



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
DECEMBER 3, 2019 – 7:00 PM
KELSEY CENTRE GYMNASIUM**

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 3, 2019 be approved.

5. Minutes of Previous Meetings

Recommended Resolution:

THAT the minutes from the Regular Council meeting held on November 19, 2019 be adopted.

6. Petitions and Delegations

7. Correspondence

Recommended Resolution:

THAT the following correspondence be received.

- a) VIRL – Prototype Libraries: Re-imagining the Rural Library Landscape, presentation at the 2020 American Library Association Annual Conference, Chicago, IL.
- b) Letter from Selina Robinson, Minister of Citizens' Services – UBCM 2019
- c) Island Health Community Wellness Granting Program, 2020/2021

8. Council Reports

9. Reports of Committees

10. Mayor's Report – ORV Bylaw

11. Unfinished Business

12. Staff Reports

a) Staff Report: Strategic Plan 2020

{pg 18}

Recommended Resolution:

THAT Council receive the Strategic Plan 2020 report for information and discussion, and;
THAT Council approves the 2020 Strategic Plan.

b) Staff Report: MOU – Emergency Program

{pg 25}

Recommended Resolutions:

THAT Council receive the MOU – Emergency Program report for information and discussion and;

THAT Council authorizes the Mayor and Corporate Officer to sign the MOU with Mainroad North Island Contracting LP.

c) Staff Report: 2019-2023 Five Year Financial Plan Bylaw Amendment

{pg 31}

Recommended Resolution:

THAT Council receive the 2019-2023 Five Year Financial Plan Bylaw Amendment report for information and discussion and;

THAT Council move to adopt the 2019-2023 Five Year Financial Plan Amendment Bylaw.

d) Staff Report: Projects Update – November 2019

{pg 40}

Recommended Resolution:

THAT Council receive the Projects Update – November 2019 report for information and discussion.

13. Bylaws

a) Five Year Financial Plan Amendment Bylaw No. 461, 2019

Recommended Resolution:

THAT Five Year Financial Plan Amendment Bylaw No. 461, 2019 be given first, second and third reading.

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.”

16. In-Camera – None

17. Adjournment

Recommended Resolution:

THAT the Regular Meeting of Council for November 19, 2019 be adjourned.



**VILLAGE OF SAYWARD
MINUTES
REGULAR COUNCIL MEETING
NOVEMBER 19, 2019
KELSEY CENTRE GYMNASIUM**

Present: Mayor John MacDonald
Councillor Joyce Ellis
Councillor Wes Cragg
Councillor Bill Ives
Councillor Norm Kirschner

In Attendance: Lisa Clark, CAO/CFO
Mavis Alkenbrack, Deputy Finance/Admin Officer

1. Call to Order

Meeting was called to order at 7:00 PM.

2. Public Input (maximum 30 minutes)

Irene Callaghan	Asked Council about the Village website and the lack of updated information.	Staff indicated that the website is missing some information and that Staff are working to have the website updated as soon as time permits.
Karren McClinton	Written letter requesting a written response to her questions about the food bank.	The Mayor directed Karren to the previous meeting minutes where her questions about the food bank were answered. Cllr Ellis reiterated the Campbell River Food Bank requirements for food pick-up: residents of Sayward using the CRFB who would like a volunteer to pick up items on their behalf must notify the food bank of this authorization before any items will be released to the volunteer.

Karen McClinton	Written letter requesting a written response about the age friendly van schedule.	Council directed Karren to contact the Recreation Manager for details on the van schedule, information is also posted in the Sayward News.
Karren McClinton	Written letter requesting a written response to questions about the park benches around the pond.	Cllr Kirschner indicated the park benches were an initiative he started several years ago; the benches can be purchased by residents and placed around the pond in memory of a loved one.

3. Introduction of Late Items - None

4. Approval of Agenda

MOTION R19/301

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for November 19, 2019 be approved.

CARRIED

5. Minutes of Previous Meetings

MOTION R19/302

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on November 5, 2019 be adopted.

THAT the minutes from the Committee of the Whole meeting held on November 12, 2019 be adopted.

CARRIED

6. Petitions and Delegations - None

7. Correspondence

MOTION R19/303

MOVED AND SECONDED

THAT the following correspondence be received.

- a) VIRL – From the Board Table
- b) Letter from Lana Popham, Minister of Agriculture
- c) Letter to USW/WFP from Island Mayors
- d) City of Victoria – letter requesting support of UBCM resolutions B171 and B172

CARRIED

8. Council Reports - None

9. Reports of Committees - Committee of the Whole meeting November 12, 2019

a) USW/WFP strike letter

MOTION R19/304

MOVED AND SECONDED

THAT Council endorses recommendation C19/39 made by the Committee of the Whole, and;

THAT the Mayor be authorized to sign onto the letter to USW/WFP regarding the ongoing strike action.

CARRIED

b) Consolidated OCP Bylaw No. 308

MOTION R19/305

MOVED AND SECONDED

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.

CARRIED

10. Mayor's Report - None

11. Unfinished Business - None

12. Staff Reports

a) Staff Report: Strategic Plan 2020

MOTION R19/306

MOVED AND SECONDED

THAT Council receive the Strategic Plan 2020 report for information and discussion, and;

THAT Council directs Staff to bring the final 2020 Strategic Plan to the next meeting of Council.

CARRIED

b) Staff Report: Policy Update Project

MOTION R19/307

MOVED AND SECONDED

THAT Council receives the Policy Update Project report, and;

THAT Council approves 200-01 Criminal Record Search Policy.

CARRIED

c) Staff Report: 2020 Regular Council Meeting Schedule

MOTION R19/308

MOVED AND SECONDED

THAT Council receives the attached 2020 Regular Council Meeting Schedule, and;

THAT Council approves the attached 2020 Regular Council Meeting Schedule as presented noting that June, July, August and December meetings are varied from Council Procedure Bylaw No. 416, 2015.

CARRIED

d) **Staff Report: Financial Plan Timetable**

MOTION R19/309

MOVED AND SECONDED

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

THAT Council approve the amended financial plan timetable proposed by Staff.

CARRIED

13. Bylaws - None

14. New Business- None

15. Public Question Period (maximum 15 minutes)

Debbie Coates	Asked Council if they are looking at increasing or decreasing the commercial tax ratio. Asked Council about the new solar panels included in the 2020 strategic plan and questioned whether or not they will be used for the Kelsey Centre.	The Mayor indicated that Council has not looked at any ratio adjustments yet; this is one of the strategic priorities for 2020. The Mayor stated the solar panels would be used for the Kelsey Centre, yes.
Irene Callaghan	Questioned why Council is looking at grants when grants cost the taxpayers money.	The Mayor stated grants which are fully funded (100%) do not cost the taxpayers anything; if a grant is only providing 50% funding, Council does not have to apply.

16. In-Camera

MOTION R19/310

MOVED AND SECONDED

THAT in accordance with Section 92 of the *Community Charter*, this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with Section 90 (1)(c) of the *Community Charter* to discuss personnel issues.

CARRIED

17. Rise and Report

MOTION IC19/127

MOVED AND SECONDED

THAT Council approves 300-04 Vehicle & Equipment Policy.

CARRIED

18. Adjournment

MOTION R19/311

Moved AND SECONDED

THAT the Regular Meeting of Council for November 19, 2019 be adjourned.

CARRIED

The meeting was adjourned 8:10 PM.

Mayor

Corporate Officer

CAO

From: John MacDonald <westie@saywardvalley.net>
Sent: November 23, 2019 5:06 PM
To: CAO
Subject: Fwd: Capital Projects Prototype/Sayward

Please add to agenda under correspondence

Thanks
John

Sent from my iPhone

Begin forwarded message:

From: Rosemary Bonanno <RBonanno@virl.bc.ca>
Date: November 23, 2019 at 4:56:57 PM PST
To: John MacDonald <westie@saywardvalley.net>
Subject: Capital Projects Prototype/Sayward

Good evening John

Hope you are well. Just had to share this exciting news with you. VIRL will be sharing this project with an international audience of librarians at the annual library conference in Chicago.

David Carson will be sending through all of the marketing material about the grand opening. We are planning a huge celebration.



Dear ,

Congratulations! Your program submission,

"Prototype Libraries: Re-imagining the Rural Library Landscape,"

has been accepted for presentation at the 2020 American Library Association Annual Conference in Chicago, IL. Please be sure all authors of your submission receive this announcement.

Additional schedule and logistics information will be sent when they become available.

Sincerely,

Rosemary

Sent from my iPad



November 25, 2019

Ref: 112180

His Worship John MacDonald
Village of Sayward
PO Box 29
Sayward, BC, V0P 1R0

Dear Mayor MacDonald:

Thank you for meeting with the Ministry of Citizens' Services at the Union of British Columbia Municipalities (UBCM) conference on September 25th in Vancouver and discussing your concerns regarding the lack of cellular service along Highway 19.

The Government of British Columbia recognizes the importance of cellular connectivity along provincial highways and in rural communities, especially for public safety and the role it plays in economic development and tourism. We know that cell service along highways is essential to ensure there is immediate access to emergency services when they are needed most. And when there are emergencies on our highways, it underscores the importance of British Columbians and travellers being able to contact first responders quickly, from anywhere in the province.

In Canada, telecommunications companies are regulated by the Canadian Radio-television and Telecommunications Commission (CRTC). Recently, the CRTC acknowledged that all Canadians should have access to voice services and internet access services on both fixed and cellular wireless networks. They also recognize as part of this, the need for expanded cell coverage on highways.

The Province continues to work with our federal counterparts to determine future funding options to expand cellular coverage along primary and secondary highways. Recently, the Canadian Radio-television and Telecommunications Commission issued a second call for applications of the \$750-million Broadband Fund. Intake details can be found here:

<https://crtc.gc.ca/eng/archive/2019/2019-372.htm>.

.../2

Ministry of
Citizens' Services

Office of the Minister

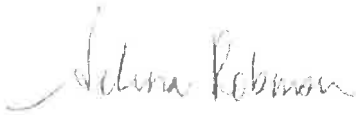
Mailing Address:
PO Box 9068 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-9699
Fax: 250 387-9722

Location:
Room 236
Parliament Buildings
Victoria BC V8V 1X4
www.gov.bc.ca/citz

In BC, cellular networks are built and managed privately by Rogers, Shaw and TELUS. We would encourage you to continue to voice the need for expanded cellular coverage by contacting the providers directly. For Rogers, please contact Glenn Alsaker at Glenn.Alsaker@rci.rogers.com, for Shaw, contact Kiersten Enemark at Kiersten.Enemark@sjrd.ca, and for TELUS, contact Aurora Sekela at Aurora.Sekela@telus.ca.

Thank you again meeting with us at UBCM and for identifying the need for reliable cellular service in your area. In the meantime, if you have any questions regarding connectivity programs, please contact Howard Randell at 250 415-6867, or by email at NetworkBC@gov.bc.ca.

Sincerely,



Selina Robinson
Minister

pc: Susan Stanford, Assistant Deputy Minister
Ministry of Citizens' Services

Howard Randell, Executive Director, Network BC
Ministry of Citizens' Services

Subject: FW: Island Health News: Community Wellness Granting Program call for applications

-----Original Message-----

From: Bloxham, Cheryl <Cheryl.Bloxham@VIHA.CA> On Behalf Of Island Health Communication

Sent: November 26, 2019 10:31 AM

To: Island Health Communication <Communication@viha.ca>

Subject: Island Health News: Community Wellness Granting Program call for applications

FOR IMMEDIATE RELEASE

NOVEMBER 26, 2019

Community Wellness Granting Program call for applications

Vancouver Island – People on Vancouver Island will benefit from up to \$800,000 in community wellness grants that are once again being provided by Island Health to improve the health and well-being of Island residents.

Now in its fourth year, Island Health's Community Wellness Granting Program provides the opportunity for not-for-profit organizations, local government organizations and Indigenous Nations, organizations and communities to apply for one-time funding for the development of new initiatives and programs. Criteria for community wellness grants includes healthy aging, positive mental health, social and family connectedness, healthy eating and physical activity.

"Island Health is very proud to support community based non-profit organizations through the Community Wellness Granting Program," says Kathy MacNeil, Island Health's President and CEO. "Together we are making lasting changes to improve the health and wellness of the people, families and communities we proudly serve."

A total of up to \$600,000 is available for individual/small grant funding. Individual grants will be awarded up to \$12,000 each.

To encourage partnerships and collaboration, the remaining \$200,000 is allocated for projects that are multi-jurisdictional/multi-agency and involve a minimum of three partner organizations. Partnership grant applications will be awarded up to \$50,000 each.

In the third year of Island Health's Community Wellness Granting Program 56 grants were awarded to different organizations totalling nearly \$765,000. This included 8 partnership grants ranging from \$13,000 to \$50,000 and 48 individual grants ranging from \$900 to \$12,000.

"These community grants have served, and will continue to serve, promoting and fostering ideas to advance health and wellness at the grassroots level. By providing these funds, Island Health recognizes the importance of the role that the community plays in highlighting and at times contributing to improving the social determinants of health," says Dr. Richard Stanwick, Island Health's Chief Medical Health Officer.

For more information on how to apply for a community wellness grant and for updates on some of our previous year's recipients, please visit Island Health's website at: <http://communitygrants.islandhealth.ca/>.

About Island Health:

Island Health provides health care and support services to more than 800,000 people on Vancouver Island, the islands in the Salish Sea and the Johnstone Strait, and mainland communities north of Powell River. With more than 22,000 staff and over 2,000 physician partners, 6,000 volunteers, and the dedicated support of foundations and auxiliaries, Island Health delivers a broad range of health services, including: public health services, primary health care, home and community care, mental health and addictions services, acute care in hospitals, and much more across a huge, geographically diverse region.

-30-

Central/North Island media inquiries

Dominic Abassi

250.755-7966

Dominic.Abassi@viha.ca <mailto:Dominic.Abassi@viha.ca>

Cowichan/South Island media inquiries:
Cheryl Bloxham

250.370.8878

Cheryl.Bloxham@viha.ca <mailto:Cheryl.Bloxham@viha.ca>

This Island Health notice has been sent to media, MPs, MLAs, mayors, Island Health leaders, foundations and regional hospital district chairs on Vancouver Island. View online at www.islandhealth.ca/news <<http://www.islandhealth.ca/news>> .

If you no longer wish to receive Island Health news, please click here
<<mailto:VIslandhealth.info@viha.ca?subject=Please%20Remove%20Me%20from%20Island%20Health's%20Media%20Distribution%20Listing>> to request you be removed from the distribution list.



Overview

The Island Health Community Wellness Granting Program provides opportunities to create local partnerships to address the health and wellness of the population. As the value of health promotion and education for illness/injury prevention is becoming more widely recognized, we want to continue to work with our community partners to positively influence people and community well-being, and promote health together.

Island Health strives to be a system leader in partnership working to lift up the health and wellness of populations and communities. We recognize the importance of reducing future reliance on the health system and promoting healthy lifestyles. We want to partner with local government, non-profit community organizations and Indigenous Nations, organizations and communities to improve the social determinants of health across Island Health. We want to enhance existing community resources, systems and networks that can positively influence health outcomes and make healthy choices easier for all people living in Island Health.

“Island Health is very proud to support community based non-profit organizations through the Community Wellness Granting Program. Together, we are making lasting changes to improve the health and wellness of the people, families and communities we proudly serve.”

-- Kathy MacNeil, President & CEO, Island Health

Our Community Wellness Granting Program is available to local government, community non-profit organizations and Indigenous Nations, organizations and communities doing work related to health and wellness and population health. This funding is not intended for initiatives/ projects directly related to primary or acute patient care, chronic disease management, access to care, or coordination of services for those requiring care.

“These community grants have served, and will continue to serve, promoting and fostering ideas to advance health and wellness at the grassroots level. By providing these funds, Island Health recognizes the importance of the role that the community plays in highlighting and at times contributing to improving the social determinants of health.”

-- Dr. Richard Stanwick, Chief Medical Health Officer, Island Health

Criteria

Applications for Community Wellness Grants should be based on one or more of the following criteria:

- Healthy Aging
- Positive Mental Health
- Social Connectedness/Family Connectedness (healthy early childhood development)
- Healthy Eating
- Physical Activity

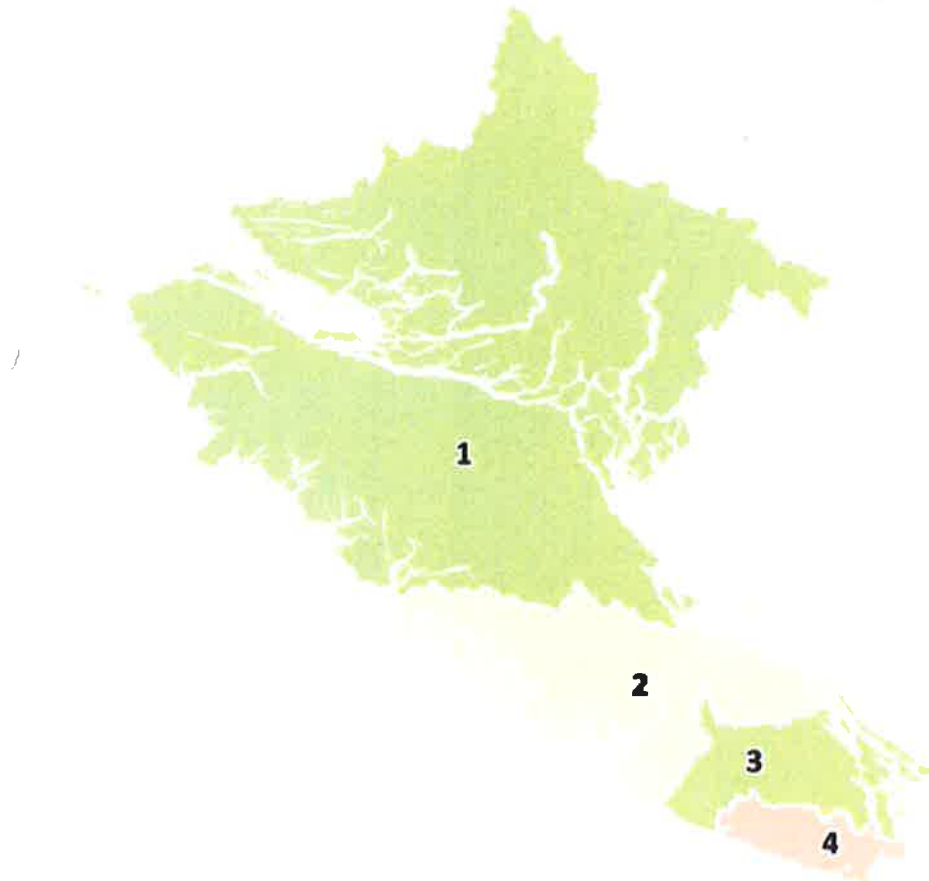
Please note that the criteria for the 2021/22 grants may change. This is reviewed annually and will be updated when the next timeline and funding are confirmed.

Funding

For the 2020/21 fiscal year Island Health has up to \$800,000 in funding available. Funding is intended for the development and establishment of new programs/initiatives. It is *not* intended for long-term, on-going funding and it may not be used to purchase capital equipment.

Regional Representation

A maximum of \$150,000 will be awarded to individual/small grant projects in each of the four geographic areas within Island Health's organizational structure:



Geography 1

Campbell River
Comox
Courtney
Mt. Waddington
Strathcona

Geography 2

Port Alberni
West Coast
Nanaimo
Oceanside

Geography 3

Cowichan Valley
Saanich
Gulf Islands

Geography 4

Victoria
Sooke
West Shore

Individual Program Grants

Individual/small grant funding is a maximum of \$12,000.

Partnership Grants

In an effort to encourage partnerships and collaboration, up to \$200,000 has been allocated for projects that are multi-jurisdictional/multi-agency. (Minimum of three organizations) These organizations/communities should have a population health plan and identified population priorities and demonstrate a willingness to collaborate on initiatives with a bigger population impact. Partnership grant applications can be a maximum of \$50,000.

How to Apply

To apply for funding please complete and submit an application form by **4:00pm on Wednesday, February 26, 2020 ***

You will receive an email confirming the successful submission of your application.

[Click here to start application process \(application.html\)](#)

***Please note that incomplete or late applications will not be accepted.**

Timeline

Deadline to apply: **4:00 pm on Wednesday, February 26, 2020**

Applicants Notified: **Wednesday, April 15, 2020**

Please note: Successful applicants will be required to sign a Service Grant Agreement and return it to Island Health before funds can be disbursed.

News & Articles

Read Island Health's news release from November 25, 2019
(<https://www.islandhealth.ca/news/news-releases/community-wellness-granting-program-call-applications>).



STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CAO/CFO
Subject: Strategic Plan 2020
Meeting date: December 3, 2019

BACKGROUND

On Tuesday November 12th, members of Council met with Staff to discuss the 2020 Strategic Plan and to identify key priorities to be undertaken during the year. The session built on an earlier successful planning session held at the beginning of 2019.

The timeline for the Strategic Plan process is outlined below.

- Staff to produce notes summarizing the strategic planning session – **done, presented to Council at the November 19th regular meeting.**
- A draft strategic plan to be presented by Staff at the November 19th Council meeting - **done**
- Final version to be presented by Staff at the December 3rd Council meeting
- The Plan will be used to guide the Financial Plan process and will be available to Council at the Financial Plan meetings in December and January.
- Results of the annual review of the strategic plan to be broadly communicated by way of the Annual Report

DISCUSSION

At the November 19th Regular meeting, Council was asked to review the DRAFT 2020 Strategic Plan for accuracy and completeness. A final version has been prepared by Staff which includes changes as directed by Council.

ATTACHMENTS

- Final 2020 Strategic Plan

STAFF RECOMMENDATIONS

Recommended Resolution:

THAT Council receive the Strategic Plan 2020 report for information and discussion, and;

THAT Council approves the 2020 Strategic Plan.

Respectfully submitted,

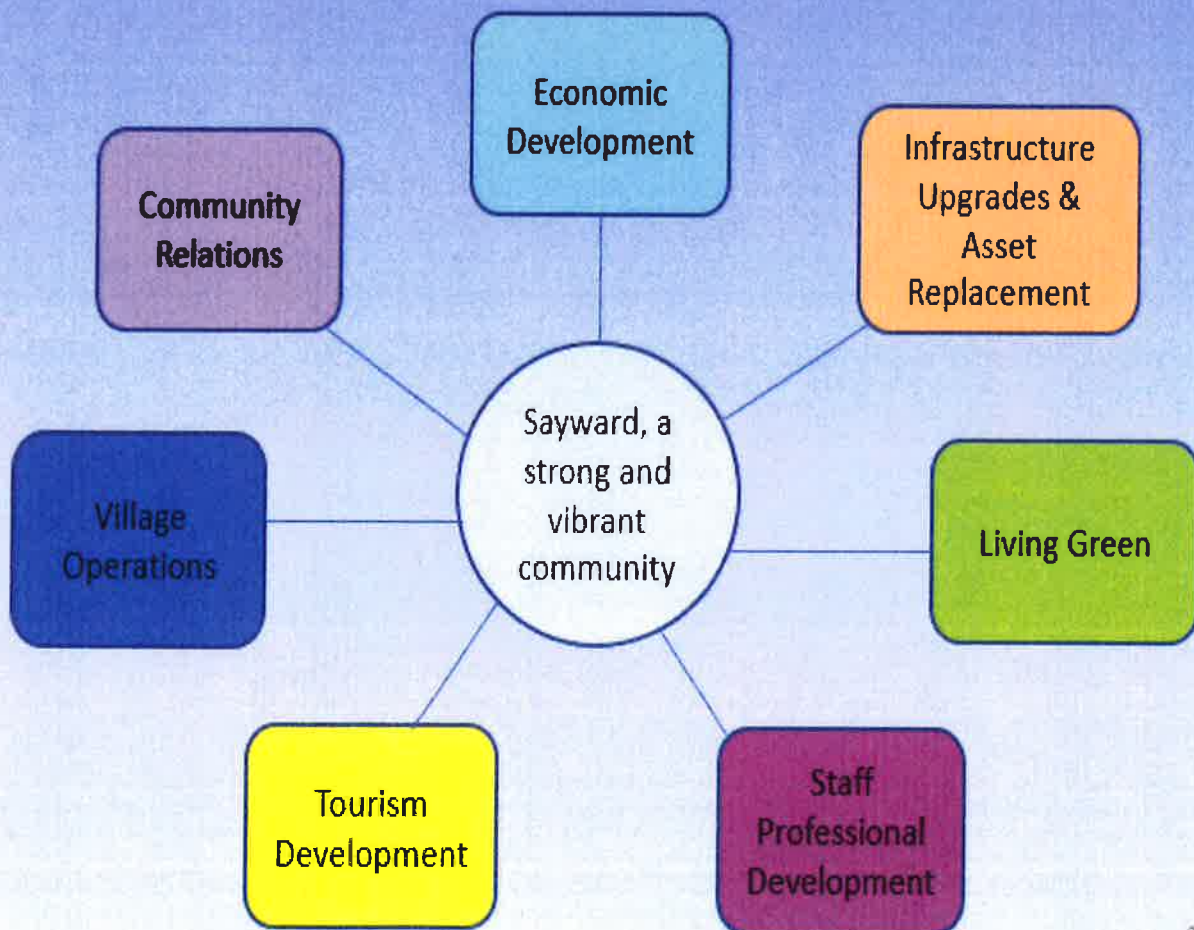
A handwritten signature in black ink, appearing to read 'Lisa Clark'.

Lisa Clark CAO/CFO



**Village of Sayward
2020 Strategic Plan**

Strategic Plan – Priorities 2020



Community Relations

Priorities	Progress Measures	Timeline
Work on building a strong co-operative relationship with all residents of Sayward (Village and Valley): • Involve Area Director in service delivery issues for all valley residents. • Update and enhance the village website. • Mayor and Council to submit a monthly update to the Sayward News to help keep residents apprised of Village initiatives and goals. • Work in improving our relationship with the K'omoks First Nation, regular communications, and ways and means to jointly promote Sayward • Work with SRD on funding for services jointly used by all valley residents. Recreation, Fire, Health.	• Online survey for residents to provide input on delivery issues completed and summarized in report. • Website updated further, information current. Grant funds from BC Rural Dividends used for further enhancements. • Bi-monthly submissions from the Mayor, bi-monthly submissions from Council. • C2C (Community to Community) event held in 2020. • Shared fire services data collected in 2020, new agreement in 2021. Funding obtained from SRD for Recreation Centre and Health Clinic.	Spring 2020 Spring 2020 All of 2020 Summer 2020 Late summer 2020

Economic Development

Priorities	Progress Measures	Timeline
• Assist and support prospective businesses interested in locating to the Sayward area.	• Reports on program brought to Council, a new business created in Sayward	Late summer 2020

• Work with local organizations and Tourism committee to promote tourism and attract business investment to the Sayward area.	• Increased campground usage, more tourist traffic, and more businesses advertising in the Tourist Info Centre.	All of 2020
• Support existing businesses	• Zoning amendments, new business Proposals presented to Council, possible revitalization bylaws	All of 2020

Infrastructure Upgrades & Asset Replacement

Priorities	Progress Measures	Timeline
• Be cognizant of Asset Management Plan and use it to identify projects for the Financial Plan.	• Report brought to Council and Plan reviewed. Long term asset replacement strategy discussed.	Spring 2020
• Identify issues from AMP reports	• Issues presented to Council.	Spring 2020
• Identify short and long-term projects for Kelsey Centre and include in budget discussions.	• Includes recommended short-term safety upgrades and equipment replacement. Issues identified and upgrades completed.	Fall 2020
• 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.	• Policy presented to Council and approved; Reserve Bylaw adopted.	Summer 2020
• Apply for infrastructure grants	• Grant applications submitted, approved and funds received	All of 2020

Living Green

Priorities	Progress Measures	Timeline
Continue to pursue the goal of becoming a carbon neutral community.	Solar panels for Kelsey Centre installed	Summer 2020
Continue to work with the Provincial Government and K'omoks First Nation to secure a community forest.	Community Forest secured with KFN and Provincial Government	Fall 2020
Continue to develop the Village trail system.	Rails on Kelly's Bridge installed, trails maintained	Spring 2020
Continue to expand the Community Garden and flower gardens throughout the Village.	Grant funding received for revitalizing the Community Garden	Summer 2020

Staff Professional Development

Priorities	Progress Measures	Timeline
Ensure staff and Village volunteers receive adequate emergency management training and the village has an emergency response plan in place.	Staff and EOC representative reports to Council regarding quarterly meetings with stakeholders. Emergency response plan in place.	All of 2020
Continue Council, staff and volunteer professional development through various municipal and professional associations ensuring the Village continues to receive good value for the resources expended.	Training for all Council, Staff and volunteers scheduled, and training taken.	All of 2020
Institute a new employee performance evaluation system.	Performance evaluation system in place.	Fall 2020

Tourism Development

Priorities	Progress Measures	Timeline
Continue the Village beautification program including upgrading signage, cleaning and painting Village buildings and structures, and enhancing the Village gardens.	Bus stop at campground repaired or replaced; ORV signage installed indicating the location of the designated route.	Spring 2020
Work with local organizations and the Regional District to enhance signage and way finding in Sayward.	Additional signage installed	All of 2020
Support and work with the Tourism Committee.	Meetings attended and joint initiatives completed	All of 2020

Village Operations

Priorities	Progress Measures	Timeline
Review and update Village internal policies and procedures. There are several policy and Bylaw updates that need to be completed. Policies include: Personnel Benefits, Conflict of Interest, Criminal Record Search, Hiring, Annual Tax Sale, Permissive Tax Exemption, Respectful Workplace, Procurement. Bylaws include: Building, Zoning (Cannabis), Reserves.	Additional Policies and Bylaws approved by Council	All of 2020
Review the Village fee structure to ensure it is up to date and equitable including water, sewer, recreation, other fees and charges. New fees & charges bylaw to be brought forward to Council.	Review of fees completed, new Fees and Charges Bylaw approved.	Fall 2020

• Review tax ratios	• Updated tax ratio system.	Spring 2020
• Update the Village of Sayward Official Community Plan using grant funding.	• Grant funding in place, public meetings held, OCP updated.	Summer 2020



STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CAO/CFO
Subject: MOU – Emergency Program
Meeting date: December 3, 2019

BACKGROUND

In late December 2018 the Sayward area experienced a major windstorm which caused power outages, road closures, and fuel shortages. The Kelsey Centre, which is powered by a large generator during power failures, was opened as a warming centre. Municipal vehicles were tasked with attending critical infrastructure assets (sewer lift stations) and keeping generators topped up with fuel. Local emergency vehicles were also deployed. Power was restored to most homes in the area by day 4.

Meetings with Council and emergency personnel after the event indicated a concern regarding access to emergency fuel sources during overnight hours. On April 3, 2019 the following motion was passed by Council:

MOTION R19/77

MOVED AND SECONDED

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.

CARRIED

ATTACHMENTS

- DRAFT Memorandum of Understanding (MOU) with Mainroad North Island Contracting LP

DISCUSSION

Staff have presented the attached DRAFT MOU to representatives at Mainroad North Island Contracting LP for input and discussion. Mainroad is receptive to signing the MOU with the understanding from Council that fuel resources would only be available to the Village after Mainroad has assigned quantities to critical Mainroad operations, the Province (MOTI) and to the Sayward Community to enable Mainroad equipment to work to open and maintain the transportation corridors. The DRAFT MOU has also been sent to EPC Wes Cragg, and SRD Protective Services Coordinator Shaun Koopman for information. As of the date of this report no concerns have been raised and Staff do not have any additional changes to make to the MOU.

Island Timberlands does not have any fuel assets in the area; Staff will be contacting WFP in the near future. Staff require direction on initiating an MOU with Mid Island Co-op as after-hours fuel is not available.

STAFF RECOMMENDATIONS

Recommended Resolutions:

THAT Council receive the MOU – Emergency Program report for information and discussion and;
THAT Council authorizes the Mayor and Corporate Officer to sign the MOU with Mainroad North Island Contracting LP.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'L. Clark', written over a horizontal line.

Lisa Clark CAO/CFO



MEMORANDUM OF UNDERSTANDING

EMERGENCY PROGRAM USE OF RESOURCES

Introduction

Emergencies within the Village of Sayward often require the use of equipment and resources both public and private. When multi-jurisdictional emergencies occur in the Sayward area the Emergency Program seeks to use these resources in an appropriate and limited fashion in a collaborated and coordinated effort between the Village of Sayward, the Strathcona Regional District and local businesses.

Mandate

As required by the *Emergency Program Act*, local governments are responsible for identifying the procedures by which emergency resources including personnel, equipment, and facilities may be obtained from sources within or outside of the jurisdictional area. Through the Emergency Program the Village looks to partners in the community to pre-establish the key support resources in the immediate area so that the needs of an emergency can be met.

Purpose

The purpose of this Memorandum of Understanding is to confirm the willingness of **Mainroad North Island Contracting LP** (Mainroad) to provide access to stored fuels on an emergency basis. Fuels may be diesel or gasoline and are to be used by Village of Sayward emergency response vehicles and/or its staff/volunteers for other emergency equipment such as generators.

The Village would only request these resources under an approved Emergency Management BC 'Task Number' or a State of Local Emergency that would provide for reimbursement of eligible resource use costs. It will also at the time of the emergency communicate with your key staff contacts to discuss the best approach to access your resources should you have operational requirements to consider.

It is understood by the Village of Sayward that during an emergency any fuel resources would only be available to the Village after Mainroad has assigned quantities to critical Mainroad operations, the Province (MOTI) and to the Sayward Community to enable Mainroad equipment to work to open and maintain the transportation corridors.

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

The Emergency Operation Centre will direct its staff and volunteers to exercise reasonable care when accessing Mainroad's resources and will replace or reimburse Mainroad for the resources used.

The location of the resources is marked on the attached map (Schedule "A"). Once a task number has been assigned to the Village of Sayward and the need for after-hours fuel has been identified, Mainroad can be contacted as follows:

Mainroad North Island Contracting LP Contact:

Fred Skogan, Road Foreman Cell: 778-348-2580

Tony Platen, Road Manager Cell: 250-203-7294

Village of Sayward Emergency Program Contact:

Business Hours (9:00am – 4:00pm)

Wes Cragg EPC 250-282-5512

After Hours/In the Event of an Emergency

Primary Contact: Wes Cragg EPC 250-201-0604

If still no contact:

Lisa Clark, CAO/CFO Cell: 778-348-0300

Strathcona Regional District Emergency Program Contact

Business Hours (8:30am – 4:30pm)

Shaun Koopman EPC Office Phone 250-830-6702

After Hours/In the Event of an Emergency

Primary Contact: Shaun Koopman EPC 24/7 Emergency Cell 250-218-0882

If still no contact: Provincial Emergency Program

24/7 Coordination Centre (ECC) 1-800-663-3456

If either party no longer wishes to remain in this memorandum of understanding, that party shall accordingly advise the other party in writing 48 hours prior to their desired cancellation date.

Signed:

Mainroad North Island Contracting LP

Print Name

Date

Mayor, Village of Sayward

Print Name

Date

CAO, Village of Sayward

Print Name

Date

Schedule "A"

Location of Fuel Resources

Mainroad North Island Contracting LP

797 Island Highway



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



STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CAO/CFO
Subject: 2019-2023 Five Year Financial Plan Bylaw Amendment
Meeting date: December 3, 2019

BACKGROUND

On April 3, 2019 Council adopted Five Year Financial Plan (2019-2023) Bylaw No. 447, 2019. Since the plan's adoption, several expenditures have been approved that require an amendment to the five-year financial plan. These expenditures are discussed below. Section 165 (2) of the *Community Charter* allows Council to amend the financial plan by bylaw at any time. The purpose of this report is for Council to consider adoption of the Five Year Financial Plan (2019-2023) Amendment Bylaw No. 461, 2019. Bylaw No. 447 Schedule "A" is to be deleted and replaced with Schedule "A" attached hereto.

ATTACHMENTS

- Five Year Financial Plan (2019-2023) Bylaw No. 447, 2019
- Amended Schedule A

DISCUSSION

1. The following resolution was made at the August 21st, 2018 Regular meeting of Council and was not included in the original 2019-2023 Financial Plan Bylaw. The grant was approved, and funds were received early 2019.

MOTION R18/154

MOVED AND SECONDED

That Council authorize staff to make application to the Rural Dividend Program, Project Development, for the next phase of the Municipal Campground Project, the redevelopment of Sayward Pond into a multi-use recreational site.

CARRIED

Note: The amount of the grant funding (which has been approved) is \$10,000. An amendment to revenues and expenses in the Financial Plan has been made.

2. The following resolution was made at the January 22nd, 2019 Regular Council meeting:

MOTION R19/15

MOVED AND SECONDED

THAT the report from the Chief Administrative Officer be received; and

THAT the application for financial assistance under the Community Emergency Preparedness Fund Grant for Emergency Operations Centre's be authorized for submission to the Union of BC Municipalities; and

FURTHER THAT the Village of Sayward agree to provide management of the grant funds if the application is successful.

CARRIED

Note: The amount of the grant funding (which has been approved) is \$24,428. An amendment to revenues and expenses in the Financial Plan has been made.

3. At the April 3rd Regular Council meeting, Council was advised of the one-time extra Community Works Fund (gas tax) revenue payment for 2019. The amount of the one-time payment is approximately \$69,000. This has been added to revenues and transferred to reserves in the amended Financial Plan.

4. The following resolution was made at the June 4th, 2019 Regular Council meeting:

MOTION R19/180

MOVED AND SECONDED

That the Mayor and Staff be authorized to enter into contracts to complete the Dam project for a total budget of \$986,213;

And That the 2019 Financial Plan be amended by allocating from the Water Operating Surplus and Community Works Reserve, \$100,000 each;

And Finally, That, these recommendations be taken out of In-Camera.

CARRIED

Note: The original budget for the Newcastle Dam project was \$802,000. Water operating surplus and the Community Works Fund reserve have been amended in the Financial Plan.

5. The following resolution was made at the June 18th, 2019 Regular Council meeting:

MOTION R19/196

MOVED AND SECONDED

THAT the report on Community Wellness Grant be received for information and discussion,

And That Council approve the service contract for the work required under the grant.

Councillor Cragg Opposed

CARRIED

Note: The amount of the grant funding (which has been approved) is \$43,776. An amendment to revenues and expenses in the Financial Plan has been made.

STAFF RECOMMENDATIONS

Recommended Resolution:

THAT Council receive the 2019-2023 Five Year Financial Plan Bylaw Amendment report for information and discussion and;

THAT Council move to adopt the 2019-2023 Five Year Financial Plan Amendment Bylaw.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'L. Clark', written over a horizontal line.

Lisa Clark CAO/CFO



VILLAGE OF SAYWARD

BYLAW NO. 447

A BYLAW TO CONFIRM AND ADOPT THE 2019 – 2023 FINANCIAL PLAN

WHEREAS under section 165 of the Community Charter the Council for the Village of Sayward is required to adopt a financial plan before the annual property tax bylaw is adopted.

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

1. CITATION: This bylaw may be cited as “**Five Year Financial Plan Bylaw No. 447, 2019**”.
2. Schedule “A” attached hereto and forming part of this Bylaw is hereby adopted and is the Financial Plan for the Village of Sayward for the period 2019-Jan-01 to 2023-Dec-31.
3. The expenditures set forth in Schedule “A” are hereby authorized.
4. Schedule “B” attached hereto and forming part of this Bylaw is hereby adopted and is the Financial Plan Objectives and Policies for Funding Sources and Distribution of Property Value Taxes.
5. Bylaw No. 437 cited as “Five Year Financial Plan Bylaw No. 437, 2018” is hereby repealed.

READ a first time on the 5th day of March 2019.

READ a second time on the 5th day of March 2019.

READ a third time on the 5th day of March 2019.

ADOPTED on the 3rd day of April 2019.

Certified a true copy of Bylaw
No. 447 this 16 day of APRIL
2019


Chief Administrative Officer
Village of Sayward


Mayor John MacDonald


Paul Carver, Chief Administrative Officer

Village of Sayward
2019 – 2023 Five Year Financial Plan Bylaw No. 447, 2019
Schedule A

	2019	2020	2021	2022	2023
REVENUES					
Taxation					
Property Value Taxes	329,170	337,399	345,834	354,480	363,342
Parcel Taxes	8,910	8,910	8,910	8,910	8,910
Utilities/Payments in Lieu of Taxes	11,908	12,419	12,667	12,920	13,179
Total Taxation	349,987	358,727	367,411	376,310	385,430
Fees and Charges					
Recreation	28,170	28,414	28,663	28,917	29,176
Licences/Permits	2,500	2,500	2,500	2,500	2,500
Sewer Utility	64,272	66,511	68,829	71,227	73,710
Water Utility	110,157	117,819	126,018	134,790	144,176
Solid Waste Fees	33,807	35,497	37,272	39,135	41,092
Other Revenue	88,058	81,688	82,028	82,378	82,739
Total Fees and Charges	326,964	332,430	345,309	358,948	373,393
Other Revenue					
Federal Government Grants	70,515	71,925	73,363	74,831	76,327
Provincial Government Grants	392,000	399,840	407,837	415,994	424,313
Capital Asset Grants	2,501,260	1,800,000	250,000	100,000	30,000
Other Grants	64,425	5,000	5,000	5,000	5,000
Total Other Revenue	3,028,200	2,276,765	736,200	595,824	535,641
Proceeds From Borrowing	0	0	0	0	0
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	705,344	20,000	160,000	0	0
TOTAL REVENUE	4,410,495	2,987,922	1,608,920	1,331,082	1,294,464
EXPENSES					
Municipal Purposes					
General Government Services	410,358	395,492	370,872	376,606	382,500
Fire, Emergency & Protective Services	81,401	50,335	48,808	50,157	50,107
Public Works, Roads, Drainage	99,646	101,501	113,424	105,418	107,489
Parks & Recreation	277,399	282,048	288,448	295,116	302,070
Sewer Utility	61,405	64,226	65,326	66,455	67,615
Water Utility	101,429	108,952	113,403	115,453	117,609
Solid Waste Operations	44,000	44,790	45,596	46,418	47,256
Interest Payment on Municipal Debt	2,930	2,930	2,930	2,930	2,930
Amortization	112,532	112,532	112,532	112,532	112,532
Annual Surplus/(Deficit)	3,219,396	1,825,116	447,581	159,996	104,355

Village of Sayward
2019 – 2023 Five Year Financial Plan Bylaw No. 447, 2019
Schedule A, cont.

Capital Expenditures					
General Capital Expenditures	104,750	1,425,000	410,000	100,000	30,000
Sewer Capital Expenditures	270,000	0	0	0	0
Water Capital Expenditures	2,821,854	395,000	0	0	0
Principal Payment on Municipal Debt	5,980	5,980	5,980	5,980	5,980
Adjustment for Non-Cash Items (Amortization)	-112,532	-112,532	-112,532	-112,532	-112,532
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	129,344	111,668	144,133	166,548	180,907
FINANCIAL PLAN BALANCE	0	0	0	0	0

Village of Sayward
2019 – 2023 Five Year Financial Plan Bylaw No. 447, 2019
Schedule B

Financial Plan Objectives and Policies for Funding Sources and Distribution of Property Value Taxes

A. Funding Sources

Over the term of the plan funding sources as defined in S(165)(7) of the Community Charter are derived as shown in Table 1; amounts and proportions shown for fiscal 2019.

Table 1: Funding Sources, Fiscal 2019

Taxation	\$	349,987	7.94%
Fees, Charges & Other Revenue	\$	326,964	7.41%
Federal & Provincial Grants	\$	3,028,200	68.66%
Appropriation from Surplus/Reserves	\$	705,344	15.99%
	\$	4,410,495	100.00%

Objectives and Policies:

- Seek and identify alternative revenue sources.
- Reduce dependency on taxation.
- Annually review proportion of revenue that is received from user fees and charges and increase rates as required.

B. Distribution of Municipal Property Taxes Across Property Classes

Over the term of the plan municipal property taxes are distributed across eight property tax classes as shown in Table 2; approximate amounts and proportions shown for fiscal 2019.

Table 2: Distribution of Municipal Property Taxes, Fiscal 2019

Class 1 - Residential	195,270	59.322%
Class 2 - Utilities	1,406	0.427%
Class 4 - Major Industry	-	0.000%
Class 5 - Light Industry	103,807	31.536%
Class 6 - Business & Other	20,738	6.300%
Class 7 - Managed Forest	4,645	1.411%
Class 8 - Recreation/Non-Profit	3,308	1.005%
Class 9 - Farm	-	0.000%
	\$ 329,170	100.00%

Objectives and Policies:

- Tax rates are fully adjusted to eliminate the impact of changes in assessment due only to market changes as identified by the BC Assessment Authority.
- Attract and sustain commercial and industrial development to/in the Village.
- Maintain property tax rates at a level that attracts families and retirees to the Village.
- Council will continue to encourage economic development initiatives designed to attract more businesses to the area.
- Regularly review and compare the Village's distribution of tax burden relative to other small BC municipalities.

C. Permissive Tax Exemptions

The Village of Sayward believes that Permissive Tax Exemptions are an appropriate way to recognize the value of the services provided to the community by non-profit organizations. Exemptions are granted by Bylaw and are reviewed annually.

Objectives and Policies:

- Continue to provide permissive tax exemptions to non-profit societies that contribute social, economic and cultural benefits to the community.

Village of Sayward
2019 - 2023 Financial Plan Bylaw No. 447, 2019
Schedule A

	2019	2020	2021	2022	2023
REVENUES					
Taxation					
Property Value Taxes	329,170	337,399	345,834	354,480	363,342
Parcel Taxes	8,910	8,910	8,910	8,910	8,910
Utilities/Payments in Lieu of Taxes	11,908	12,419	12,667	12,920	13,179
Total Taxation	349,987	358,727	367,411	376,310	385,430
Fees and Charges					
Recreation	28,170	28,414	28,663	28,917	29,176
Licences/Permits	2,500	2,500	2,500	2,500	2,500
Sewer Utility	64,272	66,511	68,829	71,227	73,710
Water Utility	110,157	117,819	126,018	134,790	144,176
Solid Waste Fees	33,807	35,497	37,272	39,135	41,092
Other Revenue	88,058	81,688	82,028	82,378	82,739
Total Fees and Charges	326,964	332,430	345,309	358,948	373,393
Other Revenue					
Federal Government Grants	139,515	71,925	73,363	74,831	76,327
Provincial Government Grants	392,000	399,840	407,837	415,994	424,313
Capital Asset Grants	2,501,260	1,800,000	250,000	100,000	30,000
Other Grants	142,629	5,000	5,000	5,000	5,000
Total Other Revenue	3,175,404	2,276,765	736,200	595,825	535,640
Proceeds From Borrowing	0	0	0	0	0
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	889,557	20,000	160,000	0	0
TOTAL REVENUE	4,741,912	2,987,922	1,608,920	1,331,082	1,294,463
EXPENSES					
Municipal Purposes					
General Government Services	420,358	395,492	370,872	376,606	382,500
Fire, Emergency & Protective Services	105,829	50,335	48,808	50,157	50,107
Public Works, Roads, Drainage	99,646	101,501	113,424	105,418	107,489
Parks & Recreation	321,175	282,048	288,448	295,116	302,070
Sewer Utility	61,405	64,226	65,326	66,455	67,615
Water Utility	101,429	108,952	113,403	115,453	117,609
Solid Waste Operations	44,000	44,790	45,596	46,418	47,256
Interest Payment on Municipal Debt	2,930	2,930	2,930	2,930	2,930
Amortization	112,532	112,532	112,532	112,532	112,532
Annual Surplus/(Deficit)	3,472,609	1,825,116	447,580	159,997	104,355
Capital Expenditures					
General Capital Expenditures	104,750	1,425,000	410,000	100,000	30,000
Sewer Capital Expenditures	270,000	0	0	0	0
Water Capital Expenditures	3,006,067	395,000	0	0	0
Principal Payment on Municipal Debt	5,980	5,980	5,980	5,980	5,980

Village of Sayward
2019 - 2023 Financial Plan Bylaw No. 447, 2019
Schedule A

Adjustment for Non-Cash Items (Amortization)	-112,532	-112,532	-112,532	-112,532	-112,532
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	198,344	111,668	144,132	166,549	180,907
FINANCIAL PLAN BALANCE	0	0	0	0	0



STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CAO/CFO
Subject: Projects Update – November 2019
Meeting date: December 3, 2019

BACKGROUND

Council should receive regular updates on strategic plan progress, municipal projects and directions to Staff. Resolutions passed by Council that involve Staff follow-up should also be tracked so Council can see the progress being made.

DISCUSSION

Attached is the progress report for projects for November 2019. The attached report shows item, description, progress and priority for major projects but does not include the day to day items which take up a considerable amount of Staff time. There is a huge time commitment to completing these projects. Therefore, as new projects come up, consideration should be given to what is already approved and in the work plan.

Staff will go through the list and Council should ask questions if clarity is needed.

ATTACHMENTS

- Project Update spreadsheet (November 2019).

RECOMMENDATION

THAT Council receive the Projects Update – November 2019 report for information and discussion.

Respectfully prepared,

A handwritten signature in black ink, appearing to read 'Lisa Clark', written over a horizontal line.

Lisa Clark, CAO/CFO

Item		Description	Progress	Priority	
1	a	Water Treatment Plant Project	One of Sayward's most important infrastructure projects.	High	
			Nearing completion, a few minor items OS. Operational testing should be completed shortly Staff will get a completion date. There are a few items stemming from operating permit that Council/staff will have to work on. First is a Watershed Protection Plan which will require outside resources - budget for 2020, cost unknown (Staff will look into costs and project complexity). Second, update our cross connection regs into a policy. Staff should be able to do this, timeline 2020. Some final work needed on deficiencies, Staff are engaging IDL/AWP, final holdback remains in place.		
	b	WTP Reporting Requirements - Cross Connection Control Program	Cross Connection Control Program - update our program requirements to meet standards, Tony looking at options	Medium	
	c	WTP Reporting Requirements - Watershed Protection Plan	Watershed Protection Plan: This is a huge project and will require financial resources and considerable staff time.	High	
	d	WTP Reporting Requirements - Asset Management Plan	Assess new plant and include in AMP, Onsite Engineering to complete, added cost unknown but in works. Asset management plan to include life cycle of plant and plans to finance replacement.	Medium	
2	e	WTP Reporting Requirements - Progress and UBCM claim for funds (SPF)	Staff to submit final claim to UBCM, need to confirm final reporting requirements in order to receive funds. \$438,412.50 owing to VOS	High	
	a	Dam Project	Project stalled due to major weather event. Staff to report to Council on options for 2020. Funding an issue.	High	
	b	Dam Reporting Requirements - Drinking Water Protection Act	Submit info certifying design meets drinking water protection act, construction permit, and water sustainability Act requirements Staff to complete	High	
	c	Dam Reporting Requirements - Asset Management Plan	Assess the weir and include in AMP, 2020 item as dam project delayed	High	
	d	Dam Reporting Requirements - Water Conservation Plan	Water quality requirement, staff training is complete. Water Conservation Plan will need to be updated, Staff to complete.	High	
3	e	Dam Reporting Requirements - Final Report	Final Report: Staff to complete	High	
	a	Working Waterfront Project	Info on forestry and Village installed, one totem installed, as well as concrete barriers. Additional benches placed, eaves troughing installed, and fencing (railing) completed. To do: Finalize expenditures, solar lighting.	Medium	
	b	WWP Reporting Requirements - ICET final report	Final Report: Staff to complete, some funds outstanding and receivable.	Medium	
		Van Brocklin Road Exchange – Bylaw and Notification.	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. Lisa spoke to Van B on Aug 20th to follow-up, he will respond after Labour Day weekend. No other updates at this time.	Medium	
		Bylaws			

a	Ticketing Bylaw	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.	First draft to Council, a few additions required, draft clean up, policy on warning letter. 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.	Medium				
b	Fireworks Bylaw	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.	Plan change: New bylaw being prepared, repeal of existing provisions in Fire Protection Bylaw, report to Council Nov 5th meeting. Staff working on a survey for residents to provide input. Will be done before the end of the year.	High				
c	ORV Bylaw	R19/298 THAT Council receive the ORV Bylaw report for information and discussion, and; THAT Staff be directed to amend the ORV Bylaw to include the requirement for an operation permit, and; FURTHER, THAT Staff be directed to amend the ORV Bylaw to replace Schedule "A" with a new proposed designated route, and; FINALLY, THAT Staff be directed to bring the ORV amendment Bylaw to the next Council meeting.	Staff directed to bring back to Council for review, Nov 5th Regular meeting. Bylaw to be amended to include requirement for permit. Plan change: keep original bylaw - to be discussed at Dec 3rd meeting. Staff require direction, new bylaw not needed?	High				
d	Backyard Burning Bylaw:			Medium				
	R 19/89 - THAT staff revamp and revise the Village's backyard burning bylaw and bring back before Council for consideration.		In progress	Medium				
	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.	Medium				
e	Public Nuisance Bylaw:							
	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	Medium				

f	Traffic And Highways Bylaw	Bylaw needs to be updated and then sent to MOTI for input before bringing to Council.	Medium						
g	Business License Bylaw	Needs updating for artisans at gift store, Staff to review	Medium						
h	Fees & Charges Bylaw	Needs to be updated to only include administrative items, removal of regulatory bylaw fees and charges, Staff to review	Medium						
i	Building Bylaw	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. Time resources are challenging - we need to do this, may have to look at other resources.	Medium						
j	Reserve Bylaw	Asset Management Plan needs to be reviewed so recommendations are used when creating Bylaw. Staff to review	Medium						
k	Financial Plan Bylaw - amendment	Due to dam budget increase, transfers from surplus, grants received and other items approved by Council during the year, the 2019-2023 FP Bylaw will need amending before the end of the fiscal year.	High						
l	Bylaw Review Project	Staff anticipate a need for a bylaw review as several old bylaws need updating.	Medium						
6	Grants								
a	Evacuation Route Planning Grant	R 19/160 - THAT the Mayor and EOC Director/Councillor Ives consult with Strathcona Regional District Protective Services Coordinator Shaun Koopman to issue an amended Request for Proposal to BC Bid for evacuation planning for the Village of Sayward.	Medium						
b	Emergency Operations Centres Grant	R 19/163 - THAT the Mayor, EOC Director/Councillor Ives and the CFO liaise with Protective Services Coordinator Shaun Koopman regarding evacuation planning, and, training and radio communications enhancement.	Medium						
c	Rural Dividend Pond Grant	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.	Medium						

7	Fire Services Agreement - to review service and funding mechanism	IC19/122 THAT Council receives the report on the Village/SRD Fire Protection Contract, and; THAT Option B presented in the staff report dated November 5, 2019 be approved as a method moving forward to look at cost sharing for the Sayward Valley Fire Department, and; FURTHER THAT, the Strathcona Regional District be asked to approve the process outlined in Option B and work with Village Staff to collect the required information, and; FINALLY, THAT a time extension to the fire service agreement be requested from the Strathcona Regional District.	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.	Medium					
8	Recreation Services Agreement	Recreation Services Agreement - to expand financial support	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.	Medium					
9	MAIS: final training and installation	MAIS: final training and installation - full accounting system	Complete, a few minor outstanding items in Payroll	High					
10	Projects/issues report	List of all projects, grants, bylaws, other items that Staff are working on	Update full report, Dec 3 regular meeting	High					
11	Budget Variance	Budget to Actual, quarterly report	Will be part of F/P discussions, new report second meeting of April 2020 for 1st quarter	Medium					
12	Policy Update Project	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 rescinded. Staff working on this project as time permits.	Medium					
a	Council Conflict of Interest Policy	New Policy	Complete, approved at Oct 22nd meeting	Medium					
b	Criminal Record Search Policy	New format	Complete, approved at Nov 19th meeting	Medium					
c	Vehicle & Equipment Use Policy	New Policy	Complete, approved at Nov 19th meeting	Medium					
d	Personnel – Hiring Policy	New format	In progress	Medium					
e	Reserve Policy	New Policy	In progress, to do in conjunction with AMP	Medium					
f	Procurement Policy	New Policy	In progress, to be completed with Social Procurement component, needs legal review	Medium					
g	Respectful Workplace Policy	New Policy	In progress	Medium					
h	Annual Property Tax Sale Policy	New format	In progress	Medium					
i	Personnel – Benefits, Leaves and Employment Conditions Policy	New format	In progress	Medium					
j	Public Works Inspection Policy	New Policy	To do, in conjunction with AMP	Medium					

		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					
	k	Ticketing Policy	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.	Medium				
	m	Other small policies that need consolidation and review		To do	Medium				
13		Finalize Asset Management Plan		Field work complete, draft reports available, need to review study goals to output. Met with Onsite on AMP, revisions required and addition of new WTP per funding agreement. Another meeting scheduled for Oct 22nd. In progress.	Medium				
14		Entrepreneurial Immigration Program		Councillor Ives initiative, phone and e-mail (Staff) - done, to-do: info on website, program committee. Program started, apps being received, logistics OK?	Medium				
15		Strategic Plan 2020-2022	Planning session with new Council to confirm strategic direction and goals for term.	Nov 12th COW meeting, 10am -2pm, draft SP presented at Nov 19th meeting, final version to be brought to Dec 3rd meeting	Medium				
16		Financial Plan 2020-2024	Several meetings held to allow for public input and Council direction on financial plan	First COW meeting Dec 10th, additional meetings, Jan 14th, Jan 28th	High				
17		Records Management	Staff anticipate a need for a records management review as filing system not consistent and consolidation necessary.	Report to be brought to Council early 2020, Staff will include with FP discussions.	High				
		Resolutions							
		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	Medium					

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.	Staff will follow-up with grant application, steering committee and OCP change on to do list. Report to Council January 3rd, 2020	Medium				
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.	2020 Priority	Medium				
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 19/13 - 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 - 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.	Medium				
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.	High				
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.	High				
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 should Council be successful finding an individual to build and operate a store in the Village, that a Contract with that entrepreneur be put in place providing the entrepreneur with a timeline to get the store up and running; and FURTHER THAT the Contract provide in principle certain conditions to ensure the continual operation of the business over a certain number of years, to be determined by Council.	Staff note: Resolution is complex, Council has limited authority to provide assistance to a business - will require legal (partnering agreement).	Medium				
R 19/120 - THAT a Dogwood Tree be planted near the new gazebo.	Tree planted next to gazebo, photos and report to LGMA to do	Low				



VILLAGE OF SAYWARD

BYLAW NO. 461

A BYLAW TO PROVIDE FOR THE AMENDMENT OF THE FINANCIAL PLAN (2019-2023)

WHEREAS pursuant to Section 165 of the Community Charter, “Five Year Financial Plan Bylaw No. 447, 2019” was adopted on April 3, 2019;

AND WHEREAS pursuant to Section 165 of the Community Charter, the financial plan may be amended by bylaw at any time;

NOW THEREFORE, the Council of the Village of Sayward in open meeting assembled ENACTS AS FOLLOWS:

1. This Bylaw may be cited as “**Five Year Financial Plan Amendment Bylaw No. 461, 2019**”
2. “Five Year Financial Plan Bylaw No. 447, 2019” is hereby amended by deleting Schedule “A” in its entirety and replacing it with Schedule “A” attached to and forming part of this Bylaw.

Read a first time on the __ day of _____ 2019.

Read a second time on the __ day of _____ 2019.

Read a third time on the __ day of _____ 2019.

Adopted on the __ day of _____ 2019.

Certified a true copy of Bylaw
No. 461 this ____ day of
_____, 2019

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

Village of Sayward
2019 - 2023 Financial Plan Bylaw No. 447, 2019
Schedule A

	2019	2020	2021	2022	2023
REVENUES					
Taxation					
Property Value Taxes	329,170	337,399	345,834	354,480	363,342
Parcel Taxes	8,910	8,910	8,910	8,910	8,910
Utilities/Payments in Lieu of Taxes	11,908	12,419	12,667	12,920	13,179
Total Taxation	349,987	358,727	367,411	376,310	385,430
Fees and Charges					
Recreation	28,170	28,414	28,663	28,917	29,176
Licences/Permits	2,500	2,500	2,500	2,500	2,500
Sewer Utility	64,272	66,511	68,829	71,227	73,710
Water Utility	110,157	117,819	126,018	134,790	144,176
Solid Waste Fees	33,807	35,497	37,272	39,135	41,092
Other Revenue	88,058	81,688	82,028	82,378	82,739
Total Fees and Charges	326,964	332,430	345,309	358,948	373,393
Other Revenue					
Federal Government Grants	139,515	71,925	73,363	74,831	76,327
Provincial Government Grants	392,000	399,840	407,837	415,994	424,313
Capital Asset Grants	2,501,260	1,800,000	250,000	100,000	30,000
Other Grants	142,629	5,000	5,000	5,000	5,000
Total Other Revenue	3,175,404	2,276,765	736,200	595,825	535,640
Proceeds From Borrowing	0	0	0	0	0
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	889,557	20,000	160,000	0	0
TOTAL REVENUE	4,741,912	2,987,922	1,608,920	1,331,082	1,294,463
EXPENSES					
Municipal Purposes					
General Government Services	420,358	395,492	370,872	376,606	382,500
Fire, Emergency & Protective Services	105,829	50,335	48,808	50,157	50,107
Public Works, Roads, Drainage	99,646	101,501	113,424	105,418	107,489
Parks & Recreation	321,175	282,048	288,448	295,116	302,070
Sewer Utility	61,405	64,226	65,326	66,455	67,615
Water Utility	101,429	108,952	113,403	115,453	117,609
Solid Waste Operations	44,000	44,790	45,596	46,418	47,256
Interest Payment on Municipal Debt	2,930	2,930	2,930	2,930	2,930
Amortization	112,532	112,532	112,532	112,532	112,532
Annual Surplus/(Deficit)	3,472,609	1,825,116	447,580	159,997	104,355
Capital Expenditures					
General Capital Expenditures	104,750	1,425,000	410,000	100,000	30,000
Sewer Capital Expenditures	270,000	0	0	0	0
Water Capital Expenditures	3,006,067	395,000	0	0	0
Principal Payment on Municipal Debt	5,980	5,980	5,980	5,980	5,980

Village of Sayward
2019 - 2023 Financial Plan Bylaw No. 447, 2019
Schedule A

Adjustment for Non-Cash Items (Amortization)	-112,532	-112,532	-112,532	-112,532	-112,532
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	198,344	111,668	144,132	166,549	180,907
FINANCIAL PLAN BALANCE	0	0	0	0	0