



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
FEBRUARY 4, 2020 – 7:00 PM
COUNCIL CHAMBERS**

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 February 4, 2020 be approved.

5. Minutes of Previous Meetings

Recommended Resolution:

THAT the minutes from the Regular Council meeting held on January 21, 2020 be adopted.

THAT the minutes from the Committee of the Whole meeting held on January 28, 2020 be adopted.

6. Petitions and Delegations

7. Correspondence

Recommended Resolution:

THAT the following correspondence be received.

- a) WFP – Coastal BC Old Growth Forests
- b) Marilyn Hutchinson, Greig Seafood – donations and sponsorships 2020 and forward
- c) Island Health, Dr. Charmaine Enns, Medical Health Officer for the North Island – Coronavirus
- d) RCMP – Coastal Gaslink Pipeline Injunction Order Enforcement

8. Council Reports

9. Reports of Committees

10. Mayor's Report

11. Unfinished Business

12. Staff Reports

a) Staff Report: Projects Update – January 2020

{pg 32}

Recommended Resolution:

THAT Council receive the Projects Update – January 2020 report for information and discussion.

b) Staff Report: 2020 Sayward ESS Grant

{pg 41}

Recommended Resolution:

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.

c) Staff Report: Off Road Vehicle Trail Fund – 2020 Grant

{pg 48}

Recommended Resolution:

THAT Council receive the Off Road Vehicle Trail Fund – 2020 Grant report for information and discussion.

d) Staff Report: Kelsey Centre Survey

{pg 65}

Recommended Resolution:

THAT Council receive the Kelsey Recreation Centre Needs Assessment Survey report for information and discussion.

13. Bylaws

a) Village of Sayward Revenue Anticipation Bylaw No. 462, 2020

Recommended Resolution:

THAT Village of Sayward Revenue Anticipation Bylaw No. 462, 2020 be given fourth and final 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

Prepare to go In-Camera

THAT in accordance with Section 92 of the *Community Charter*, this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in

accordance with Section 90 (1)(c) of the *Community Charter* to discuss labour relations or other employee relations.

17. Adjournment

Recommended Resolution:

THAT the Regular Meeting of Council for February 4, 2020 be adjourned.



**VILLAGE OF SAYWARD
MINUTES
REGULAR COUNCIL MEETING
JANUARY 21, 2020
COUNCIL CHAMBERS**

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

In Attendance: Lisa Clark, CAO/CFO

Regrets: Councillor Bill Ives

1. Call to Order

Meeting was called to order at 7:00 PM.

2. Public Input

Debbie Coates	Asked Cllr Cragg for a status update on the daycare project.	Cllr Cragg indicated there have been some delays with the project and that he is waiting for a 3D design. Cllr Ives is attending a meeting scheduled for Friday January 24 th to continue the project planning.
Irene Callaghan	Inquired about the solar lights in the working waterfront structures and why they were installed.	The CAO indicated that the solar lights are part of the project and all within budget.

3. Introduction of Late Items

MOTION R20/11

MOVED AND SECONDED

THAT the Public Works Snow/Sanding Truck report prepared by Staff be added to the agenda under New Business as 14 a.)

CARRIED

4. Approval of Agenda

MOTION R20/12

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for January 21, 2020 be approved as amended.

CARRIED

5. Minutes of Previous Meetings

MOTION R20/13

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on January 7, 2019 be adopted.

CARRIED

6. Petitions and Delegations

- a) Cpl. Kim Graham, Detachment Commander - Sayward Policing Report

MOTION R20/14

MOVED AND SECONDED

THAT the Sayward Policing Report for the period 1 Oct 2019 to 31 Dec 19 be received.

CARRIED

7. Correspondence

MOTION R20/15

MOVED AND SECONDED

THAT the following correspondence be received:

- a) MIABC – Board highlights Winter 2019/2020
- b) BC/Yukon Command of the Royal Canadian Legion – 15th annual military service recognition book, request for support
- c) Scotts Canada – 2020 Gro for good program
- d) BC Hydro – Community Regreening Program

CARRIED

MOTION R20/16

MOVED AND SECONDED

THAT the financial support request by the BC/Yukon Command of the Royal Canadian Legion – 15th annual military service recognition book be declined.

Opposed: Mayor MacDonald

CARRIED

8. Council Reports - None

9. Reports of Committees – None

10. Mayor's Report – (verbal) Development Cost Charges: Guide for Elected Officials

Note: The Mayor briefed Council and the gallery on the benefits of Development Cost Charges (DCC's) and indicated an update to the OCP will be needed if Council decides to implement DCC's in the Village of Sayward. This is a complex project that will require some time to determine next steps.

MOTION R20/17
MOVED AND SECONDED

THAT the verbal report from Mayor MacDonald be received.

CARRIED

Direction to Staff: Staff to look into grant funding for an expanded OCP project, the updated OCP will include an age friendly lens and a DCC component.

11. Unfinished Business - None

12. Staff Reports

a) Staff Report: Public Works December 2019

MOTION R20/18
MOVED AND SECONDED

THAT Council receive the Public Works December 2019 report for information and discussion.

CARRIED

b) Staff Report: Recreation Centre December 2019

MOTION R20/19
MOVED AND SECONDED

THAT Council receive the Recreation Centre December 2019 report for information and discussion.

CARRIED

c) Staff Report: Fire Department December 2019

MOTION R20/20
MOVED AND SECONDED

THAT Council receive the Fire Department December 2019 report for information and discussion.

CARRIED

d) Staff Report: Revenue Anticipation Bylaw 2020

MOTION R20/21
MOVED AND SECONDED

THAT Council receives the Revenue Anticipation Bylaw 2020 Report for information and discussion.

CARRIED

13. Bylaws

a) Village of Sayward Revenue Anticipation Bylaw No. 462, 2020

MOTION R20/22
MOVED AND SECONDED

THAT Village of Sayward Revenue Anticipation Bylaw No. 462, 2020 be given first, second, and third reading.

CARRIED

14. New Business

a) Staff Report: Public Works Snow/Sanding Truck

MOTION R20/23

MOVED AND SECONDED

THAT Council receives the Public Works Snow/Sanding Truck report for information and discussion, and;

THAT Council approves the replacement of the Snow/Sanding truck, and;

THAT Council of the Village of Sayward authorizes up to \$65,000 be borrowed, under Section 175 of the Community Charter, from the Municipal Finance Authority, for the purpose of purchasing a Snow/Sanding truck, and;

THAT the loan be repaid within 5 years, with no rights of renewal, and;

THAT the costs of a Snow/Sanding truck by a five-year lease with the MFA be included in the Financial Plan for 2020, and;

THAT Staff be authorized to complete the purchase by procuring three quotes;

AND FINALLY, THAT The Mayor and CAO/CFO be authorized to make the purchase and sign the necessary documentation.

CARRIED

15. Public Question Period

Lee Ettinger	Commented on the complexity of DCC's and inquired as to whether the additional costs of sewer, water, and other infrastructure would be passed onto the taxpayers.	The Mayor indicated that a developer wanting to create a subdivision is responsible for the costs of the additional needed infrastructure and the DCC's will cover the costs. A public meeting will be held, if and when a project of this nature is started in the Village.
Debbie Coates	Questioned the Mayor's decision to donate to the legion military book even though Council voted against it.	The Mayor stated he would be donating as himself and would be paying the cost personally.
Irene Callaghan	Commented that the requested donation for the legion military book is only \$275 and asked why Council would not support this cause.	The Mayor stated that Council is being prudent with the budget this year and he supports their decision to not donate.
Lee Ettinger	Inquired as to whether Off Road Vehicles (ORV's) are authorized to be on roads within the Village besides Sayward Rd.	The Mayor indicated that ORV's are only authorized to be on the designated route (Kelsey Way). Cpl. Graham from the RCMP stated that insurance and a permit is also required.
Debbie Coates	Commented about the Public Works (PW) truck purchase and urged Council	

	to ensure it will be appropriate for the Village operations.	
Lee Ettinger	Inquired about the benefits of leasing the new vehicle.	The CAO indicated that the PW truck lease is not a true lease, it is a loan, and the Village will own the vehicle.

16. In-Camera

MOTION R20/24

MOVED AND SECONDED

THAT 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)(k) of the Community Charter to discuss negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

17. Adjournment

MOTION R20/25

MOVED AND SECONDED

THAT the Regular Meeting of Council for January 21, 2020 be adjourned.

CARRIED

The meeting was adjourned 8:05 PM.

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
MINUTES
COMMITTEE OF THE WHOLE
JANUARY 28, 2020
COUNCIL CHAMBERS**

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

In Attendance: Lisa Clark, CAO/CFO

Regrets: Councillor Norm Kirschner

1. Call to Order

Meeting was called to order at 7:00 PM.

2. Introduction of Late Items - None

3. Approval of Agenda

MOTION C20/1

MOVED AND SECONDED

THAT the agenda for the Committee of the Whole Meeting for January 28, 2020 be approved.

CARRIED

4. Correspondence

MOTION C20/2

MOVED AND SECONDED

THAT the following correspondence be received.

- a) Norman Sandberg – Why 0% Tax Increases Cost So Much
- b) Municipal World feature story – Water user fees: building a path to sustainability
- c) 499503 Alberta Ltd. – Request for reduced user fees (water/sewer)

CARRIED

5. Unfinished Business - None

6. Staff Reports

- a) **Staff Report: Website Project**

MOTION C20/3

MOVED AND SECONDED

THAT the Committee of the Whole receives the Website Project report for information and discussion.

CARRIED

Recess: 7:56pm – Mayor MacDonald recessed the meeting and Council will reconvene at 2pm on January 30th in Council Chambers.

Call to order: January 30th, 2pm.

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

In Attendance: Lisa Clark, CAO/CFO

MOTION C20/4

MOVED AND SECONDED

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

CARRIED

Reconvene: Council reconvened in public at 2:28 pm

b) Staff Report: Financial Plan 2020-2024

MOTION C20/5

MOVED AND SECONDED

THAT the Committee of the Whole receives the Financial Plan 2020-2024 Version 2 report for information and discussion.

CARRIED

7. New Business – None

8. In Camera

MOTION C20/6

MOVED AND SECONDED

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

CARRIED

9. Adjournment

MOTION C20/7

MOVED AND SECONDED

THAT the Committee of the Whole Meeting for January 28, 2019 be adjourned.

CARRIED

The meeting was adjourned at 4:28 PM.

Mayor

Corporate Officer



Western Forest Products
DEFINING A HIGHER STANDARD™

OUR COMMITMENT TO COASTAL B.C. OLD GROWTH FORESTS



**Old growth forests
are a magnificent
and vital part of
British Columbia.**

At Western Forest Products, we respect coastal forests and commit ourselves to ensuring their legacy and longevity. Our commitment to safeguarding forests for future generations is embedded in everything we do.

We respectfully practice a balanced approach to old growth conservation that considers the entire coastal ecosystem. The care we take is reflected in the vast network of areas that we conserve to support healthy and robust ecosystems.

We also know B.C.'s forest industry provides for families, communities, and generates 140,000 jobs employing British Columbians in rural and urban communities. It's a vibrant industry that produces sustainable wood products that are valued around the world.

That is why we practice responsible, sustainable forest management that balances the social, economic, environmental and cultural roles forests have. ■



Conserving & Protecting Coastal B.C. Forests



Total hectares
of forest land

Total hectares of forest
not harvested

Only about 30% of
public coastal forests
is available for harvest.

Since 1990, the total amount of coastal forests
available for harvesting has decreased by 30%.
This is primarily due to land use decisions and
increased forest protection. ■



Adapting for the Future

Western Forest Products has made significant investments in manufacturing to produce forest products from the full range of tree species and sizes. As the forest transitions over time to include a sustainable supply of second growth trees, our manufacturing facilities will require further investment to adapt to the new log profile.

This structured transition over the long-term protects forests for generations to come and will sustain community stability, lumber production, and ensure our coastal industry continues to be part of the global carbon solution. ■



B.C. forestry supports nearly 7,000 B.C. businesses



\$1.4 billion is generated provincially each year which supports health care, education and infrastructure



Forestry generates 140,000 jobs in B.C.

Providing the World's Most Sustainable Building Material

Wood products play an important role in mitigating climate change.



Growing trees absorb carbon from the air and release oxygen.



As trees mature the rate of carbon removal decreases.



When trees are harvested, the carbon remains stored in wood products.



New trees are planted and the cycle of carbon removal continues.



Stewardship & Community Engagement

Responsible, sustainable forest management requires participation, collaboration and support from communities and stakeholders.



In addition to adhering to the most stringent environmental practices in the world, we regularly engage, collaborate, and consult with First Nations, communities, and independent researchers, to responsibly care for the forest.

Protecting the biodiversity that creates healthy and robust ecosystems is crucial to our operations. Western has collaborated with researchers and scientists to develop a practice—known as Variable Retention—to maintain the complexity of forest structures found in the coastal forest. Areas of rare ecosystems, wildlife habitat and important biological features, such as bear dens, bird nests, wildlife trees and big trees, are retained across the forest. ■



OLD GROWTH FACT SHEET – COASTAL BRITISH COLUMBIA

A moratorium on old growth harvesting today would effectively cut the coastal industry in half.

~4500 direct jobs and 10,000 total jobs would be lost.

Impacts to secondary manufactures that rely heavily on old growth logs would be catastrophic to those businesses.

FOREST FACTS FOR THE COAST REGION

- The Coastal Region of British Columbia is 15 million hectares in size.
- 8.4 million hectares (56 %) of the coast is covered in forests
- 3.5 million (42 %) of which is old growth (ie >250 years old)¹.

OLD GROWTH PROTECTION

- Protected forests on the coast has more than tripled since 1991.
- 55% of the 3.5 million hectares of old growth are protected in parks and other reserves.
- Over 2.8 million hectares (81%) of old growth will never be logged due to other constraints.

ANNUAL HARVESTING ON THE COAST

- Less than 0.5% of the regions crown forests are logged annually.
- Over the last 15 years, the AAC has decreased by 25%.
- The transition to second growth harvesting on the coast has been happening for the last 25 years.
- Harvesting of second growth has risen from 5% in the 1990s to approximately 50% today.

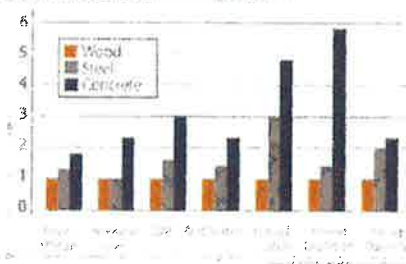
COASTAL REFORESTATION

- 95% of harvested areas are reforested with tree seedlings and the remainder through natural regeneration
- About 29 million seedlings are planted each year.
- 3 trees are planted for every tree harvested.

CLIMATE CHANGE

- Well managed forests help mitigate climate change.
- Carbon is stored in wood products for the entire life of the product.
- When a tree is cut down, 40% to 60% of the carbon stays in the forest
- Harvesting in Canada releases less CO₂ than wildfires and other natural disturbances²
- Planting 29 million seedlings results in the sequestration of approximately 2.9 million tonnes of carbon/year.

ENVIRONMENTAL IMPACT OF WOOD
Solid wood sequesters CO₂. Life Cycle Assessments (or LCA) of building materials show the environmental impact of wood is lower than steel or concrete when compared with seven key measurements.



ECONOMIC FACTS

- Forestry is the backbone of many small rural communities on the Coast
 - 21,310 total jobs as a result of forestry – of which nearly 10,000 (9,621) are direct jobs.³
 - \$2.1 billion in GDP
 - \$1.4 billion in labour income⁴
 - This region approx. 25% of the harvest but generates 45% of the province's total forestry GDP.⁵
 - Forestry supports 39 lumber, value added, paper and pulp mills on the coast. (<http://viea.ca/wp-content/uploads/2017/01/2016-VIEA-Economic-Report-Web.pdf>)

¹ Data source Forsite. BC Coast Forestry Stats Summary 2016. Includes data for entire Coast Region.

² The Forest Products Association of Canada (FPAC) Naturally Wood developed by Forestry Investment and Innovation

^{4, 5} Ministry of Forest, Lands and Natural Resource Operations and Rural Development, *Rebuilding B.C.'s Coast Forest Sector: Keeping the Wealth in B.C.* - https://www2.gov.bc.ca/assets/gov/farming_natural_resources_and_industry/forestry/coast-forest-sector-revitalization/coast_forest_sector_revitalization_web.pdf

SAVING THE WORKING FOREST FOR ALL GENERATIONS

The forests of British Columbia continue to be a cornerstone supporting healthy families and communities.

Everyone feels the impacts each time there is disruption in the forest industry.

Only 30% of the coastal forest is available for harvest – defined as the Timber Harvesting Land Base (THLB) – this is the Working Forest!

There has been a 30% decline in the coastal Annual Allowable Cut (AAC) since 1990. This decline is the result of land use decisions and increased protection of forests.

Coastal forests are well managed for wildlife habitat, biodiversity, and climate change. They support families and sustainable communities across rural and urban areas of coastal British Columbia.

Unfortunately, the pressure continues to further erode the Working Forest.

This petition is being prepared to let our government know that a stable and sustainable working forest is critical to healthy families, communities and British Columbia.

Key Facts:

There are 8.4 million hectares of forest land on Coastal BC.

5.8 million hectares or 70% of the coastal forest is not available for harvesting.

Ending old growth logging in the current working forest would have an immediate AAC reduction of about 50%.

Management Plans are required, and in place, that define the structured transition from old growth to second growth.

At this time, there is simply not enough second growth available to maintain stable and healthy communities.

The Public Forests of Coastal British Columbia

Timber Harvesting Land Base (THLB):

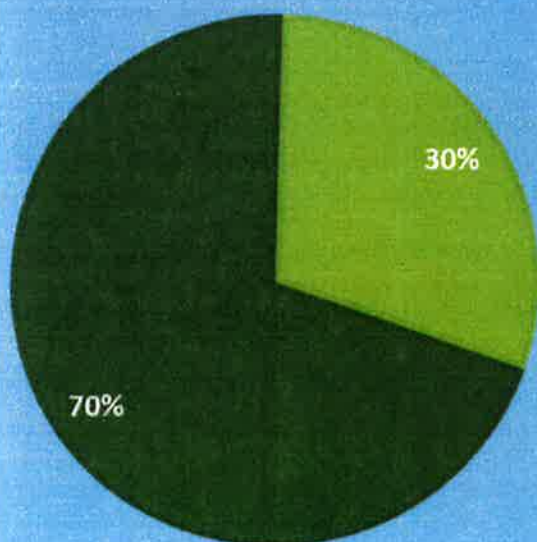
Comprises only about 30% of the coastal forest. This portion of the forest not only provides society with sustainable and climate friendly wood products, it is also carefully managed for wildlife habitat, biodiversity and climate change. Coastal forests are healthy and productive providing diverse habitats for wildlife and birds as they continue to be managed as natural forests.

Non Harvesting Land Base (NHLB):

The remaining 70% of the coastal forest is not available for harvest due to legislative restrictions, physical and economic constraints.

FORESTED LAND BASE

■ NHLB ■ THLB



31513 / 31519 Management Strategies

GENERAL:

- All streams will be treated as fish streams.
- We will operate within Rainfall Shutdown limits, sometimes reduced, as advised by a Professional Engineer. Operating will cease during periods of heavy rainfall.
- Ditches, culverts and other drainage structures will be kept clean and functional at all times through increased inspections.
- Ditch cleaning will only be done in dry conditions or if there is an immediate environmental risk, as per WFP Grade SOP.
- Exposed soils, ditches and stream banks will be grass seeded as soon as possible after harvesting starts to prevent erosion.

ROAD CONSTRUCTION:

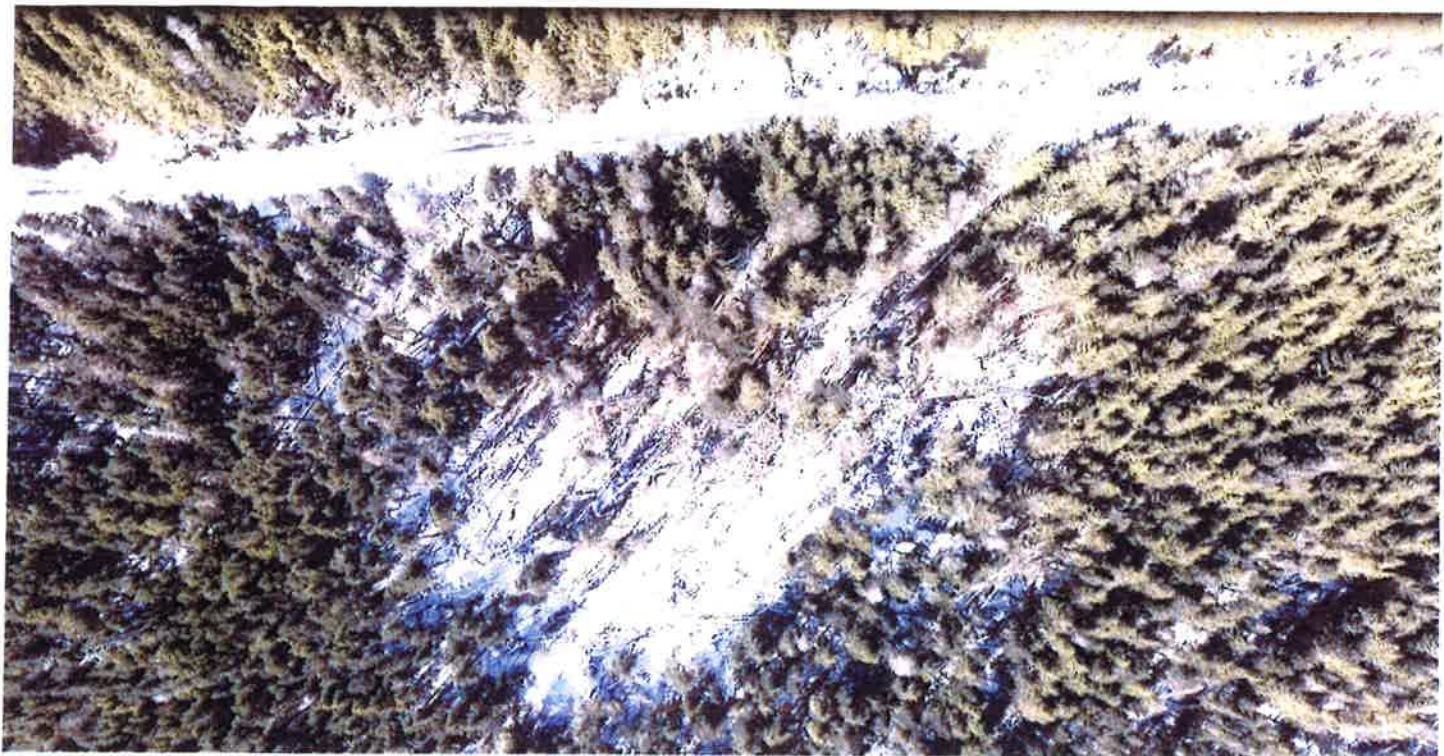
- Road surfaces will have a layer of clean rock for 30m on either side of all new stream culverts and on road sections close to streams, as per WFP Grade SOP.
- Culvert inlets and outlets will be armored with rock to prevent erosion into streams, as per WFP Grade SOP.
- Roads will not be graded during heavy rain conditions or immediately before heavy rain is forecasted, as per WFP Grade SOP.
- The bridge substructure to be constructed across Newcastle Creek will be set back from the stream channel banks to minimize channel erosion.

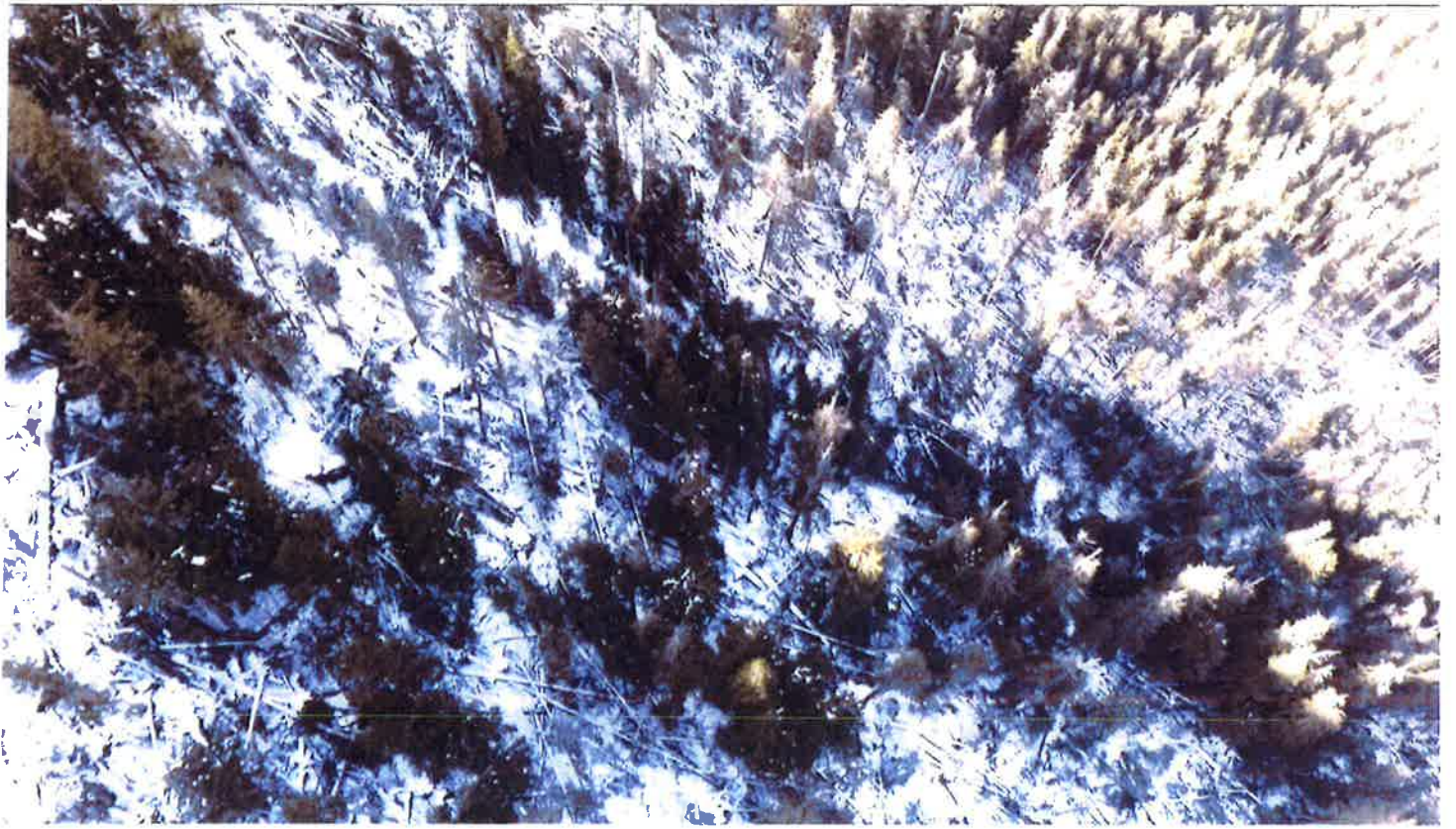
HARVESTING:

- Machine Operators will lay down wood material to travel on as much as possible and will rehabilitate machine trails when finished with them.
- Trees will be harvested from Riparian Reserve Zones (RRZ) if they are damaged or required to be removed for safety as per legislation. However, trees will only be harvested if their removal does not damage stream banks or negatively impact the RRZ.
- 5m Machine Free Zones are designated along sensitive streams.

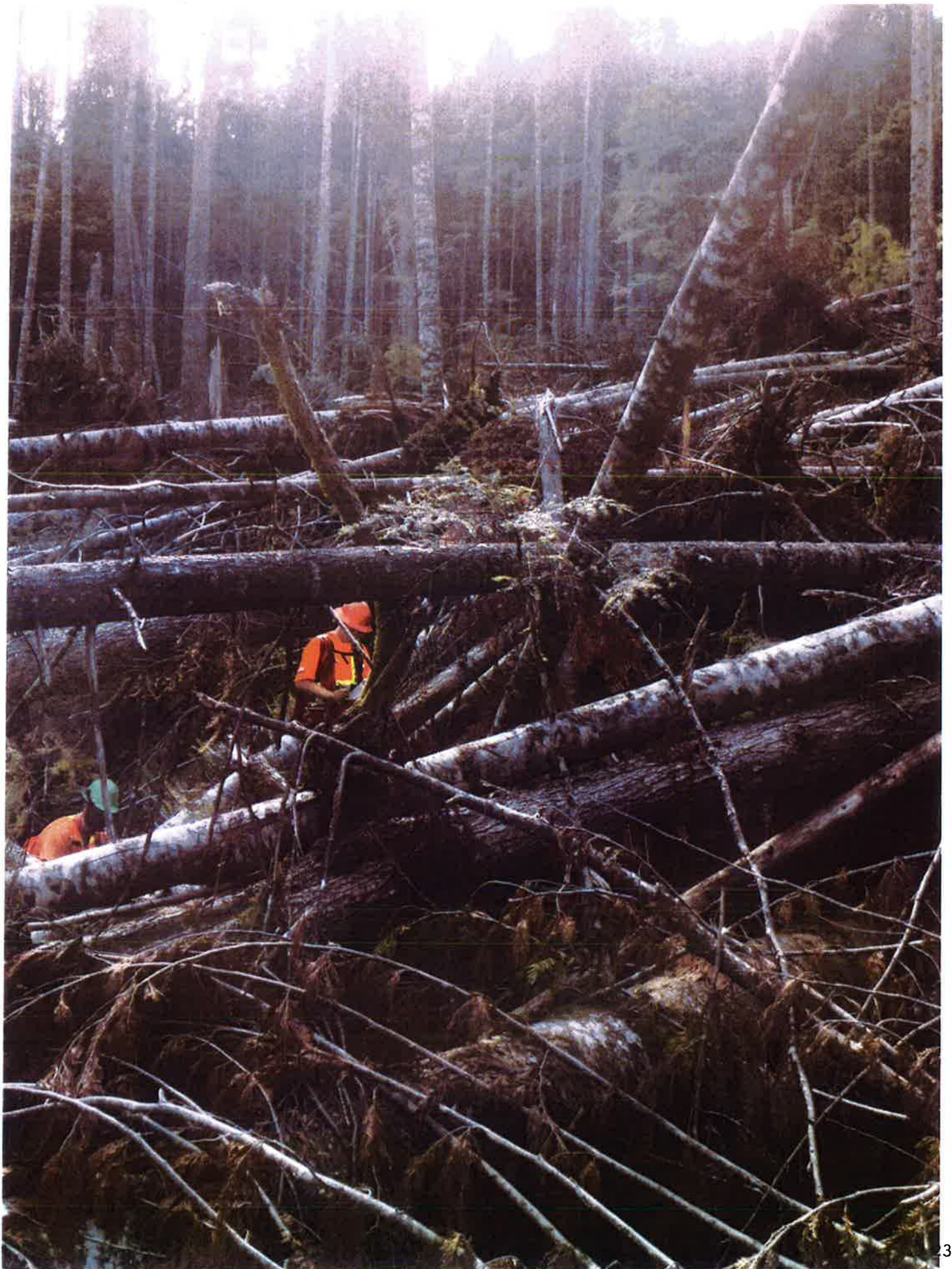
POST-HARVEST:

- Machine trails will be rehabilitated post harvest.
- Newcastle Creek Bridge will be removed within 3 years of installation.
- Deactivation will be completed seasonally. Ditches will be kept clean and drainage structures functioning. Cross ditches will have gentle slopes and be armored with clean rock to avoid erosion.
- Windfirming is prescribed along Newcastle Creek, two tributary streams and around Retention Patch 'A' to prevent future windfall from further disturbing stream banks and introducing sediment and debris into Newcastle Creek.













CAO

From: John MacDonald <westie@saywardvalley.net>
Sent: January 25, 2020 11:10 AM
To: CAO
Subject: FW: Hi, John from Marilyn at Grieg Seafood - update re corporate donations

Lisa

Maybe put on agenda under correspondence.

John

From: Marilyn Hutchinson [mailto:marilyn.hutchinson@griegseafood.com]
Sent: Thursday, January 23, 2020 3:42 PM
To: John MacDonald; Katie Maximick
Subject: Hi, John from Marilyn at Grieg Seafood - update re corporate donations

Hi, John from Marilyn at Grieg. I wanted to let you know that we are making a change to our donation and sponsorship activities going forward. In recent years we have seen a considerable increase in requests for support from many groups, clubs and organizations. Accordingly we have decided we will reduce our support to many of the organizations to whom Grieg has donated year-over-year.

Specifically we are reducing by half to \$250 our support to the Kusam Klimb and will be considering similar reductions to some of the other important initiatives in your community. It is in no way due to the receiving agency, but simply wanting to assist as fairly as we can. We will continue to sponsor and support food banks, events such as the RCMP Bike Rodeo and of course we will continue to sponsor the July 1 Canada Day BBQ, but for some, to a lesser extent for all our activities in north Island communities.

In November, we donated 750 lbs. of salmon fillets to nine food banks, churches and groups organizing community dinners for striking forestry workers and are looking at doing this again in several months. We will continue to support the communities that support us.

I hope you understand our decision. If you have any questions or concerns, please call me anytime on my cell (250) 203-0314. Thanks, John.

- Marilyn

Marilyn Hutchinson
Director Indigenous & Community Relations
Coast Salish, Kwakwaka'wakw and Nuu-chah-nulth Territory



ROOTED IN NATURE

Grieg Seafood BC Ltd.
#106 – 1180 Ironwood Street, Campbell River, BC V9W 5P7
Phone +1 250 286.0838 **Ext. 128 – note my new ext. #**
Mobile +1 250 203.0314
marilyn.hutchinson@griegseafood.com
www.griegseafoodcanada.com

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CAO

From: Stigter, Jennifer <Jennifer.Stigter@viha.ca>
Sent: January 30, 2020 11:28 AM
To: Alert Bay - Lyle McNish; Campbell River - Deborah Sargent ; Comox - Al Kenning; Comox Valley Regional District - Russell Dyson; Courtenay - David Allen; Cumberland - Clayton Postings; Gold River - Brad McRae; Mt. Waddington Regional District - Greg Fletcher; Port Alice - Bonnie Danyk; Port Hardy - Allison McCarrick ; Port McNeill - Pete Nelson-Smith; CAO; Strathcona Regional District - Dave Leitch; Tahsis - Mark Tatchell ; Zeballos - Meredith Starkey; CVRD Emerg Coordinator - Howie Siemens; Mt Waddington Emerg Coordinator; Strathcona Emerg Coordinator - Shaun Koopman
Subject: Novel Coronavirus (nCoV)
Importance: High

Sending on behalf of Dr. Charmaine Enns, Medical Health Officer for the North Island:

Dear CAOs and Emergency Planning Coordinators:

With the surge in numbers of cases of novel coronavirus (nCoV) in Hubei province and moreover the surge in media coverage, there are many questions and concerns that are arising. I expect that there will continue to be coordinated provincial messages, however I wanted to personally reach out to yourselves with some basic messaging that you will hopefully find useful. We are also seeing an increase in misinformation, and associated with this actions that perhaps are inappropriate or unwarranted. IN particular, see the last message below that currently activities should not be restricted, or persons restricted from participating in activities.

Please do not hesitate to reach out to me should you have questions related to local community activities.

The situation is changing rapidly, so by the time materials are in print, they are likely already outdated. The websites listed are specifically being maintained to provide the most current information

Charmaine

Coronavirus (2019-nCoV)

Key messages

Last update 9:11 a.m. January 30, 2020

General

- The first case of novel coronavirus in B.C. was announced on January 28.
- Island Health, the BC Centre for Disease Control (BCCDC) and provincial and federal authorities are closely monitoring the novel coronavirus (2019-nCoV) from China.
- The risk of spread of this virus within British Columbia continues to remain low at this time.
- Precautions are being taken to prevent the spread of infection.
- Travelers arriving in Canada from affected areas are being assessed at the point of entry.
- Island Health and BC are prepared to quickly and accurately detect and respond to serious infectious diseases.
- It is not necessary for the general public to take special precautions beyond the usual measures recommended to prevent other common respiratory viruses. Regular handwashing, coughing or sneezing into your elbow

sleeve, disposing of tissues appropriately and avoiding contact with sick people are important ways to prevent the spread of respiratory illness generally. It is recommended that people stay home if they are sick.

- People experiencing the coronavirus symptoms, such as fever and cough, and who have travelled to the affected area or have contact with someone who travelled to an affected area, should call 8-1-1 or phone their primary care provider. Travel history and symptoms should be provided before attending an appointment.
- We all play a role in dispelling rumours that may lead to inappropriate discrimination against people. Only people who are experiencing symptoms may transmit an illness, it is not related to race or ethnicity. It is important to check trusted sources for information on coronavirus.
- If you have questions, see the BCCDC website: <http://www.bccdc.ca/about/news-stories/stories/2020/information-on-novel-coronavirus>
- For travel recommendations, see <http://www.travel.gc.ca/>
- Visit the WHO webpage for international information: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Face masks

- Face masks are beneficial for people experiencing symptoms of respiratory illness, such as a cough, so they do not spread any respiratory diseases. If someone chooses to use a face mask, it doesn't mean they are sick and it isn't a safety issue.
- Masks are not recommended for well persons.

Additional messages for international and post-secondary schools

- There is no need to restrict any activities for any students who are well, or to cancel any mass school events or field trips to public spaces or events.
- Students who become ill following international travel can call 8-1-1 or contact a health care provider.

Additional messages for patients

- People with any symptoms of respiratory illness may be asked to wear a mask to protect visitors and other patients in health care settings, while they are waiting for or receiving treatment.

Additional messages for community groups and others

- There is no need to restrict any group activities or to cancel any group events or field trips to public spaces or events.

Charmaine Enns, MD, MHSc, FRCPC
Medical Health Officer
North Vancouver Island

Administrative Coordinator Jen Stigter
Jennifer.stigter@viha.ca
Tel: 250-331-8591





Royal
Canadian
Mounted
Police

Gendarmerie
royale
du
Canada

RCMP "E" Division Headquarters
14200 Green Timbers Way
Surrey, B.C. V3T 6P3

January 28th, 2020

Municipal Mayors and CAOs

Re: Coastal Gaslink pipeline Injunction Order Enforcement

Dear Mayors and Chief Administrative Officers,

On October 2nd 2018, LNG Canada announced plans for Coastal GasLink (CGL) to construct a natural gas liquefaction facility at Kitimat, British Columbia (BC) which requires approximately 620km of pipeline construction from Dawson Creek to Kitimat. On December 31st 2019, the BC Supreme Court in Prince George provided a court injunction decision with an associated order which prohibits interference with work being done on the pipeline. The police are required by the B.C. Supreme Court to enforce the order but have limited discretion regarding timing; specifically that is required to accommodate formal and timely efforts to resolve the situation; and key project deadlines as articulated by CGL, the plaintiff in this court action.

While the LNG project is supported by the elected First Nation governments along the pipeline route, there remains opposition from some hereditary leaders. The geographic focus for opposition are three encampments located along the Morice West Forest Service Road west of Houston BC. On January 4th 2020, the Unist'ot'en with support from Wet'suwet'en Hereditary Chiefs evicted CGL staff from the area. The camps maintain blockades on the Morice West Forest Service Road barring access to CGL in violation of the court order.

The RCMP has made significant efforts along with government and industry to facilitate a resolution but has been unsuccessful thus far. While this process continues, an operational and communication strategy to enforce this order has been developed. Local jurisdictional police do not have sufficient resources to deal with the situation at hand within their geographical boundaries. On January 27th, 2020, Minister Farnworth wrote the BC RCMP advising that he was satisfied that this constitutes a provincial emergency under the Provincial Police Service Agreement (PPSA).

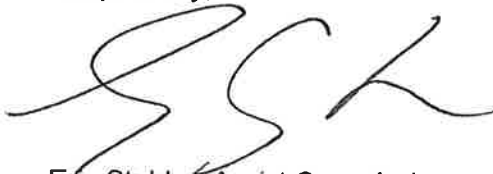
As an urgent and critical situation of a temporary nature requiring additional resources, pursuant to Article 9.1 of the PPSA, Minister Farnworth authorized the internal redeployment of resources within the Provincial Police Service to the extent necessary to maintain law and order, and to ensure the safety of persons, property, and communities in the area. Redeployment is inclusive of BC Municipal resources, pursuant

to article 9.1 under the Municipal Police Service Agreement (MPSA). The purpose of this letter is to formalize our communications on this matter and any impact it may have on the municipal policing unit.

Pursuant to Article 8.1(a) under the Municipal Police Unit Agreement (MPUA), part of your Municipal Police Service may be redeployed to provide additional police resources as is reasonably necessary to maintain law and order, keep the peace and protect the safety of persons, property or communities. The actual timing and number of resources will be left to the discretion of the designated commander. In accordance with Article 8.1(b), the Province is responsible for paying the costs of any redeployment including salary, transportation and maintenance, at the applicable cost-sharing ratio set out in sub-article 11.1 MPUA.

Any deployment from your detachment will be in consultation with the District and Detachment Commander. While it is important to address emergencies such as this, it is also essential that your community continues to receive adequate policing. The District and Detachment Commander will ensure this balance is maintained and will continue to update and consult with you on any resourcing requests relating to this operation.

Respectfully,

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

Eric Stubbs, Assist Commissioner
'E'-Division Criminal Operations



STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CAO/CFO
Subject: Projects Update – January 2020
Meeting date: February 4, 2020

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.

ATTACHMENTS

- Projects Update spreadsheet (January 2020)

DISCUSSION

Attached is the progress report for projects for January 2020. 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. Items in grey are items that have been completed since the last report.

RECOMMENDATION

THAT Council receive the Projects Update – January 2020 report for information and discussion.

Respectfully prepared,

Lisa Clark, CAO/CFO

Item	Description/Info	Progress	Priority
1	a Water Treatment Plant Project	One of Sayward's most important infrastructure projects.	
		Nearing completion, a few minor items OS. Operational testing complete. 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.	High
	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
	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. Final claim submitted Dec 2019, awaiting funds.	High
	f Generator and fencing for WTP area (capital purchase)	Staff to include in budget discussions. Included in 2020 budget discussions Jan 28.	High
2	a Dam Project	Identify revised project budget, determine funding shortfall, report to Council on options	High
	b Dam Reporting Requirements - Drinking Water Protection Act	Project stalled due to major weather event. Staff to report to Council on options for 2020. Funding an issue. Mayor sending letter to Minister Trevena to arrange a meeting in Victoria. Letter to be sent week of Feb 3rd.	High
	c Dam Reporting Requirements - Asset Management Plan	Submit info certifying design meets drinking water protection act, construction permit, and water sustainability Act requirements, Staff to complete	High
	d Dam Reporting Requirements - Water Conservation Plan	Assess the weir and include in AMP, 2020 item as dam project delayed	High
	e Dam Reporting Requirements - Final Report	Water quality requirement, staff training is complete. Water Conservation Plan will need to be updated, Staff to complete.	High
		Final Report: Staff to complete once project finished.	High
3	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. Solar lighting complete. Project construction now substantially complete.	Medium
	b WWP Reporting Requirements - ICET final report	Final Report: Staff to complete, some funds outstanding and receivable.	Medium

c WWP Reporting Requirements - BC Rural Dividends final report		Final Report: Staff to complete	Medium		
4	Van Brocklin Road Exchange – Bylaw and Notification.	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. 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	
5	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. Survey being worked on, Jan 2020.	High	
c	Backyard Burning Bylaw:		In progress	Medium	
	R 19/89 - THAT staff revamp and revise the Village's backyard burning bylaw and bring back before Council for consideration.			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. Follow-up 2020.	Medium	
d	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. Staff to obtain more information and look into current status. Report to Council March 3rd.	Medium	
e	Traffic And Highways Bylaw		Bylaw needs to be updated and then sent to MOTI for input before bringing to Council.	Medium	
f	Business License Bylaw		Needs updating for artisans at gift store, Staff to review	Medium	

g	Fees & Charges Bylaw		Needs to be updated to only include administrative items, removal of regulatory bylaw fees and charges, Staff to review	Medium					
h	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					
i	Reserve Bylaw		Asset Management Plan needs to be reviewed so recommendations are used when creating Bylaw. Staff to review	Medium					
j	Revenue Anticipation Bylaw		1st, 2nd, 3rd reading January 21st, final reading Feb 4th	Medium					
k	Bylaw Review Project	Staff anticipate a need for a bylaw review as several old bylaws need updating.	Report to be brought to Council early 2020, Staff will include with FP discussions.	Medium					
6	Grants								
a	VoS Backup Power Supply - Sewer Lift Stations (\$120,000 from Investing in Canada Infrastructure Program, Rural and Northern Communities, awaiting decision early 2020)	R19/07 - THAT the report from the Chief Administrative Officer be received; and THAT the Council for the Village of Sayward supports an application to the Investing in Canada Infrastructure Program - Rural and Northern Communities grant program to purchase generators to operate the Village's sewer lift stations during a power outage, and further THAT the Council for the Village of Sayward supports the project and commits to its share of any ineligible costs or cost overruns associated with the project as currently provided for in the 2019 financial plan.	Decision on grant to be made late 2019/early 2020	Medium					
b	Evacuation Route Planning Grant (\$24,500 from UBCM, approved 2019)	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. R 19/336 - THAT Council receive the Evacuation Plan Project report for information and discussion, and; THAT the contract for developing an evacuation plan be awarded to Behr Integrated Solutions Inc. in accordance with its November 13, 2019 quotation, and; FINALLY, THAT the Mayor and Chief Administrative Officer be authorized to execute the contract on behalf of the Village of Sayward.	RFP provided to Village for review. Staff will respond week of July 8. Work with SRD, RFP issued Oct 9th, closing date Nov 13th. 4 proposals received, Staff, EPC and SRD Protective Services Coordinator reviewing the week of Dec 2nd. Report to Council Dec 17th. Staff to send contract to Behr Integrated Solutions Inc., project to start early 2020.	Medium					

c	Emergency Operations Centres Grant (\$24,428 from UBCM approved 2019)	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.	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 unknown.	Medium				
d	Rural Dividend Pond Grant (\$10,000 from BC Rural Dividends, approved 2019)	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. Next step, Rural Dividends to approve new project - application in progress. Application submitted Nov 29th, awaiting response. Application for re-purposing approved Dec 23rd, Staff Report to Council Jan 14th COW meeting. Report on Feb 4th regular meeting.	Medium				
e	2020 Flood Risk Assessment, Flood Mapping and Flood Mitigation Planning Project (\$150,000 from UBCM, awaiting decision 2020)	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 CEPF 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. Grant submitted, awaiting decision.	Medium				
f	2020 Age Friendly Grant (\$25,000 for Planning Grant, awaiting decision 2020)	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 will follow-up with grant application, steering committee and OCP update on to do list. Report to Council January 7th, 2020. Grant application sent to UBCM, report to Council if approved.	Medium				
g	ORV Trail Fund	R20/9 - THAT Staff be directed to make application to the ORV Trail Fund for 2020.	Application deadline Feb 28, 2020, Staff to prepare report for meeting Feb 4th	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. Fire service agreement extension signed Dec 2019, for additional 3 years. Next steps, collection of data in collaboration with the SRD.	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. Staff meeting with SRD CAO Dec 13th. Report to Council Feb 2020. Recreation survey set to go out end of January/beginning of February.	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, Feb 4th 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	Personnel – Hiring Policy	New format	In progress	Medium				
b	Reserve Policy	New Policy	In progress, to do in conjunction with AMP	Medium				
c	Procurement Policy	New Policy	In progress, to be completed with Social Procurement component, needs legal review	Medium				
d	Respectful Workplace Policy	New Policy	In progress	Medium				
e	Annual Property Tax Sale Policy	New format	In progress	Medium				
f	Personnel – Benefits, Leaves and Employment Conditions Policy	New format	In progress	Medium				
g	Public Works Inspection Policy	New Policy	To do, in conjunction with AMP	Medium				

h	Campground Policy	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	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	
j	Bylaw Enforcement Policy		Staff have determined a need for a Bylaw Enforcement Policy, this would outline roles and responsibilities, and the process involved when receiving a complaint.		Medium	
k	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		Councilor lives initiative, phone and e-mail (Staff) - done, to-do: info on website, program committee. Program started, apps being received, logistics OK?		Medium	
15	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 28th, Feb 11th, March 16th (if needed)		High	
16	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. To be discussed at Jan 28th COW.		High	
17	Development Cost Charges	Complex item, will need time to prepare report to Council	Staff to look into additional funding for updating the OCP with a DCC component		Medium	
	Resolutions					

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	Low			
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.	Staff looking into estimate, will be included in FP discussions	Medium			
R 19/340 - THAT Council authorizes the Mayor to send a letter of support to the Sayward Community Health Society.	Staff to prepare letter, due January 10th. Complete	High			
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.	Staff report March 17th Regular Meeting	Medium			
January 7, 2020: Requested additions to the Projects spreadsheet: a.) Staff to add generator and fencing to Item 1, Water Treatment Plant b.) Resolution R19/94 (Public Nuisance Bylaw No. 419, 2019) – Staff to get more info and follow-up on current status c.) Item 17, Records Management – Staff to discuss at financial plan meeting d.) Resolution R19/77 (MOU's for fuel access) – Staff to update comments to reflect outstanding MOU with WFP e.) Staff to add ORV Trail Fund grant	Done, see above Added to section above COW Meeting Jan 28th, done Done, see above Done, see above	High Medium Medium Low Medium Medium			
January 21, 2020: Staff to look into additional funding for updating the OCP with a DCC component	Added to DCC section above				



STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CAO/CFO
 Shaun Koopman, Protective Services Coordinator
Subject: 2020 Sayward ESS Grant
Meeting date: February 4, 2020

BACKGROUND

The purpose of this report is to request that the Village of Sayward consider applying for \$5,800 through the Community Emergency Preparedness Fund (CEPF) Emergency Support Services (ESS) Grant from the Union of BC Municipalities. ESS is an emergency response program made up of dedicated individuals who share a common goal of assisting people in an emergency. It is one of several organizations operated under the Public Safety Lifeline Volunteer program. Services provided may include food, lodging, clothing, emotional support, information about the crisis, and family reunification. This program depends on volunteers to plan and provide these services, including:

- Identifying locations for reception centres and group lodging;
- Finding other volunteers;
- Working with local businesses, service organizations and government agencies;
- Housing and feeding people forced from their homes;
- Providing services to people who are unable to leave their homes; and
- Supporting other emergency responders.

DISCUSSION

The CEPF is a suite of funding programs intended to enhance the resiliency of local governments and their residents in responding to emergencies. The intent of this funding is to support eligible applicants to build local capacity to provide emergency social services through training, volunteer recruitment and retention, and the purchase of equipment. The grant program can contribute up to 100% of the cost of eligible activities to a maximum of \$25,000. Local governments can submit one application per intake and the deadline for the next intake is February 14, 2020.

It is proposed that the Village of Sayward apply for funding assistance that would be devoted to:

- Purchasing pillows for the cache of Group Lodging supplies;
- Purchasing two laptops to support the modernization of the Emergency Support Services Program;
- Funding an amateur (ham) radio certification course.

Providing support for the CEPF grant indicates that the Village of Sayward is prepared to accept responsibility for this project and to provide overall grant management. All proposed activities are required to be completed within one year of approval and all extensions beyond this date must be requested in writing and be approved by UBCM.

Section 2(3)(f) of BC Reg.380/95 (Local Authority Emergency Management Regulation) requires that local authorities coordinate the provision of flood, clothing and shelter to victims of emergencies and disasters. The provision of these items is made possible by the efforts of Emergency Social Services Volunteers.

STAFF RECOMMENDATIONS

Recommended Resolution:

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.

Respectfully submitted,

Lisa Clark, CAO/CFO

Shaun Koopman, Protective Services Coordinator

Community Emergency Preparedness Fund

Emergency Support Services

2020 Program & Application Guide

1. Introduction

The [Community Emergency Preparedness Fund](#) (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies. Funding is provided by the Province of BC and is administered by Union of BC Municipalities (UBCM).

Starting in May 2019, the funding streams include:

- Indigenous cultural safety and cultural humility training
- Emergency operations centres and training
- Emergency support services
- Evacuation route planning
- Flood risk assessment, flood mapping and flood mitigation planning
- Structural flood mitigation
- Volunteer and composite fire departments equipment and training

Background

British Columbians forced from their homes by fire, floods, earthquakes or other emergencies may receive emergency support services. Services may include food, lodging, clothing, emotional support, information about the crisis, and family reunification. There may also be special services like first aid, child minding, pet care and transportation.

Under the *Emergency Program Act*, municipalities and regional districts are responsible for responding to emergencies in their areas, including providing emergency support services. Under the 10 year agreement between Indigenous Services Canada and the Province, First Nations in BC may elect to provide emergency support services to their residents.

Emergency Support Services Funding Stream

The intent of this funding stream is to support eligible applicants to build local capacity to provide emergency support services through training, volunteer recruitment and retention, and the purchase of ESS equipment. Starting in 2020, the focus of the ESS funding stream is to support the modernization of local ESS programs in order to move toward electronic registration and reporting.

2. Eligible Applicants

All local governments (municipalities and regional districts) and all First Nations (bands and Treaty First Nations) in BC are eligible to apply.

Eligible applicants can submit one application per intake, including regional applications or participation as a partnering applicant in a regional application.

3. Eligible Projects

In order to qualify for funding, applications must demonstrate the extent to which proposed projects will build local capacity to provide emergency support services.

In addition, to qualify for funding, projects must be:

- A new project (retroactive funding is not available)
- Capable of completion by the applicant within one year from the date of grant approval

Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

The primary applicant submitting the application for a regional project is required to submit a resolution as outlined in Section 6 of this guide. Each partnering applicant is required to submit a resolution that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

4. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible costs are direct costs that are approved by the CEPF Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Eligible activities must be cost-effective and may include:

- Purchase of supplies and equipment in support of modernization (i.e. computers, printers and mobile devices)
- Purchase of supplies and equipment (i.e. reception centre kits, group lodging kits and storage containers for supplies and equipment)
- Training and exercises to increase capacity for the provision of emergency support services, including travel costs
- Volunteer recruitment and retention activities directly related to the provision of emergency support services

The following expenditures are also eligible provided they relate directly to the eligible activities identified above:

- Consultant costs
- Incremental applicant staff and administration costs
- Public information costs

Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application by the CEPF Evaluation Committee is not eligible for grant funding. This includes:

- Routine or ongoing operating costs (i.e. heating and lighting; security; software subscriptions or other subscription fees)

- Delivery of emergency support services during an emergency
- Activities intended to increase the capacity of third party organizations to deliver emergency support services on behalf of the approved applicant
- Training offered through the EMBC 2019/2020 ESS Training program
- Major capital improvements or renovations to existing facilities and/or construction of new, permanent facilities
- Purchase of vehicles
- Costs related to developing or submitting the application package

5. Grant Maximum

The Emergency Support Services funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$25,000.00.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

6. Application Requirements & Process

Application Deadline

The application deadline is **February 14, 2020**. Applicants will be advised of the status of their application within 90 days of the application deadline.

Required Application Contents

- Completed Application Form
- Local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- For regional projects only: local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

Resolutions from partnering applicants must include the language above

Submission of Applications

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements (identified above) have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, the CEPF Evaluation Committee will assess and score all eligible applications. Higher application review scores will be given to projects that:

- Were not funded as part of the 2017 or 2018 Emergency Social Services intake
- Support the modernization of local ESS programs in order to move toward electronic registration and reporting
- Clearly demonstrate how the capacity of the eligible applicant to deliver emergency support services in their community will be increased
- Support recommendations or requirements identified in the local Emergency Plan
- Demonstrate transferability to other local governments and First Nations in BC
- Include in-kind or cash contributions to the project from the eligible applicant, partnering applicant(s), community partners or other grant funding
- Are cost-effective

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding. The CEPF Evaluation Committee will consider the provincial and regional distribution of all proposed projects. Funding decisions will be made on a provincial priority basis

All application materials will be shared with the Province of BC
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7. Grant Management & Applicant Responsibilities

Grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM. Grants are paid at the completion of the project and only when the final report requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from the CEPF Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Revised application package, including updated, signed application form, updated budget and an updated resolution
- Written rationale for proposed changes to activities and/or expenditures

The revised application package will then be reviewed by the CEPF Evaluation Committee at the next scheduled meeting.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within one year of approval. Under exceptional circumstances, an extension beyond this date may be requested in writing and is subject to approval by the CEPF Evaluation Committee.

8. Final Report Requirements & Process

All funded activities must be completed within one year of notification of funding approval and the final report is due within 30 days of project completion.

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form
- Financial summary
- Copies of any training or capacity building materials that were produced with grant funding
- Optional: photos and/or media directly related to the funded project

Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

All final report materials will be shared with the Province of BC.
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9. Additional Information

For enquiries about the application process or general enquiries about the program, please contact:

Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8

E-mail: cepf@ubcm.ca

Phone: (250) 387-4470



STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CAO/CFO
Subject: Off Road Vehicle Trail Fund – 2020 Grant
Meeting date: February 4, 2020

BACKGROUND

Established in 2017 the BC Off-Road Vehicle Trail Fund (ORV Trail Fund) was created as part of the BC Off-Road Vehicle Strategy in consultation with the BC ORV community. Funds made available through the ORV Trail Fund come from registration fees for ORVs in BC. The objectives of the ORV Trail Fund are to expend funds for the following: (1) construction and maintenance of ORV trails; and (2) support and promotion of the safe and responsible use of ORVs. Eligible expenses directly or indirectly related to the above purposes are also included.

According to the ORV Trail Fund Policy dated December 2019, the organized ORV community – including local clubs and provincial advocacy groups – is expected to be the primary applicant for these funds, but the funding should not be restricted to those groups. If another organization's application is aligned with the objectives of the fund, then that organization is eligible. All applicants must be legal entities in the province of BC.

In January 2020 Council passed the following resolution:

MOTION R20/9

MOVED AND SECONDED

THAT Staff be directed to make application to the ORV Trail Fund for 2020.

CARRIED

Applications are now being accepted with an application deadline date of February 28, 2020.

ATTACHMENTS

- ORV Trail Fund – Application Guidelines

DISCUSSION

Examples of potential projects are included by category below:

Category 1: Construction and maintenance, maximum funding \$20,000:

- Trail and riding area maintenance;

- Planning and engineering of trails and trail infrastructure (including, but not limited to, signage, kiosks, toilets, trailheads, day-use shelters, etc.);
- Trail spatial data collection and mapping;
- Trail upgrades/improvements;
- New trail construction;
- Bridge and water crossing installation and upgrades;
- Trail signage installation; and
- Trail rehabilitation/decommissioning.

Category 2: Support and promotion of safe and responsible ORV use, maximum funding \$10,000:

- Trail use education projects;
- Development of best management practices or other ORV trail-related management documents;
- Promotion and education related to sustainable ORV trail construction and maintenance;
- Promotion of wildfire-safe activities related to ORV use;
- Promotion of preparedness and safe riding;
- Promotion of local ORV club membership;
- Programs to improve compliance with specific trail use;
- Ride safe campaigns;
- Promotion of “pack it in, pack it out” programs and initiatives;
- Promotion of responsible environmental activities and respect for the environment;
- Promotion of respecting the rules of the land, trails and roads; and
- Development and promotion of programs that contribute to cooperation between user groups.

The fund requires applicants to provide matching funds for both categories, 50% for category 1, and 10% for category 2. Matching funds can be in-kind, up to 40% for category 1, and no limit for category 2. See example below:

ORV Project	Minimum Matching Requirements										
Trail Construction and Maintenance	Matching Funds must be a minimum of 50% of total funding request to the ORV Fund. In-Kind Contributions can comprise up to 40% of the Matching Funds. Example: <table> <tr> <td>ORV Fund Request</td><td>\$10,000</td></tr> <tr> <td>Matching Funds</td><td>\$5,000</td></tr> <tr> <td>Applicant funds</td><td>\$3,000</td></tr> <tr> <td><u>In Kind</u></td><td><u>\$2,000</u></td></tr> <tr> <td>Total Project Budget</td><td>\$15,000</td></tr> </table>	ORV Fund Request	\$10,000	Matching Funds	\$5,000	Applicant funds	\$3,000	<u>In Kind</u>	<u>\$2,000</u>	Total Project Budget	\$15,000
ORV Fund Request	\$10,000										
Matching Funds	\$5,000										
Applicant funds	\$3,000										
<u>In Kind</u>	<u>\$2,000</u>										
Total Project Budget	\$15,000										
Promotion of Safe and Responsible Use	Matching Funds must be a minimum of 10% of total funding request to the ORV Fund. There is no maximum for In-Kind Contributions. Example: <table> <tr> <td>ORV Fund Request</td><td>\$10,000</td></tr> <tr> <td>Matching Funds</td><td>\$1,000</td></tr> <tr> <td><u>In Kind</u></td><td><u>\$1,000</u></td></tr> <tr> <td>Total Project Budget</td><td>\$11,000</td></tr> </table>	ORV Fund Request	\$10,000	Matching Funds	\$1,000	<u>In Kind</u>	<u>\$1,000</u>	Total Project Budget	\$11,000		
ORV Fund Request	\$10,000										
Matching Funds	\$1,000										
<u>In Kind</u>	<u>\$1,000</u>										
Total Project Budget	\$11,000										

Staff have included examples of projects approved and completed in other communities below, the full list can be found at the following link: <https://news.gov.bc.ca/releases/2019FLNR0202-001561>

Bowen Trail Riders Association: \$906

General upkeep and improved navigation through markers and signage on three multi-use ORV trails within the Mount Gardner recreation polygon located on Bowen Island.

District of Hudson's Hope: \$20,000

Construction of an ATV campground at Dinosaur Lake that connects ATV users to the trail network.

Kootenay Rockies ATV Club: \$6,358

Clearing four sections of existing trails totalling 6.9 kilometres of alders and other debris on the Semlin Lamb Trail.

Prince George ATV Club: \$7,940

Developing a program to promote safe and responsible use of ORVs through handing out materials at events and trade shows, creating a "Cell Service here" area for calling emergency services, training 12 people on the trail patrol program and co-ordinating ORV operator courses.

Quad Riders ATV Association of British Columbia: \$4,910

Supply and distribute trail safety, caution and regulatory signs for use on ORV trail networks throughout B.C. to ensure ORV trails are properly signed and safe for all users.

Staff require further direction from Council before proceeding with the grant application and ask Council to consider potential projects for the Village and corresponding budget (\$10,000 currently in draft 2020-2024 Financial Plan).

STAFF RECOMMENDATIONS

Recommended Resolution:

THAT Council receive the Off Road Vehicle Trail Fund – 2020 Grant report for information and discussion.

Respectfully submitted,



Lisa Clark, CAO/CFO

ORV Trail Fund – Application Guidelines

Recreation Sites and Trails BC

March 2019

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1. Introduction

The ORV Trail Fund was established as part of the British Columbia Off-Road Vehicle strategy and was created in consultation with the BC ORV community. Funds made available through the ORV Trail Fund come from registration fees for ORVs in BC.

2. Fund Overview

Recreation Sites and Trails BC (RSTBC), a branch in the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, is responsible for administering the fund.

The objectives of the ORV Trail Fund are to provide funding for: (1) the *construction and maintenance of ORV trails*; and (2) to *support and promote the safe and responsible use of ORVs*. Eligible expenses directly or indirectly related to the above purposes are also included.

3. Eligible Applicants

Eligible applicants include the following:

- First Nations
- Local governments (municipalities and regional districts)
- ORV member organizations (ATVBC, BCORMA, BCSF)
- Non-profit organizations
- Corporations

Applications from individual applicants will not be accepted.

4. Eligible Projects and Activities

Projects and activities that deliver on ORV Trail Fund objectives will be considered eligible. In addition, projects must demonstrate a clear benefit to public off-road vehicle recreation use.

Examples of potential projects are included by category below:

1) Construction and maintenance

- Trail and riding area maintenance;
- Planning and engineering of trails and trail infrastructure (including, but not limited to, signage, kiosks, toilets, trailheads, day-use shelters, etc.);
- Trail spatial data collection and mapping;
- Trail upgrades/improvements;

- New trail construction;
 - Bridge and water crossing installation and upgrades;
 - Trail signage installation; and
 - Trail rehabilitation/decommissioning.
- 2) Support and promotion of safe and responsible ORV use
- Trail use education projects;
 - Development of best management practices or other ORV trail-related management documents;
 - Promotion and education related to sustainable ORV trail construction and maintenance;
 - Promotion of wildfire-safe activities related to ORV use;
 - Promotion of preparedness and safe riding;
 - Promotion of local ORV club membership;
 - Programs to improve compliance with specific trail use;
 - Ride safe campaigns;
 - Promotion of “pack it in, pack it out” programs and initiatives;
 - Promotion of responsible environmental activities and respect for the environment;
 - Promotion of respecting the rules of the land, trails and roads; and
 - Development and promotion of programs that contribute to cooperation between user groups.

5. Eligible Lands

There are a variety of land jurisdictions in the province where project proposals may be considered for the ORV Trail Fund. Clear proof of authorization for the proposal from the land manager or land owner must accompany each application. A list of potential authorization requirements is provided in Section 11.2.2. For a proposal to be considered for funding, the lands on which the project is proposed must be available for use by the general public and proof of public access may be required. Projects on private land will only be considered where written, legal public access is in place (e.g., an easement for the purposes of ORV recreation). Other jurisdictions may be considered on a case-by-case basis but must demonstrate both the required authorizations and a public access guarantee as described above.