

6. Applicant Financial Contribution

Applicants are required to clearly detail financial contributions made to the project in their budget submitted with their proposal. Financial contribution minimum requirements are described in Section 11.1.2.

Applicant financial contributions can come from other entities, including local government, ORV associations or advocates, or other trail interests. Where funds come from third parties, applicants are asked to provide details in their application and budget submission.

7. In-kind Contributions

In-kind contributions are any combination of volunteer time, donated labour, equipment, services and materials from other sources. Valuation of volunteerism and donations is based on:

- Donated materials at verified fair market value (blue book to be used as a baseline);
- Donated accredited professional services at verified fair market value;
- General labour (e.g., administrative support, trail maintenance work): \$20.00/hour; and
- Skilled labour (e.g., marketing, communications, Internet support): \$25.00/hour.

Complete records of all volunteered hours and donated services or materials must be retained as part of the organization's ORV trail fund records.

8. Project Timelines

Applications to the ORV Trail Fund must provide a timeline for the project. Timelines must be well planned, realistic and considerate of seasonal operational opportunities and constraints.

Projects do not need to be completed within a single fiscal year but are required to be completed in a reasonable timeframe. Normally, a completion date of more than two years will not be approved.

9. Eligible Project Costs

The following is a list of eligible project costs for each funding category. Only those expenses incurred after the approval of the application to the ORV Fund are eligible for reimbursement.

1) Trail maintenance and construction

- Project plan development
 - comprehensive plans
 - construction drawings
 - environmental assessments
 - trail master plans
 - planning processes
 - engineering and technical trail assessments
- Trail construction
 - construction of access roads in certain circumstances
 - parking areas
 - trail and trailhead construction
 - development and installation of route and interpretation signs
- Trail maintenance
 - clearing
 - brushing
 - minor trail reroutes
 - bridge replacements
 - installation of culverts, ditches, and other water management structures
 - resurfacing of trails with natural surfacing or aggregate
 - minor realignments of trails and trail features

2) Promotion of safe and responsible ORV use

- Development of brochures, maps, signage, web sites, or other media;
- Development of sustainable trail plans and educational programs for ORV trails in specific riding areas;
- Development of broad education programs for ORV trails on a regional or provincial scale;
- Hiring of professionals to develop best management practices for soil disturbance, wildlife interactions, or other environmental concerns;
- Costs associated with inventorying a riding area, network or trail as preparation to improve management or maintenance;
- Development or promotion of best practices for ORV users in areas associated with wildfire risk;
- Costs related to signage development promoting safe and responsible use, including “pack it in, pack it out,” “safe riding campaigns,” “promotion of membership with ORV clubs and associations” and “rules on ORV registration;” and
- Development of programs that contribute to cooperation between user groups.

10. Applying to the ORV Trail Fund

Advertisements for applications will be sent out early in the calendar year of the funding cycle. Applicants will have six weeks to prepare and submit their applications. Submissions will be reviewed and adjudicated over the following six weeks. Successful applicants will be notified at the end of the adjudication period.

Proponents can apply for funding from both the construction and maintenance and promotion of safe and responsible ORV use categories once per funding cycle (calendar year). The same project can apply to both categories; however, this requires a separate application for each funding category. In this case, the two funding requests will receive the same project number.

Proposals for work on multiple trails in a trail network can be included in a single application.

Only one application per funding category will be considered for each applicant in a funding cycle. If an applicant submits more than one application per funding category, only the most recent submission will be considered.

Applications are completed online at: gov.bc.ca/ORVFund and submitted as per the site instructions. Please ensure that applications are completed and sufficiently detailed to give your project the highest chance of success. All submissions will be reviewed in the order they were received once the application period has closed.

11. Application Content

11.1 Mandatory Requirements

The following information is mandatory. Failure to include all mandatory supporting documentation will result in your application not being considered for funding. Please pay close attention to the mandatory requirements.

11.1.1 Proponent Contact Information and Project Title

- Proponent name (name of legal entity applying), address, phone number, email, mailing address, contact name.
- Project title.

11.1.2 Matching Fund Requirements

- Matching funds are comprised of a monetary contribution and an In-Kind Contribution to the project on behalf of the applicant. Limits are put on the amount of In-Kind Contributions that can be made for construction and maintenance projects but there are no such limits for promotion of safe and responsible use projects.
- Matching fund requirements for the two fund categories:

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>In Kind</td><td>\$2,000</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	In Kind	\$2,000	Total Project Budget	\$15,000
ORV Fund Request	\$10,000										
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In Kind	\$2,000										
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>In Kind</td><td>\$1,000</td></tr> <tr> <td>Total Project Budget</td><td>\$11,000</td></tr> </table>	ORV Fund Request	\$10,000	Matching Funds	\$1,000	In Kind	\$1,000	Total Project Budget	\$11,000		
ORV Fund Request	\$10,000										
Matching Funds	\$1,000										
In Kind	\$1,000										
Total Project Budget	\$11,000										

11.1.3 Project Budget

A detailed project budget must be submitted with the application for funding. At a minimum, the detailed budget must describe the following:

- Total cost of the project;
- Total funding request; and
- Total in-kind contribution from applicant and/or partners.

11.2 Other Requirements

11.2.1 Project Description

- A general project description, including:
 - Summary of how the project supports the objective(s) of the ORV Trail Fund;
 - Location of the proposal, including a text description and digital mapping showing the proposal area, land ownership, access, and other important details;
 - Construction plan, including proposed schedule of works (if required);
 - Maintenance Plan, including the schedule (if required);
 - Promotion of safe and responsible use plan (if required); and

- Description of the partners directly involved in planning, developing and submitting the application. Describe how the partners were specifically involved (i.e., what role did they play?).

11.2.2 Required Authorizations

- Any required authorizations for proposed works associated with projects submitted to the ORV Trail Fund must be signed-off and included in the application. It is the responsibility of the project proponent to ensure that all required authorizations are in place.
 - For lands administered by FLNRORD, proposals may require authorization under Section 57 of the *Forest and Range Practices Act* (FRPA), or other acts in specific circumstances.
 - A current partnership agreement with RSTBC is considered authorization for the purposes of the ORV Trail Fund where the agreement clearly authorizes the works described in the proposal and the works are proposed within the agreement area. Evidence must be provided that confirms the District Recreation Officer supports the proposal. Preference may be given to trails and trail networks legally established under FRPA and managed under partnership agreements with RSTBC.
 - Any required authorizations under the *Land Act* to undertake the proposed works must accompany the application.
 - Where required, authorizations under the *Water Sustainability Act* must also be included with the application.
 - On private managed forest lands, the proposal must contain a letter of support from the land owner to be eligible to apply for funding from the ORV Trail Fund.
 - For proposals located on Indian Reserves, a clear indication of support from the Chief and Council must be included in the application.

11.2.3 Budget Spreadsheet

- Proponents are encouraged to use the ORV Trail Fund Project Budget Excel spreadsheet to complete a detailed project budget.
 - Scores will be driven by evidence of research into costs for all phases of the project. Consider including quotes from qualified contractors, estimates of material volumes needed and per unit costs and other details.

11.2.4 Alignment with the *Trails Strategy for BC*

Describe how the goals of the proposed project align with the overall vision and the six key components of the *Trails Strategy for BC*: environmental stewardship, collaborative planning, good governance, sustainable funding, effective management, and strategic information and

marketing. The *Trails Strategy for BC* can be found online at:
www.sitesandtrailsbc.ca/documents/Trail-Strategy-for-BC_V6_Nov2012.pdf.

11.2.5 Tourism Development and Economic Diversification Opportunities

Describe how the project supports increased economic development, resiliency and strength for the local community or multiple communities. Include:

- The depth of the community needs that the project addresses;
- How the project facilitates business, growth, and economic development or diversification;
- The level of support of the local destination marketing organization (DMO) or other tourism promoters or managers;
- How the project contributes to a tourism strategy; and
- How the project creates jobs.

11.2.6 First Nations Partnerships

First Nations Partnerships and Reconciliation are a high priority to government. Provide specific details on how you have involved local First Nations in the proposed project. Examples of activities for this criteria are below:

- Description on which First Nation lands are implicated
 - Project related planning, discussions or initiatives with the local First Nation
 - How the project will benefit the First Nation
 - Any First Nation partnerships or contracted work
- Signage recognizing the historical significance of the lands to the First Nation

11.2.7 Specific Additional Criteria

Include information on the following additional criteria:

- Optimizing the use of existing trail infrastructure to reduce the need for new trail development and management;
- Avoiding vulnerable and high conservation value areas, and contributions to environmental protection;
- Encouraging community participation;
- Addressing landowner concerns;
- Partnering with not-for-profit organizations, governments, landowners, and the private sector;
- Ensuring sustainability (e.g., maintenance plan, etc.);
- Reducing land-use conflicts and inappropriate ORV use by establishing approved ORV trails; and

- Indicating how the project supports higher-level planning such as LRMPs or similar processes where applicable.

12. Maximum Available Funds

Approved applications will be funded to a maximum of \$20,000 for construction and maintenance projects and \$10,000 for safe and responsible ORV use projects. Funding requests must not exceed the maximum amount for each category. If funding requests exceed the maximum, the application may be rejected. The actual amount of funding awarded may be less than the requested amount depending on available funding and the number of proposals under consideration. Discretion may be used during the adjudication process to fund projects up to a limited amount or fund only portions of a proposal.

Projects requesting less than \$1,000 will not be considered for the ORV Trail Fund.

RSTBC and the Back-Country Power Sports Coalition of BC (ATVBC, BCORMA, BCSF) will review available funds and allocations each year to ensure that an appropriate amount of funding is retained in the ORV Trail Fund to support applications in future years.

13. Distribution of Funds

Available annual funding will be distributed equally (33%) among the three ORV user sectors – ATVs (including side-by-sides), off-road motorcycles, and snowmobiles. Applications will be accepted from qualified applicants provided they meet the objectives and requirements of the ORV Fund and clearly identify the anticipated primary use of the trail proposal (i.e., ATVs, off-road motorcycles, snowmobiles).

Eligible legal entities include:

- First Nations;
- Local governments (e.g., municipalities, regional districts);
- Non-profit organizations (e.g., BC Grasslands Conservation Council, member clubs of the BC Wildlife Federation, 4x4 clubs; and
- Corporations (e.g., forest licensees, ORV manufacturers/distributors).

Multi-sector proposals will be accepted from any of the BCPSC member organizations or non-BCPSC entities provided the primary use of the trail project is identified.

To ensure that objectives for both funding categories (i.e., trail construction and maintenance, and promotion of safe and responsible ORV use) are met as per the legislation, a minimum of 25% of the total available funding per funding cycle will be allocated to the promotion of safe and responsible ORV use.

Provincial federations are eligible to apply for funding under the promotion of safe and responsible ORV use category. If the application is successful, the funds will come out of the appropriate ORV user sector for that year (e.g., ATVs, off-road motorcycles, snowmobiles).

If any user sector is undersubscribed and does not use its entire allocation for a funding cycle, the remaining funds may be allocated to other sectors or carried forward to the next year as determined through consultations with the stakeholders and at the discretion of the joint adjudicators (RSTBC and BCPSC).

14. Adjudication

As fund administrator, RSTBC will oversee the review process and ensure that funding is allocated equitably and fairly, according to the advertised scoring criteria. The Back-Country Power Sports Coalition of BC (ATVBC, BCORMA, BCSF) will participate in project reviews and scoring, providing valuable knowledge, expertise and experience to the process.

The BCPSC and RSTBC will independently score all compliant applications. The application scores are then shared and ranked based on the combined total score. Application scores will be made available to all proponents after the review process is complete.

Depending on the number of applications, total monetary requests, available funding, and the quality of the applications, RSTBC may set a minimum score of 50% of the total achievable points (65 out of a possible 130 points). The awarding of funds will be distributed according to determined application rankings, funding distributions as described in Section 13, and the amount of funds available. If too many applications fall below the 50% minimum score, the applications may be scored on a normal distribution curve.

Successful and unsuccessful proponents will be notified at the conclusion of the adjudication process, and RSTBC and BCSPS will make efforts to provide feedback to help improve future success.

15. Audits and Site Visits

RSTBC staff or other government staff may require audits or site visits to the project. These audits and site visits are meant to ensure that project deliverables and timelines are being met.

Other audits or site visits by RSTBC staff or other officials may also be required.

16. Freedom of Information

Applications submitted to the ORV Trail Fund are subject to the *Freedom of Information and Protection of Privacy Act*. The information collected is for the purpose of administering the program and will be used to evaluate eligibility under the program.

17. Conflict of Interest/Confidentiality

All documents received by the ORV Trail Fund will be treated as confidential. RSTBC staff will uphold the standards for conflict of interest and confidentiality required by all BC public service employees.

18. Application Support

If you have a question that is not addressed in this ORV Trail Fund Application Guidelines document, support is available from RSTBC staff or from ORV sector stakeholders (ATVBC, BCORMA, BCSE).



STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CAO/CFO
Subject: Kelsey Recreation Centre Needs Assessment Survey
Meeting date: February 4, 2020

BACKGROUND

The Kelsey Recreation Centre provides recreation facilities for the both the residents of the Village of Sayward and Area A (the Valley). Regularly scheduled activities, a pool, gym and weight room are available in the Centre. Other activities operated or overseen by the Centre include the Age-Friendly Van, annual community events such as the Oscar Daze dance, and the Sayward Folk Music Society concerts. Revenue needed to operate the facility is a combination of Village of Sayward tax revenue, provincial government grants, donations and user fees. Volunteers continue to be vitally important to the planning and delivery of numerous events and programs.

In an effort to engage residents in the Village of Sayward on recreation programming, activities and potential funding sources for the Kelsey Centre going forward (possible SRD agreement), Council directed Staff to prepare a survey for Village residents. With the help of Recreation Staff and volunteers, the survey is nearing completion, with the next step of obtaining Council's input.

DISCUSSION

Surveys of this nature can generate numerous desired questions as detailed information is sought. The recommended total of questions before participants lose interest is around 20, thus content and relevance are critically important. Council is encouraged to provide input into this process.

Staff have included several questions they feel are important to include, see list below:

1.)

How important are recreation activities to.....

	Very important	Somewhat important	Not important
...your household's quality of life			
...the overall community and region			
...the appeal of the area for potential new residents and visitors			

2.)

From the list below, please select those indoor activities that members of your household participate in:

Arts and crafts	Martial Arts	Dance	Performing arts (e.g. drama, music)	Indoor walking
	Social events (events at a community centre			Gymnasium (basketball, volleyball)
Fitness classes (yoga, spin)		Fitness training in a gym	Swimming	

3.)

What are the main reasons you and/or members of your household participate in recreation and related activities? Please select all that apply.

Physical health/exercise	Improve skills or knowledge	Relaxation/to unwind
Experiencing a challenge	Meet new people	Competition
Fun/entertainment	Help the community	Other

4.)

How do you currently find out about recreation opportunities?

Word of mouth	Social media	Other (please specify)
Village newsletter	Signage	
	Posters in community facilities and spaces	
Local radio		

5.)

Please indicate your household's overall level of satisfaction with...

	Very satisfied	Somewhat satisfied	Not satisfied	N/A
...your household's ability to access the recreation facilities and spaces you want to use.				
...your household's ability to access the recreation programming and activities you want to participate in.				
...the overall state of recreation in the area.				
...the cost to you as a taxpayer to ensure local recreation facilities remain available				
...the cost of recreation user fees				

6.)

One option to fund the Kelsey Centre operating costs is to make the Centre a regional service.

Ownership of the programming, staff and operating costs would transfer to the Regional District.

Is this something you would agree to if....

	Yes	No	Not sure
...the available programming and facilities stayed the same			
...the hours of the Centre increased			
...the hours of the Centre decreased			
...your municipal taxes were reduced			

Several other questions have been identified as essential to include, in addition, questions relating to the resident's demographics have been added – Staff can provide detailed information for Council during discussions. Staff respect that Council will want to offer some input before the final version is sent to the community; the complete survey will be provided to Council at the February 18th meeting.

STAFF RECOMMENDATIONS

Recommended Resolution:

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

Respectfully submitted,

Lisa Clark, CAO/CFO



VILLAGE OF SAYWARD

BYLAW NO. 462

A BYLAW TO PROVIDE FOR THE BORROWING OF MONEY IN ANTICIPATION OF REVENUE

WHEREAS the Village of Sayward may not have sufficient cash on hand to meet the current lawful expenditures of the municipality;

AND WHEREAS it is provided by Section 177 of the Community Charter that Council may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the municipality provided that the total of the outstanding liabilities does not exceed the sum of:

- a.) The whole amount remaining unpaid of the taxes for all purposes levied during the current year, provided that prior to the adoption of the annual property tax bylaw in any year, the amount of the taxes during the current year for this purpose shall be deemed to be 75% of the taxes levied for all purposes in the immediately preceding year; and
- b.) The whole amount of any sums of money remaining due from other governments;

AND WHEREAS there are no liabilities outstanding under Section 177;

AND WHEREAS the total amount of liability that Council may incur is seven hundred thousand dollars (\$700,000) made up of the sum of two hundred and fifty thousand dollars (\$250,000), being 75% of the whole amount of the taxes levied for all purposes in 2019, and four hundred and fifty thousand dollars (\$450,000), being the whole amount of the sum of money remaining due from other governments;

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

1. This bylaw may be cited as “**Village of Sayward Revenue Anticipation Bylaw No. 462, 2020**”.
2. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the municipality an amount or amounts not exceeding the sum of seven hundred thousand dollars (\$700,000).
3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and Financial Officer.
4. All unpaid taxes, the taxes of the current year when levied, and sums due from other governments or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

5. If any section, subsection, sentence, clause or phrase of this bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the decision shall not affect the validity of the remaining portions of this bylaw.

Read a first time on the 21st day of January 2020.

Read a second time on the 21st day of January 2020.

Read a third time on the 21st day of January 2020.

Adopted on the ____ day of _____ 2020.

Certified a true copy of Bylaw
No. 462 this ____ day of
_____, 2020

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer