G2 Tel: 250-337-7755</p> </div> </div>		<div> <div>PRELIMINARY NOT FOR CONSTRUCTION</div> <div> <div>MIKE ADAMA</div> <div>NORTH LOT LAYOUT PLAN</div> <div>ADAMA SUBDIVISION</div> </div> </div>	<div> <div>FIGURE 2</div> <div>2271-0025</div> <div>1:1</div> </div>
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Figure 3: Existing Sayward Water System

1.1. DOMESTIC AND INDUSTRIAL DEMANDS

The existing and proposed average Annual Daily Demand (ADD), Maximum Day Demand (MDD), and Peak Hour Demand (PHD) for Sayward were estimated based on the demands outlined in the MMCD Design Guidelines. These MMCD demands are shown according to the land use type in **Table 1** below. It should be noted that MMCD does not provide design ADD and PHD flow rates for non-residential properties.

Table 1: MMCD Water Demand Design Rates

Land Use Type	Annual Daily Demand (ADD)	Maximum Day Demand (MDD)	Peak Hour Demand (PHD)
Residential	450 litres/capita/day	900 litres/capita/day	1350 litres/capita/day
Commercial or Institutional*	NA	22,500 litres/hectare/day	NA
Industrial*	NA	10,000 – 100,000 litres/hectare/day	NA

*MMCD Non- Residential design flow rates only provided for Maximum Day Demand



Given the above per capita/area demand rates, the estimated results for the Village's existing and proposed demands are summarized in **Table 2** below. Note that for the Island Timberlands log sort facility, an estimated per hectare flow rate of 50,000 litres/hectare/day was assumed. This was based on the fact that they are a moderately heavy water user in the Town.

Table 2: Sayward Estimated Existing and Proposed Water System Domestic Demands

Land Use Type	Dwellings / Area	ADD (L/s)	MDD (L/s)	PHD (L/s)
Residential Dwellings	167 Dwellings	1.54	3.08	4.62
Non-Residential Sites	23.73 ha	NA	10.86	NA
Proposed North & South Dwellings and Campsites	64	0.83	1.67	2.50

1.2. FIRE FLOW

As per the MMCD design criteria, the system must have the capacity to provide the peak hour demands with a residual pressure of between 300 to 850 kPa while providing the required fire flow with max day demands and a pressure of 150 kPa.

A summary of the required fire flows as per the MMCD are summarized in **Table 3** below.

Table 3: MMCD Minimum Fire Flow Requirements

Developments	Minimum Fire Flow (L/s)
Single Family Residential	60
Apartments / Townhouses	90
Commercial	150
Institutional	150
Industrial	225

As this proposed development is a single-family development, a fire flow of 60 litres/second was required while maintaining a minimum residual pressure target of 150 psi under maximum day demand.

To verify the available fire flow and residual pressures in the existing system, a hydrant flow test was conducted by Sayward Public Works staff in late May 2020. An average flow of **61.4 litres/second (974 gal/min)** was reported at the hydrant adjacent to the Kelsey Bay Government Marina, and a residual pressure of **552 kPa (80psi)** was measured in the system at the upstream hydrant across the 40 Sayward Road.



The hydrant flow and pressure test results were used as means of model verification, which are discussed in the subsequent section.

Please note that prior to construction, an additional flow test should be performed to verify the results provided by the Village.

1.3. WATER MODEL VERIFICATION

Record drawings, field data, and flow & pressure test results, provided by Sayward Public Works staff, were used to develop, and verify the *WaterCAD* computer model. According to the Public Works department, the Village's water tank reservoir typically remains at 90% full. Given the tank is approximately 11m deep with a base elevation at 69.3m, the water surface elevation at 90% full is estimated at **79.2m**. This water surface elevation was entered into the model to set the static head in the system.

To verify the model, the reported hydrant flow and the estimated existing demands were assigned to their respective nodes and a steady state simulation was ran. The result was an estimated residual pressure of **529 kPa (77 psi)** at the hydrant near 40 Sayward Road. The percent difference comparing the measured and estimated pressures is 4.3% which is acceptable and will result in the model estimates being slightly conservative. **Table 4** highlights the model verification results.

Table 4: Model Verification with Residual Pressures at Hydrant Adjacent to 40 Sayward Road

	Measured	Model Result	Percent Difference
Residual Pressure	552kPa	529 kPa	4.3%

1.4. WATER MODELING RESULTS

Available topographical data was used to establish a preliminary design and layout for the on-site water system. This data was entered into the computer model. The computer water model was then used to confirm the available flows for the proposed development and establish which of the proposed lots could be serviced by the existing Village reservoir.

Based on a cursory review of the elevations of the proposed development, it was established that the lower portions of the development could be serviced by the existing reservoir while upper portions of the development would require the addition of a private booster pump to ensure adequate fire flows.

As a result, it was established that with the installation of a 50m section of 200mm diameter watermain in Sayward Road as well as a proposed 200mm diameter watermain on-site and 3 proposed hydrants, 10 of the proposed lots of the southern parcel and 5 of the proposed lots of the northern parcel could be serviced without an additional booster pump. Essentially, lots with fire protection provided by a hydrant installed at a maximum elevation of 35m can be serviced by the reservoir. The proposed lots (shown with white hatching) and hydrants are illustrated in **Figures 4 & 5**. The red circles around the hydrants represent the 75m radius coverage as required in the MMCD.



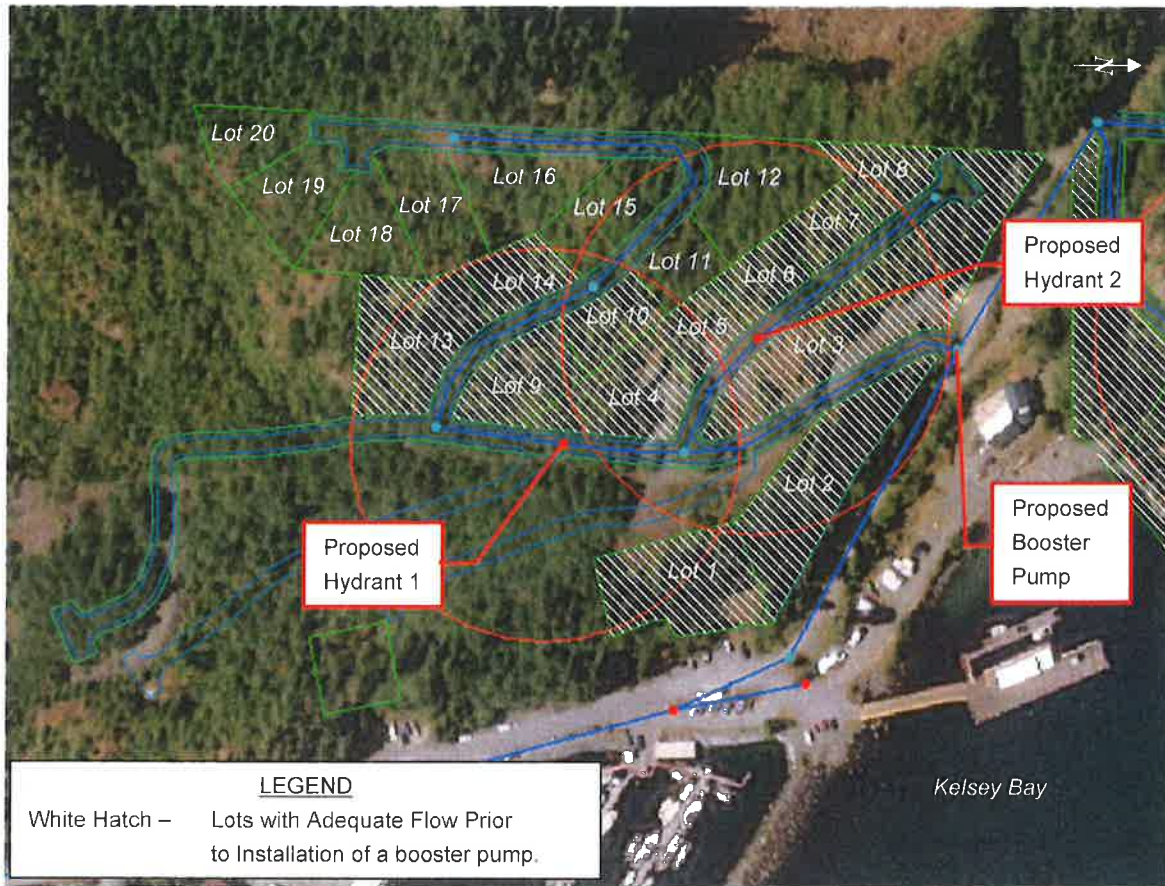


Figure 4: Southern Development Proposed Servicing Without Booster Pumps





Figure 5: Northern Development Proposed Servicing Without Booster Pumps

To service the remaining proposed lots on the north and south parcels, booster pumps will need to be installed to ensure adequate fire and domestic flows are provided. The location of the potential booster pump is illustrated on **Figures 4 & 5**. Pump options will be explored at the detailed design stage.

2. Sanitary Analysis

The existing sanitary system was analyzed to establish if there is capacity to handle the additional flows from the proposed development. The HDPE force main system, as shown on the **Figure 6** below, consists of two lift stations. Lift Station 1 is located along Sayward Road at Kelsey Lane and services 3 existing residential properties on the lane. Lift Station 2 is located on the east side of Sayward Road near the government marina and services the primarily non-residential properties north from 40 Sayward Road including the marina, RV campsites and the Port of Kelsey Bay Dock.



Figure 6: Existing Sanitary Force Main System

2.1. SANITARY DESIGN FLOWS

The existing and proposed estimated sanitary design flow rates were based on MMCD design guidelines. The estimated Peak Wet Weather Flows are used for design purposes. The estimated existing sanitary flows coming into Lift Station 1 are outlined in **Table 5**.



Table 5: Lift Station 1 Estimated Existing Sanitary Flow Rates

Parameter	Value
Total Residential Area	0.78 ha
Dwellings	3
People per Dwelling*	1.8
Dry Weather Demand**	350 litres/capita/day
Average Dry Weather Flow	0.022 litres/second
Peaking Factor**	3.2
Peak Dry Weather Flow	0.070 litres/second
Inflow and Infiltration Allowance**	0.12 litres/second/hectare
Wet Weather Flow	0.094 litres/second
Peak Wet Weather Flow	0.16 litres/second

*Based on the 2016 Canada Census Profile for Sayward

**Based on MMCD Design Guidelines 2014

The existing non-residential sanitary demands, factors, and calculated flows contributing to Lift Station 2 are listed in **Table 6**.

Table 6: Lift Station 2 Existing Sanitary Flow Rates

Parameter	Value
Total Non-Residential Area	5.88 ha
Dry Weather Demand*	25000 litres/ha/day
Average Dry Weather Flow	1.7 litres/second
Peaking Factor*	3.2
Peak Dry Weather Flow	5.4 litres/second
Inflow and Infiltration Allowance*	0.12 litres/second/hectare
Wet Weather Flow	0.71 litres/second
Peak Wet Weather Flow	6.2 litres/second

*Based on MMCD Design Guidelines 2014

The additional flows from all phases of the development were estimate and the results are shown in **Table 7**.



Table 7: Lift Station 2 Proposed Sanitary Flow Rates

Parameter	Value
Development Area	7.3 ha
Dwellings	56
People per Dwelling	2.5
Dry Weather Demand	350 litres/capita/day
Average Dry Weather Flow	0.57 litres/second
Peaking Factor	3.2
Peak Dry Weather Flow	1.81 litres/second
Inflow and Infiltration Allowance	0.12 litres/second/hectare
Wet Weather Flow	0.88 litres/second
Peak Wet Weather Flow	2.7 litres/second

Therefore, combining the existing and proposed estimated flows, the total design sanitary flow for Lift Station 2 is **8.8 litres/second**.

2.2. SANITARY LIFT STATION AND FORCE MAIN MODELING

Analyzing a force main system with multiple lift stations is relatively complicated, and as such, *PCSMM* computer modelling software was utilized. Record drawings, manufacturer supplied pump information, and field data were used to create the model. The design flows were inputted, and a steady state simulation was ran.

Figure 7 below shows the pumping capacity of lift station 2. As noted, the pump station starts with an initial pumping rate of **9.5 litres/second** which decreases to **9.0 litres/second** as the level in the wet well drops.

The reduced pumping rates which range between **8.4 to 9.3 litres/second** are shown as small dips in the curve and coincide with lift station 1 & 2 pumping simultaneously.



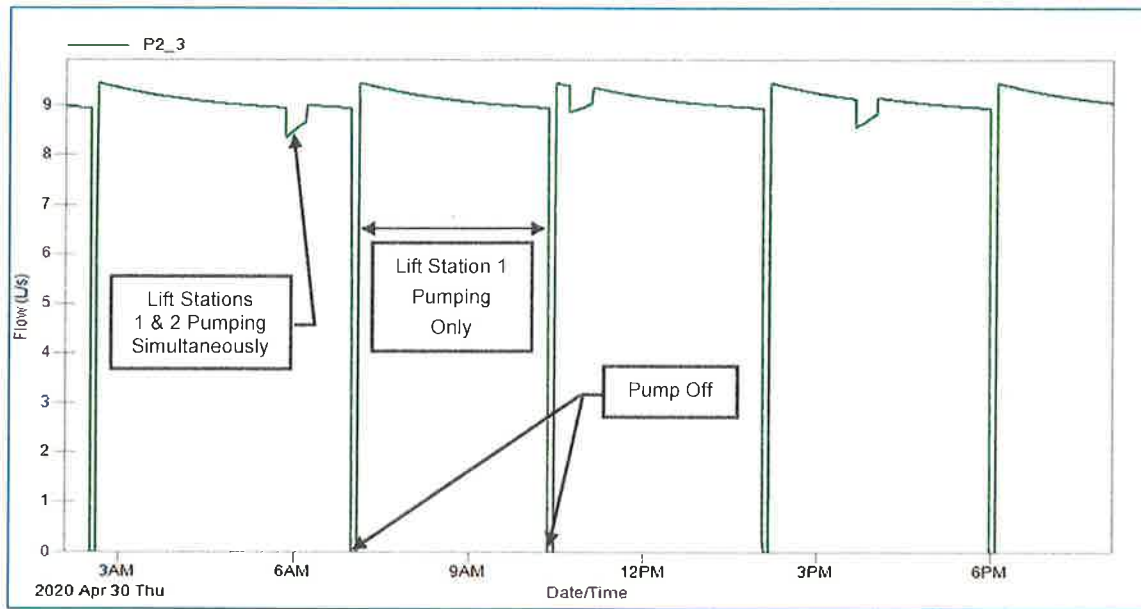


Figure 7: Lift Station 2 Flow vs Time Graph

It should be noted that a steady state analysis assumes a constant peak inflow which is very conservative compared to the more realistic variable rates of a diurnal demand curve. Given real world conditions, the pump-off periods would have a much greater duration. Based on this, it is safe to say the existing system has ample capacity to handle the additional flows from the proposed development.

2.3. FORCE MAIN MODEL VERIFICATION

To ensure the model was producing accurate estimates, an analysis of Lift Station 2 operating independently of Lift Station 1 was performed manually. The Hazen-Williams equation was used in the manual calculation to confirm the model results.

The model reports a peak pumping rate at Lift Station 2 of 9.5 litres/second with a total dynamic head (TDH) head of 20.4m. When the flow rate of 9.5 litres/second is entered into the Hazen-Williams analysis, the resulting TDH is estimated at 21.0m. The percent difference between the TDH of the model and the Hazen-Williams Equation is 2.9% which is acceptable and verifies that the model is operating correctly.

Table 8: Sanitary Model Verification Results

	Excel Result	Model Result	Percent Difference
System Head at 9.5 L/s	21.0 m	20.4 m	2.9%



3. Stormwater Management

Due to the fact that the site has a direct discharge to the ocean, the site is rocky and does not promote infiltration, we are proposing that targets related to on-site detention be exempted. This said, due to the proximity to the ocean, we would recommend that targets pertaining to water quality be implemented.

As there is no formal stormwater conveyance system in the area, stormwater will be discharged to the Kelsey Bay marine environment. As such, permitting and approvals will be acquired based on a subsequent environmental assessment as part of the detailed design.

4. Conclusion and Recommendations

Based on the established fire flows and domestic demands, the existing water system (without the addition of a booster pump) has adequate capacity to provide fire protection to lots within 75m of the proposed hydrants shown on **Figures 4 & 5**. Additionally, 3 proposed hydrants will be required. For the higher elevations of the development, booster pumps will be needed to provide the necessary fire flows.

A review of sanitary lift stations and the force main determined the peak inflow including the proposed development is 8.8 litres/second and the capacity of existing Lift Station 1, near the marina, ranges from 9.0 to 9.5 litres/second. When Lift Station 2, near Kelsey Lane, is pumping concurrently, pumping rates are reduced to 8.4 litres/second, but these are relatively short durations which do not limit the overall system capacity. Therefore, there is adequate capacity to handle the additional demands from the proposed development.

The stormwater system will be designed to MMCD Standards and adhere to best management practices pertaining to water quality. Given the necessary permits and approvals, runoff will be safely conveyed and ultimately, discharged via an ocean outfall into Kelsey Bay.

As this is based on a preliminary lot layout, the number and location of the lots are subject to change. Therefore, we confirm that the municipal system can handle an additional 5 lots, above what is currently proposed. Should the number of lots increase by greater than 5, further analysis will be required to confirm if there is adequate capacity. We trust that this meets the Village's requirements. Please contact the undersigned if you have any questions.

Sincerely, McElhanney Ltd.

Prepared by



Dwayne Cybak, EIT
Project Engineer

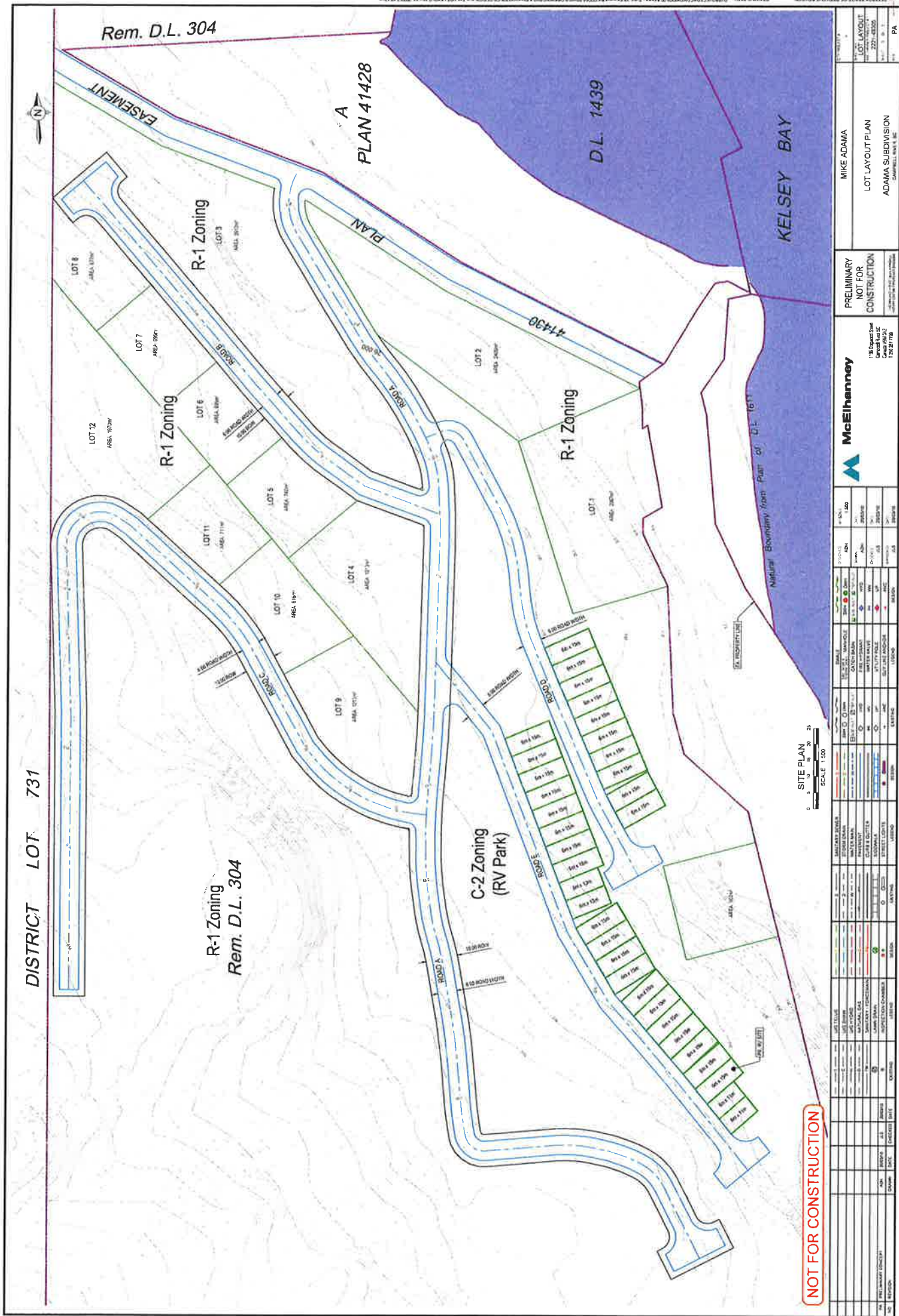
Reviewed by



June 15, 2020

John Sorenson, P.Eng.
Division Manager





STAFF REPORT

DATE: December 8, 2020

FILE: 0540-04 EASC

TO: Mayor and Council
Village of Sayward

FROM: Ann MacDonald
Chief Administrative Officer

RE: **Rezoning Application to Facilitate a Tourist Commercial / Residential Subdivision at 18 Sayward Road, Kelsey Bay BC**

PLANNING FILE NO. 3360-20/RZ 1S 20

ROLL No.: 772 00099.050

PID No.: 000-568-309

APPLICANT: 0947204 BC Ltd. (Mike Adama)

AGENT: Kevin Brooks, McElhanney Associates

LAND DESCRIPTION: District Lot 304, Sayward District, Except Plan 41428

LOCATION: 14 / 18 Sayward Road, Kelsey Bay BC

OFFICIAL COMMUNITY PLAN: Bylaw 308, Village of Sayward Official Community Plan Bylaw, 2000

EXISTING DESIGNATION: Comprehensive Development Area 2 (CDA-2)

ZONING BYLAW: Bylaw No. 309, Village of Sayward Zoning Bylaw, 2000

EXISTING ZONE: Forestry One (F-1)

PROPOSED ZONES: Residential One (R-1) and Commercial Two (C-2)

PURPOSE

To consider rezoning a 14-hectare portion of District Lot 304 (14 / 18 Sayward Road), Kelsey Bay BC to facilitate the development of an RV campground and a 31-lot residential subdivision.

POLICY ANALYSIS

Part 14 "Planning and Land Use Management" of the *Local Government Act (LGA)* addresses local governments' roles regarding zoning bylaws, namely Section 479 (Zoning Bylaws) and Sections 464 - 465 (Public Hearings on Bylaws).

EXECUTIVE SUMMARY

An application has been received to consider amending the Village of Sayward Zoning Bylaw to rezone an approximate 14-hectare portion of a 24.53-hectare parcel situated at Kelsey Bay, Sayward, from Forestry One (F-1) to Residential One (R-1) and Commercial Two (C-2) to allow

the development of 31 residential serviced lots ranging in size from 695 square metres to 8687 square metres plus a 33-pad serviced Recreational Vehicle campground. The proposed development will be accessed via a network of 6-metre wide roads terminating in cul-de-sacs and, as per the attached Preliminary Servicing Report, the existing community water supply, fire protection (with the addition of a booster pump) and sanitary servicing are all adequate to accommodate the additional lots. Stormwater runoff will be collected on site and discharged via an ocean outfall to Kelsey Bay.

Comments received from government agencies and First Nations have indicated there are no immediate concerns associated with the proposal. FLNRORD - Forestry have indicated that should rezoning be approved and land subdivision allowed, a road dedication to allow for public access to lands beyond is recommended. Island Health have indicated a construction permit is required from VIHA prior to extending the water main, and that the applicant should contact VIHA regarding servicing of the proposed C-2 zone if food and beverage services are proposed. The Ministry of Transportation and Infrastructure had no concerns and the We Wai Kai Nation have requested an Archaeological Impact Assessment of the property be carried out in association with a member of the We Wai Kai Nation. An approved Riparian Areas Regulation assessment report prepared by a Qualified Environmental Professional will be required before the commencement of development activities (including subdivision) and a Commercial development permit will also be required for development within the proposed Commercial Two (C-2) zoned portion of the parcel. In support of this recommendation, Bylaw No. xxx is attached for the Committee's consideration.

BACKGROUND

District Lot 304 has been earmarked in the 2005 Village of Sayward Official Community Plan as a Comprehensive Development Area, which acknowledges the potential of this parcel, currently used for forestry, to be repurposed for tourism, recreational and residential uses, by way of a zoning amendment. The parcel is situated close to the existing Kelsey Bay marina and affords scenic views over the bay and Mt H'kusam beyond. The proposal would create 31 fully serviced residential lots of varying sizes, as well as a 33-pad serviced recreational vehicle campground, which will act as an economic stimulus for the village. An engineering report (attached) confirms that with the addition of a booster pump to service the higher elevation lots for fire protection purposes, the Village of Sayward's existing sewer and water infrastructure can support the proposed development.

OCP CONSIDERATIONS

An OCP Amendment is not required as the proposed use of the property falls within the appropriate Comprehensive Development Area 2 designation of the Village of Sayward Official Community Plan.

AGENCY REFERRALS

The application was referred to several government agencies and First Nations for consideration. Comments received are summarized in the following table:

Agency	Comments
BC Assessment Authority	No response.
Coastal Fire	No response.
Ministry of Environment	No response.
FLNRORD – Archaeology	No response.

FLNRORD - Forestry	Should rezoning be approved and subdivision allowed, a road dedication to allow for public access to lands beyond is recommended.
Ministry of Transportation and Infrastructure	No concerns.
School District 72	No response.
Island Health	A construction permit is required from VIHA prior to extending the water main. Applicant to contact VIHA regarding servicing of the proposed C-2 zone.
First Nation	Comments
K'ómoks First Nation	No response.
Nanwakolas Council	No response.
We Wai Kai Nation	Requests that an Archaeological Impact Assessment be carried out in association with the First Nation.
Wei Wai Kum Nation	No response.

PLANNING ANALYSIS

The subject parcel at 14 - 18 Sayward Road is currently zoned Forestry One (F-1), which allows for a variety of forestry and agriculture uses and up to four dwelling units per parcel, depending upon parcel size which is limited to 8.0 hectares (19.8 acres) for subdivision purposes. The proposal is to rezone the land to permit its subdivision into 31 serviced residential lots, ranging in size from 695 square metres (0.17 acre) to 8687 square metres (2.15 acres) with one house per parcel, as well as a 33-pad serviced RV campground. The proposed development will be accessed via a network of 6-metre wide roads terminating in cul-de-sacs and, as per the attached Preliminary Servicing Report, the existing community water supply, fire protection (with the addition of a booster pump) and sanitary servicing are all adequate to accommodate the additional lots. Stormwater runoff will be collected on site and discharged via an ocean outfall to Kelsey Bay.

Comments received from government agencies and First Nations have indicated there are no immediate concerns associated with the proposal. FLNRORD - Forestry have indicated that should rezoning be approved and land subdivision allowed, a road dedication to allow for public access to lands beyond is recommended. Island Health have indicated a construction permit is required from VIHA prior to extending the water main, and that the applicant should contact VIHA regarding servicing of the proposed C-2 zone if food and beverage services are proposed. The Ministry of Transportation and Infrastructure had no concerns and the We Wai Kai Nation have requested an Archaeological Impact Assessment of the property be carried out in association with a member of the We Wai Kai Nation. An approved Riparian Areas Regulation assessment report prepared by a Qualified Environmental Professional will be required before the commencement of development activities (including subdivision) and a Commercial development permit will also be required for development within the proposed Commercial Two (C-2) zoned portion of the parcel.

FINANCIAL IMPLICATIONS

Applicable fees have been collected for this application under Bylaw 310, being the Village of Sayward Bylaw Amendment, Permit Procedures and Fees Bylaw, 2000.

LEGAL IMPLICATIONS

This report and the recommendations contained herein are in compliance with the *Local Government Act* (LGA) and Village of Sayward bylaws. This includes the zoning of land, which includes the surface of the water, set out in Section 479 of the LGA.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS

Should a recommendation of support be made for the application and Bylaw No. XXX proceed forward, public consultation will occur in the form of a public hearing (unless waived), conducted in compliance with the requirements of Sections 464 - 465 'Public Hearings', of the LGA, as required prior to final adoption of any proposed bylaw amendments.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

The planning department will be responsible for all aspects of the bylaw amendment process. Additionally, municipal staff resources will be required during the public hearing process and the finalization of the adoption of the bylaw.

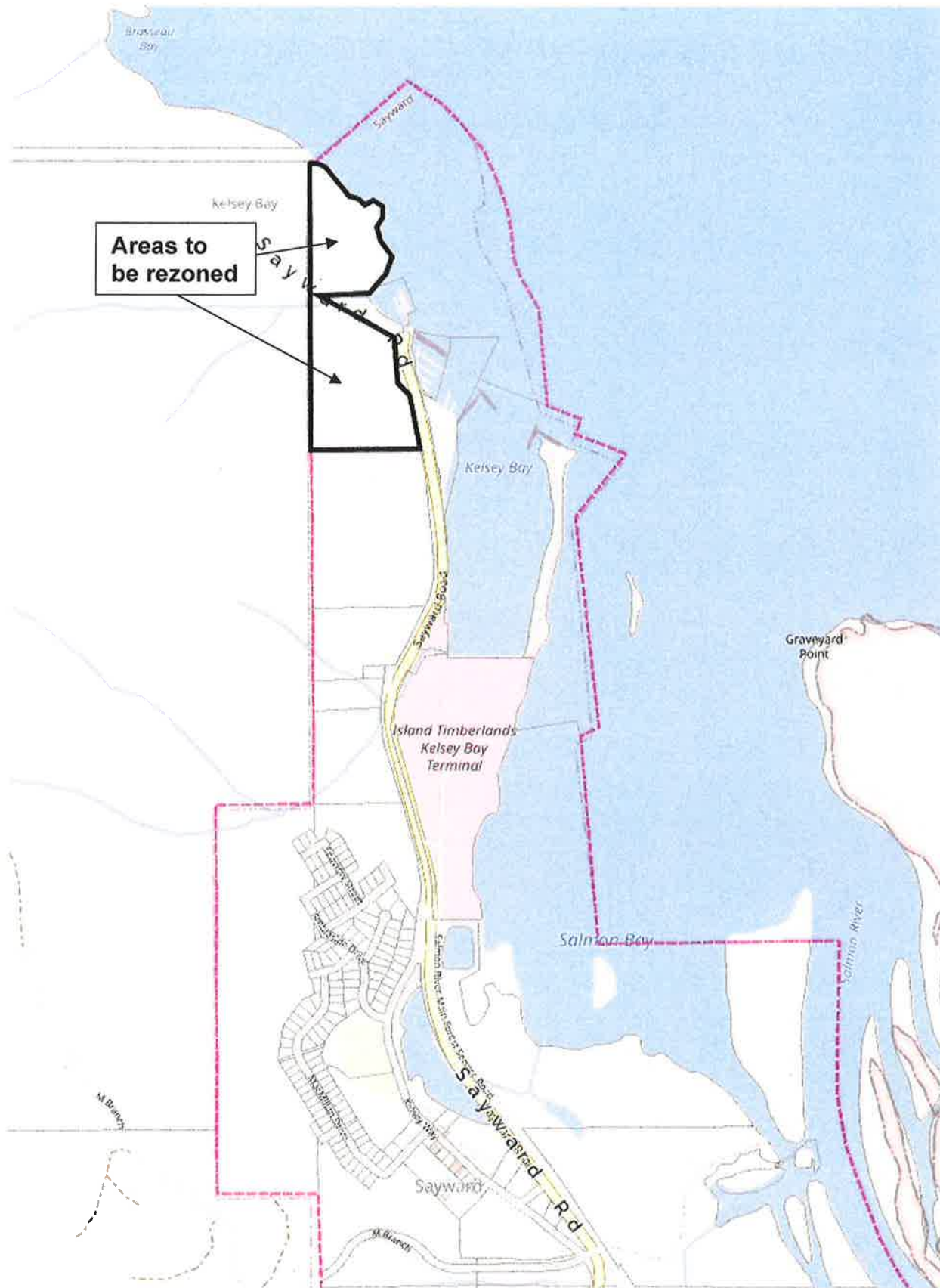
Submitted by:

A handwritten signature in blue ink that reads "John Neill". The signature is written in a cursive, flowing style.

John Neill MCIP MRTPI
Planner

Attachments:

Preliminary Servicing Report



Location of Property in Kelsey Bay, Sayward

OFFICIAL COMMUNITY PLAN

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

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

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

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

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

ZONING

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

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

Residential One (R-1)

Residential One is a single-family dwelling zone. The minimum lot size is 668 m² with a lot coverage of 70%. This proposed zone is consistent with the Official Community Plan CDA-2 land use designation.

Commercial Two (C-2)

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

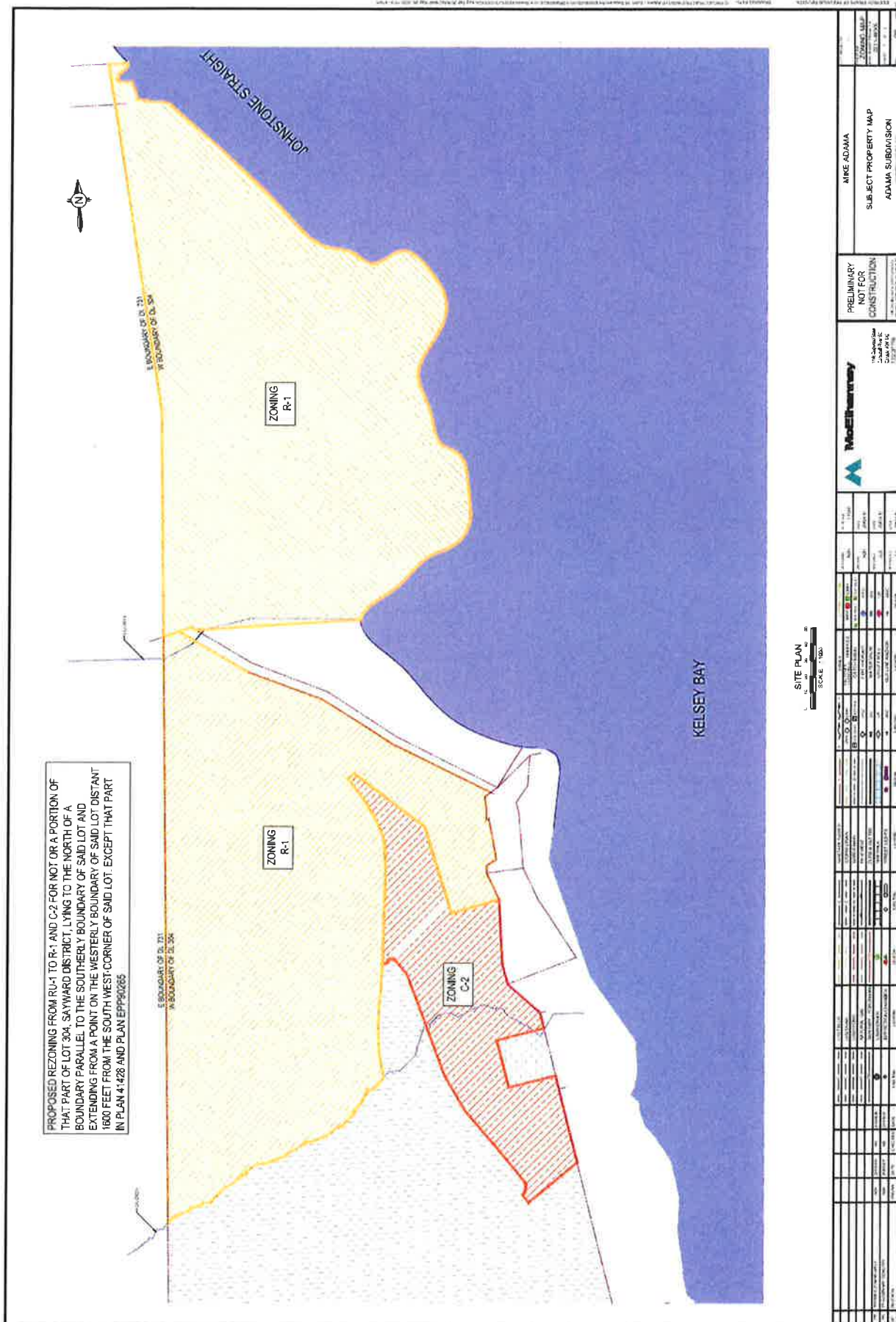
We look forward to working with you on this project. If you have any questions, please contact the undersigned.

Sincerely,
McElhanney Ltd.



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

Applicant's Statement



Proposed Zone Boundaries

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.

OCP Objectives and Policies – 4.2 Comprehensive Development Area 2 (CDA-2)

610**Forestry One (F-1)****1. PERMITTED PRINCIPAL USES****On any lot:**

- a) Agriculture;
- b) Silviculture;
- c) Forestry;
- d) Sawmills;
- e) Value-added wood processing;
- f) Single family dwelling;

g) On any lot greater than 2.0ha (4.9ac):

Two single family dwellings or one duplex may be permitted on a lot, provided that all other requirements of this Bylaw are complied with. Additional dwelling units(s) may be permitted on the lot for each additional 1.0ha (2.5ac) to a maximum of 4 dwelling units provided that approval from the Land Reserve Commission has been received (if required).

2. PERMITTED ACCESSORY USES

- a) Buildings and structures accessory to the uses permitted.

3. LOT AREA

The minimum site area required for subdivision is 8.0 hectares (19.8 acres);

4. LOT COVERAGE

Buildings and structures shall not cover more than 15% of the lot area.

5. SITING OF STRUCTURES

Except where otherwise specified in this Bylaw, no building or structure shall be located within:

- a) 7.5m (24.6ft) of front, side or rear lot lines;
- b) Structures for the accommodation of livestock shall be located not less than 7.5m (24.6ft) from any dwelling unit.

End – F-1

Schedule "A" • Bylaw No. 309
Village of Sayward Zoning Bylaw, 2000 - Consolidated

(04/22/20)
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PART 600**ZONES****601****RESIDENTIAL ONE (R-1)****1) PERMITTED PRINCIPAL USES****On any lot:**

- a) One single family dwelling.

2) PERMITTED ACCESSORY USES

- a) Home-based business;
- b) Bed & Breakfast;
- c) Boarding;
- d) Buildings, accessory;
- e) Secondary suites.

3) LOT SIZE

The minimum lot area for subdivision is 668m² (7200 ft²).

4) LOT COVERAGE

Buildings and structures shall not cover more than 70% of the lot area.

5) SITING OF STRUCTURES

Except where otherwise specified in this Bylaw, no building or structure shall be located within:

- a) 6.0m (19.6ft) of front and rear lot lines;
- b) 1.5m (4.9ft) of side lot line on a lot;
- c) 3.0m (9.8ft) of side lot line abutting a public road right-of-way;
- d) No accessory structure shall be located within 1.0m (3.3ft) of a rear or side lot line.

6) WIDTH OF BUILDINGS

No building or structure other than accessory buildings or structures shall be less than 7.0m (22.9ft) in width.

End – R-1

607**COMMERCIAL TWO (C-2)****1. PERMITTED PRINCIPAL USES****On any lot:**

- a) Retail;
- b) Offices;
- b) Marina (including fuel sales ancillary to the use)
- d) Restaurant;
- e) Neighbourhood pubs;
- f) Tourist Accommodation.

2. PERMITTED SECONDARY USES

- a) Residential use;
- b) Buildings and structures accessory to the uses permitted.

3. LOT AREA

The minimum lot area required for subdivision is 740m² (8,000ft².)

4. LOT COVERAGE

Buildings and structures shall not cover more than 60% of the lot area.

5. SITING OF STRUCTURES

Except where otherwise specified in this Bylaw, no building or structure shall be located within:

- a) 3.0m (11.5ft) of front and rear lot lines;
- b) 1.5m (4.9ft) of any side lot line;
- c) Accessory buildings shall not be located within 1.0m (3.3ft) of a rear or side lot line.

6. COMBINED COMMERCIAL AND RESIDENTIAL USE

Where a parcel is used for combined commercial and residential use, the residential use shall;

- a) be contained in the same building;
- b) be located over the principal use;
- c) have a separate entrance from outside; and
- d) not exceed the gross floor area used for commercial purposes.

End - C-2



BACKGROUND

A financial statement/variance report provides information to Council on the progress of the work plan approved during Financial Planning. The report also ensures that the actual results are aligning with approved budgets and any variances are investigated and explained.

The Village's operational revenues and expenses up to the end of November 30, 2020 are summarized below, with a comparison to the same period in 2019, as well as the variance to the 2020 approved budget. Due to COVID-19 and the subsequent closure of the Recreation Centre, as well as the absence of Admin staff over most of the year, surplus for 2020 is anticipated to be larger than normal and is **estimated** to be approximately \$250k. Several year-end entries remain to be processed, but Staff do not anticipate a significant decrease to this surplus amount. In addition, the COVID-19 Safe Restart Grant received from the Province in November provided funding of \$268k to the Village to support operating costs and revenues impacted by COVID-19.

Note: This report provides a general high level overview of the current financial situation, a more detailed report will be presented to Council in January during the Financial Plan sessions.

Summary	2019 Budget	2019 Actual	2020 Budget	2020 Actual to Nov 30, 2020	2020 Variance \$	2020 Variance %
OPERATING REVENUE						
Taxation - General Municipal Purpose	329,170	331,812	337,399	340,047	(2,649)	100.79%
Other taxes	11,908	11,959	12,761	11,881	880	93.11%
Federal Community Works Fund Grant	139,515	137,348	68,216	68,222	(6)	100.01%
COVID-19 Safe Restart Grant	0	0	0	268,000	(268,000)	
Provincial Govt Grants	392,000	392,397	399,840	391,413	8,427	97.89%
CARIP Grant	2,500	0	2,500	170	2,330	6.79%
Interest & Tax Penalties	6,500	9,474	6,500	6,372	128	98.03%
Unrealized Gain (Loss)	0	(688)	0	0	0	
General Investment Income	7,000	7,185	5,000	5,221	(221)	104.42%
Other Revenue	14,800	16,009	12,350	5,866	6,484	47.50%
Licences, Permits & Fines	2,500	8,262	6,000	4,775	1,225	79.58%
Internet Equipment Rental Revenue	6,500	6,120	0	0	0	
General Operating Grants	140,129	69,319	205,789	27,000	178,789	13.12%
Age Friendly Program Revenue	0	0	0	55	(55)	
Sale of Service - Recreation Centre	28,170	26,252	24,332	5,938	18,394	24.40%
Sale of Service - Other	16,800	15,087	16,200	12,754	3,446	78.73%
RCMP Rent	22,800	22,800	23,800	22,900	900	96.22%
RCMP Maintenance	9,748	9,748	9,748	9,301	447	95.42%
Sewer Revenue	70,902	72,193	72,843	75,337	(2,495)	103.42%
Water Revenue	112,438	111,738	122,683	124,090	(1,407)	101.15%
Solid Waste Revenue	37,717	38,526	39,407	36,613	2,794	92.91%
Total Operating Revenue	1,351,095	1,286,230	1,365,367	1,415,956		103.71%
OPERATING EXPENDITURES						
Legislative Services	57,510	54,447	58,810	30,952	27,858	52.63%
Administration	357,624	325,630	354,117	239,690	114,426	67.69%
Election	2,525	0	2,525	6,895	(4,370)	273.09%
Recreation Centre	278,485	232,956	256,645	154,080	102,565	60.04%
Parks	42,691	29,603	46,420	27,401	19,019	59.03%
Public Works	56,363	55,794	58,816	56,370	2,446	95.84%
Roads	33,642	30,480	35,718	21,585	14,133	60.43%
Drainage	9,642	5,527	11,318	2,591	8,728	22.89%
Planning	1,700	4,691	3,000	4,645	(1,645)	154.84%
Police	9,916	12,328	14,662	8,078	6,584	55.10%
Fire	33,960	31,151	46,060	16,396	29,664	35.60%
Emergency	61,953	18,200	158,100	36,832	121,268	23.30%
Health Clinic	500	0	0	1,299	(1,299)	
Bylaw	500	0	500	0	500	0.00%
Solid Waste	44,000	37,801	40,500	36,213	4,287	89.42%
Sewer Operations	68,035	68,168	72,481	49,669	22,812	68.53%
Water Operations	103,709	92,368	118,574	84,107	34,467	70.93%
Total Departmental Expenditures	1,162,754	999,143	1,278,248	776,806		60.77%
Surplus/(Deficit) Before Amortization	188,341	287,087	87,119	639,150	****	
<p>*** Note: There are several outstanding adjustments and year-end entries to process, this figure will change.</p> <p>*** This amount includes the \$268,000 COVID-19 Restart Grant</p> <p>*** Staff anticipate a surplus of approximately \$250,000</p>						

RESERVES/SURPLUS BALANCES

The following table outlines the Village of Sayward's main reserves. Staff has *estimated* the 2020 ending balances of each reserve:

Reserve/Surplus	Reserve Balances January 1, 2020	2020 Withdrawals	2020 Additions	Reserve Balances December 31, 2020
General	151,983	35,000 (Water Treatment Plant Generator, Computer Hardware upgrade)	518,000**	634,983
Sewer	292,625		15,000	307,625
Water	214,504	25,000 (Water Treatment Plant Generator)	25,000	214,504
Gas Tax	302,627		68,216	370,843
Land Sale	42,382			42,382
Roads Reserve	29,000	14,000 (2020 MFA Loan for PW Sanding/ Salting truck)		15,000

**** Includes COVID-19 Safe Restart Grant (\$268,000)**

Staff will note that a portion of the General surplus, Water surplus and Gas Tax funds have already been earmarked for the completion of the Newcastle Dam project in 2021 (\$158,513, \$144,213, and \$234,640 respectively).

OPERATING & CAPITAL PROJECTS

The chart attached (appendix A) shows major projects that are either on track for the 2020 budget (green), possibly delayed (yellow) or cancelled/delayed to a future budget (red). For the remainder of the year Staff will be working on updating this report with other projects budgeted for 2020 to bring to Financial Planning sessions in 2021.

STAFF RECOMMENDATIONS

THAT Council receive the Financial Statements/Variances to Nov 30, 2020 report for information and discussion.

Respectfully submitted,



Lisa Clark, CFO

Appendix A

	On track for 2020 budget
	Possible delay
	Cancelled/delayed to future budget

Operating & Capital Projects

Item	Department	Project Name	30-Nov-20 Budget	Variance \$	Variance %	Status	Comments
Strategic Plan Projects							
1	Admin	Update and enhance the village website.	-	10,000.00	10,000.00		Grant received, Council to discuss during Financial Planning (FP) sessions.
2	Mayor & Council	Work with the Tourism committee to promote tourism and attract business investment to the Sayward area.	2,200.00	2,200.00	-	100.00%	Funds issued to Tourism Committee, 2020 amount still to be paid, will be done before year-end.
3	Admin/Mayor & Council	OCP update		25,000.00	25,000.00	0.00%	Grant funding approved, project to begin early 2021.
4	Mayor & Council	Community to Community Forum (C2C)		5,000.00			Delayed due to COVID-19
5	Water	Newcastle Dam project	557,133.41	1,194,726.00	637,592.59	46.63%	Delayed to 2021, funding approved Dec 2020 by Council to move project forward.
6	Admin	Climate Action project (carbon reducing)	-	10,000.00	10,000.00	0.00%	Delayed due to staff time constraints, will re-visit during FP sessions.
Other Projects							
7	Emergency	Evacuation Training and Radio Communications Enhancement project	-	24,428.00	24,428.00	0.00%	In progress, will continue into early 2021.
8	Emergency	Evacuation Route Planning	24,500.00	24,500.00	-	100.00%	Project complete.
9	Public Works	Shelter for PW equipment	-	8,000.00	8,000.00	0.00%	Staff to follow-up with PW department, will be part of FP sessions.
10	Parks	Concrete ramp and handrails for gazebo	-	15,000.00	15,000.00	0.00%	Delayed. Will be part of FP sessions.
11	Admin	Computer hardware upgrade	5,947.00	10,000.00	4,053.00	59.47%	Hardware installed, various o/s invoices.
12	Water	Genset for Water Treatment Plant	39,243.00	50,000.00	10,757.00	78.49%	Nearing completion.



STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CFO
Subject: 2021-2025 Financial Plan Timetable
Meeting date: December 15, 2020

BACKGROUND

The Village of Sayward Financial Plan bylaw and Tax Rate bylaw must be approved by Council before May 15 of each year as set out in the *Community Charter*. Part of the Financial Planning process includes a review of the Council Strategic Plan (this plan was most recently updated in the early part of 2020). Once Council adopts a strategic plan, it is used to produce the Financial Plan and guide the work plans of each municipal department. It is an important and effective way for Council to identify its strategic goals and priorities for the work undertaken by the municipality. Because strategic plan priorities can have significant resource and workload implications, it is important to tie the strategic plan to the annual budget process. Due to challenges experienced in 2020, and time constraints with the 2021-2025 Financial Planning schedule, Staff recommend Council forego a Strategic Planning session for the 2021-2025 budget cycle, and plan for a session in late fall of 2021.

DISCUSSION

Staff suggest the following outline for working towards the 2021-2025 Financial Plan/Capital Plan:

	Item		Timeline
1	Staff reviews 2020-2024 Financial Plan and existing Strategic Plan.		By the end of December 2020
2	Financial Plan Process: A. COW Council Meeting, January 12, 2021. Council meets for an overview of the Strategic Plan, introduction to the Financial Plan, review of roles & responsibilities, council orientation. B. COW Council Meeting January 26, 2021. Detailed review of Financial Plan/Capital Projects. C. COW Council Meeting February 9, 2021. Detailed review of Financial Plan/Capital Projects. D. Council Meeting March 2, 2021. Final review of Financial Plan/Capital Projects. E. Council Meeting March 16, 2021 Staff Report outlining Financial Plan	Each meeting will refine the Financial and Capital Plans. The timeline will also allow for research and reporting on identified issues.	January 12, 2021 January 26, 2021 February 9, 2021 March 2, 2021 March 16, 2021

	amendments due to year-end adjustments and carry forwards. F. Council Meeting April 6, 2021, Final reading of the Financial Plan bylaw.	Adopt Financial and Capital Plan	April 6, 2021
3	Tax Rate bylaw, Water Rate bylaw, Sewer Rate bylaw, Solid Waste Rate bylaw – Admin item	Bylaws	Adopted by Mid May, first 3 readings April 20, 2021, Final reading May 4, 2021.

RECOMMENDATION

Recommended Resolution:

THAT Council receive the Financial Plan Timetable report for information and discussion, and;

THAT Council approve the financial plan timetable proposed by Staff.

Respectfully submitted,



Lisa Clark, CFO



Fire Chiefs' Association of BC:

Road Rescue Grant Program – Program Overview

Program overview

The Fire Chiefs' Association of BC (FCABC) with funding provided by Emergency Management BC (EMBC) OFC, has developed a program to help support providers of "Out of Jurisdiction Road Rescue" (the Program). The intent is to enhance the ability of providers to cover equipment and training cost related to their participation by creating a grant funding program.

Project description

This one-time grant funding program was established to support existing BC fire departments, fire brigades, fire societies, SAR Groups and First Nation communities that meet the criteria to apply as determined by the FCABC and EMBC. To apply the agency must be a registered provider of Out of Jurisdiction Road Rescue with EMBC. Funding will be available for 1) equipment purchases and/or 2) training expenses.

To be eligible for consideration of funding, applicants must submit information on the form provided. The FCABC, in consultation as needed with EMBC, will determine if the applicant meets the criteria, are potentially eligible for grant funding and what amount they may receive. As limited funds are available not all applicants may receive a grant or to the level requested.

A funding application form (Schedule A) must be submitted to the FCABC and receive written approval prior to purchase of equipment and/or delivery of the training.

Maximum eligible grant funding requests are pro-rated on a sliding scale tied to the requesting agencies operating budget, as outlined below. A record of the annual operating budget must be included in the application as part of the approval process to be considered for grant funding.

1. \$0 to \$100,000 are potentially eligible for up to a maximum of \$50,000
2. \$100,000 to \$150,000 are potentially eligible for up to a maximum of \$40,000
3. \$150,000 to \$250,000 are potentially eligible for up to a maximum of \$30,000
4. \$250,000 to \$500,000 are potentially eligible for up to a maximum of \$20,000
5. \$500,000 to \$1,000,000 are potentially eligible for up to a maximum of \$10,000

Equipment purchase funding

An application may be made for grant funds for the reimbursement of eligible expenses incurred by the organization for road rescue related equipment purchases. Equipment applications will require the specifics of type and model. Payment for approved projects may be made directly to the vendor or applicant at the discretion of the FCABC.

Prior to the purchase of any equipment or upgrades, the organization must obtain written approval from the FCABC in order to be considered eligible for reimbursement. Approval will be at the discretion of the FCABC, in consultation as needed with EMBC.

Equipment eligible for grant funding would include:

- Extrication, stabilization and lifting equipment
- Other equipment related to the delivery of this service (excluding firefighting equipment)
- Replacement of worn or damaged equipment related to the delivery of the service
- Other specialized equipment related to the delivery of the service

The application and approval processes are as follows:

- The agency of a proposal approved in principle will be contacted and notified of next steps
- All submissions must include all delivery costs to the department (FOB)
- Upon approval of the project, the department will proceed with ordering the equipment. Invoice's must match the pre-approved amount
- Successful applicants will be required to submit a report on completion of the project.

Training program funding

It is intended that training programs will be delivered "in house" by qualified instructors. A qualified instructor could be a private contractor, external training organization instructor or a department "in house" instructor. Courses to build capacity or knowledge in the delivery of road rescue will be considered.

Funding will be in the form of reimbursement for expenses incurred. Eligible expenses would include:

1. Necessary and reasonable travel related expenses of instructors
2. Administrative materials and resources related to the course delivery
3. Training materials such as manuals, booklets, handouts.

The application and approval processes are as follows:

- Proposals approved in principle would then require further submission defining the means of course delivery and a breakdown of all related costs (eligible expenses as outlined above)
- Upon approval of the training the department will proceed with the project
- Invoices will be submitted by the supplier and where applicable, the department, as directed by the FCABC for payment
- Invoices must include course rosters signed by the course instructor
- Invoices must not exceed the pre-approved amounts
- Successful applicants will be required to submit a report on completion of the project.

Approval of all training programs will be at the discretion of the FCABC in consultation as needed with EMBC.

Questions should be directed to roadrescue@fcabc.ca.

Deadline for submitting a Grant Application is 1200 hrs December 11, 2020.

Schedule A



FCABC Road Rescue Grant Program Grant Application

Project contact information

This should be the primary contact within your organization if we have questions about the application.

Name	Paul Hibbert
Position/Title	Deputy Chief
Email	deputychief@saywardfire.com
Phone Number	250 203 0384
Organization	Sayward Volunteer Fire Department

Organization overview

Annual operating budget	\$75,000
Funding source (i.e. taxation/fundraising/grants)	Taxation
Organization staffing (Career/Volunteer/Composite)	Volunteer
Area served (square KM)	39.48 sqkm
Population estimate	1100

Previous funding

Have you received funding for a training or equipment project from other organizations (i.e. CRI program, BCLC, EMBC) within the last 3 years? Yes No

If yes, please indicate the program and funding amount received:

Organization	Sayward Volunteer Fire Department
Program	N/A
Amount received	\$ ⁰

Project purpose

Briefly state the overall project proposed.

To update and replace obsolete and out-dated extrication equipment. This will give our Firefighters the best tools available to safely extricate the occupants from damaged motor vehicles while attending Motor Accidents along the 50km stretch of Highway 19 that we currently cover.

To train our Firefighters in the skills required to safely use the updated extrication equipment on modern vehicles

Is this replacing existing equipment: Yes ☒ No ☐

If yes, define age and further reason for replacement. If no, provide how this will increase capabilities or service:

Our original equipment was purchased in 2006/7. Some of it is now obsolete and difficult to repair.

Some of our current equipment has difficulty in safely dealing with modern vehicle build strength.

Project rationale

Describe how the proposed project will benefit the service you provide.

We currently provide cover for 50km of Highway 19 and assist a neighbouring Fire Dept. for a further 22km when they have difficulty raising a full crew. This is one of the most dangerous sections of roads on Vancouver Island.

By updating and replacing obsolete equipment, this will allow us to continue to work safely while extricating the often injured occupants from damaged vehicles that have been involved in serious road accidents.

Timeline to complete

Provide estimate to how soon this project can be completed:

Start date: January 2021

End date: March 2021

Authorized signatures

I/We understand that all information provided in this Application will be reviewed by the Fire Chief's Association of BC and other relevant stakeholders as required.

Date 10th December 2020

Signature (chief officer representing fire department)

Name Paul Hibbert

Position Deputy Chief

Signature

P. B. Hibbert

Signature (signing authority for local government or governing body)

Name

Ann MacDonald

Position

CAO

Signature

A. MacDonald

Please submit your application by email to roadrescue@fcabc.ca

Deadline for submitting a Grant Application is 1200 hrs December 11, 2020.



STAFF REPORT

For: Mayor and Council
Prepared by: Ann MacDonald, CAO
Subject: Update Report – December 11, 2020
Meeting date: December 15, 2020

BACKGROUND

Regular updates from the CAO to the Mayor and Council on Village operations is the best way to keep Mayor, Council and community members informed of Village progress on strategic goals and projects. Having completed two weeks of service as the Village's new CAO, this report provides a general update on projects underway and coming forward in the next several months.

DISCUSSION

Day to day items continue to absorb considerable staff time. In addition, there are numerous projects and council resolutions to be followed up on and completed, as shown in the attached Project Report. This will be updated and reported on regularly. As well, a strategic planning session should be convened in Fall 2021 to review current initiatives and identify any new initiatives. At that planning session Council may be asked to also consider the existing projects and resolutions currently underway.

ATTACHMENTS

- Project Update spreadsheet (December 2020).

RECOMMENDATION

THAT the CAO report be received for information and discussion.

Respectfully prepared,

Ann MacDonald
CAO

	Item	Assigned	2020 Strategic Plan	Description/Info	Progress	Priority
1	a Water Treatment Plant Project	CAO/CFO		One of Sayward's most important infrastructure projects.	Complete, except for as follows: There are a few items/reports stemming from the operating permit/funding that Council/staff will have to work on see below. Final work on finances needed (Lisa)	Medium
	b WTP Reporting Requirements - Cross Connection Control Program	CAO			Operating permit/funding issues. First is a Watershed Protection Plan which will require outside resources - budget for 2021, cost unknown (Staff will look into costs and project complexity). Second, update our cross connection policy	Medium
	e WTP Reporting Requirements - Asset Management Plan	CAO/CFO			Staff review plans and bring to 2021 budget process	Medium
	f WTP Reporting Requirements - Progress and UBCM claim for funds (SPF)	CAO/CFO			Staff to submit final claim to UBCM, as noted above, Staff to finalise finances and reporting requirements	High
	g Generator and fencing for WTP area (capital purchase)	CAO/PW			Generator installed, fencing complete, generator activation (BC Hydro) WIP	High
2	a Dam Project	CAO/CFO		Dam decommission and weir construction	Project stalled due to major weather event in 2019 and funding issue in 2020. Staff report to Council on options for completion in 2021 with funding solution. Report to December 2020 meeting. Contractors and Consultants and permits all lined up for 2021. Final decision needed	High
	b Dam Reporting Requirements - Asset Management Plan	CAO			Assess the weir and include in AMP, 2021 budget item as dam project delayed, timing, do WTP and Weir assessment at same time.	Medium
	c Dam Reporting Requirements - Water Conservation Plan/Final reporting	CAO		Requirements need to be completed as part of the funding agreement. Funding conditional on completing the reporting.	Water quality requirement, staff training is complete. Water Conservation Plan will need to be updated, Staff to complete.	Medium
3	Working Waterfront Project	CAO/CFO		ICET and Rural Dividend, Trail final report	Info on forestry and Village installed, one totem installed, as well as concrete barriers. Additional benches placed, eaves troughing installed, and fencing (railing), lighting completed. . Project construction now complete. Reporting (final) to funders by YE	Medium
4	Van Brocklin Road Exchange – Bylaw and Notification.	CAO		Van Brocklin, RROW process	Has been to Council June 18, legal issues to resolve, roadway identified. VB to get QEP to identify row then survey. Have spoken to QEP, directions given on how to proceed. Await survey from QEP. VB says in process, awaiting his info. Issue is resolving ROW route which conforms to riparian controls on the property, adjacent property owner raised issues with routing of original plan	Medium
5	Bylaws					

a	Ticketing Bylaw	CAO	R19/224 - THAT Council receives the report on Ticketing Bylaw 422, And Further THAT, Council directs Staff to include a provision in the bylaw for early payment of fines and to create a policy on requiring the issuance of a warning letter prior to the issuance of a bylaw ticket.	Staff have spoken to Gold River and will bring a report to Council early 2020, BENS (Bylaw Enforcement Notification System) may be the best option due to challenges being experienced by Gold River with their Ticketing Bylaw. Staff suggest this item be brought back March 2021	Medium
b	Fireworks Bylaw	CAO	R19/297 THAT Council receive the Fireworks Bylaw report for information and discussion, and; THAT Staff be directed to engage the public for opinions and feedback on the potential new fireworks bylaw.	Staff suggest this issue be brought back for review in March. The Fire control bylaw already has firework control in place and maybe a review of this bylaw is a simple way forward given the issues.	Medium
c	Backyard Burning Bylaw:	CAO	R 19/89 - THAT staff revamp and revise the Village's backyard burning bylaw and bring back before Council for consideration.		Medium
	Backyard Burning Bylaw:	CAO	R 19/153 - THAT Council, in collaboration with the Sayward Fire Chief/Deputy Fire Chief, amend the Fire Burning by-law; and THAT the Village of Sayward add provision in our burning bylaw 272 as follows: 1) New provision in bylaw to include a Recreational Backyard firepits, Special Occasion/Ceremonial Fires, Outdoor Cooking Stations, and wood fired Saunas & Hot Tubs each to have a separate and distinct permit process, which may be required to have measurements and current photographs showing placement of the apparatus and/or fire pit, 2) Backyard recreational fire pits would be yearly permits based on the calendar year with a cost of \$50.00 per year or part thereof.	In progress. Staff to meet with Fire Chief late October, early November. Time constraints and schedule conflicts have pushed this meeting later in the year. Staff aim to meet with FD staff in December. Suggest this be brought back in March 2021 for review as an issue.	Medium
d	Public Nuisance Bylaw:	CAO	R 19/94 - THAT third reading of Public Nuisance Bylaw No. 417, 2019 be rescinded to permit an amendment to the Bylaw to allow the running of backup generators (24 hours a day) in the event of power interruptions to the Village; and THAT Public Nuisance Bylaw No. 417, 2018 be amended at second reading; and THAT Public Nuisance Bylaw No. 417, 2018 remain at second reading to allow the gallery to send comments to the CAO.	Staff asks for direction - Unknown if Gallery input was asked for or received. Staff to obtain more information and look into current status. Bring back to Council in march for clarification.	Medium
e	Traffic And Highways Bylaw	CAO		Bylaw needs to be updated and then sent to MOTI for input before bringing to Council.	Low
f	Business License Bylaw	CAO		Needs updating for artisans at gift store, Staff to review	Low
g	Fees & Charges Bylaw	CAO		Needs to be updated to only include administrative items, removal of regulatory bylaw fees and charges, Staff to review	Medium

6	h	Building Bylaw	CAO		SRD in process of providing a building bylaw template for their building inspection customers, staff will follow up on progress. Working in conjunction with SRD, Gold River - on new Building Bylaw. Process appears to be stalled because of Staff TO, Staff will follow up with SRD	Medium
	i	Reserve Bylaw	CFO		SP: Infrastructure Updates & Asset Replacement - Approve reserve policy and update bylaw and integrate into financial plan: Adopt a formal reserve policy and include in future Financial Plan. Update Reserve bylaw. Recognise the need to plan for capital asset replacements in accordance with the Asset Management Plan. Staff anticipate a need for a bylaw review as several old bylaws need updating.	Medium
	j	Bylaw Review Project	CAO/CFO		As above, report to March Council meeting for a review/overview of issues	Medium
	a	VoS Backup Power Supply - Sewer Lift Stations (\$120,000 from Investing in Canada Infrastructure Program, Rural and Northern Communities, awaiting decision early 2020)	CAO/PW		Application was not successful, discussion needed on graduated purchase at budget	Medium
c	b	Evacuation Route Planning Grant (\$24,500 from UBCM, approved 2019)	CAO/EC		Report and project complete, final reporting complete	Medium
	c	Emergency Operations Centres Grant (\$24,428 from UBCM approved 2019)	CAO/EC		Onto Council for info September 3. Work with SRD. Staff looking into status, Councillor Cragg and DF/C Paul Hibbert follow-up. HF radios purchased by Shaun, status of drone, ordered.	Medium

d	Rural Dividend Pond Grant (\$10,000 from BC Rural Dividends, approved 2019)	CAO/CFO	SP: Community Relations - update and enhance the village website.	R19/220 - THAT Council endorses the recommendation C19/34 made by the Committee of the Whole; And Further THAT, the Rural Dividend Pond Grant be repurposed to provide funds for website redesign to improve economic development content.	Council approved plan to redirect funding to website development. COW meeting with SFS and Tourism Committee, confirmed interest for both partners. Respectfully, this project is taking up too much time. Staff suggest, Council set the broad objectives, Improve usability of site, coordinate with partners, training for staff to maintain, then give go ahead for staff to complete. Project extension has been applied for and is not guaranteed at this point.	Medium
e	2020 Flood Risk Assessment, Flood Mapping and Flood Mitigation Planning Project (\$150,000 from UBCM, awaiting decision 2020)	CAO		R 19/337 - THAT Council receive the Grant Opportunity – Flood Planning report for information and discussion, and; THAT the Village of Sayward supports the submission of an application to the CEPP 2020 Flood Risk Assessment, Flood Mapping and Flood Mitigation Planning stream, and will provide overall grant management if the application is approved.	Report to Council Dec 17th. Next steps, apply for grant (Shaun & Staff), deadline January 24th, 2020. Staff along with emergency coordinators from the SRD and the Village plan to meet and determine contract award in December.	Medium
f	2020 Age Friendly Grant (\$25,000 for Planning Grant, awaiting decision 2020)	CAO	SP: Village Operations - Update the Village of Sayward Official Community Plan using grant funding.	R 18/207 - That Council authorize an application to be made to UBCM for a grant under the 2019 Age-Friendly Communities Program in the amount of \$15,000 for Stream 2, Age-Friendly Projects; and That Council set up a steering committee made up of seniors in the community to provide input into the development of a wellness program; and Further that Council commit to updating its Official Community Plan to be inclusive of age-friendly principles and planning. R19/305 - THAT Council endorses recommendation C19/41 made by the Committee of the Whole, and; THAT Staff be directed to look into a planning grant to update the Official Community Plan in 2020.	Staff to finalize TOR and contract with Urban Systems and report to Council in January 2021. Grant approved. TOR being finalized with project commencement planned for January. Given PHO restrictions on public gatherings staff and Urban Systems looking at a combo of posters, electronic meetings and use of Storyboard to engage the community. Timeline extended to September 30, 2021	Medium
	R 20/110 Age Friendly			R 20/110THAT Council receive the Grant Award for the Age Friendly OCP project, AND THAT Staff proceed with obtaining a quote from Urban Systems for an expanded review of the OCP and Zoning bylaw, AND FINALLY THAT Staff bring back a report outlining work to be done and the financial resources needed to complete the work.	Staff to bring forward staff report in January with information requested in resolution by Mayor and Council.	

g	Community Emergency Preparedness Fund (CEPF) Emergency Support Services (ESS) Grant (\$5,800 submitted Feb 14th)	CAO	R20/31 - THAT Council receive the 2020 Sayward ESS Grant report for information and discussion, and; THAT the Village of Sayward supports the submission of an application to the Community Emergency Preparedness Grant ESS funding stream and will provide overall grant management if the application is approved. SRD is doing a Fire Service review, particularly looking at funding model. Suggest if there is an option, make one fire service are with village and valley, RD function, run under contract to Village.	Grant application submitted February 14th, project almost complete	Medium
7	Fire Services Agreement - to review service and funding mechanism	CAO/CFO	SP: Community Relations - Work with SRD on funding for services jointly used by all valley residents. Recreation, Fire, Health	In progress. Meeting Aug 20 with Mayor and VFD staff to look at options. Deputy Fire Chief to send Staff data on call-outs. Resolution sent to SRD for their approval, next steps are working with the SRD on data collection and moving forward with a new agreement. Council resolution Nov 5th sent to SRD, will be on SRD Agenda early December. Fire service agreement extension signed Dec 2019, for additional 3 years. Next steps, collection of data in collaboration with the SRD. Note: SRD is doing a funding review to determine cost allocations to Valley and Village. Village should consider one funding service area as a SRD function, contracted back to Village for operations. Allocation projections need to be done to see funding splits.	Medium
8	Recreation Services Agreement	CAO	SP: Community Relations - Work with SRD on funding for services jointly used by all valley residents. Recreation, Fire, Health	Rec Centre shared agreement with Strathcona Regional District. Staff working with SRD on how best to engage residents on this topic, SRD CAO away until week of Dec 2nd, Staff to follow-up. Staff meeting with SRD CAO Dec 13th. Report to Council Feb 2020. Recreation survey set to go out end of January/beginning of February. Survey approved by Council February 18, 2020, will be live from March 1, to April 30, 2020. Staff to pick this up again in 2021.	Medium
9	Budget Variance	CFO	Budget to Actual, quarterly report	Variance is done quarterly, next report to December 15 Council meeting	Medium
10	Policy Update Project	CAO	Several Village of Sayward policies are outdated and need revision. Some new policies required.	Project started by CAO in 2015, consultant prepared several new policies and a roadmap of which policies are to be repealed. Staff working on this project as time permits.	Medium
a	Personnel – Hiring Policy	CAO	New format	Completed.	Medium
b	Reserve Policy	CFO	New Policy	In progress, to do in conjunction with AMP	Medium
c	Procurement Policy	CFO	New Policy	In progress, to be completed with Social Procurement component, needs legal review	Medium
d	Respectful Workplace Policy	CAO	New Policy	In progress	Medium
e	Annual Property Tax Sale Policy	CFO	New format	In progress	Medium
f	Personnel – Benefits, Leaves and Employment Conditions Policy	CAO	New format	In progress	Medium
g	Public Works Inspection Policy	CAO	New Policy	To do, in conjunction with AMP	Medium

11	h	Campground Policy	CAO	MOTION R19/232 THAT Council receives the report on the Campground for information and discussion, and, provide Staff with direction. And THAT Council directs Staff to advise Mr. Pringle that his request to use the campground for longer than one month is not approved. And THAT the campground policy dated 11/02 be rescinded, And Finally, THAT Staff develop a new campground policy for deliberation at a future Council meeting.	To do	Medium
	i	Ticketing Policy	CAO	MOTION R19/224 THAT Council receives the report on Ticketing Bylaw 422, And Further That, Council directs Staff to include a provision in the bylaw for early payment of fines and to create a policy on requiring the issuance of a warning letter prior to the issuance of a bylaw ticket.	To do. Staff have spoken to Gold River and will bring a report to Council early 2020, BENS (Bylaw Enforcement Notification System) may be the best option due to challenges being experienced by Gold River with their Ticketing Bylaw. Tie in with Bylaw	Medium
	j	Bylaw Enforcement Policy	CAO		Staff have determined a need for a Bylaw Enforcement Policy, this would outline roles and responsibilities, and the process involved when receiving a complaint. March Council meeting	Medium
	k	Application to amend Village of Sayward Zoning Bylaw, portion of lot 304, 14-hectare portion of a 24.53-hectare parcel situated at Kelsey Bay, Sayward, from Forestry One (F-1) to Residential One (R-1) and Commercial Two (C-2) to allow the development of 31 residential serviced lots	CAO		Staff have identified a series of questions to pose to developer's agent with plans to bring matter forward in January to Council for a detailed review. This includes traffic impacts study, requirement for archaeological assessment RV Park design guidelines, turning radius and access to the area and lots by the fire and rescue equipment, details of amenities being offered as compensation for increased density, generally negotiated between the developer and the local government, such as parks, funds to support infrastructure and other negotiated amenities	High
	11 Entrepreneurial Immigration Program					
12		Financial Plan 2021-2025, Tax Rates Bylaw, Sewer/Water/Solid Waste Bylaws - 2021	CFO	Must be completed by May 15th and sent to Province.	Councillor Ives initiative, phone and e-mail (Staff) - done, to-do: info on website, program committee. Program started, apps being received. Current status unknown Report to Dec 15 Council to propose schedule	Medium
	13	Records Management	CAO	Staff anticipate a need for a records management review as filing system not consistent and consolidation necessary. System is very cost/time inefficient	Consider records management plan, hire consultant , budget 2021	High
	14	Development Cost Charges	CAO	DCC would allow VoS to levy charges on new development for new or expanded infrastructure i.e. water, sewer, drainage, parks, roads.	Staff to look into additional funding for updating the OCP with a DCC component. A new DCC bylaw will be completed in conjunction with the OCP review	High
	15	Resolutions				

R 18/75	CAO/CFO	R 18/75 - That Council receives the Report on Water Sewer Garbage Rates 2018, That the water rate bylaw be amended to reflect 94 units for the dry land sort, That the water and sewer rate bylaws be amended to reflect 26 units for the school, That the water and sewer rates bylaw be amended to add a Grocery under Store, That the water and sewer rates bylaw be amended to add a rate for Campgrounds – Serviced Stalls times Months in Operation divided by 12 - times Motel Rate, And Finally That, a rates review be completed within the next two years to balance revenue streams and to modernise the bylaws.	Changes made as directed, review planned for 2020. Bring forward to 2021	Medium
IC 18/41	CAO	IC 18/41 - That staff be authorized to issue a residential building permit for 650 Kelsey Way in advance of the commercial component; and that the commercial component must be completed within two years of the issuance of the building permit for the residential dwelling.	Building permit application not submitted yet	Medium
R 18/13	CAO	R 18/13 - THAT the presentation made by Alex Turner be received; and THAT staff work with the Tourism Committee and Nature Trust to facilitate a parking lot off Sayward Road and trail improvements to improve access to Kelly Bridge; and FURTHER THAT Staff arrange a meeting with Nature Trust.	Meeting with Nature Trust, Staff currently corresponding on the parking lot - NT has indicated not receptive due to intrusion on NT properties (Trail and parking lot). Emails exchanged, Nature Trust is not interested in creating a new parking lot. SFS to approach NT for a meeting with their Board. Next steps?	Medium
R 19/63	CFO	R 19/63 - THAT Council receive the CFO's report on the Climate Action Revenue Incentive Program for information and discussion; and THAT Staff be directed to implement a GHG measuring system and report on potential carbon reducing projects for 2019; and FURTHER THAT \$10,000 be added to the 2019 budget for the costs of carbon reducing projects.	Funds in 2019 budget, carry forward to 2020. Carry forward to 2021	Medium
R 19/76	CAO	R 19/76 - THAT staff liaise with Island Timberlands and create an MOU for VOS to use any and all Island Timberlands Forest service roads in a time of a called emergency for evacuation of the Sayward Community.	Staff have discussed with SRD Co-ordinator, template for MOU available. Contacted WFP, they are receptive, Island Timberlands (Mosaic) has no assets in our area.	Low
R 19/77	CAO	R 19/77 - THAT staff liaise with Mid Island Co-op, Island Timberlands, Western Forest Products and Mainroad Inc, to create individual MOUs' for provision of fuel to VOS (emergency vehicles and generators only) during a time of a called emergency.	Staff have discussed with SRD Co-ordinator, template for MOU available. Next contact Island Timberlands (Mosaic), Western and Mainroad. Western has expressed interest in an MOU, Mosaic has declined (they have no fuel assets stationed in our area), Mainroad receptive. DRAFT MOU with Mainroad on December 3rd Council Meeting agenda. MOU approved by Council. Next steps MOU with WFP. May need to wait until strike is over. WIP	Low

R 19/78	CAO	R 19/78 - THAT in accordance with the Community Charter and other applicable provincial legislation, the Village of Sayward donate land (site to be determined) for an entrepreneur to build and operate a grocery store in the Village; and THAT Council consider waiving certain fees and charges in place at the time in support of the project; and THAT <u>...more sections</u>	Staff note: Resolution is complex, Council has limited authority to provide assistance to a business - will require legal (partnering agreement).	Medium
R 19/212	CAO	R19/212 - THAT Council receives the report on the Campground Rental for the Nurse Practitioner, And THAT Council approves the rental of Site 2 at \$350/month for the Nurse Practitioner until July 31, 2020 when Council will revisit.	Letter done, back to Council July 2020. Not done, bring back to a future Council meeting	Low
	CAO	R19/213 - THAT Council receives the report on Sayward Harbour Authority – Request for Water/Sewer Fee Exemption, And THAT Council approves the request for a water and sewer fee exemption for 2019 on condition that the washrooms remain available for public use.	Report back to Council in 2020. Not done, bring back to a future Council meeting	Low
R 19/274	CAO	R19/274 - THAT resolution R19/255 be amended to read: MOTION R19/255 MOVED AND SECONDED THAT Staff be directed to facilitate the installation of safety rails on Kelly's Bridge, and; THAT this installation be subject to funds available in the 2020 Financial Plan.	Quote is \$2,900, will be included in FP discussions. Revisit?	Low
R 20/5 3 - THAT Council receive the Community to Community Event invitation for information and discussion.	Mayor	SP: Community Relations - Work in improving our relationship with the K'omoks First Nation, regular communications, and ways and means to jointly promote Sayward	Mayor has e-mailed Komox FN with a suggested date of March 27th, awaiting reply from KFN. Did not take place. New Council may wish to move forward with this item, suggest meet with Komok Chief and Council	Medium
Direction to Staff: December 3, 2020: Council indicated a desire for Staff to prepare a Climate Action Charter report detailing the progress the Village has made to date.		SP: Living Green - Continue to pursue the goal of becoming a carbon neutral community.	On Staff to do list for 2021	Medium