



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
JANUARY 21, 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 January 21, 2020 be approved.

5. Minutes of Previous Meetings

Recommended Resolution:

THAT the minutes from the Regular Council meeting held on January 7, 2020 be adopted.

6. Petitions and Delegations

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

Recommended Resolution:

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

7. Correspondence

Recommended Resolution:

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

8. Council Reports

9. Reports of Committees

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

11. Unfinished Business

12. Staff Reports

a) Staff Report: Public Works December 2019

Recommended Resolution:

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

b) Staff Report: Recreation Centre December 2019

Recommended Resolution:

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

c) Staff Report: Fire Department December 2019

Recommended Resolution:

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

d) Staff Report: Revenue Anticipation Bylaw 2020

Recommended Resolution:

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

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

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 first, second, and third reading.

14. New Business

15. Public Question Period (maximum 15 minutes)

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

16. In-Camera

Prepare to go In-Camera

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.

17. Adjournment

Recommended Resolution:

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



**VILLAGE OF SAYWARD
MINUTES
REGULAR COUNCIL MEETING
JANUARY 7, 2020
COUNCIL CHAMBERS**

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

In Attendance: Lisa Clark, CAO/CFO

1. Call to Order

Meeting was called to order at 7:00 PM.

2. Public Input

Irene Callaghan	Asked about the Community Wellness project and whether Nuka de Jocas is still being compensated now that he has moved out of the province.	Cllr Ellis indicated that Mr. de Jocas is still part of the Committee and is still doing work for the project, and therefore is being compensated accordingly.
Lee Ettinger	Questioned the delay over the new Fireworks Bylaw, indicated that it has been over a year since she discussed this issue with the CAO. Expressed concerns over the Recreation Centre and the cost to taxpayers. Inquired as to why the hot tub is taking so long to repair. Asked about the Rec Centre's ability to continue operations without additional funding from the SRD.	The Mayor indicated that staff are working on the Bylaw and a survey for residents to complete will be available soon. The Mayor agreed that this is an ongoing issue (lack of funding from the SRD) and that Staff are working on options. M&R for the pool is entirely dependent on the recreation budget and the hot tub will be completed when it's feasible to do so.
Irene Callaghan	Asked whether the Age-Friendly van is still being operated by donations or whether there is a fee schedule. Asked if the van does unscheduled trips.	The Mayor confirmed that the van costs are covered by donations and that he is unaware of any fee schedule. Cllr Ives indicated that if there are questions or issues involving the van the public can bring their concerns to the CAO.

3. Introduction of Late Items

MOTION R20/1

MOVED AND SECONDED

THAT the verbal report from Mayor MacDonald regarding a schedule change for the next Committee of the Whole meeting be added to the agenda as item 10.

THAT the ORV Trail Fund – Application Guidelines from Recreation Sites and Trails BC be added to the agenda under New Business as 14 a.)

CARRIED

4. Approval of Agenda

MOTION R20/2

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for January 7, 2020 be approved as amended.

CARRIED

5. Minutes of Previous Meetings

MOTION R20/3

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on December 17, 2019 be adopted as amended.

CARRIED

6. Petitions and Delegations – None

7. Correspondence

MOTION R20/4

MOVED AND SECONDED

THAT the following correspondence be received:

- a) Emergency Management BC – Modernizing BC's Emergency Management Legislation discussion paper, public consultation.
- b) The Truck Loggers Association – Hot Sheet: USW/WFP strike
- c) Destination Campbell River – Destination BC CoOp Marketing Program: #MeetOurNeighbours initiative, 2020/2021 contribution.
- d) From the desk of Hon. Selina Robinson – Winter Newsletter, Dec 2019
- e) Tourism Vancouver Island – December Industry News

CARRIED

MOTION R20/5

MOVED AND SECONDED

THAT Staff be directed to prepare a Climate Action Charter report for Council by mid-March 2020.

CARRIED

8. Council Reports - None

9. Reports of Committees – None

10. Mayor's Report – verbal

Note: The Mayor informed Council of a scheduling conflict with the Committee of the Whole meeting scheduled for January 14th and requested that the meeting be changed to January 16th.

MOTION R20/6

MOVED AND SECONDED

THAT the verbal report from Mayor MacDonald be received, and;

THAT the Committee of the Whole meeting scheduled for January 14th, 2020 at 7pm be rescheduled to January 16th, 2020 at 7pm.

CARRIED

11. Unfinished Business - None

12. Staff Reports

a) Staff Report: Projects Update – December 2019

MOTION R20/7

MOVED AND SECONDED

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

CARRIED

Direction to Staff – requested additions to the Projects spreadsheet:

- a.) Staff to add generator and fencing to item 1, Water Treatment Plant Project
- 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

b) Staff Report: Grant Opportunity – Age Friendly OCP project

MOTION R20/8

MOVED AND SECONDED

THAT Council receive the Grant Opportunity – Age Friendly OCP project report for information and discussion, and;

THAT the Village of Sayward supports the submission of an application to the Age-friendly Communities program Stream 1 and will provide overall grant management if the application is approved.

Opposed: Cllr Cragg **CARRIED**

13. Bylaws – None

14. New Business

- a) ORV Trail Fund – Application Guidelines from Recreation Sites and Trails BC

MOTION R20/9**MOVED AND SECONDED**

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

CARRIED

15. Public Question Period

Irene Callaghan	Inquired into the costs for the solar lights for the trail project.	The Mayor indicated that the question period at the end of the meeting is for items on the agenda only.
Lee Ettinger	Requested clarification on the ORV Trail Fund and whether the Village needs to contribute matching funds. Asked how increased ORV traffic in the Village will benefit the community.	Cllr Ives indicated there are two parts to the grant fund and that the Village's contribution can be in-kind. The Mayor stated that ORV tourism is a positive economic development activity for Sayward. Cllr Ives added that ORV traffic will benefit businesses in the area, such as food, accommodation and fuel providers.
Irene Callaghan	Asked what happens to Bylaws after their fourth and final reading.	The Mayor stated that some Bylaws are sent to the Province as required by legislation, others are not.
Jon Lyon	Noise Bylaw – commented on the log sort and indicated that the landowner has not been contacted (Island Timberlands)	The Mayor agreed, WFP has been contacted, but Island Timberlands has not – the Mayor indicated the Village would contact them.

16. In-Camera - None**17. Adjournment****MOTION R20/10****MOVED AND SECONDED**

THAT the Regular Meeting of Council for January 7, 2020 be adjourned.

CARRIED

The meeting was adjourned 8:09 PM.

Mayor

Corporate Officer



Sayward Policing Report

2019-10-01 to 2019-12-31

To: Mayor, Council and Regional District

Policing and protective services address crimes related to substance abuse, property and traffic law enforcement, as well as crime reduction strategies and initiatives.

2019/2020 Objectives

- **Traffic Enforcement:** The RCMP is committed to making roads safer by focusing on Speeding / Impaired Drivers

QUARTERLY PERIOD STATS 2019	VIOLATION TICKETS	WRITTEN WARNINGS	IMPAIRED CHARGES
October 1 – December 31	14	53	2

- Conducted 3 Road Checks for Impaired Driving and other traffic related offences
 - Provincial Winter Counter Attack Impaired Driving Blitz – local members
 - National Winter Counter Attack Impaired Driving Blitz – local members
 - Candy Cane Roadblock – BCAS, SVFD, NVITS and IRSU
- **Police / Community Relations:** The RCMP is committed to continue to be visible and active within the community by participating in as many events as possible.
 - Sayward Children's Health Hub – interacting with the children
 - Halloween celebrations
 - Remembrance Day Ceremony
 - Sayward School Christmas Concert
- **Safe Waterways:** The RCMP will continue to focus on safe and healthy waterways. This will be achieved through initiatives including patrols and proactive enforcement.
 - Vessel was out of the water for most of this reporting period for maintenance and issues with the kicker and its hydraulic lift
 - December one patrol made – no infractions encountered



Sayward Policing Report

2019-10-01 to 2019-12-31

Crime Statistics for the 1st Quarter of 2019

• Total Calls for Service January 1 2019 - March 31 2019	92
• Total Calls for Service Year 2019 to Date January - March	92
• Total Calls for Service January 1 2018 – March 31 2018.....	99
• Total Calls for Service Year 2018 to Date January 1 – June 30	99

Crime Statistics for the 2nd Quarter of 2019

• Total Calls for Service April 1 2019 - June 30 2019	110
• Total Calls for Service 2019 Year to Date January 1 – June 30	202
• Total Calls for Service April 1 2018 - June 30 2018	104
• Total Calls for Service Year 2018 to Date January 1 – June 30	203

Crime Statistics for the 3rd Quarter of 2019

• Total Calls for Service July 1 2019 - September 30 2019	135
• Total Calls for Service Year 2019 to Date January 1 – Sept 30	337
• Total Calls for Service July 1 2018 - September 30 2018	139
• Total Calls for Service Year 2018 to Date January 1 – Sept 30	342

Crime Statistics for the 4th Quarter of 2019

• Total Calls for Service October 1 2019 - December 31 2019	103
• Total Calls for Service Year 2019 January 1 – December 31	426
• Total Calls for Service October 1 2018 - December 31 2018	141
• Total Calls for Service Year 2018 January 1 – December 31	481

Cpl. Kimberly GRAHAM
Detachment Commander
Sayward RCMP
2020-01-13



Sayward Policing Report

Files for period 2019-10-01 to 2019-12-31

PRIMARY OFFENCES - VILLAGE	Count of Case Number
911-FALSE/ABANDONED CALLS	4
ANIMAL CALLS	1
BREACH OF PEACE	2
BREACH OF PROBATION- ADULT	1
CANNABIS ACT-OTHER	1
CAUSE A DISTURBANCE	2
CHILD PORN	
POSSESS/ACCESS (ASSIST)	1
CHLD FMLY&COMM SERVICES ACT	5
CRIMINAL HARASSMENT	1
DRVE WHLE	
DISQL/SUSP(PROV)	1
FALSE ALARMS	3
IMPAIRED OP MOTOR VEH (ALCOH)	1
MENTAL HEALTH ACT	1
MISCHIEF \$5000 OR UNDER	2
PROPERTY-LOST / FOUND	3
QUERY TO LOCATE INDIVIDUAL	1
THEFT-OTHER UNDER \$5000	1
UNSPECIFIED ASSISTANCE	4
WILDLIFE ACT (PROV)	1
Grand Total	36

PRIMARY OFFENCES - RURAL	Count of Case Number
911-FALSE/ABANDONED CALLS	1
ANIMAL CALLS	3
ASSAULT-COMMON	1
BREACH OF PEACE	1
CAUSE A DISTURBANCE	2
CHLD FMLY&COMM SERVICES ACT	2
COLLISION-DAMAGE	2
CRIMINAL HARASSMENT	1
FALSE ALARMS	1
IMPAIRED OP MOTOR VEH (ALCOH)	3
IMPRD OP MOTOR VEH - ROADBLOCKS	2
MISCHIEF \$5000 OR UNDER	5
MISSING PERSONS	2
MURDER-CONSP TO COMMIT (ASSIST)	1
POSSESSN-METHAMPHETAMINE	1
PROPERTY-LOST / FOUND	3
SUSPICIOUS PERS/VEH/OCCURRENCE	6
TRAFFIC-OTHER MOVING PROV	5
TRAFFIC-OTHER MUNICIPAL	1
TRAFFIC-OTHER NON-MOVE PROV	1
UNSPECIFIED ASSISTANCE	6
UTTR THREATS AGNST PERSON	1
WILDLIFE ACT (PROV)	2
Grand Total	53

From: MIABC Board Chair <boardchair@miabc.org>
Sent: January 16, 2020 8:54 AM
Subject: MIABC Board Highlights - Winter 2019/2020 Edition

Happy New Year, MIABC Members!

I trust that you all enjoyed a wonderful holiday season with your loved ones and that you are having a successful start to the new year.

Now that we are all settled back into our routines after the holidays, I wanted to take the opportunity to share the Winter 2019/2020 edition of our Board Highlights newsletter with you, which can be found here: [Board Highlights – Winter 2019/2020](#).

It is with regret that we recently had to say goodbye to three valued Board directors as they move on to other endeavours. On behalf of the Board and staff, we wish Paul Gill, Chad Eliason, and Sarah Morris the best of luck and thank them for their contribution and service to the MIABC.

Of course, having directors leave the Board comes with the need to recruit new ones, which is what we have been busy doing. I would like to extend a heartfelt welcome to Karen Grommada and Ruth Hoyte who have recently joined the MIABC Board. We are currently in the process of enlisting a third new director, who I hope to introduce you to in the very near future.

Last, but not least, if you haven't heard of the MIABC's Excellence in Risk Management Awards, and your local government has a successful risk management initiative that it has implemented and is particularly proud of, check out the "Did You Know" section on page 1 to find out how you can nominate it to win up to \$5,000 in Risk Management Grant funds.

As always, I invite you to pass along this newsletter to your Boards and Councils, and if you have any questions or comments for us, please don't hesitate to contact Megan Chorlton, Director of Member Services, at 604-449-6348 or mchorlton@miabc.org.

Wishing you all a magnificent start to this new year and new decade.

Yours truly,

Charles Hamilton
MIABC Board Chair



MUNICIPAL INSURANCE ASSOCIATION
OF BRITISH COLUMBIA

MIABC BOARD HIGHLIGHTS

WINTER 2019/2020



Farewell and Thank You

Last year, the MIABC bid farewell to three board members. We thank Paul Gill, Chad Eliason, and Sarah Morris for their service and meaningful contribution to our organization.



Paul Gill
City of Maple Ridge
Group D Representative

After 31 years at the City of Maple Ridge, most recently as the City's Chief Administrative Officer, Paul Gill announced his retirement in 2019. Mr. Gill joined the MIABC's Board of Directors in 2012. He served as a member of the Finance Committee and Executive Committee, as Vice Chair and Chair of the Governance Committee, and as Chair of the Claims Committee. A Certified General Accountant (CGA) with many years of experience in financial management, Mr. Gill was known for his pragmatic and balanced approach to considering and addressing complex issues at the MIABC. Mr. Gill's insight was highly valued by both the Board and staff, and his contributions have had a lasting impact on the MIABC.



Chad Eliason
City of Salmon Arm
SILGA Representative

In 2005, Chad Eliason became the youngest councillor ever elected to Salmon Arm City Council. Mr. Eliason joined the MIABC Board of Directors in 2015 as the SILGA Representative; in his four years on the MIABC Board, Mr. Eliason sat on the Claims Committee and served as Vice Chair of the Claims Committee. As an experienced mortgage broker, Mr. Eliason often shared an interesting perspective with his fellow board members. He will be missed.



Sarah Morris
City of Richmond
Director at Large

Sarah Morris was introduced to the MIABC in 2014 when she was hired as the City of Richmond's Risk Manager. Ms. Morris joined the MIABC as a board member in 2018, where she served as Vice Chair of the Member Services Committee. While only on the Board for a short period of time, Ms. Morris brought with her a unique perspective, having worked both in the insurance industry as an underwriter and for the City of Richmond as a risk manager responsible for managing the City's insurance portfolio. We wish her luck in her new role with ICBC.

Did You Know?

The MIABC is committed to sharing risk management success stories of its members with the membership in order to learn from and support one other. One way we accomplish this goal is through our annual Excellence in Risk Management Awards.

Each year, we award Risk Management Grant Funds of up to \$5,000 to three members whose risk management initiatives are efficient, innovative, and have demonstrated a benefit to the community. All submissions are featured in our annual Special Edition of Risk Management Tidbits, and the past year's projects are presented at our annual Risk Management Conference. Submissions are now open for the 2020 Excellence in Risk Management Awards. Complete a nomination form by February 7th to nominate your local government. [2020 MIABC Excellence in Risk Management Awards Nomination Form](#)

MIABC NEW BOARD MEMBER PROFILE



KAREN GROMMADA

Director of Finance, City of Port Coquitlam

Karen Grommada, the Director of Finance for the City of Port Coquitlam, joined the MIABC's Board of Directors this past summer.

A Chartered Professional Accountant (CPA), Ms. Grommada has accrued over 24 years of expertise in municipal accounting and finance leadership at a series of local governments in BC.

Ms. Grommada grew up in North Vancouver though her family spent all of their free time in Whistler skiing and windsurfing. While working in the restaurant and hotel industry in Whistler, she began working on her Certified Management Accountant (CMA) designation. Her start in local government finance was at the Resort Municipality of

Whistler, where she worked for five years before taking on a number of progressively more senior roles with the Village of Pemberton, Mount Currie Indian Band, and the District of Sechelt, which enabled her to complete her CMA (now CPA) in 2006.

Ms. Grommada joined Port Coquitlam's Finance Department in 2007. Working her way up, she was promoted to Director of Finance in 2013. She has held this position ever since, with the exception of a five-month stint as Acting Chief Administrative Officer in 2018/2019.

As a new member of the MIABC's Board, Ms. Grommada is excited to be joining a dynamic and diverse team that aims to directly benefit the communities of BC.

Having worked for a number of MIABC members, she has seen first-hand the value the MIABC provides to local governments.

"It's one thing to say that 'principles precede profit' but the MIABC is actually run that way. I appreciate how the MIABC keeps members' interests at the top of mind. Nowhere is this more evident than in its principled approach to claims handling and its effort to educate members."

Outside of work, Ms. Grommada enjoys walking, running, and biking the beautiful trails around Port Coquitlam and giving back to the community through her activities with the Port Coquitlam Community Foundation.



Congratulations on 25 Years

Congratulations to Charles Hamilton, who recently celebrated 25 years on the MIABC's Board of Directors – a significant milestone, not only for the number of years achieved, but also because Mr. Hamilton is the longest serving member ever of the MIABC's Board.



Charles Hamilton
MIABC Board Chair



Sukh Gill
MIABC Board Vice Chair

Board Chair and Vice Chair Re-Elected

Congratulations to Charles Hamilton and Sukh Gill who have been re-elected as the MIABC's Board Chair and Vice Chair, respectively, for the third year in a row.

MIABC Welcomes New Directors

The MIABC is pleased to welcome two new Board directors. Karen Grommada, Director of Finance for the City of Port Coquitlam, has joined as the Group D Representative, and Ruth Hoyte, Councillor for the District of Coldstream, has joined as the SILGA representative.



Ruth Hoyte
District of Coldstream
SILGA Representative

CAO

From: John MacDonald <westie@saywardvalley.net>
Sent: January 17, 2020 10:44 AM
To: CAO
Subject: Fwd: John: BC/YUKON COMMAND OF THE ROYAL CANADIAN LEGION- 15th Annual Military Service Recognition Book
Attachments: letter&rates.pdf

Please add to agenda for Tuesday

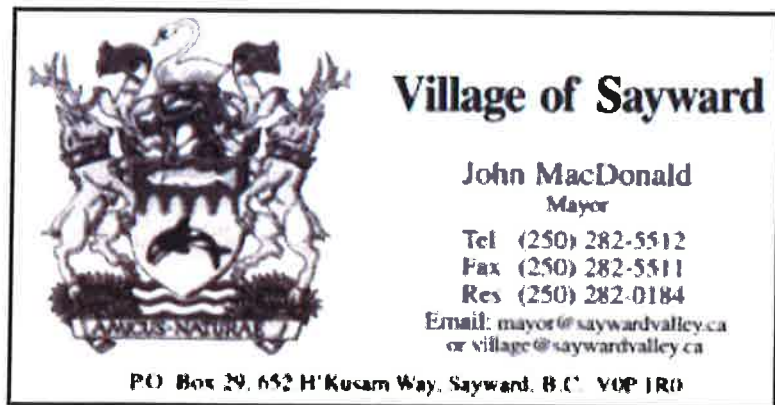
Thanks
John

Sent from my iPhone

Begin forwarded message:

From: Nancy Matthews <nmatthews@campaign-office.com>
Date: January 17, 2020 at 9:19:00 AM PST
To: John MacDonald <john.macdonald@saywardvalley.ca>
Subject: John: BC/YUKON COMMAND OF THE ROYAL CANADIAN LEGION- 15th Annual Military Service Recognition Book

Thank you John and Council for your **very kind** support for the local Veterans! Please allow me to tell you about the **British Columbia Yukon Command of The Royal Canadian Legion's 15th Annual Military Service Recognition Book** to honor and recognize our Veterans.



344

Military Service R

This unique remembrance publication includes past and present day Veterans biographies and photographs. With the help of our Veterans, their families and friends, submissions are collected at local legion branches and our next edition is scheduled for release in **November 2020**, in advance of our Annual Remembrance Day Ceremonies.

It is available for all to see at local legion branches and online at the BC/Yukon Command Legion's website: <https://www.legionbcyukon.ca/what-we-do/military-service-recognition-book> It helps us, and our younger generations, appreciate and never forget the Sacrifices made by our Veterans for the freedoms we enjoy today.

We would sincerely appreciate **your** support and appreciation for our Veterans by purchasing an advertisement in our next edition.

If you require any additional information, please reply to this email or phone me at our toll-free number below.

Sincerely,

Nancy Matthews

Advertising Rep/ Military Service Recognition Book

BC/Yukon Command

Royal Canadian Legion Campaign Office

1-866-354-6277

Ad Copy bccl@fenety.com



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www.legionbcyukon.ca

British Columbia / Yukon Command The Royal Canadian Legion

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in the **BC/Yukon Command / The Royal Canadian Legion**, representing **British Columbia** and the **Yukon's Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

Our **BC/Yukon Command Legion** is very proud to be printing another **5,000 copies** of our Annual **“Military Service Recognition Book”**, scheduled for release by Remembrance Day 2020, to help identify and recognize many of the brave **Veterans** of British Columbia and the Yukon who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the **“Keepers of Remembrance”**, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization's support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”** Proceeds raised from this important project will allow us to fund the printing of this unique publication and will also help our Command to improve our services to **Veterans** and the more than 150 communities that we serve throughout British Columbia and the Yukon. The Legion is recognized as one of Canada's largest “Community Service” organizations, and we are an integral part of the communities we serve. This project ensures the Legion's continued success in providing these very worthwhile services.

Please find enclosed a rate sheet for your review, along with a detailed list of some of the many community activities in our **149 Branches and 80 Ladies Auxiliaries** in the **BC/Yukon Command**. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **BC/Yukon Command Office** toll free at **1-866-354-6277**.

Thank you for your consideration and/or support.

Sincerely,

Valerie MacGregor
President of BC/Yukon Command of The Royal Canadian Legion



www.legionbcyukon.ca

British Columbia / Yukon Command The Royal Canadian Legion

“Military Service Recognition Book”

Advertising Prices

<u>Ad Size</u>	<u>Cost</u>	<u>GST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$1,885.71	+	\$94.29 = \$1,980.00
Inside Front/Back Cover (Full Colour)	\$1,676.19	+	\$83.81 = \$1,760.00
Full Colour 2-Page Spread	\$3,138.10	+	\$156.90 = \$3,295.00
Full Page (Full Colour) 7" X 9.735"	\$1,571.43	+	\$78.57 = \$1,650.00
Full Page 7" X 9.735"	\$1,047.62	+	\$52.38 = \$1,100.00
½ Page (Full Colour) 7" X 4.735"	\$909.52	+	\$45.48 = \$955.00
½ Page 7" X 4.735"	\$623.81	+	\$31.19 = \$655.00
¼ Page (Full Colour) 3.375" X 4.735"	\$566.67	+	\$28.33 = \$595.00
¼ Page 3.375" X 4.735"	\$442.86	+	\$22.14 = \$465.00
1/10 Page (Business Card-Full Colour)	\$309.52	+	\$15.48 = \$325.00
1/10 Page (Business Card) 3.375" X 1.735"	\$261.90	+	\$13.10 = \$275.00

G.S.T. Registration # R10 793 3913

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year's publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the BC/Yukon Command.



PLEASE MAKE CHEQUE PAYABLE TO:
BC/Yukon Command
The Royal Canadian Legion
(BC/Y RCL)
(Campaign Office)
P O Box 5555
Vancouver, BC V6B 4B5



From: Communities in Bloom <communication@cib-cef.com>
Sent: January 16, 2020 5:51 PM
To: Communities in Bloom
Subject: 2020 Scotts Gro for good Grants



**Scotts Canada launches 2020 *Gro for good* Grants initiative
in support of Community Gardens and Green Spaces across Canada**

Mississauga, ON (January 14, 2020) – Scotts Canada Limited proudly announces the 2020 edition of the ***Gro for good*** program to keep the spirit of community and connection to nature alive in Canada. The program provides grants to deserving communities, schools and non-profit organizations seeking to develop sustainable community gardens and green spaces.

“Based on the success of our first year, Scotts Canada is looking forward to offering another year of ***Gro for good*** grants to green space projects that improve and help our youth and communities connect outdoors and enjoy the benefits of gardening,” says Karen Stephenson, Director, Regulatory Affairs & Stakeholder Relations for Scotts Canada. Gardening has been shown to provide multiple benefits, such as, encouraging healthy eating habits while learning how to grow your own food, and the health benefits that come from being outdoors and interacting with nature and other members of your community.

Scotts Canada is pleased to be offering this exciting grant opportunity to Canadian communities in partnership with [Communities in Bloom](#), [Plant · Grow · Share a Row](#) and [Nutrients for Life](#).

Gro for good grants are valued at \$2,500 (cash plus in-kind product donation) and will be awarded to selected projects across Canada based on community impact, youth involvement and sustainability. The applicants will need to demonstrate one or more of the following benefits to the community: addressing health and wellness needs, enhancing the environment and/or engaging with youth. Each recipient of a grant will also have the opportunity to compete for one additional grant of \$2,500 in cash that will be awarded based on a social media contest hosted by Scotts Canada.

Apply Now for a 2020 ***Gro for good*** grant online at: groforgood.com



The submission deadline for applications is February 28, 2020, at 11:59 p.m. EST. **Gro for good** grants will be awarded as a combination of cash and in-kind product donation. Projects must be completed in 2020.

For further details on the **Gro for good** program, please visit: groforgood.com. Questions can also be directed to communication@cib-cef.com.





Scotts Canada

> Scotts Canada

We are helping communities across Canada sustainably grow and benefit from green spaces together

With urban and economic development at an all-time high, we desperately need to protect and grow our collective connection to nature, to the environment and to each other. Scotts Canada Ltd. is pleased to present **Gro for good** as our effort to keep the spirit of community and connection to nature alive in Canada.

Français



2020-01-17 10:00 AM



Each year, we will be awarding grants to deserving communities, schools and non-profit civic organizations seeking to develop sustainable gardens and green spaces.

We are committed to supporting green space solutions that improve communities throughout Canada and help our youth and communities enjoy the benefits of gardening; benefits, such as, encouraging healthy eating habits while learning how to grow your own food and the health benefits that come from being outdoors and interacting with nature and other members of the community.

How it works

Each **Gro for good** Grant will be valued at \$2,500 (cash and in-kind product donation) and will be awarded to selected projects across Canada based on community impact, youth involvement and sustainability.

Each recipient will also have the opportunity to compete for one additional grant of \$2,500 that will be awarded by means of a social media campaign.

How to apply

Canadian charitable organizations or non-profit groups are invited to apply for a grant to create or expand a garden or green space that will provide tangible benefits to the community in one or more of the following ways:

1. Address a **health & wellness** need, such as:
 - Promoting good health through healthy eating and/or gardening activities
 - Addressing community food security
 - Supporting therapeutic healing
2. **Enhancing the environment**, such as providing:
 - Pollinator habitat improvement
 - Beautification of a community space
 - Urban revitalization/li>
3. **Developing Youth** through:
 - Engagement in community projects
 - Providing education and awareness related to gardening and gardening related topics
 - Interaction with the community and green spaces

Applicants will need to demonstrate that they have support from their local municipality and/or school authority along with a plan for the sustainability of the garden. Community involvement needs to be a key element of the project.



The gardens or green spaces will need to be substantially completed in the year the grant is awarded and each group will be required to host a celebratory event (dedication, community activity, harvest) in order to be eligible for the additional grant.

[APPLY FOR YOUR GRO FOR GOOD GRANT](#)

Applications will be accepted starting in January of each calendar year. The application deadline is February 28, at 11:59 p.m. EST of each corresponding calendar year.

[VIEW ALL OUR GRO FOR GOOD GRANT RECIPIENTS](#)

Take a look at our FAQs below to learn more about our Grants.

[FAQS](#)

Scotts Canada Ltd. is pleased to continue its partnerships with [Communities in Bloom](#), [Plant · Grow · Share a Row](#), and [Nutrients for Life](#), to inspire and educate people about the importance of green spaces, environmental stewardship and feeding our communities through the development of community gardens.

Scotts Miracle-Gro celebrated the company's 150th anniversary in 2018 by marking the end of GRO1000 – a program that supported more than 1,000 community gardens throughout North America and Europe. Scotts Canada is proud of our contribution to meeting this goal.

When people come together in a green space,
something good happens

GRO1000 2018



[VIEW ALL OUR CANADIAN GRO1000 GRANT RECIPIENTS](#)

Who We Are	Responsibility	Careers	Investor Relations	Connect with us
Where We Stand	Foundation	Why Join Us	Stock Information	
Brands	Gro More Good	Health & Wellness Benefits	Financial Information	
History	Water Stewardship	Our Workplace Culture	Corporate Governance	
Leadership	The Legacy Project	Military & Veterans	Events & Presentations	
Products	The Pollinator Promise	Diversity & Inclusion	Shareholder Services	
Safety & Performance	Diversity & Inclusion	Volunteerism		
Ingredients	Safety & Performance	Internships		
Pesticide Safety	Newsroom	Meet Our Associates		
Product Innovation	Press Releases			
R&D Facilities				

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GRANT APPLICATION - FAQs

Q: What are the most important factors Scotts Canada uses in its decision-making process for the *Gro for good* Grants?

A: Scotts Canada evaluates a number of critical factors based on the information provided in the application form, including, but not limited to:

- The project's positive influence and impact on a community;
- The project's alignment with the mission of Scotts Canada and its Give Back To Gro philanthropic program, including involvement of area youth, health and wellness benefits, and environmental enhancement for the benefit of the community;
- The organization's commitment to the maintenance and sustainability of the project, including its plans for growth, community involvement and additional funding opportunities;
- The organization's commitment to creating or maintaining gardens that serve a beneficial purpose such as:
 - Promoting good health through healthy eating and/or gardening activities;
 - Addressing community food security;
 - Pollinator-friendly habitats;
 - Educating or addressing underserved youth; or
 - Therapeutic horticulture.
- The organization's willingness to share progress and success stories with Scotts Canada, Communities in Bloom, Plant • Grow • Share a Row and Nutrients for Life.

Q: What is the timeline for grant submission?

A: Scotts Canada will annually invite submissions in January of each year. The application deadline is 11:59 p.m. EST, February 28, of each year of the program.

Q: How many *Gro for good* Grants are awarded each year?

A: Scotts Canada will award 6 *Gro for good* Grants throughout Canada each year.

Q: How much can we expect to receive if we are successful in obtaining a *Gro for good* Grant?

A: Grants come in denominations of \$2500. Grants may be awarded as a combination of dollars and in-kind product donation.



GRANT APPLICATION - FAQs

Q: I understand that each recipient will be eligible for an additional grant. How will these be awarded and how many grants will be awarded?

A: One additional grant of \$2,500 (in cash) will be awarded to one of the recipients based on a social media voting process. Each recipient will submit a 60 to 90 second video that will be posted on Scotts Canada's Facebook page. The recipient's community, along with Scotts Canada's and Communities in Bloom's social media friends will be invited to vote for the best project.

Q: We are not classified as a CRA registered charity. Can we still apply?

A: Non-Profit organizations (including municipalities and schools) may also apply.

Q: We are a Profit Organization, do we need to involve other organisations in our project?

A: Only projects led by Non-Profit or CRA registered charities may apply. This does not preclude other for-profit organizations from participating in the project. However, grants will only be paid out to Not-for-Profit organizations.

Q: We are not a participant of Communities in Bloom, Plant • Grow • Share a Row or Nutrients for Life. Can we still apply?

A: Yes! We welcome any application that meets the criteria stated above.

Q: Our organization has received a GRO1000 or a Gro for good grant previously. Can we apply again?

A: Yes, you may apply.

Q: Are there specific guidelines for how the grant funds should be used?

A: Scotts Canada does have terms and conditions under which a grant will be awarded. These conditions include, but are not limited to:

- Ensuring funds are used to directly establish a garden / green space or its expansion;
- Expending funds in the year they are awarded;
- Committing to the garden / green space being functional within the year the grant is awarded;
- Not expending funds for any political or lobbying activity;
- Returning unexpended funds that are not used for the purposes of the project.



GRANT APPLICATION - FAQs

Q: When will applicants be notified?

A: All applicants, recipients and non-recipients, will be notified in the Spring (April/May) of each granting year.

Q: What is the timeline for receiving the grant?

A: Grants will be awarded shortly following notification of the winners. Grant payments are typically awarded in late May / early June.

Q: What is the timeline to complete the project if we are awarded the grant?

A: Projects need to be substantially completed in the year the grant is awarded. In the case of a community garden, all construction and preparation for planting needs to be completed. It is not essential to have a harvest in the year the grant is awarded but it is encouraged.

Q: Our project was not awarded funding. Why wasn't my application chosen?

A: We are expecting many applications for **Gro for good** Grants. This makes the selection process very competitive. We cannot comment on individual entries, but we do encourage you to apply in future grant cycles.

Q: Our project was not awarded funding. Can we reapply?

A: Yes! **Gro for good** will continue next year, thus you will be able to apply again. All applicants from previous years will be informed by email of the application process for the next grant cycle. We hope you consider applying again and sincerely thank you for your submission.

From: Vancouver Island <vancouverisland@bchydro.com>
Sent: January 16, 2020 5:51 PM
To: John MacDonald
Cc: CAO; Olynyk, Ted; Louwers, Karla
Subject: Reminder: BC Hydro's Community ReGreening Grant Application Deadline is January 31, 2020



Ted Olynyk
Community Relations Manager
Vancouver Island – Sunshine Coast
Office: 250-755-7180
Email: ted.olynyk@bchydro.com

January 15, 2020

Mayor MacDonald and Council

Dear Mayor MacDonald and Council:

Re: BC Hydro Grants for Tree Planting - Community ReGreening Program

BC Hydro is proud to help support local governments in enhancing urban green spaces. Through our Community ReGreening Program we provide annual grants to local governments to assist with planting trees in the community. We pay for seedlings, medium and large trees in cities and towns across B.C. to help make sure appropriate trees are planted around power lines.

If you are considering an application under this program, please note that all submissions must be received by **January 31st** to be eligible for funding in the upcoming year. Successful applicants will be notified by May 2020.

Additional details regarding the program, application process and evaluation criteria can be found at: www.bchydro.com/regreening.

Sincerely,



Ted Olynyk
Community Relations Manager
Vancouver Island Sunshine Coast

This email and its attachments are intended solely for the personal use of the individual or entity named above. Any use of this communication by an unintended recipient is strictly prohibited. If you have received this email in error, any publication, use, reproduction, disclosure or dissemination of its contents is strictly prohibited. Please immediately delete this message and its attachments from your computer and servers. We would also appreciate if you would contact us by a collect call or return email to notify us of this error. Thank you for your cooperation.



Community ReGreening Program

Trees don't just make a community more sustainable, they make them healthier and more beautiful. Our Community ReGreening Program helps fund urban tree planting that's related to visual aesthetics and environmental enhancements. We pay for seedlings, medium and large trees in cities and towns across B.C.



Trees were planted at Pebble Beach in Salmon Arm to provide shade and enjoyment for the public.

Over the past two decades, BC Hydro has funded the planting of more than 300,000 trees across the province.

 **BC Hydro**
Power smart

A program with a variety of benefits

We've partnered with local communities and Tree Canada to help fund trees and planting projects across the province. Community ReGreening grants help make sure appropriate trees are planted around power lines, and enhance ecological networks.

WHY REGREENING MATTERS

- It enhances open space.
- It restores and improves urban canopies.
- It beautifies parks and outdoor recreation areas.
- It brings the community together to create natural habitats and support environmental stewardship action.
- It diversifies and enhances urban forests.



A Community ReGreening grant funded this project in Nanaimo.

What qualifies?

The grants help fund the purchase of specific, acceptable trees. Typically, we fund the purchase of trees, while the applicant will arrange for the labour and ongoing maintenance. No more than one grant can be awarded to any municipality in a given year.

Funded

- ✓ Street or park trees that don't interfere with electrical equipment
- ✓ Trees for habitat restoration or enhancement
- ✓ Shipping costs, in some cases, when appropriate

Projects are evaluated on the following criteria:

- number of trees to be planted
- project profile, visibility, and community support
- multiple benefits, such as recreation, wildlife habitat, site beautification
- educational opportunities to share information about environmental benefits of trees
- site plan, land dedication, and implementation capability
- sustainability and ongoing maintenance of vegetation
- other funding and community partners involved



Thirty-four trees were planted in Rotary Park, Baker Park and on downtown streets in Cranbrook.

Who can apply?

The program is intended for small-scale community projects, and is open to all municipal governments across the province.

Grants are to be applied for, and made directly to municipalities or community government organizations (such as band councils and regional districts). Municipalities may complete the project in any way they choose, but must be signatory to and recipient of the grant.

Unfortunately we cannot accept applications for projects that:

- are not in our service territory
- are already underway
- benefit an individual, private organization, or company
- are used for commercial purposes



This street tree planting project enhanced Spirit Square in Ladysmith.

How to apply

Municipalities across B.C. can apply by filling out the application form at the end of this brochure and submitting a copy to **ReGreening@bchydro.com**. In addition to the application form, please provide the following:

- A site planting plan (can be based on civic or Google Maps)
- Letter of permission from the property owner

All applications must be received by January 31 to be eligible for funding within the same year. Successful applicants will be advised of their award amount by May.

FOR ADDITIONAL INFORMATION ON THE PROGRAM, PLEASE CONTACT:

Duncan Isberg
Program Manager
Vegetation Strategy and Standards Department
BC Hydro
Email: **duncan.isberg@bchydro.com**

Application form

Project name: _____ Date: _____

Project location: _____

Municipality or community: _____

Total project cost: _____

Funding request (in dollars): _____

Project coordinator: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Project type

☐ Street tree planting

☐ Park/ open space

☐ Habitat creation & enhancement

☐ Other (describe) _____

Project start date: _____ Completion date: _____

Reason for project: _____

Project description: _____

PROPOSED TREES TO BE PLANTED:

*If planting near power lines, preference will be given to native species that meet height restrictions.

Plants (trees) (scientific and common)	Number	Size (cm-base)	Estimated unit cost
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Total

Land ownership: _____ Contact: _____

OTHER PARTNERS OR SPONSORS: (your community will be expected to contribute)

Name: _____ Confirmed: _____

Contribution (cash or in-kind): _____

Name: _____ Confirmed: _____

Contribution (cash or in-kind): _____

ONGOING TREE MAINTENANCE PLAN: _____

SPONSOR RECOGNITION: (for example: plaque, newspaper, TV, website, project ceremony) _____

LIMITATIONS OR OTHER APPROVALS REQUIRED: _____

TERMS & CONDITIONS FOR PROGRAM PARTICIPATION:

The applicant:

1. will make arrangements to purchase or provide the trees and plant materials which will be planted in accordance with sound arboricultural practices
2. will provide ongoing appropriate care and maintenance for the trees and other plant materials according to sound arboricultural practices
3. will work with BC Hydro to balance the needs for treed communities and safe reliable power supply, both of which contribute to community liveability
4. will provide a report (including pictures upon completion of the project)
5. will ensure that this project is not for commercial or industrial purposes
6. will indemnify and save harmless personnel from BC Hydro from all claims, demands, losses, damages or costs of any kind including injury or death of a person or damage to or loss of property because of any willful or negligent act
7. will ensure that BC Hydro will be acknowledged for its contribution and will be invited to participate in any public announcement or dedication ceremony
8. will allow BC Hydro to publicize the project, as well as providing the opportunity to be involved with any promotion related to the project
9. agrees that the financial obligation and payment schedule is limited to that outlined in the project approval letter
10. agrees that BC Hydro's obligation to this project is concluded after a planting event and on payment of funds as outlined in the Letter of Understanding

By signing this form we agree to be bound by the terms and conditions listed above and any other conditions of assistance listed as part of the approval.

RESPONSIBLE OFFICER(S) OF THE PROJECT:

Name: _____	Signature: _____
Position: _____	Date: _____
Name: _____	Signature: _____
Position: _____	Date: _____

Statement of power line proximity

Duncan Isberg
Manager Vegetation, BC Hydro
Strategy and Standards Department
6911 Southpoint Drive (B-O3)
Burnaby, B.C.
V3N 4X8

POWER-LINE PROXIMITY PLANTING STATEMENT

Dear Mr. Isberg,

Further to our application for ReGreening funding:

I/we – _____ agree that any trees planted within five (5) metres of a power line will be a species with a maximum mature growth height of six (6) metres.

Signature – and printed name

Position and phone number

Name of organization

Address of organization



Development Cost Charge

GUIDE FOR ELECTED
OFFICIALS



BRITISH
COLUMBIA

Ministry of Community Services

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It is widely accepted that growth, when facilitated by good planning, benefits communities and their economies. Local governments have come to recognize, however, that the accommodation of growth is not a cost-free exercise. Growth creates demands for the construction of new infrastructure, and the expansion of existing local services. The cost of meeting these demands is often substantial and, at times, beyond the ability of local governments to fund using existing financial resources.

The development industry understands that growth creates new demand for local government infrastructure and services. The industry also understands that local governments are not able to directly absorb all growth-related service costs, and that growth itself should assist in funding service needs. A range of development finance tools has been created to enable local governments to collect from development a portion of growth-related expenditures. Development cost charges (DCCs) represent one such tool.

The *DCC Guide for Elected Officials* is designed to increase understanding about DCCs among local government leaders. The *Guide* uses a “question & answer” format, which addresses important questions on DCCs and their use. The questions are grouped under the following headings:

- DCCs Defined;
- Establishing DCCs;
- When to Use DCCs;
- DCCs in the Broader Context;
- DCCs and Development; and,
- DCCs across British Columbia.

The *Guide* deals with the basics, or fundamentals, of DCCs.

For a more detailed review and information about the technical aspects of DCCs, please refer to the *Development Cost Charge Best Practices Guide*, a Ministry of Community Services publication available electronically through the search function of the British Columbia Government website at www.gov.bc.ca

What are development cost charges?

Development cost charges are fees that municipalities and regional districts choose to collect from new development to help pay the cost of off-site infrastructure services that are needed to accommodate growth.

Local governments are limited in the types of services they may fund using DCC revenues. Specifically, DCCs may be used to help offset costs associated with the provision, construction, alteration or expansion of:

- roads, other than off-street parking;
- sewer trunks, treatment plants and related infrastructure;
- waterworks; and,
- drainage works.

DCCs may also be collected to assist in the acquisition and development of parkland, but may not be used to pay for other types of services, such as recreation, policing, fire and library, that are affected by growth.

DCCs are applied as one-time charges against residential, commercial, industrial and institutional developments. DCCs are usually collected from developers at the time of subdivision approval in cases where such approval is required. Where subdivision approval is not required, the charges are applied at the building permit approval stage.

DCCs may be imposed on most, but not all, development that occurs in a community. The *Local Government Act* specifies that DCCs may not be levied against:

- any building which is used solely for public worship;
- developments that are subject to a land-use contract;
- a residential building which contains fewer than

four units, unless otherwise specified by the local government; and,

- developments of less than \$50,000 in value, unless otherwise specified by the local government.

What is the history of DCCs in British Columbia?

The history of DCCs in British Columbia began in 1958. In that year, amendments to the *Municipal Act* were made to address the growing inability of local governments to fund growth-related works. The amendments empowered the approving officer in each municipality to reject a subdivision plan if, in the opinion of the officer, the cost to the municipality of providing the related off-site infrastructure services was excessive.

Prior to these changes, municipalities were expected to provide off-site infrastructure services to all subdivisions using tax revenues and other sources of funding. Approving officers were not permitted to reject applications on the basis of servicing costs. With the changes to the *Municipal Act*, municipalities introduced Excessive Subdivision Cost Bylaws or Impost Fees to try to recover servicing costs for new development.

Court challenges in the early 1960s resulted in impost fees being rendered invalid. Municipalities, it turned out, had the authority to reject subdivision plans on the basis of service costs, but had no authority to tie the approval of plans to the payment of impost fees. The court rulings returned municipalities to the difficult position they occupied prior to 1958. To capture the benefits from growth, municipalities had to fund, on their own, the off-site infrastructure required to accommodate the growth. If municipalities were unable to fund the infrastructure, development applications were rejected, and the benefits from growth were lost.

Further amendments to the *Municipal Act* were introduced to overcome this dilemma. In 1971, local governments were given the power to enter into land use contracts with developers. These contracts became the vehicle for imposing off-site infrastructure servicing requirements and impost fees on development within the specified contract area. The validity of imposing fees under these contracts was upheld by the courts.

Land use contracts often involved protracted negotiations and produced a patchwork of contracts, each with its own requirements and fees for development. In 1977, land use contract powers were eliminated, and the current authority to impose development cost charges was introduced.

Using DCCs, local governments (municipalities and regional districts) can apply a common set of rules and charges to all development within a community.

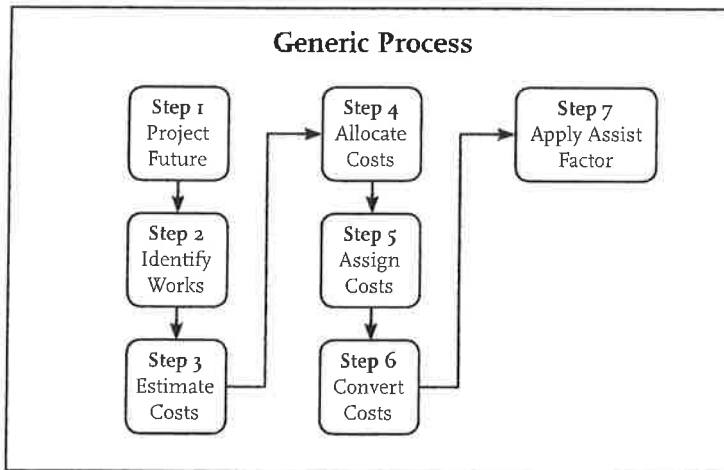
Over the past twenty-five years, court rulings and legislative changes have refined DCCs and their application in British Columbia. The fundamental principle and structure of DCCs, however, remains unchanged.

How are DCC rates calculated?

The calculation of DCCs brings together a number of pieces of information, including the:

- types, locations and amounts of growth that are projected to occur over a specified future period;
- infrastructure services required over the same period to accommodate the growth;
- estimated cost of the services;
- portion of the total cost to be paid by the existing population (which benefit from new infrastructure);
- relative impact of each type of growth on the services; and,
- degree to which the existing users assist growth in paying its share of costs.

Approaches to calculating DCCs will vary to some extent by community. It is possible, however, to outline a set of generic steps that are important to developing a DCC program. The accompanying flowchart presents a generic seven-step process. The text below the chart describes each individual step in detail.



- **STEP 1 – Project Future Growth**

A local government begins the process by determining the amount of growth that is projected to occur over a specified future period of time (e.g., 5 years, 10 years, and 20 years). Because DCCs are applied to actual development instead of new population, the amounts of the different types of development that are expected to occur are projected. Most local governments project figures for various types of residential development (e.g., single family, townhouses, apartment), as well as commercial, industrial and institutional growth.

- **STEP 2 – Identify Required Works**

Once growth has been projected, the local government determines the specific infrastructure works that will be required to accommodate the growth. As noted earlier, DCCs can only be collected to help fund waterworks, wastewater projects, drainage works, major roads, and acquisition and development of parkland. Other infrastructure services cannot be funded, in whole or in part, using DCC revenues, and are, therefore, not identified in the calculation.

- **STEP 3 – Estimate Infrastructure Costs**

The infrastructure projects identified in Step 2 are costed in Step 3 of the process. For DCC purposes, the total cost estimate for each project can include a variety of separate costs that will be incurred by the local government in providing the infrastructure. Project costs related to the following activities may be included.

- Planning
- Engineering design
- Land acquisition
- Contract administration
- Contingencies
- Remittance of net GST
- Public consultation
- Right of way
- Interim debt financing
- Construction
- Legal review

Long-term debt financing costs cannot be included in cost estimates for DCC projects.

- **STEP 4 – Allocate Costs to Growth/Existing Users**

Not every project identified for DCC purposes will be required solely to accommodate growth. Most, if not all, of the identified works will be deemed to benefit, and will be required by, both growth and the existing population. Growth is expected to pay only for the portion of the works that it requires. The existing population is expected to pay for the remaining portion using other sources, such as tax and utility revenues.

The costs of the DCC works are allocated between growth and the existing population on the basis of benefit.

- **STEP 5 – Assign Costs to Land Use Types**

Once the infrastructure costs have been allocated between the existing population and growth, the portion attributable to growth is assigned to the various types of growth – residential, commercial, industrial, institutional – that are projected to occur. Costs are assigned in a way that reflects the relative impact of each type of development on the works required.

- **STEP 6 – Convert Costs into DCC Rates**

The assigned infrastructure costs are converted into actual DCC rates that can be charged to individual development projects. The total cost assigned to each development type is divided by the number of development units (e.g., number of dwellings, square metres, hectares) expected over the DCC program time frame. The result is a per-unit charge that can be easily applied to individual developments as they occur.

- **STEP 7 – Apply Assist Factor**

The final step in calculating DCCs is to apply the assist factor. The assist factor is the contribution that the existing population must provide to assist future growth in paying its portion of the DCC infrastructure costs. The assist factor is over-and-above the portion of the total infrastructure cost that is allocated to existing users in Step 4.

The assist factor reduces the DCC rates by the specific level of assist chosen. Under the *Local Government Act*, the level chosen must be at least one percent.

What are some of the decisions that need to be made?

Over the course of the DCC establishment process, local governments are required to make certain decisions. Individually and together, these decisions give shape to the DCC program, and help to determine the specific DCC rates. Some examples of the types of decisions local governments need to make are provided below.

Time period for the DCC program

A local government must choose a future period of time over which to apply its DCC program. This choice will be influenced by the time period that has been established for the community's broader growth management framework, particularly its Official Community Plan (OCP) and servicing plans.

The OCP projects the amount and types of growth that are expected in the community over a specified future period of time. The servicing plans identify the servicing efforts that the community needs to undertake in order to provide for, and to shape, the growth that is projected to occur.

In many communities, the OCPs and servicing plans cover only a short- or medium-term future period of five to ten years. Local governments in these places are limited to the same period for their DCC programs (the required growth and infrastructure projections for longer DCC programs are not available). An increasing number of local governments are now, however, beginning to conduct detailed growth and capital planning exercises for longer periods of time, in some cases twenty years. The data available from the long-term planning efforts enable these local governments to create equally long-term DCC programs.

For a number of reasons, long-term DCC programs are considered preferable to short-term programs. Long-term programs tend to provide greater flexibility to governments in the scheduling of works, since specific works can be delayed or brought forward without upsetting the overall rate structure. Developers know that the rates charged today will remain relatively stable over a longer period of time. Longer time frames provide greater certainty to developers who wish to invest in communities.

It should be noted that local governments that extend their DCC programs over a long-term period are not “locked in” to the set of DCC rates and the specific infrastructure projects for the entire duration of the program. Like all long-term planning documents, DCC programs are regularly updated to account for changes in trends, policy objectives, inflation and other inputs. These updates provide local governments the opportunity to modify DCC programs and rates.

Use of DCC sectors

By default, a local government's DCC program applies to all new development throughout the entire community. Local governments may choose, however, to divide the community into different DCC sectors, and develop a separate DCC program for each one. Local governments may even choose to have different sets of sectors for different types of works. For example, three sectors for roads, five sectors for drainage, and so on.

The decision to establish DCC sectors will reflect, in part, a community's planning goals. A community that wishes to encourage efficient, higher density development in a town centre, for example, may create a separate town centre DCC sector for roads. The roads DCC program for this sector would allow the local government to take into account the low impact that high density housing has on roads, relative to that of additional road requirements for low density, suburban housing. The lower road DCC rates in the town sector would acknowledge the differences in impact.

The decision to establish sectors may reflect, in addition, the infrastructure projects to be developed. Some works, such as wastewater collectors, pump stations and water mains may be deemed to have a specific benefit to a defined area. The creation of DCC sectors for the funding of these works would promote the principle of equity by enabling the local government to apply the project costs directly, and solely, to the project beneficiaries. Other works, such as wastewater and water treatment plants, tend to provide a broad and equal benefit to the entire community. Separate DCC sectors would probably not be appropriate for these works.

Method of allocating costs

As noted earlier, off-site infrastructure services required to accommodate growth will often provide some benefit to the existing population. Where a dual benefit is deemed to exist, growth should not be expected to fund the entire cost of the DCC works. The existing population should, through its local government, pay its fair share, using tax or other financing sources.

Calculating the existing population's share of costs is, in some cases, an exact process. Consider a new wastewater treatment plant. Existing users will represent an exact percentage of the total number of users (including newcomers) that will ultimately be connected to the system. The actual percentage can be used to represent the existing population's share of costs.

In other cases, the local government may choose to take a different approach to allocating costs. Consider a major, 20-year road program. Any attempt to precisely determine the existing population's benefit may prove difficult. The local government may determine that the major road program will equally benefit growth and the existing population, and decide the cost for the program be split 50-50.

The decision on how to allocate costs between growth and the existing population is a choice over which a local government has considerable discretion. However, the decision should be defensible on the basis of sound and well-reasoned arguments, because it will be scrutinized by the public, development industry and reviewed by the Ministry of Community Services.

Assigning costs to land use types

Each type of development has a different impact on the off-site infrastructure services being provided. The impact of each type, relative to that of others, needs to be considered when assigning the portion of total infrastructure costs attributable to growth - costs need to be assigned to development types on the basis of relative impact.

Local governments express relative impacts in terms of "equivalent units." Equivalent units express the impact of each type of development on a service relative to that of a single-family house. The relative impacts of the different development types will vary, as might be expected, by type of service.

Different sets of equivalent units, therefore, need to be developed for each service being included in a DCC program. Various sources of data are used by local governments to help establish equivalent units. Trip generation manuals published by traffic engineering associations are often used to determine relative impacts on road networks. Water usage data, collected from water metres, can be used to help determine relative impacts on waterworks.

Assist factor

The assist factor is the contribution that the existing municipality and/or regional district must provide to help growth in meeting its service cost obligations. The assist factor is over-and-above the portion of the infrastructure cost that is allocated to the existing population. Under the *Local Government Act*, the assist factor must be at least one percent.

The assist factor may vary by type of infrastructure, but not by type of development, or by DCC sector. For example, the assist factor applied to roads may differ from the factor applied to waterworks. A common roads assist factor, however, must be applied to all types of development throughout the entire community.

The setting of the assist factor is a policy decision made by elected officials. Decision-making should take into consideration the local government's objectives in addressing issues of land efficiency, housing affordability, and community sustainability. In some communities the assist factor is used as a tool to promote certain goals, such as the development of affordable housing.

Who is involved in determining the rates?

Elected officials, staff and stakeholders have important roles to play in determining DCC rates.

Elected Officials

Municipal councils and regional district boards are responsible for the DCCs that are imposed on new development in their communities. Given this responsibility, it is important for elected officials to be involved in setting the rates.

Councils and regional district boards have some specific responsibilities. They must make decisions on a wide variety of issues – some of which have been discussed already – that arise during the DCC establishing process. In making decisions, the elected officials rely on staff to identify options, outline implications and provide recommendations.

Elected officials are also responsible for ensuring that the DCCs reflect important best practices, as well as key principles such as fairness and equity. Are the DCCs fair to both growth and existing ratepayers?

Finally, elected officials need to remain aware of their statutory obligation to consider the impact of the DCCs on development and, in particular, the development of reasonably-priced housing and serviced land.

Staff

Staff have two key responsibilities in the DCC rate-setting process. First, staff are responsible for undertaking all of the technical work required to produce, collect and assemble the data. Second, staff are responsible for advising the elected officials on the full range of issues that need to be considered. Examples of such issues include:

- the possible use of DCC sectors in place of area-wide charges;
- the time frame for the DCC program;
- the types of development to be charged under different DCC categories (e.g., should all types of development pay parkland DCCs?);
- the development units on which to base charges (e.g., dwelling unit or size of built floor space);
- the eligibility of projects and the cost components to include in determining total project cost;
- the allocation of project costs between new and existing growth; and,
- the size of the assist factor.

Staff need to bring each of these issues, along with options and recommendations, to elected officials.

An additional role for staff in the rate-setting process is to help elected officials understand DCCs. In some communities, staff begin each DCC review with a detailed briefing on the purpose of DCCs, and the issues that need to be considered by council or the regional district board.

Stakeholders

It is important for local governments to involve key stakeholders in setting DCC rates. As explained in the *DCC Best Practices Guide*, stakeholders include “all persons, groups or organizations that have a perceived, actual or potential stake or interest in the results of the decision-making process.” The list of stakeholders in developing DCCs should include:

- development industry groups, such as the Urban Development Institute, the Canadian Home Builders Association, and the British Columbia Real Estate Association;
- local private sector developers;
- public sector developers such as the local School District and Health Authority;
- business groups such as the Chamber of Commerce;
- local ratepayers groups and neighbourhood associations; and,
- the general public.

Each of these stakeholders will be impacted, to some degree, by the DCC rates established. Some will be impacted directly, in that they will have to pay the rates in order to proceed with development. Others will be impacted indirectly. Existing ratepayers, for example, will be required to pay the share of infrastructure costs that is not applied to growth.

During the DCC rate-setting process, the local government needs to provide opportunities for stakeholders to become informed of the issues and options, and to participate in the decisions that are made by the elected officials. At a minimum, the local government should hold a general public information meeting to present a draft DCC bylaw. The local government could also ask interested parties to review and comment on a draft DCC program. Stakeholder forums are another method of involvement to consider.

Some local governments have developed, in conjunction with the Urban Development Institute, local government liaison committees. These committees provide a forum for government officials to meet regularly with development industry representatives to discuss important issues, including DCCs.

The appropriate degree of stakeholder involvement will depend on a number of factors, including the size of the DCC program, the potential impact of the DCC rates, the level of interest expressed by stakeholders to participate and the local government's policy with respect to stakeholder involvement in governance. In all cases, some effort to provide meaningful opportunities for participation should be made. The opportunities should be available early in the DCC setting process, before any final decisions have been made.

The *DCC Best Practices Guide* recommends at least three opportunities for stakeholder involvement in the DCC rate-setting process:

- during the development of draft DCC rates by staff;
- immediately following first reading of the DCC bylaw by council or regional district board; and,
- during the revision of the bylaw, before second reading.

How are DCCs implemented?

DCCs are implemented by bylaw. Council or the regional district board initiates the bylaw process by instructing staff, often in response to a staff recommendation, to develop a DCC bylaw or amend an existing DCC bylaw. Staff develop the bylaw with input from the elected body and stakeholders, then forwards the bylaw to council or the regional district board for first reading. After first reading, more consultation with stakeholders and the governing body is undertaken to obtain input and to determine if amendments are required. Council or the regional district board then gives the bylaw second and third reading.

After third reading, the local government forwards the bylaw and all supporting information to the Ministry of Community Services, for the review of the Inspector of Municipalities, who is required under the *Local Government Act* to review and give approval to the bylaw before fourth reading. The bylaw and supporting documents are reviewed to ensure that:

- the methodology used to determine the rates is sound and complies with all legislative requirements;
- stakeholders have been consulted; and,
- the impacts of the rates on development have been considered.

If there are no issues with the bylaw, the Inspector of Municipalities grants statutory approval and returns it to the local government. Council or the regional district board gives fourth reading to the bylaw, after which it is ready to be implemented.

There are some specific policy issues related to implementation that the local government needs to consider. One issue concerns when to collect DCCs from growth. The *Local Government Act* states that DCCs are payable either at the time of subdivision approval, or at the issuance of a building permit. For single family residential developments, local governments typically choose to collect payments at subdivision approval in order to avoid having to front-end any infrastructure costs.

For non-residential development, local governments usually collect DCCs at the time of building permit issuance. DCCs for these developments are often based on built floor space rather than dwelling unit (the total floor space to be charged can be difficult to determine at subdivision approval). With respect to multi-family development, local governments often have no choice but to collect payments at the building permit stage, since multi-family housing subdivisions are relatively infrequent, compared to single family development subdivisions.

Another policy decision for elected officials relates to the notion of a “grace period.” A grace period is the period of time between the approval of the DCC bylaw and the bylaw’s effective date of application. If the rates in the bylaw are significantly higher than those that were previously charged, the local government may wish to grant a substantial grace period (e.g., up to one year) to allow developers to expedite projects for which financing has already been arranged.

Finally, it should be noted that the *Local Government Act* gives some protection to “in-stream” developments. Developments that have submitted complete subdivision applications, and that have paid their subdivision

application fees, are given a 12 month exemption from new DCC rates. These developments are entitled to pay the lower existing DCCs as long as they receive final subdivision approval during the 12 month period. This in-stream protection is distinct from any grace period that the local government may choose to offer.

When are DCCs a good idea?

DCCs are best suited to situations in which expenditures on works can be delayed until the DCC funds required to help pay for the works have been collected. As growth occurs, a local government begins collecting DCCs to help fund the necessary infrastructure. If possible, the local government will choose to delay the construction of the works until sufficient DCC funds have been collected. By treating DCC funds as a source of capital for the works, the local government can avoid having to front-end construction using borrowed funds.

Infill and mixed infill-greenfield developments that can benefit from a certain level of servicing already in place are considered to be particularly well-suited to DCCs. In these situations, the local government can postpone the construction of infrastructure until growth has materialized, and sufficient DCC revenues have been collected.

When should alternatives to DCCs be considered?

Greenfield developments, which typically do not have any level of servicing in place prior to growth occurring, are not always suited to DCCs. Greenfield sites can often require a significant up-front investment in infrastructure before development occurs and before DCCs can be collected. If the required works are part of the DCC program, it is the local government that is expected to front-end the works, and then recover up-front costs from growth as it occurs.

This reliance on DCCs as a method of cost-recovery can be difficult for local government. If growth does not occur as projected, the local government may not be able to recover all of its sunk costs.

What alternatives to DCCs exist?

It is important to recognize that DCCs are not the only development finance tool available to local governments in British Columbia. The *Development Finance Choices Guide*, published by the Ministry of Community Services, identifies and provides advice on other development finance tools that local governments can use to help fund the cost of infrastructure required by growth.

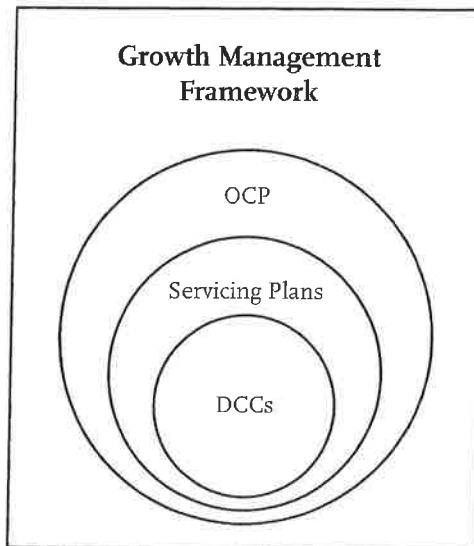
The complete list of tools includes:

- Comprehensive development agreements
- Local improvements
- Specified areas
- User fees and charges
- Short-term borrowing
- Long-term borrowing
- Latecomer charges
- Development works agreements
- DCC credits and rebates
- Density bonusing
- DCCs
- Public-private partnerships
- Public-public partnerships

DCCs are probably the most popular tool in use today, but are clearly not the only one available. The key for local governments is to determine which tool, or set of tools, should be used at any given time. Different tools are both well-suited and poorly-suited to different types of situations. Chapter 6 of the *Development Finance Choices Guide* is designed to assist local governments in choosing the right approach for any given situation.

How do DCCs fit into a local government's growth management framework?

A local government's DCC program does not exist in isolation to the community's growth management framework. On the contrary, the DCC program is a critical element of the broader planning context that includes the local government's OCP and servicing plans. The accompanying figure illustrates how these key components fit together.



The OCP presents the local government's preferred long-term development pattern, which describes:

- where future growth will be encouraged;
- where growth will not be encouraged;
- what types of development (e.g., mixed-use, high density residential) will be encouraged; and,
- what types of development (e.g., low density residential) will not be encouraged.

The local government's servicing plans identify the specific types and amounts of infrastructure that are required to bring the preferred development pattern to fruition. Servicing plans are normally created for

all major types of local infrastructure, such as roads, waterworks, sewerage and drainage systems, as well as for parkland.

The local government's DCC program contains the individual works, identified in the servicing plans that are required to accommodate growth. The cost of each of the works is allocated in the program between growth and the existing population. The portion allocated to growth forms the basis of the DCC rates.

What is the importance of good planning to DCCs?

The OCP's preferred development pattern is a direct reflection of the local government's growth management objectives. Many local governments have adopted what are typically referred to as "smart growth" objectives. Smart growth emphasizes the importance of environmentally-sustainable and economically-efficient development, characterized by compact urban forms, high density, mixed-use developments and an increased reliance on alternative modes of transportation.

Development patterns that are based on smart growth objectives are less expensive to service than patterns which encourage low density, spatially-dispersed growth. The higher servicing costs associated with traditional low density "sprawl" result in higher DCCs.

How can DCCs be structured to promote smart growth objectives?

DCCs are collected from growth to help pay the cost of services required to accommodate the growth. Existing data demonstrate that the overall cost of providing services to compact, medium, or high density, mixed-use development is lower than the cost of servicing traditional low density, suburban development. DCCs can be structured to recognize the differences in service

costs, and to provide an incentive for smart growth developments. DCC sectors and density gradients are two mechanisms that can be used to achieve the desired effect.

DCC sectors can be established to separate compact, high density development areas from other parts of the community.

Infrastructure projects that are deemed to have no benefit to the growth within these sectors can be excluded from the sectors' DCC programs. The exclusion of such projects results in lower DCC rates.

Major (costly) trunk extensions and arterial roads required to service outlying development areas are examples of the types of projects that can be excluded from smart growth DCC sectors. Development that occurs in these sectors is not required to pay toward the cost of these projects.

Density gradients differentiate among developments on the basis of density rather than type of growth. Gradients are created to take advantage of the inverse relationship that exists between the density of a development and its impact on key services. In general, the lower the density of a development, the higher the impact of that development on the cost of providing water, wastewater and road infrastructure. Applying density gradients to growth serves to lower the DCC rates payable by higher density projects.

Most local governments with DCCs make use of a two-level residential density gradient that differentiates between single family and multi-family developments. Some local governments have four-level residential gradients that account for the different impacts of large- and small-lot single family dwellings, and of low-rise and high-rise apartment buildings.

Do DCCs deter development?

The total cost of developing a piece of land in a community can be broken into various individual components. The price of the land is one component, as is the cost of construction materials, the price of labour and the developer's return on investment, or the development's profit. DCCs – the cost of providing off-site infrastructure services to the land – represent another component. As the individual cost components change, so does the total cost of the development. Steep increases in individual costs can result in an overall cost that the market is unwilling to support. In such cases, development will be deterred.

DCCs, as one cost component, do affect the overall cost of development. A significant increase in DCCs could push the total cost above the level that the market is willing to pay, and could discourage development. The size of the DCC increase required to generate this result depends, in large part, on the magnitude of the other cost components. In markets where DCCs comprise a relatively large part of the total cost, changes in rates may have a considerable impact on development decisions.

The potential for DCCs to deter development is an important point for local governments to consider. In setting DCC rates, local governments need to recognize that the decisions they make will influence the overall cost of development in the community. Careful consideration needs to be given to the:

- amount of future infrastructure required (is it reasonable?);
- infrastructure cost projections (are they fair?);
- methods of allocating costs between growth and the existing population (is the split equitable?);

- rates charged to different sectors (do smart growth and infill developments pay in accordance with their lower relative impact on works, or do they subsidize greenfield projects?);
- need for a grace period (do developers need time to adjust to new rates?); and,
- assist factor (do the final rates need to be adjusted?).

The potential for DCCs to deter development should focus a local government's attention on the need to establish DCCs that are fair and reasonable. If DCCs have the potential to adversely impact development, local officials should consider the wider range of development finance tools that may be used in place of, or in addition to, DCCs. These are described in the *Development Finance Choices Guide*.

Who uses DCCs in British Columbia?

DCCs are a popular development finance tool in British Columbia. In high growth areas, such as the Lower Mainland, parts of Vancouver Island and the Central Okanagan, DCCs are quite common. The widespread use of DCCs in these regions reflects the strong demand for infrastructure to accommodate ongoing development. In regions characterized by more modest growth, DCCs are slightly less popular, but are still used. For example, several local governments in the Central Interior and Kootenay regions of the province have DCC bylaws in place.

Who charges what?

Comparisons of rates across communities are inherently problematic, in part because of differences in growth pressures and infrastructure needs, but also because of differences in the way that individual DCC programs are constructed. Local governments have considerable flexibility in setting DCC rates. The rates that are ultimately determined in any one jurisdiction will reflect that local government's decisions related to a wide variety of inputs, including the costing of works, the existing population's share of total infrastructure costs, the use of DCC sectors, the assignment of costs among development types, the units on which to base charges and the municipal assist factor. The rates will also reflect the local government's decision to use other development finance tools in place of, or in addition to, DCCs.

Notwithstanding the problems inherent with cross-jurisdictional DCC comparisons, elected officials may appreciate the opportunity to review the approaches taken in other communities. The table on the following page provides a general sense of current DCCs across British Columbia, specifically for residential development.

It should be noted that the figures presented in the table have been rounded-off, and certain assumptions have been made (see “comments” column) in order to generate comparable data.

For a list of detailed rates, as they apply to all types of development throughout each of the centres listed, the local government should be contacted directly. The Ministry of Community Services can also provide a list of DCCs being applied throughout the province.

Residential DCCs across BC – January 2004

Jurisdiction	SFR*	MFR*	Comments
Abbotsford	\$ 13,700	\$ 7,600	
Burnaby	\$ 7,450 - \$ 7,850	\$ 5,000 - \$5,400	both include GVS&DD charge; assumes 100m² MFR unit; high rate in Edmonds Town Centre
Castlegar	\$ 4,800	\$ 3,620	
Coquitlam	\$ 14,500	\$ 10,400	both include GVS&DD charge; assumes medium density MFR
Kelowna	\$ 9,900 - \$ 17,300	\$ 7,500 - \$ 13,000	lower rates are for City Centre; higher rates for outlying area
Langford	\$ 6,100	\$ 4,800	includes CRD water DCC; assumes medium density MFR
Nanaimo	\$ 9,000	\$ 6,000	assumes 100m² MFR unit; DCCs recently eliminated for City Centre
Parksville	\$ 2,800 - \$ 7,000	\$ 5,000 - \$ 5,500	ranges over sectors; assumes 100m² MFR unit
Prince George	\$ 3,410	\$ 1,900	core area; medium density MFR
Richmond	\$ 14,300	\$ 11,400	both include GVS&DD charge; assumes medium density MFR
Sidney	\$ 970 - \$ 3,225	\$ 970 - \$ 3,225	range for both types over sectors
Surrey	\$ 21,000	\$ 6,000 - \$13,200	both include GVS&DD charge; medium density 100m² MFR unit assumed; low rate in City Centre

*Figures provided are per dwelling unit. SFR – Single Family Residential, MFR – Multi-family Residential, GVS&DD – Greater Vancouver Sewerage and Drainage District, CRD – Capital Regional District

Closing Comments

DCCs are a popular tool of development finance that can help a local government achieve its growth management and financial objectives, while at the same time promoting and supporting growth.

When considering DCCs, local government officials are encouraged to keep in mind certain guiding principles that have been addressed in this *Guide*. These principles are summarized below.

- **DCCs represent one choice.**

DCCs represent one of the tools available to local governments in the provision of growth-related infrastructure. The *Development Finance Choices Guide* introduces and provides advice on other development finance tools. Certain tools are better suited than others to different development situations. Local government officials need to explore all options before choosing which tools to use.

- **DCCs should support broader growth management objectives.**

DCCs are an integral component of the local government's growth management framework. They should be developed and applied in ways that support, rather than undermine, the broader growth management objectives.

- **Fairness and equity are critical in a DCC program.**

Those who require and benefit from municipal infrastructure should pay their fair share of the cost of providing the infrastructure. DCC rates, and the decisions on which they are based, need to be fair and equitable to the various types of growth that are projected to occur, and to existing taxpayers.

- **Transparency in the rate-setting process is required.**
DCCs will be scrutinized by the public, the development industry and reviewed by the Ministry of Community Services. Local government decisions related to project costs, allocation of costs, use of sectors, the assist factor and other issues should be well-reasoned and explained.
- **DCCs should be current.**
Local governments should regularly update their DCC bylaws to ensure that the rates reflect changes to infrastructure needs and project costs, as well as changes to important growth management objectives. At the same time, notwithstanding the need for regular updates, developers do expect a certain degree of stability in rates over time. Major changes to DCC programs may create uncertainty and discourage development.
- **Stakeholder input is important.**
DCCs impact many different organizations and individuals, including the development industry and existing ratepayers. All parties that may be affected by a DCC program should be afforded meaningful opportunities to participate in the DCC decision-making process.

For More Detailed Information

Ministry Best Practice Guides

Development Cost Charges Best Practices Guide

Development Finance Choices Guide

Available electronically through the search function of the British Columbia Government website at: www.gov.bc.ca

Or call

Ministry of Community Services
Intergovernmental Relations
and Planning Division

1-250-387-3394

Ministry of Community Services
Infrastructure and Finance Division

1-250-387-4060

Toll Free through Enquiry BC

In Vancouver call:

1-604-660-2421

Elsewhere in BC call:

1-800-663-7867



STAFF REPORT

For: Lisa Clark, CAO/CFO, Mayor & Council
Prepared by: Tony Leggat, Public Works Foreman
Subject: Public Works Report December 2019
Meeting date: January 21, 2020

This report summarizes the various activities of the Public Works department for December 2019.

Water

- Public Works spent considerable time at the Water Treatment Plant, ensuring all systems are working as necessary. Several calls were made to AWC to troubleshoot minor issues.
- Installed salvaged cabinets at the Water Treatment Plant for additional storage of tools and materials. Installed 2 eye washing stations.
- Water samples collected and sent to Island Health as required.
- Facilitated a Water Treatment Plant tour with Council and CAO on Dec 18th.
- Filled chemical barrels at Water Treatment Plant and performed regular maintenance on equipment.

Sewer

- Arranged a regular annual service call from Pipe Eye Video Inspections & Services to video sewer line section on MacMillan Drive. It was determined that part of the line was blocked - Pipe Eye returned to flush the line and finish the camera work on the following day.
- Trees around sewer lagoon were trimmed to fence height on direction from the CAO.
- Regular routine maintenance of sewer lift stations and lagoon.

Parks

- Arranged for several danger trees in the campground to be fallen and removed. Cleaned up branch debris.
- Completed the Working Waterfront Project by arranging installation of solar lights in the trail structures, several phone calls and meetings with contractor.
- Met with contractor regarding bus shelter Dec 9th.

Roads

- Fire Hydrant inspections - provided maps and information to Northern Ropes and Industrial Supply.
- Ordered and arranged delivery of salt for roads from Mainroad.

Recreation Centre

- Unloaded chlorine delivery for Kelsey Centre pool and filled chlorine vats.
- Installed laser projector on roof of K/C for Christmas season.

Other

- Completed several small maintenance jobs @ Firehall #1, RCMP building, and the Kelsey Centre.

- Arranged winter service of heat pumps and furnaces @ RCMP and Health Clinic.
- Public Works reported to BC Hydro a number of streetlight outages. A reminder to residents to please report streetlight outages to the Village Office.
- Arranged alarm system inspections for municipal buildings.
- Travelled to Campbell River to pick up supplies and materials for various municipal departments on Dec 18th.
- Arranged servicing of furnace and heat pumps at the RCMP and Clinic buildings.
- Cleaned up recycling area.
- Delivered sand and sandbags behind Kelsey Centre for Emergency Program.
- Met with the CAO/CFO to discuss the 2020 budget and operational requirements for various services.



STAFF REPORT

For: Lisa Clark, CAO/CFO, Mayor & Council
Prepared by: Darlene Zapp, Recreation Manager
Subject: Recreation Centre Report December 2019
Meeting date: January 21, 2020

This report summarizes the various activities of the Recreation Centre for December 2019.

- Pool Birthday Party December 8. (\$80.00)
- Age Friendly Card making December 10.
- December 14, 2019 The Kelsey Centre Children's Xmas Party.
- Last After School Program was December 18, 2019, had Xmas party for them.
- Closed December 23-28, 2019 and Closed January 1st, 2020.
- Year End Inventory.

Age Friendly Van:

- Senior Luncheon Heritage Hall December 12, 2019.
- Seniors Shopping to Campbell River, December 13 and 23, 2019.
- Secret Santa December 18 & 19, 2019. CANCELED used Fisher Boy Truck

Stats for December:

Recreation/Pool:

- Village/Town: 62
- Valley: 127
- Other: 1

Afterschool program: 22

Phone Calls: 30 approximately

People Drop-in QA: 36 approximately

ATM: 18 approximately

Public Works: 28 approximately

- Meetings Every Monday Morning Village
- Recreation Staff/Safety meetings every First Tuesday Evening of the month.

- December 4, 2019 Multipurpose Room:
Nuka Dejocas
- December 20, 2019 Multipurpose Room:
Recreation/Darlene Zapp, Lisa Clark/CAO, Sayward Futures/Sue Poulsen and Sayward Valley
Music Fest/Bob Sampson.

New Schedule: Attached

Special Events Coming in January 2020:

- January Music Fest January 12 & 19
- Circus Training: January 26
- Sayward Community Kitchen: January 9 & 23
- Community Dinner: January 19

KELSEY RECREATION CENTRE JANUARY 2020 SCHEDULE

	SUNDAY	MONDAY	WEDNESDAY	FRIDAY
		NEW HOURS	NEW HOURS	NEW HOURS
		WEIGHT ROOM 1:00PM-8:00 PM	WEIGHT ROOM 1:00PM-8:00 PM	WEIGHT ROOM 1:00PM-8:00 PM
		CHILDREN'S DROP-IN 2:30-4:30	CHILDREN'S DROP-IN 2:30-4:30	CHILDREN'S DROP-IN 2:30-4:30
		PARENT & TOT SWIM 4:30-5:00	PARENT & TOT SWIM 4:30-5:00	PARENT & TOT SWIM 4:30-5:00
		SENIOR SWIM 5:00-6:00	SENIOR SWIM 5:00-6:00	SENIOR SWIM 5:00-6:00
		PUBLIC SWIM 6:00-8:00	PUBLIC SWIM 6:00-8:00	PUBLIC SWIM 5:00-8:00
		GYM 6:00-8:00	GYM 6:00-8:00	GYM 6:00-8:00
		HOCKEY NITE IN SAYWARD (FLOOR)	BASKET BALL	ROLLER BLADES OR ROLLING SKATE (BRING YOUR OWN SKATES) WAIVERS ARE MANITORY
11:30	TOONIE SWIM PARENT & TOT 11:30-12:30 SENIOR SWIM 12:30-1:30 PUBLIC SWIM 1:30-3:30PM The AFTER SCHOOL PROGRAM is CANCELED UNTIL FURTHER NOTICE			
12:00				
12:30				
1:00				
1:30				
2:00				
2:30				
3:00				
3:30				
4:00				
4:30				
5:00				
6:00				
6:30				
7:00				
7:30				
8.00				
			SINGLE	10-PACK
				MONTHLY
	NO AFTER SCHOOL PROGRAM:- Canceled			
	CHILD/YOUTH		3.00	27.00
	ADULT		5.00	45.00
	SENIOR		4.00	36.00
	FAMILY (Immediate)		15.00	135.00
	NEW: All children less than 7 years of age must be accompanied by a responsible person 16 years or older in the pool within arms reach at ALL TIMES. Maximum of 2 or 3 children. (Discretion of Life Guard) No exceptions.			
	NO AFTER SCHOOL PROGRAM: THE AFTER SCHOOL PROGRAM IS CANCELED UNTIL FURTHER NOTICE			
	REMINDER: The Kelsey Centre will be closed for all Statutory Holidays.			
	The facility schedule is subject to change. For daily schedule please call 250-282-5500			



STAFF REPORT

For: Lisa Clark, CAO/CFO, Mayor & Council
Prepared by: Paul Hibbert, Deputy Fire Chief
Subject: Fire Department Report December 2019
Meeting date: January 21, 2020

This report summarizes the various activities of the Fire Department for December 2019.

Report starts on next page.

Active Members: 12

Monthly Operations:

SCBA Checks: Two Air Tanks need Hydrostatic Testing — No defects reported.

Equipment Checks: No problems or defects reported.

Vehicle Inspections: No problems or defects reported.

Training:

Week 1: 4 members and 2 Officers attended. Topic: Fire behaviour.

Week 2: 5 Members and 3 Officers attended. Topic: Communications.

Week 3: 6 Members and 3 Officers attended. Topic: Equip Check & Santa Run Preparations.

Week 4: Xmas Break.

Calls This Month:

Fire: 2 (Locations: Village: 2, Valley: 0)

Medical: 3 (Locations: Village: 2, Valley: 1)

MVI: 0

Duty Officer: 0

Rescue: 0

Maintenance:

Engine 3: Major Brake Repair.

Rescue 33: Brakes Serviced.

Office:

Spent some time setting up the new office computer and multifunction printer/fax/copier for Fire Hall #1.

Arrangements for Santa run.

Contacts/Emails/Phone Calls etc.:

Training opportunities for:

START Training at Comox Fire Dept on Jan. 18th., Apr. 4th., & May 9th. 2020

FIRE ATTACK Training at Comox Fire Dept on Feb. 1-2nd., Feb. 22-23rd., Mar. 28-29th. and Apr. 25-26th.

Notes:

We are hoping to send 2 people for the Fire Attack Training and as many as we can to the Start Fire Training depending on take up from the members.



STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CAO/CFO
Subject: Revenue Anticipation Bylaw 2020
Meeting date: January 21, 2020

BACKGROUND

Many local governments, particularly smaller sized municipalities with limited reserve funds, require the use of a line of credit or short-term borrowing to fund expenses leading up to property tax collection. A revenue anticipation borrowing bylaw is to provide for an operating line of credit, if required. The Village of Sayward has not had an overdraft for many years. However, there is always the possibility that one could be created simply due to the timing of cash receipts and subsequent cash flow. The bulk of municipal cash inflows are concentrated in June and July when annual property tax revenues are collected, so there are times when cash flow can be an issue, particularly if large scale capital projects are underway (such as the Newcastle Dam Decommissioning project) and associated grants are payable only upon completion of such projects.

DISCUSSION

Staff is seeking Council's authorization, through the adoption of Revenue Anticipation Bylaw No. 462, to obtain short term financing in the form of a line of credit with the Municipal Finance Authority (MFA) not exceeding the sum of seven hundred thousand dollars (\$700,000). The total authorized is calculated as 75% of the 2019 total tax levy plus outstanding amounts from other governments for 2019.

The line of credit, if remained unused, will not incur costs for the Village. In the event that cash flow becomes an issue, and the line of credit is drawn upon, Staff will prepare a report to Council to inform them of such activity and provide a detailed analysis of interest costs and payment terms. Multiple draws on the line of credit are permitted as needed by the Village. The current short-term borrowing rate through the MFA is 2.53% per annum. Interest is calculated daily and compounded monthly.

RECOMMENDATION

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

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

Respectfully prepared,

A handwritten signature in blue ink, appearing to read "L. Clark", is written over a horizontal line.

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.