



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
JANUARY 7, 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 7, 2020 be approved.

5. Minutes of Previous Meetings

Recommended Resolution:

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

6. Petitions and Delegations

7. Correspondence

Recommended Resolution:

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

8. Council Reports

9. Reports of Committees

10. Mayor's Report

11. Unfinished Business

12. Staff Reports

a) Staff Report: Projects Update – December 2019

{pg 30}

Recommended Resolution:

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

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

{pg 39}

Recommended Resolution:

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.

13. Bylaws

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

17. Adjournment

Recommended Resolution:

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



**VILLAGE OF SAYWARD
MINUTES
REGULAR COUNCIL MEETING
DECEMBER 17, 2019
KELSEY CENTRE GYMNASIUM**

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

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

1. Call to Order

Meeting was called to order at 7:00 PM.

2. Public Input

Debbie Coates	Wished Council & Staff a Merry Christmas and a Happy New Year.	
Karren McClinton	Concerns about the Valley not paying for the recycling depot and asked whether the Area Director can be invited to a future meeting to discuss.	The Mayor indicated that the recycling depot is operated by Comox Strathcona Waste Management (CSWM) and is funded by both the Village and Valley residents.
Irene Callaghan	Questioned why residents are paying for both garbage pick- up and recycling, and asked whether recycling could be eliminated (cost savings to taxpayer)	The Mayor indicated that there would be no cost savings in eliminating recycling services as garbage volume would increase and fees to dispose of this extra garbage would rise as well.

3. Introduction of Late Items

MOTION R19/326

MOVED AND SECONDED

THAT the verbal report from Cllr Ives requesting additions to the Minutes be added to the agenda as New Business as 14 a.)

THAT the letter from Tracey Payne, Community Nurse Practitioner requesting a letter of support from Council be added to the agenda under New Business as 14 b.)

CARRIED

4. Approval of Agenda

MOTION R19/327

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for December 17, 2019 be approved as amended.

CARRIED

5. Minutes of Previous Meetings

MOTION R19/328

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on December 3, 2019 be adopted.

CARRIED

MOTION R19/329

MOVED AND SECONDED

THAT the minutes from the Committee of the Whole meeting held on December 10, 2019 be adopted.

Opposed: Cllr Cragg **CARRIED**

6. Petitions and Delegations

- a) Nuka de Jocas, Sayward Community Capacity Coordinator – Sayward Physical and Community Wellness Project, mid mandate report.

MOTION R19/330

MOVED AND SECONDED

THAT the presentation by Nuka de Jocas, Sayward Community Capacity Coordinator be received.

CARRIED

7. Correspondence

MOTION R19/331

MOVED AND SECONDED

THAT the following correspondence be received:

- a) Mayor Martin Davis, Village of Tahsis: Vancouver Island and Coastal Communities – Climate Leadership Plan
- b) MIABC Risk Management Tidbits – Fall 2019
- c) 2020 AVICC Resolutions Notice, Call for AVICC Executive Committee, Call for Presentations
- d) UBCM Funding & Resources Update
- e) BCEDA – Forestry Plus program
- f) 17th Annual BC Natural Resources Forum – Invitation Jan 28th – 30th, 2020

CARRIED

MOTION R19/332
MOVED AND SECONDED

THAT Cllr Cragg and Cllr Ellis nominate Cllr Ives for a Director at Large position on the AVICC Executive Committee.

CARRIED

8. Council Reports - None

9. Reports of Committees

a) Sayward Valley Folk Music Society – Kelsey Centre venue

MOTION R19/333
MOVED AND SECONDED

THAT Council endorse recommendation C19/45 made by the Committee of the Whole, and;
THAT Staff work with the Sayward Valley Folk Music Society and Sayward Futures Society to hold the 2020 concerts at the Kelsey Centre.

CARRIED

b) Notice of Motion

MOTION R19/334
MOVED AND SECONDED

THAT Council endorse recommendation C19/47 made by the Committee of the Whole, and;
THAT Council implement the Notice of Motion procedure starting in 2020.

CARRIED

10. Mayor's Report – verbal

Note: The Mayor briefly updated Council on the meeting he attended with Hon. Claire Trevena on December 17th; items discussed included the WFP strike and the Dam Project.

MOTION R19/335
MOVED AND SECONDED

THAT the verbal report from Mayor MacDonald be received.

CARRIED

11. Unfinished Business - None

12. Staff Reports

a) Staff Report: Evacuation Plan Project

MOTION R19/336
MOVED AND SECONDED

THAT Council receive the Evacuation Plan Project report for information and discussion, and;
THAT the contract for developing an evacuation plan be awarded to Behr Integrated Solutions Inc. in accordance with its November 13, 2019 quotation, and;

FINALLY, THAT the Mayor and Chief Administrative Officer be authorized to execute the contract on behalf of the Village of Sayward.

CARRIED

b) Staff Report: 2020 Flood Planning Grant

MOTION R19/337

MOVED AND SECONDED

THAT Council receive the Grant Opportunity – Flood Planning report for information and discussion, and;

THAT the Village of Sayward supports the submission of an application to the CEPF 2020 Flood Risk Assessment, Flood Mapping and Flood Mitigation Planning stream, and will provide overall grant management if the application is approved.

CARRIED

13. Bylaws

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

MOTION R19/338

MOVED AND SECONDED

THAT Five Year Financial Plan Amendment Bylaw No. 461, 2019 be given fourth and final reading.

CARRIED

14. New Business

a) Addition to Minutes – verbal report from Cllr Ives

MOTION R19/339

MOVED AND SECONDED

THAT all direction to Staff given at Council meetings be recorded in the meeting minutes.

CARRIED

b) Letter from Tracey Payne, Community Nurse Practitioner requesting a letter of support from Council.

MOTION R19/340

MOVED AND SECONDED

THAT Council authorizes the Mayor to send a letter of support to the Sayward Community Health Society.

CARRIED

15. Public Question Period

Debbie Coates	Asked Council whether the additional costs for the Dam Project include a generator for the Water Treatment Plant. Cautioned Council about requesting additional funding from the Province without looking internally for cost savings, especially in regard to the Rec Centre and the pool. Asked Council to consider closing the pool.	The Mayor indicated that Staff are looking into infrastructure grants for the Dam Project and that the Rec Centre is also being looked at during budget meetings.
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Irene Callaghan	Questioned why so much money is being spent on chemicals for the water system and asked why the Village office is using bottled water.	The Mayor and CAO indicated that the water issue at the Village office has nothing to do with the water itself, but the issue lies with the age of the pipes.
Karen McClinton	Asked Council whether the Sayward Valley Folk Music Society concerts are going to cost the taxpayers money.	The Mayor stated that no, they will not.
Irene Callaghan	Asked what work the sewer truck was doing in the Village today.	Staff indicated that the truck was videoing the sewer lines on MacMillan as part of regular maintenance and servicing of the line.

16. In-Camera - None

17. Adjournment

MOTION R19/341

Moved AND SECONDED

THAT the Regular Meeting of Council for December 17, 2019 be adjourned.

CARRIED

The meeting was adjourned 8:15 PM.

Mayor

Corporate Officer

CAO

From: Forrest, John EMBC:EX <John.Forrest@gov.bc.ca>
Sent: December 31, 2019 9:33 AM
To: CAO
Subject: EPA modernization

Good morning,

I am pleased to advise that the discussion paper "*Modernizing BC's Emergency Management Legislation*" has been released for a three-month online public consultation. This discussion paper has been developed in response to direction that Emergency Management BC has received to repeal and replace the current *Emergency Program Act* to strengthen emergency management within the province.

The discussion paper outlines government's modernization proposals and reflects BC's adoption of the *United Nations Sendai Framework for Disaster Risk Reduction*. BC is moving beyond its traditional focus on preparedness and response to provide greater support and consideration for the mitigation and recovery phases of emergency management.

Disaster risk reduction in the *Sendai Framework* is a broad concept that incorporates land-use planning, natural resource management, and cultural, social and psychological needs of communities and individual community members. With the adoption of the *Sendai Framework*, BC is moving to an "all-of-society" approach to emergency management that requires all partners to do more to mitigate, prepare for, respond to, and recover from emergencies.

The discussion paper is available online at <https://engage.gov.bc.ca/govtogetherbc/consultation/emergency-program-act-modernization> and the feedback period is open until January 31, 2020. All feedback will be considered by the team drafting the legislation and regulations, and a "What We Heard Report" will be publicly released in spring 2020, summarizing feedback received.

Successful emergency management relies on our shared efforts. We look forward to working with you on this key endeavour to strengthen BC's approach and enhance the resilience of our people and communities.

I would like to acknowledge your contribution as well as the contributions of Emergency Social Services (ESS) volunteers to public safety in British Columbia. Based on feedback we've received during previous conversations, part of the proposed changes includes strengthened protections for volunteers and so input from yourself and ESS volunteers will be invaluable.

Please feel free to distribute to your volunteers.

John Forrest | Regional Manager, Vancouver Island Region
[Emergency Management BC](#)
Block A - [Suite 200, 2261 Keating Cross Road](#)
[Saanichton BC, CANADA, V8M 2A5](#)

Ph: [250 952-5818](tel:2509525818)

24 Hour Emergency Reporting: [1 800 663-3456](tel:18006633456)

Follow us on Twitter [@EmergencyInfoBC](#) and [@PreparedBC](#)

1/shareArticle?

page.gov.bc.ca/govtogetherbc/consultation/emergency-
on/&title=&summary=&source=).

Emergency Program Act Modernization

October 28, 2019

Get Involved (<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/emergency-management-bc/legislation-and-regulations/changes-to-epa>).

What is this engagement about?

Emergency Management B.C. (EMBC) is modernizing the Emergency Program Act (EPA) to support more effective management of emergencies in B.C. by incorporating international best practices, including the United Nations (UN) Sendai Framework for Disaster Risk Reduction (Sendai Framework); the UN Declaration on the Rights of Indigenous Peoples (the Declaration); and the draft principles that guide the Province's relationship with Indigenous Peoples.

In October 2018, B.C. become the first Canadian province to adopt the Sendai Framework. One of its key tenets is an "all of society" approach to emergency management to help build resilience at the individual and community levels. In May 2019, BC adopted an Interim Disaster Recovery Framework to provide a governance and operational structure for recovery prior to development of the new legislation. The proposals outlined in the discussion paper will provide the legislative framework to build on these measures and will position B.C. as a leading jurisdiction in emergency management.

The new Act will reflect the lessons learned from the unprecedented flood and wildfire seasons in 2017 and 2018, address all four pillars of emergency management (mitigation, preparedness, response and recovery), and place more emphasis on up-front disaster risk reduction in order to prevent events from happening and to lessen the impact when they do occur.

On October 28, Minister Mike Farnworth publicly released a discussion paper explaining the need for new legislation and outlining the proposed policy direction for modernized emergency management legislation. With the discussion paper government is seeking comment and feedback from its many emergency management partners and the public.

Feedback will be accepted until **4:00pm on January 31, 2020.**



During this time, you can download the [Emergency Management Legislation Discussion Paper](https://engage.gov.bc.ca/app/uploads/sites/121/2019/10/modernizing_bcs_emergencymanagement_legislation.pdf) (https://engage.gov.bc.ca/app/uploads/sites/121/2019/10/modernizing_bcs_emergencymanagement_legislation.pdf) and share your feedback in several different ways including:

1. Email your comments to EmergencyProgramAct@gov.bc.ca (<mailto:EmergencyProgramAct@gov.bc.ca>).
2. Mail your comments to:

Attn: Citizen Engagement
PO BOX 9484 Stn Prov Govt
Victoria, B.C.
V8W 9W6

How can my contribution make a difference?

EMBC will use feedback from this public engagement period to inform drafting of the new legislation, which is expected to be introduced in the Fall 2020 legislative session.

The Ministry of Environment and Climate Change Strategy is also engaging on the topic of climate preparedness and how people and communities can be ready to address the impact of climate change. If you have ideas to share go to the [Climate Ready BC: Preparing Together website](http://engage.gov.bc.ca/climatereadybc/). (<http://engage.gov.bc.ca/climatereadybc/>).

A "What we Heard Report" highlighting feedback received will be released after the engagement period closes.

Details of the Engagement:

Date: October 28, 2019 to January 31, 2020

Status: Open

Location: Province-wide

Category: Health and Safety

Types: Online, Email

Get Involved (<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/emergency-management-bc/legislation-and-regulations/changes-to-epa>)

Related consultations

[Vapour Products](#)



From: The Truck Loggers Association <contact@tla.ca>
Sent: December 23, 2019 12:42 PM
To: cao@saywardvalley.net
Subject: Hot Sheet: Message from Executive Director re: USW/WFP strike

Is this email not displaying correctly?
[View it in your browser.](#)



Hot Sheet

Urgent or Time Sensitive News from the TLA

Dear TLA members,

As we head into the holiday season, I would like to wish the TLA membership happy holidays and acknowledge that given the current USW/WFP strike on Vancouver Island and market conditions across the province, this time of year may not be as joyous as it has been in other years. It has been a tough year for contractors and their suppliers, and I expect 2020 to be as equally challenging.

I'd also like to acknowledge the grassroots efforts of many contractors over the past year, namely Howard McKinnon and Frank Etchart who organized the BC Logging Convoy in September, those who have been vocal about the impacts of the strike on their businesses, employees and communities, as well as all of the TLA members and non-members who have put energy into raising awareness of the strike. It's important that you have a voice, stand up for your livelihoods and push government to hear you. Recently, we've had an overwhelming increase in requests for Forestry Feeds My Family bumpers stickers, and since 2017 have mailed more than 15,000 across the province, 2,000 of which this fall.

The TLA has also been busy behind the scenes. As is often the case, the advocacy work of the TLA does not often appear in the media; however, a tremendous amount of time is spent on the phone and in meetings with key members of government including the Premier, the Deputy Chief of Staff to the Premier, Ministers Donaldson, Bains, and Trevena, and their staff, Liberal and NDP MLAs, and Mayors.

Beginning with the most recent, below is an overview of the activities and government relations that I have engaged in since the strike began on July 1, 2019.

- December 10, phone call with Amber Hockin, Deputy Chief of Staff to Premier Horgan regarding USW/WFP strike demanding that the Premier start demonstrating empathy towards what is happening in the forest sector, explore what can be done to end the suffering of forest workers, contractors and their communities with regards to the strike and assist in the short-term to get contractors back to work. Additionally, requested they consider modifying implementation of Coast

Revitalization initiatives as the 3x stumpage charge on waste and changes to implementation to fee-in-lieu rates on log exports.

- Mid-December exchanged emails with Brian Butler to explain that the TLA has remained neutral in taking sides, as well as convey the contractor perspective of having no voice in this labour negotiation, but bearing the costs of the strike. I explained that workers have a right to strike but there is moral obligation to not destroy the livelihoods of TLA members. As such, they have every right to stand up and express their frustration and demand the parties get back to the table.
- December 5, phone call with Minister of Forests' Ministerial Assistant, Tim Renneberg to discuss what the government could do in the short term to help contractors, suggesting they explore what government can do with strike situation and that they look at the unintended consequences of Coast Revitalization. I also suggested that in the implementation of new policies for utilization and fee-in-lieu required a phased in approach.
- November 27, wrote a letter to Minister Bains calling on him to deal with the strike
- November 27, phone call with Bridget Horel, Manager, Regional Economic Operations Team, Ministry of Forests regarding the forest worker support program for Coast, informing them of the overall circumstances on Vancouver Island, requesting EI coverage for any workers once strike ends, and that programs they are offering should include mental health support for forest sector, especially following holiday season if strike extends into January.
- November 22, phone call with Minister Claire Trevena's assistant regarding the contractor meeting in Campbell River suggesting that Minister Trevena be prepared to have action items that will demonstrate support for contractors, not just tell them that she has heard from them and will take their concerns back to the legislature.
- November 6, wrote a letter to Minister Bains to raise awareness about the impact of the strike and requesting him to encourage both sides to get back to the table.
- November and December, had regular phone calls with Gaby Wickstrom, Mayor Port McNeill regarding North Island community impacts from the strike
- October and November, sent emails and had phone calls with Western Forest Products to ask them to get back to the table.
- October 29, wrote 62 letters to coastal mayors and 32 letters to MLAs to raise awareness of the strike and request they encourage both sides to get back to the table.
- October 29, hosted member networking event in Powell River and encouraged members to write letters to Don Demens, Brian Butler, Mayors, MLAs, Ministers and the Premier.
- October 17, wrote an open letter to the editor addressed to Don Demens and Brian Butler compelling them to get back to the bargaining table to end this labour conflict.
- October 15, had an in-person meeting with Amber Hockin, Deputy Chief of Staff for Premier to let her know that government needs to know people are suffering, their trucks are being repossessed and that the Premier needs to start addressing.
- October 7, TLA Board members spoke to BC Liberal caucus in Victoria to bring their attention to the impact of the strike and other problems of the forestry sector.
- October 7, TLA Board members spoke to BC NDP caucus in Victoria to bring their attention to the impact of the strike and other problems of forestry sector.
- September 26, wrote a letter to Premier Horgan to raise awareness about the impact of the strike and request that he explore what can be done to help end the labour conflict.
- September 24, TLA executive had an in-person meeting with Amber Hockin, Deputy Chief of Staff for Premier to discuss the forest industry crisis, logging convoy and USW/WFP strike
- Jul 13-14, attended Powell River Logger Sports and had an opportunity to speak with Premier Horgan; advised that he be more publicly visible with his support for the forestry sector.

- July 4-5, face-to-face meetings and phone calls with contractors on Vancouver Island regarding strike, letting them know the TLA is here to provide support where possible.

Additionally, I have been interviewed for several stories in the media where I have emphasized the impact of the current state of the forest industry and the importance of government's awareness. We have also engaged in several social media campaigns to encourage TLA members to have a voice.

Last weeks' acknowledgement from Premier Horgan, and Ministers Donaldson and Bains that they have heard from contractors loud and clear and announced that they plan to provide support in the new year indicates that everyone's combined actions have been effective in being heard. Although it's not what we asked for, or what we need—which is for the USW and WFP to negotiate until a deal is done—it demonstrates that continued pressure is necessary.

I'd like to wish you all the very best of the holiday season with your loved ones and hope that the new year will bring a more positive outlook.

David Elstone, RPF
Executive Director
(604) 684-4291 ext. 1
email: david@tla.ca

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Subject: FW: Destination Campbell River & Sayward partnership for 2020
Attachments: CR Spring 2019 Final Report - Sayward.pdf; ATT00001.htm; 201920 DBC CoOp Invoice - Village of Sayward.pdf; ATT00002.htm

Begin forwarded message:

From: Kirsten Soder <kirsten@destinationthink.com>
Date: December 11, 2019 at 2:03:31 PM PST
To: John MacDonald <john.macdonald@saywardvalley.ca>
Subject: Destination Campbell River & Sayward partnership for 2020

Hello Mr. Mayor, and best greetings of the season to you!

You'll recall when I came to present the 2019/20 CoOp Marketing plan to the Municipal Services Committee of the SRD this spring, I made a presentation about the Destination BC CoOp Marketing Program, and the #MeetOurNeighbours initiative. I described how the regional initiatives undertaken by Destination Campbell River would benefit all communities in the SRD, leveraged with a significant investment from the City of Campbell River, the local hotel tax collected in Campbell River, and through the contributions of the Municipalities of Tahsis, Zeballos, Gold River, and Sayward.

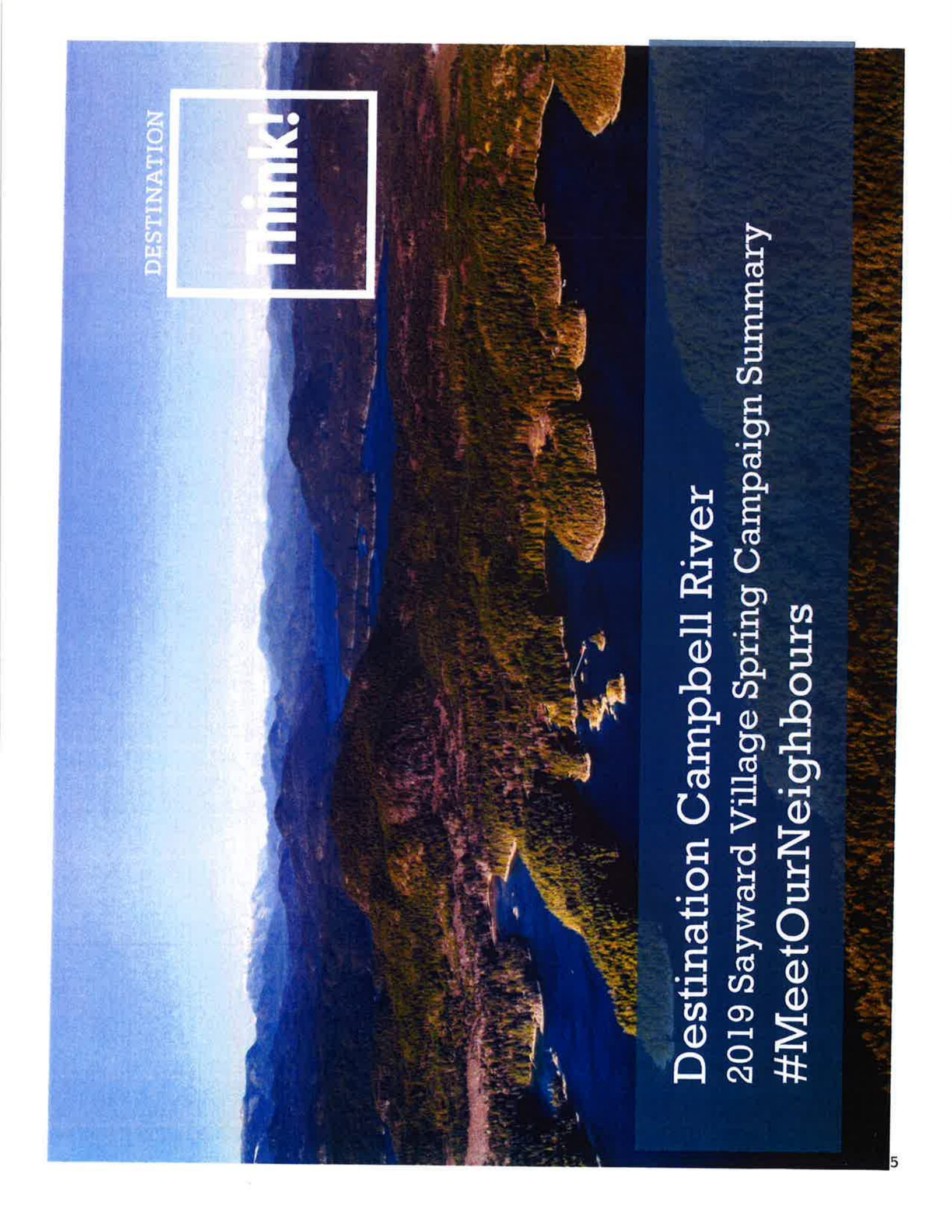
I'm pleased to share a mid-year report with you based on our successes and learnings to date, as we look ahead to another year of this regional partnership. I want to thank you for your support and contribution to this - it shows leadership and pride in our region.

You will also find the invoice attached for the 2019 commitment, and I have sent this by mail as well.

If you have any questions or would like to provide any further information or feedback on the content we've produced for and about Sayward, I would welcome a call, email or meeting early in the new year. I would also like to discuss the formal investment agreement to continue on with this effort in 2020/21 and will attend a committee meeting once the application is reviewed in early February. I have submitted a grant application to Destination BC asking for \$75,000, with **a specific contribution for a \$1000 investment from Sayward**, the same as last year when you boldly stepped up to help Zeballos participate. I trust you will find exceptional value in the continued partnership we've established through the Municipal Services Committee and our ability to leverage these funds to grow awareness of the tourism opportunities available in our region.

Thank you kindly, and have a wonderful holiday break!

Kirsten Soder
Executive Director
Destination Campbell River
kirsten@destinationthink.com



DESTINATION

Think!

Destination Campbell River 2019 Sayward Village Spring Campaign Summary #MeetOurNeighbours

Executive Summary - Regional Overview

KPI	Total
Total ad clicks	28,324
Total impressions	7,282,751
Landing page click through rate	0.34%
Video views	44,590
Landing page visitors	18,023

In total, **22,095** ad clicks were generated, surpassing our goal of 12,848 ad clicks. **18,023** landing page visitors were driven to the website.

We achieved **44,590** video views, exceeding our goal of 10,000 video views.

We grew our YouTube channel to 102 subscribers which was above our goal of 100 subscribers.



Sayward - Spring Campaign

Channel and Audience	Flight dates	Ad Clicks	CTR	Impressions	Landing Page Visitors	Time on Site	Bounce Rate
Native - Couples	June 11 - 25	669	0.50%	133,464	663	4:09	92.60%
Facebook - Couples	June 12 - 18	199	0.62%	32,311	241	4:49	80.50%

Destination Campbell River
Sponsored

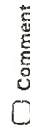
Challenge each other with Kusam Climb in Sayward this summer, views like this can't be beat.



Kick back and enjoy being off the grid.

[Learn More](#)

Village of Sayward



Highlights

- 868 Ad clicks were generated and 165,775 impressions were attracted, beating the goal of 543 Ad clicks and 131,860 impressions.
- Native brought in more Ad clicks than Facebook at 669 vs 199, whereas Facebook had a higher CTR at .62%, slightly lower than the industry avg. of 0.9%.

Sayward - Always On

Blog Link	Pageviews	Unique Pageviews	Time on Blog	Bounce Rate
/2019/05/23/simply-sayward/	1,157(3.45%)	1,055(3.50%)	0:03:33	88.93%

SAYWARD

EXPLORING SAYWARD

The friendly village of Sayward is cradled in the verdant Sayward Valley at the mouth of the Salmon River as it flows into picturesque Port of Kelsey Bay.

Sayward welcomes visitors looking to catch a breath of clean, fresh air. The main road into the village meanders through the lush valley bottom, surrounded by a tranquil pastoral landscape which is met in dramatic fashion with the steep sides of the surrounding mountains, before it gives way to the open vistas of the coast, dominated by the Salmon River, Kelsey Bay and Mount H'Kusam.

Despite the village's small population base of 400 inhabitants, there is a lot to see and do. One of the most popular tourist attractions is the Cable Cookhouse, a steel-framed building wrapped with 8,200 feet (2,700 metres) of wire cable weighing 26 tons, located on the east side of the one-lane bridge on Sayward Road.



Highlights

Over 3 minutes spent on the blog is an excellent indicator the content was helpful and engaging

Learnings and Recommendations

- Budget was reallocated to the Girls Weekend audience from Native to Facebook because of its promising CTR. Instagram and Video Ads were paused 3 weeks in. After that optimization, we noticed that both Ad clicks and CTR increased week over week.
- Girls Weekend audience was the top performer for ad clicks at 8,824. However, Couples Weekend Audience yielded the highest CTR at 0.33% among all three audiences.
- Native contributed to the majority of Ad clicks and landing page visitors at 12,001 and 12,253 respectively, whereas Facebook achieved the highest CTR across all the channels at 0.53%. Therefore, we recommend orienting towards Native and Facebook as the primary channels for future campaigns focusing on Ad clicks.
- Demographically, elder age groups (45 - 64) had stronger performance than younger age groups (25 - 44) in terms of Ad clicks and CTR. Thus, we suggest optimizing towards elder demographics for future campaigns to further enhance Ad clicks and CTR.
- Content for couples and girls did exceptionally well. These are two audiences to continue to test and drive content towards.
- Continue testing targeted audiences for blog content. We saw the value in targeting based on the content and the audience that would resonate i.e. female vs. male.
- Sayward residents and businesses should continue to be encouraged to engage more on Social Media channels to grow awareness and feature businesses and services.
- #MeetOurNeighbours hashtag now being used by a community in Australia - we will monitor and evaluate if we need to add another tag in 2020/21

THANK YOU

Lea Moreton

Account Lead

Destination Marketing

Destination Think!

leam@destinationthink.com

Aman Grewal

Marketing Project Coordinator

Destination Marketing

Destination Think!

aman@destinationthink.com

DESTINATION

Think!

FROM THE DESK OF
SELINA ROBINSON
MINISTER OF MUNICIPAL AFFAIRS AND HOUSING

Winter Newsletter – December 2019

Dear local government colleagues,

As winter blows the last leaves from the trees, I find myself thinking about all that we have accomplished this year by working together to make life better for people across British Columbia.

Thanks to your leadership and support, in just under two years, we have more than 22,000 homes completed or underway in communities across the province – homes for people who were experiencing homelessness, for women and children leaving abusive situations, seniors on fixed incomes, people with low to middle incomes, and for the first time in Canada – provincially-funded homes for Indigenous people, both on and off reserve.

Only by continuing to work together, and finding innovative ways to build, will we be able to truly address the housing crisis. An important focus of our government has been to give local governments the tools you need to address the unique challenges in your communities. For example, we changed the BC Building Code to allow tall wood buildings up to 12 storeys. At the September UBCM convention, I was proud to join the Premier in recognizing the 13 communities who took leadership in being early adopters of Mass Timber. Mass timber technology will not only bring needed jobs to our forest industry but produce far fewer greenhouse gases than other building materials, putting the province on a cleaner, more sustainable path.

While each community is distinct with its own opportunities and challenges, we can all agree that thriving and livable communities are the backbone of our province's economy and future. That's why our government is committed to investing in the infrastructure people count on to deliver critical services. This year we announced more than \$180 million to help communities improve the water and wastewater treatment services people count on. While the projects vary in size and scope, they will all make a big impact on the quality of life for people, from Spallumcheen to the Comox Valley.

We also saw that the need for infrastructure funding was greater than what the first round of funding could provide. So just a few weeks ago, I was pleased to announce another \$150 million is available to support projects to resolve drinking water advisories and modernize wastewater services to support your growing communities. I look forward to seeing many more projects getting the funding to support your community-building efforts.

I have always maintained that a healthy community also offers people places to connect, which is why I love hearing about the wonderful ways our [Community Gaming Grants program](#) is supporting over 5,000 not-for-profits to deliver programs and services that people in your communities rely on.

Of course, I can't forget the tremendous leadership and action you have shown by reducing carbon emissions in your municipal operations. [Fifty local governments reached carbon neutrality](#) and many more communities took steps toward reducing their emissions. Thank you for your role in the Province's [CleanBC](#) goals of reducing carbon emissions and protecting our clean air, land and water.

I am also extremely proud that our government introduced, and passed, the historic *Declaration on the Rights of Indigenous Peoples Act* this fall. Our commitment to advance reconciliation together through legislation builds on the other work we are doing across government with Indigenous partners, including committing \$550 million over 10 years to support the construction of 1,750 affordable housing units for on- and off-reserve.

Implementing the UN Declaration will help us continue to build a stronger British Columbia that includes everyone. I would encourage communities to consider applying for funding through the [Regional Community to Community Forum Program](#) to help strengthen local relationships and foster future co-operative action.

So, as the last year of the decade winds down and as we spend time with family and loved ones, reflecting on the year that was, I am thankful for your passion and leadership in tackling the challenges facing our communities and your enthusiasm to partner with us in investing in the people of British Columbia.

We have achieved a lot, but I know there is still so much more to do. I look forward to once again rolling up my sleeves with you in 2020.

On behalf of the Province, my ministry and staff, I wish you a relaxing and joyful holiday season and look forward to working with you in the new year!

Best wishes,

Selina

From: Tourism Vancouver Island <lauren@tourismvi.ca>
Sent: December 19, 2019 7:57 AM
To: Colum
Subject: TVI Industry News: December 2019

[View this email in your browser](#)



December Industry News

Anthony's Message

On behalf of the Tourism Vancouver Island team, happy holidays and a prosperous new year to you, your colleagues, friends and families!

'Tis the season to celebrate connection and be reminded of the many things we are grateful for. I am thankful for all of you; you make my work enjoyable and meaningful. It's a great time to look back on the success and hard work of last year, and to prepare for the new year that's about to come!

We are developing new collaborations and partnerships, and we look forward to seeing these grow in 2020.



This year, we welcomed two new key players to our team: a Corporate Communications Specialist and an Indigenous Tourism Specialist. Additionally, a Travel Trade Marketing Collaboration, led by us with Destination Greater Victoria, was announced and eight communities are on board for a 2020-2021 marketing campaign.

We are also excited to work in partnership with the Vancouver Island Economic Alliance to promote the Island Good brand to visitors (check out islandgood.ca). We have signed an MOU with Indigenous Tourism BC (read more [here](#)) and a Learning Partnership Agreement with Vancouver Island University (read more [here](#)).

Our Destination Leadership Council, which met in September for its first meeting, is the unification we need in our industry. We make choices together, support each other, and create and ride the waves - good and bad - together. I have certainly relied on these trusted advisors this year.

Our commitment to amplifying the excellent work of tourism operators and communities is a key component of our new strategy. It continues to evolve as we take a critical look at how we offer the best services and support to all of you. With a commitment to responsible tourism growth, the path forward for Tourism Vancouver Island includes support for tourism businesses in developing sustainable practices, visitor education, and off-season visitation growth.

We have a lot of work ahead of us and many more challenges to overcome, but I look forward to working together with all of you towards building a strong and sustainable industry and sharing our beautiful home with the world.

Anthony Everett

President & CEO, Tourism Vancouver Island

IMPACT

SUSTAINABILITY
TRAVEL & TOURISM

REGISTER NOW

VICTORIA, B.C. | JANUARY 19-22, 2020

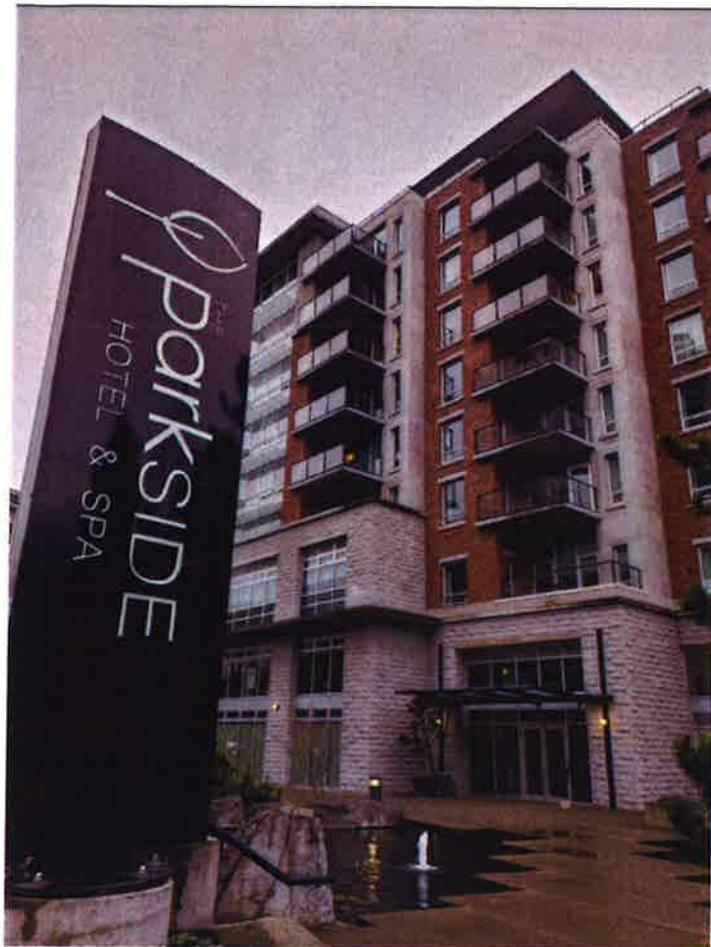


Stakeholder Feature

Parkside Hotel

Building a Culture of Sustainability

At Victoria's Parkside Hotel & Spa, every process, product, supplier and team member is connected to their culture of sustainability - from beehives and EV chargers to multi-stream recycling and staff engagement. To take it all in, you have to start in the basement supply closet and worked your way up to the roof. And that's just where our tour with Trina White, General Manager of Parkside, took us.



In the basement, Trina guided us to the laundry facilities and supply rooms. She explained that shelters and community centres can often take linen donations when in good repair, but that it still leaves much waste headed for a landfill.

"There's a lot of other things they won't take," she says, turning to a door rack filled with white fabric bags. "A hotel has to replace their shower curtains probably every two years, so what are you doing with that?" Trina asked.

Moving on through the basement, Trina paused at...

Continue Reading...

UPDATE: Maquinna Marine Provincial Park Boardwalk Repairs

In 2018 BC Parks initiated a multi-year project to replace and repair the failing boardwalk infrastructure used to access the hot springs at Maquinna Marine Provincial Park. This project is being completed to enhance public safety and improve visitor experience.

[Keep Reading...](#)



Free Sustainability Score Assessment and Call for Feedback.



Are you interested in improving your sustainability performance?

Sustainable Tourism Certified is seeking your input on their new Sustainable Tourism Certified criteria!

As a 'thank you' for your feedback, you are invited to complete a self-assessment alongside the feedback process, and Sustainable Tourism Certified will send you a complimentary **Sustainability Score Report**, a special gift not typically provided with their Sustainability Score. The report will include a free mini action plan and help you to benchmark your sustainability performance.

The online survey and self-assessment will take approximately 45-60 minutes and integrates space for you to provide valuable feedback on the questions and criteria being asked.

To take part in the Free Sustainability Score Assessment and Feedback Survey - click [HERE](#). The Survey and Assessment will close on **January 31, 2020**.

Sustainable Tourism Certified is an initiative of GreenStep Solutions, providing certifications, carbon software, training and consulting services to the tourism industry to improve its sustainability performance, reduce its carbon footprint, and meet the growing traveller demand for responsible business.

Upcoming Workshops with TVI

GROW WITH GOOGLE

Join Destination BC and Tourism Vancouver Island for a **free** session, to learn about the resources and tools available through Google that can help your business thrive, including **Google Analytics, Google My Business, Google Ads**, and others through a series of free workshops.

The **Grow with Google** program is intended to support small businesses to grow and succeed online by providing training, resources, and support materials for a variety of Google products.

Includes: **Three workshops** (Reach

Learn tools and tips that your business can use and get answers to some of those burning Google questions you may have from our digital team!

January 15, 10:00 am – 3:00 pm

Tigh-Na-Mara Resort

1155 Resort Drive

Parksville, BC V9P 2E3

Phone: 1-800-663-7373

Customers Online with Google, Get Your Business Online, and Using Data to Drive Business Growth) delivered in **one 5-hour session**.

[Register here](#)

Registration deadline Jan 8

DESIGNING REMARKABLE EXPERIENCES WORKSHOP

Join Destination BC and Tourism Vancouver Island for a two-day workshop and explore how your business can deliver local, authentic experiences that are designed with the BC traveller in mind.

Using a step-by-step approach, the workshop will introduce you to experiential tourism concepts and best practices, leveraging traveller data, hands-on activities, and group input to help you enhance your existing product offerings or develop entirely new traveller experiences.

Register Now. Seating is limited.

This session is for business owners and/or staff of tourism businesses or organizations, such as museums or attractions, that are actively involved in creating visitor experiences or can influence experience development decisions within an organization. Ideally, this is for businesses that have been in operation for at least one year.

Event Details:

January 14 & 15, 9:00 am – 5:00 pm

Long Beach Lodge Resort

1441 Pacific Rim Highway

Tofino, BC V0R 2Z0

[Register here](#) - **registration deadline January 7**

Fee: \$59 + GST includes lunch both days

February 20 & 21, 9:00 am – 5:00 pm

Kwa'lilas Hotel

9040 Granville Street

Port Hardy, BC V0N 2P0

[Register here](#) - **registration deadline February 13**

Fee: \$59 + GST includes lunch both days



Do you own or operate a tourism-related business within the Vancouver Island region, including the Gulf Islands?

If so, click here to [register your business](#) as a stakeholder of Tourism Vancouver Island. It's FREE, EASY, and FAST! As a stakeholder, you can access a wide range of benefits and events that can help grow your business.

CONNECT WITH US!



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STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CAO/CFO
Subject: Projects Update – December 2019
Meeting date: January 7, 2020

BACKGROUND

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

ATTACHMENTS

- Projects Update spreadsheet (December 2019)

DISCUSSION

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

Staff will go through the list and Council should ask questions if clarity is needed. Items in grey are items that have been completed since the last report. One item to note is Staff will be adding the 2020 Strategic Priorities approved by Council to the next report.

RECOMMENDATION

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

Respectfully prepared,

Lisa Clark, CAO/CFO

Item	Description/Info	Progress	Priority						
1	a	Water Treatment Plant Project	One of Sayward's most important infrastructure projects.	Nearing completion, a few minor items OS. Operational testing complete. There are a few items stemming from operating permit that Council/staff will have to work on. First is a Watershed Protection Plan which will require outside resources - budget for 2020, cost unknown (Staff will look into costs and project complexity). Second, update our cross connection regs into a policy. Staff should be able to do this, timeline 2020. Some final work needed on deficiencies, Staff are engaging IDL/AWP, final holdback remains in place.	High				
	b	WTP Reporting Requirements - Cross Connection Control Program		Cross Connection Control Program - update our program requirements to meet standards, Tony looking at options	Medium				
	c	WTP Reporting Requirements - Watershed Protection Plan		Watershed Protection Plan: This is a huge project and will require financial resources and considerable staff time.	High				
	d	WTP Reporting Requirements - Asset Management Plan		Assess new plant and include in AMP, Onsite Engineering to complete, added cost unknown but in works. Asset management plan to include life cycle of plant and plans to finance replacement.	Medium				
	e	WTP Reporting Requirements - Progress and UBCM claim for funds (SPF)		Staff to submit final claim to UBCM, need to confirm final reporting requirements in order to receive funds. \$438,412.50 owing to VOS	High				
2	a	Dam Project	Identify revised project budget, determine funding shortfall, report to Council on options	Project stalled due to major weather event. Staff to report to Council on options for 2020. Funding an issue.	High				
	b	Dam Reporting Requirements - Drinking Water Protection Act		Submit info certifying design meets drinking water protection act, construction permit, and water sustainability Act requirements, Staff to complete	High				
	c	Dam Reporting Requirements - Asset Management Plan		Assess the weir and include in AMP, 2020 item as dam project delayed	High				
	d	Dam Reporting Requirements - Water Conservation Plan		Water quality requirement, staff training is complete. Water Conservation Plan will need to be updated, Staff to complete.	High				
	e	Dam Reporting Requirements - Final Report	Requirements need to be completed as part of the funding agreement. Funding conditional on completing the reporting.	Final Report: Staff to complete once project finished.	High				
3	a	Working Waterfront Project	ICET, Trail final report	Info on forestry and Village installed, one totem installed, as well as concrete barriers. Additional benches placed, eaves troughing installed, and fencing (railing) completed. To do: Finalize expenditures, solar lighting. Solar lighting complete. Project construction now substantially complete.	Medium				
	b	WWP Reporting Requirements - ICET final report		Final Report: Staff to complete, some funds outstanding and receivable.	Medium				
	c	WWP Reporting Requirements - BC Rural Dividends final report		Final Report: Staff to complete	Medium				

4	Van Brocklin Road Exchange – Bylaw and Notification.	Van Brocklin, RROW process	Has been to Council June 18, legal issues to resolve, roadway identified. VB to get QEP to identify row then survey. Have spoken to QEP, directions given on how to proceed. Await survey from QEP. Lisa spoke to Van B on Aug 20th to follow-up, he will respond after Labour Day weekend. No other updates at this time.	Medium				
5	Bylaws							
a	Ticketing Bylaw	R19/224 - THAT Council receives the report on Ticketing Bylaw 422. And Further THAT, Council directs Staff to include a provision in the bylaw for early payment of fines and to create a policy on requiring the issuance of a warning letter prior to the issuance of a bylaw ticket.	First draft to Council, a few additions required, draft clean up, policy on warning letter. Staff have spoken to Gold River and will bring a report to Council early 2020, BENS (Bylaw Enforcement Notification System) may be the best option due to challenges being experienced by Gold River with their Ticketing Bylaw.	Medium				
b	Fireworks Bylaw	R19/297 THAT Council receive the Fireworks Bylaw report for information and discussion, and; THAT Staff be directed to engage the public for opinions and feedback on the potential new fireworks bylaw.	Plan change: New bylaw being prepared, repeal of existing provisions in Fire Protection Bylaw, report to Council Nov 5th meeting. Staff working on a survey for residents to provide input. Will be done before the end of the year. Survey being worked on, Jan 2020.	High				
c	ORV Bylaw	R19/298 THAT Council receive the ORV Bylaw report for information and discussion, and; THAT Staff be directed to amend the ORV Bylaw to include the requirement for an operation permit, and; FURTHER, THAT Staff be directed to amend the ORV Bylaw to replace Schedule "A" with a new proposed designated route, and; FINALLY, THAT Staff be directed to bring the ORV amendment Bylaw to the next Council meeting.	Staff directed to bring back to Council for review, Nov 5th Regular meeting. Bylaw to be amended to include requirement for permit. Plan change: keep original bylaw – to be discussed at Dec 3rd meeting. Staff require direction, new bylaw not needed? Per verbal report from Mayor Dec 3rd, Bylaw to stay intact, no changes. Complete.	High				
d	Backyard Burning Bylaw:			Medium				
	R 19/89 - THAT staff revamp and revise the Village's backyard burning bylaw and bring back before Council for consideration.		In progress	Medium				
	R 19/153 - THAT Council, in collaboration with the Sayward Fire Chief/Deputy Fire Chief, amend the Fire Burning by-law; and THAT the Village of Sayward add provision in our burning bylaw 272 as follows: 1) New provision in bylaw to include a Recreational Backyard firepits, Special Occasion/Ceremonial Fires, Outdoor Cooking Stations, and wood fired Saunas & Hot Tubs each to have a separate and distinct permit process, which may be required to have measurements and current photographs showing placement of the apparatus and/or fire pit, 2) Backyard recreational fire pits would be yearly permits based on the calendar year with a cost of \$50.00 per year or part thereof.		In progress, Staff to meet with Fire Chief late October, early November. Time constraints and schedule conflicts have pushed this meeting later in the year. Staff aim to meet with FD staff in December. Follow-up 2020.	Medium				
e	Public Nuisance Bylaw:							

	R 19/94 - THAT third reading of Public Nuisance Bylaw No. 417, 2019 be rescinded to permit an amendment to the Bylaw to allow the running of backup generators (24 hours a day) in the event of power interruptions to the Village; and THAT Public Nuisance Bylaw No. 417, 2018 be amended at second reading; and THAT Public Nuisance Bylaw No. 417, 2018 remain at second reading to allow the gallery to send comments to the CAO.	Staff asks for direction - Unknown if Gallery input was asked for or received	Medium					
f	Traffic And Highways Bylaw	Bylaw needs to be updated and then sent to MOTI for input before bringing to Council.	Medium					
g	Business License Bylaw	Needs updating for artisans at gift store, Staff to review	Medium					
h	Fees & Charges Bylaw	Needs to be updated to only include administrative items, removal of regulatory bylaw fees and charges, Staff to review	Medium					
i	Building Bylaw	SRD in process of providing a building bylaw template for their building inspection customers, staff will follow up on progress. Working in conjunction with SRD, Gold River - on new Building Bylaw. Time resources are challenging - we need to do this, may have to look at other resources.	Medium					
j	Reserve Bylaw	Asset Management Plan needs to be reviewed so recommendations are used when creating Bylaw. Staff to review	Medium					
k	Financial Plan Bylaw - amendment	Due to dam budget increase, transfers from surplus, grants received and other items approved by Council during the year, the 2019-2023 FP Bylaw will need amending before the end of the fiscal year.	High					
l	Bylaw Review Project	Staff anticipate a need for a bylaw review as several old bylaws need updating.	Medium					
6	Grants							
a	VoS Backup Power Supply - Sewer Lift Stations (\$120,000 from Investing in Canada Infrastructure Program, Rural and Northern Communities, awaiting decision early 2020)	R19/07 - THAT the report from the Chief Administrative Officer be received; and THAT the Council for the Village of Sayward supports an application to the Investing in Canada Infrastructure Program - Rural and Northern Communities grant program to purchase generators to operate the Village's sewer lift stations during a power outage, and further THAT the Council for the Village of Sayward supports the project and commits to its share of any ineligible costs or cost overruns associated with the project as currently provided for in the 2019 financial plan.	Medium					

b	Evacuation Route Planning Grant (\$24,500 from UBCM, approved 2019)	R 19/160 - THAT the Mayor and EOC Director/Councillor Ives consult with Strathcona Regional District Protective Services Coordinator Shaun Koopman to issue an amended Request for Proposal to BC Bid for evacuation planning for the Village of Sayward. R 19/336 - THAT Council receive the Evacuation Plan Project report for information and discussion, and; THAT the contract for developing an evacuation plan be awarded to Behr Integrated Solutions Inc. in accordance with its November 13, 2019 quotation, and; FINALLY, THAT the Mayor and Chief Administrative Officer be authorized to execute the contract on behalf of the Village of Sayward.	RFP provided to Village for review. Staff will respond week of July 8. Work with SRD, RFP issued Oct 9th, closing date Nov 13th. 4 proposals received, Staff, EPC and SRD Protective Services Coordinator reviewing the week of Dec 2nd. Report to Council Dec 17th. Staff to send contract to Behr Integrated Solutions Inc., project to start early 2020.	Medium					
c	Emergency Operations Centres Grant (\$24,428 from UBCM approved 2019)	R 19/163 - THAT the Mayor, EOC Director/Councillor Ives and the CFO liaise with Protective Services Coordinator Shaun Koopman regarding evacuation planning, and, training and radio communications enhancement.	Onto Council for info September 3. Work with SRD. Staff looking into status, Councillor Cragg and DF/C Paul Hibbert follow-up. HF radios purchased by Shaun, status of drone unknown.	Medium					
d	Rural Dividend Pond Grant (\$10,000 from BC Rural Dividends, approved 2019)	R19/220 - THAT Council endorses the recommendation C19/34 made by the Committee of the Whole; And Further THAT, the Rural Dividend Pond Grant be repurposed to provide funds for website redesign to improve economic development content.	Council approved plan to redirect funding to website development. Next step, Rural Dividends to approve new project - application in progress. Application submitted Nov 29th, awaiting response. Application for re-purposing approved Dec 23rd, Staff Report to Council Jan 14th COW meeting.	Medium					
e	2020 Flood Risk Assessment, Flood Mapping and Flood Mitigation Planning Project (\$150,000 from UBCM, grant app to be submitted)	R 19/337 - THAT Council receive the Grant Opportunity - Flood Planning report for information and discussion, and; THAT the Village of Sayward supports the submission of an application to the CEPP 2020 Flood Risk Assessment, Flood Mapping and Flood Mitigation Planning stream, and will provide overall grant management if the application is approved.	Report to Council Dec 17th. Next steps, apply for grant (Shaun & Staff), deadline January 24th, 2020	Medium					

f	2020 Age Friendly Grant (\$25,000 for Planning Grant; approval from Council needed)	R 18/207 - That Council authorize an application to be made to UBCM for a grant under the 2019 Age-Friendly Communities Program in the amount of \$15,000 for Stream 2, Age-Friendly Projects; and That Council set up a steering committee made up of seniors in the community to provide input into the development of a wellness program; and Further that Council commit to updating its Official Community Plan to be inclusive of age-friendly principles and planning. R19/305 - THAT Council endorses recommendation C19/41 made by the Committee of the Whole, and; THAT Staff be directed to look into a planning grant to update the Official Community Plan in 2020.	Staff will follow-up with grant application, steering committee and OCP update on to do list. Report to Council January 7th, 2020.	Medium					
7	Fire Services Agreement - to review service and funding mechanism	IC19/122 THAT Council receives the report on the Village/SRD Fire Protection Contract, and; THAT Option B presented in the staff report dated November 5, 2019 be approved as a method moving forward to look at cost sharing for the Sayward Valley Fire Department, and; FURTHER THAT, the Strathcona Regional District be asked to approve the process outlined in Option B and work with Village Staff to collect the required information, and; FINALLY, THAT a time extension to the fire service agreement be requested from the Strathcona Regional District.	In progress. Meeting Aug 20 with Mayor and VFD staff to look at options. Deputy Fire Chief to send Staff data on call-outs. Resolution sent to SRD for their approval, next steps are working with the SRD on data collection and moving forward with a new agreement. Council resolution Nov 5th sent to SRD, will be on SRD Agenda early December. Fire service agreement extension signed Dec 2019, for additional 3 years. Next steps, collection of data in collaboration with the SRD.	Medium					
8	Recreation Services Agreement	Recreation Services Agreement - to expand financial support	Rec Centre shared agreement with Strathcona Regional District. Staff working with SRD on how best to engage residents on this topic, SRD CAO away until week of Dec 2nd, Staff to follow-up. Staff meeting with SRD CAO Dec 13th. Report to Council Feb 2020	Medium					
9	MAIS: final training and installation	MAIS: final training and installation - full accounting system	Complete, a few minor outstanding items in Payroll	High					
10	Projects/issues report	List of all projects, grants, bylaws, other items that Staff are working on	Update full report, Jan 7th meeting	High					
11	Budget Variance	Budget to Actual, quarterly report	Will be part of F/P discussions, new report second meeting of April 2020 for 1st quarter	Medium					
12	Policy Update Project	Several Village of Sayward policies are outdated and need revision. Some new policies required.	Project started by CAO in 2015, consultant prepared several new policies and a roadmap of which policies are to be rescinded. Staff working on this project as time permits.	Medium					
a	Personnel – Hiring Policy	New format	In progress	Medium					

b	Reserve Policy	New Policy	In progress, to do in conjunction with AMP	Medium					
c	Procurement Policy	New Policy	In progress, to be completed with Social Procurement component, needs legal review	Medium					
d	Respectful Workplace Policy	New Policy	In progress	Medium					
e	Annual Property Tax Sale Policy	New format	In progress	Medium					
f	Personnel – Benefits, Leaves and Employment Conditions Policy	New format	In progress	Medium					
g	Public Works Inspection Policy	New Policy	To do, in conjunction with AMP	Medium					
h	Campground Policy	MOTION R19/232 THAT Council receives the report on the Campground for information and discussion, and, provide Staff with direction. And THAT Council directs Staff to advise Mr. Pringle that his request to use the campground for longer than one month is not approved. And THAT the campground policy dated 11/02 be rescinded, And Finally, THAT Staff develop a new campground policy for deliberation at a future Council meeting.	To do	Medium					
i	Ticketing Policy	MOTION R19/224 THAT Council receives the report on Ticketing Bylaw 422, And Further That, Council directs Staff to include a provision in the bylaw for early payment of fines and to create a policy on requiring the issuance of a warning letter prior to the issuance of a bylaw ticket.	To do. Staff have spoken to Gold River and will bring a report to Council early 2020. BENS (Bylaw Enforcement Notification System) may be the best option due to challenges being experienced by Gold River with their Ticketing Bylaw.	Medium					
j	Bylaw Enforcement Policy		Staff have determined a need for a Bylaw Enforcement Policy, this would outline roles and responsibilities, and the process involved when receiving a complaint.	Medium					
k	Other small policies that need consolidation and review		To do	Medium					
13	Finalize Asset Management Plan		Field work complete, draft reports available, need to review study goals to output. Met with Onsite on AMP, revisions required and addition of new WTP per funding agreement. Another meeting scheduled for Oct 22nd. In progress.	Medium					
14	Entrepreneurial Immigration Program		Councillor Ives initiative, phone and e-mail (Staff) - done, to-do: info on website, program committee. Program started, apps being received, logistics OK?	Medium					
15	Strategic Plan 2020-2022	Planning session with new Council to confirm strategic direction and goals for term.	Nov 12th COW meeting, 10am -2pm, draft SP presented at Nov 19th meeting, final version to be brought to Dec 3rd meeting. Complete.	Medium					
16	Financial Plan 2020-2024	Several meetings held to allow for public input and Council direction on financial plan	First COW meeting Dec 10th, additional meetings, Jan 14th, Jan 28th	High					

17	Records Management	Staff anticipate a need for a records management review as filing system not consistent and consolidation necessary.	Report to be brought to Council early 2020, Staff will include with FP discussions.	High				
	Resolutions							
	R 18/75 - That Council receives the Report on Water Sewer Garbage Rates 2018, That the water rate bylaw be amended to reflect 94 units for the dry land sort, That the water and sewer rate bylaws be amended to reflect 26 units for the school, That the water and sewer rates bylaw be amended to add a Grocery under Store, That the water and sewer rates bylaw be amended to add a rate for Campgrounds – Serviced Stalls times Months in Operation divided by 12 - times Motel Rate, And Finally That, a rates review be completed within the next two years to balance revenue streams and to modernise the bylaws.		Changes made as directed, review planned for 2020	Medium				
	IC 18/41 - That staff be authorized to issue a residential building permit for 650 Kelsey Way in advance of the commercial component; and that the commercial component must be completed within two years of the issuance of the building permit for the residential dwelling.		Building permit application not submitted yet	Medium				
	R 19/13 - THAT the presentation made by Alex Turner be received; and THAT staff work with the Tourism Committee and Nature Trust to facilitate a parking lot off Sayward Road and trail improvements to improve access to Kelly Bridge; and FURTHER THAT Staff arrange a meeting with Nature Trust.		Meeting with Nature Trust, Staff currently corresponding on the parking lot - NT has indicated not receptive due to intrusion on NT properties (Trail and parking lot). Emails exchanged, Nature Trust is not interested in creating a new parking lot. SFS to approach NT for a meeting with their Board. Next steps?	Medium				
	R 19/63 - THAT Council receive the CFO's report on the Climate Action Revenue Incentive Program for information and discussion; and THAT Staff be directed to implement a GHG measuring system and report on potential carbon reducing projects for 2019; and FURTHER THAT \$10,000 be added to the 2019 budget for the costs of carbon reducing projects.		Funds in 2019 budget, carry forward to 2020.	Medium				
	R 19/76 - THAT staff liaise with Island Timberlands and create an MOU for VOS to use any and all Island Timberlands Forest service roads in a time of a called emergency for evacuation of the Sayward Community.		Staff have discussed with SRD Co-ordinator, template for MOU available. Contacted WFP, they are receptive, Island Timerlands (Mosaic) has no assets in our area.	High				
	R 19/77 - THAT staff liaise with Mid Island Co-op, Island Timberlands, Western Forest Products and Mainroad Inc, to create individual MOUs for provision of fuel to VOS (emergency vehicles and generators only) during a time of a called emergency.		Staff have discussed with SRD Co-ordinator, template for MOU available. Next contact Island Timberlands (Mosaic), Western and Mainroad. Western has expressed interest in an MOU, Mosaic has declined (they have no fuel assets stationed in our area), Mainroad receptive. DRAFT MOU with Mainroad on December 3rd Council Meeting agenda. MOU approved by Council. Complete.	High				
	R 19/78 - THAT in accordance with the Community Charter and other applicable provincial legislation, the Village of Sayward donate land (site to be determined) for an entrepreneur to build and operate a grocery store in the Village; and THAT Council consider waiving certain fees and charges in place at the time in support of the project; and THAT should Council be successful finding an individual to build and operate a store in the Village, that a Contract with that entrepreneur be put in place providing the entrepreneur with a timeline to get the store up and running; and FURTHER THAT the Contract provide in principle certain conditions to ensure the continual operation of the business over a certain number of years, to be determined by Council.		Staff note: Resolution is complex, Council has limited authority to provide assistance to a business - will require legal (partnering agreement).	Medium				

R 19/120 - THAT a Dogwood Tree be planted near the new gazebo.	Tree planted next to gazebo, photos and report to LGMA to do. Complete.	Low			
R19/212 - THAT Council receives the report on the Campground Rental for the Nurse Practitioner, And THAT Council approves the rental of Site 2 at \$350/month for the Nurse Practitioner until July 31, 2020 when Council will revisit.	Letter done, back to Council July 2020	Low			
R19/213 - THAT Council receives the report on Sayward Harbour Authority – Request for Water/Sewer Fee Exemption, And THAT Council approves the request for a water and sewer fee exemption for 2019 on condition that the washrooms remain available for public use.	Report back to Council in 2020	Low			
R19/274 - THAT resolution R19/255 be amended to read: MOTION R19/255 MOVED AND SECONDED THAT Staff be directed to facilitate the installation of safety rails on Kelly's Bridge, and; THAT this installation be subject to funds available in the 2020 Financial Plan.	Staff looking into estimate, will be included in FP discussions	Medium			
R 19/340 - THAT Council authorizes the Mayor to send a letter of support to the Sayward Community Health Society.	Staff to prepare letter, due January 10th	High			
Direction to Staff: Water Treatment Plant site tour: Staff indicated that a site visit could be coordinated at a time convenient to everyone, dependent on weather. Staff will speak to the Public Works Manager and follow up with Council to arrange a tour.	Staff to suggest possible dates in December. Dec 17/18 possible dates. Tour done Dec 18th. Complete.	Low			
COW meeting Nov 12th: E-mail from Mr. Fletcher – gazebo fireplace. Direction to Staff: that a written response be sent to Mr. Fletcher	Letter to do. Letter done Jan 2, 2020. Complete.	Low			
Dec 3rd meeting: Council indicated a desire for Staff to prepare a Climate Action Charter report detailing the progress the Village has made to date.	Staff report early 2020	Medium			



STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CAO/CFO
Subject: Grant Opportunity – Age Friendly OCP project
Meeting date: January 7, 2020

BACKGROUND

The purpose of this report is to request that the Village of Sayward Council consider applying for an Age-friendly Communities Stream 1 grant from the Union of BC Municipalities to update the Village of Sayward Official Community Plan to include an age-friendly component. Updating the OCP was identified as a 2020 strategic priority.

ATTACHMENTS

- Age-friendly Communities 2020 Program & Application Guide

DISCUSSION

The Age-friendly Communities program assists communities in BC to support aging populations by developing and implementing policies and plans, undertaking projects that enable seniors and Elders to age in place, and facilitating the creation of age-friendly communities.

In November of 2018 Council passed the following resolution:

MOTION R18/207

MOVED AND SECONDED

That Council authorize an application to be made to UBCM for a grant under the 2019 Age-Friendly Communities Program in the amount of \$15,000 for Stream 2, Age-Friendly Projects; and
That Council set up a steering committee made up of seniors in the community to provide input into the development of a wellness program; and
Further that Council commit to updating its Official Community Plan to be inclusive of age-friendly principles and planning.

CARRIED

Staff are unclear as to whether a steering committee was initiated in 2018.

In November of 2019 Council passed the following resolution:

MOTION R19/305

MOVED AND SECONDED

THAT Council endorses recommendation C19/41 made by the Committee of the Whole, and;
THAT Staff be directed to look into a planning grant to update the Official Community Plan in 2020.

The 2020 Age-friendly grant program Stream 1 can contribute up to 100% of the cost of eligible activities to a maximum of \$25,000, provided the application has a Council or Board resolution confirming support for the proposed activities and for providing overall grant management. Local governments can submit one application per intake. The deadline submission for this grant is January 17, 2020.

This grant will be awarded in two payments to the Village of Sayward: 70% (\$17,500) when the signed Approval Agreement has been returned to UBCM and 30% (\$7,500) when the project is complete and the final reporting requirements have been met.

Staff are in the process of gathering more info on the project details and will present this to Council in February. In the meantime, due to the tight timeline, providing support for the Age-friendly grant indicates that the Village of Sayward is prepared to accept responsibility for this project and to provide overall grant management.

STAFF RECOMMENDATIONS

Recommended Resolutions:

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.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Lisa Clark', with a long horizontal line extending to the right.

Lisa Clark, CAO/CFO

Age-friendly Communities

2020 Program & Application Guide

1. Introduction

The Age-friendly Communities program assists communities in BC to support aging populations by developing and implementing policies and plans, undertaking projects that enable seniors and Elders to age in place, and facilitating the creation of age-friendly communities.

Since 2005, the provincial government has provided over \$7 million to support the program. To date, over 150 communities in BC have completed projects or been approved for funding, including local governments and First Nation communities.

2020 Age-friendly Communities Program

The Ministry of Health has committed additional funding to the program and grants are now available for 2020 program.

For local governments, this will include the continuation of funding under Stream 1: Age-friendly Assessments, Action Plans & Planning and Stream 2: Age-friendly projects.

All First Nations are now eligible to apply directly for Stream 1 funding.

2. Other Programs & Resources

In an age-friendly community, the policies, services, and structures related to the physical and social environment are designed to support seniors and Elders to "age actively." In other words, the community is set up to enable seniors and Elders to be healthy and well, to continue to participate in activities they enjoy, live safely, and stay engaged with their families, communities, Nations, and cultures.

The creation of age-friendly communities in BC builds on findings from the [World Health Organization's Age-friendly Cities](#) and the Canadian Age-friendly Rural & Remote Communities projects in 2007.

The Province of BC, in collaboration with key partners including health authorities, has advanced the age-friendly agenda since 2007 to engage and support local governments in preparing their communities for an aging population. Age-friendly BC (AFBC) is supported by:

1. The Age-friendly Communities grant program, which is administered by [UBCM](#).
2. [Age-friendly BC Community Recognition](#), which is administered by the BC Ministry of Health.
3. Services to support age-friendly projects or planning, which are provided by the [BC Healthy Communities Society](#) (BCHC):
 - Applicants approved under the 2020 Age-friendly Communities program may be eligible to apply for a range of process, planning, and policy supports from BCHC.

4. A commitment to meet the needs of an aging population and work with partners to ensure people of all ages and abilities feel included and valued in their communities, which is provided by the Ministry of Health.

3. Guiding Principles

All 2020 applications should consider a commitment to the following guiding principles:

- Community Driven and Flexible - solutions are based on local priorities and plans;
- Catalyst for Action and Sustainability – activities enable local governments and Indigenous peoples to enhance and improve services for older adults and over time;
- Focus on Age-Friendly Components - activities are focused on one or more of the eight age-friendly community components with clear outcomes;
- Coordinated - activities of different levels of government and community partners, including health authorities, are coordinated to support community-based outcomes and avoid duplication among programs and projects;
- Inclusive – activities consider equity and inclusion for all populations, including Indigenous peoples.

4. Eligible Applicants

All local governments (municipalities and regional districts) in BC are eligible to apply for Stream 1 or Stream 2 funding. All First Nations in BC are eligible to apply for Stream 1 funding only.

Eligible applicants can each submit one application.

5. Eligible Projects

Eligible projects are new community planning or projects that are undertaken by an eligible applicant and that demonstrate congruency with the guiding principles of the program.

In addition, to qualify for funding, projects must:

- Be a new project (retroactive funding is not available);
- Be capable of completion by the applicant within one year of approval;
- Focus on one or more of BC's eight age-friendly community components:
 - Outdoor spaces and buildings
 - Transportation (including traffic safety)
 - Housing
 - Respect, social inclusion, or cultural safety
 - Social well-being and participation
 - Communications and information
 - Community engagement and employment
 - Community support and health and wellness services

Eligible & Ineligible Activities & Costs

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

Stream 1: Age-friendly Assessments, Action Plans & Planning

The intent of this funding stream is to support communities to develop or update assessments or plans in order to enable seniors and Elders to age in place and to facilitate the creation of age-friendly communities. The maximum grant under Stream 1 is \$25,000.

Under Stream 1, eligible activities must be cost-effective and may include:

- Development of a local age-friendly plan or assessment;
- Creation of specific plans and/or policies that address one or more of the eight community components (see Section 5);
- Engagement of seniors and Elders in planning activities;
- Adding an age-friendly or seniors'/Elders' lens to existing plans or policies, such as:
 - Comprehensive Community Plans, Official Community Plans, Integrated Community Sustainability Plans, Health and Wellness Plans, or community or neighbourhood plans;
 - Reconciliation plans, frameworks, or agreements;
 - Zoning and other bylaws (subdivision, snow removal, parking, etc.);
 - Development permit requirements;
 - Emergency response, evacuation, and/or emergency social services plans;
 - Design guidelines;
 - Active transportation planning;
 - Food security and food systems planning;
 - Community planning processes related to social determinants of health (e.g. affordable housing, homelessness, etc.);
 - Community health plans.

Stream 2: Age-friendly Projects

The intent of this funding stream is to support local governments (municipalities and regional districts) to undertake local projects that enable seniors and/or Elders to age in place and facilitate the creation of age-friendly communities. The maximum grant under Stream 2 is \$15,000.

In order to be eligible for Stream 2, eligible applicants are required to have a completed an age-friendly assessment or action plan, or demonstrate that their Official Community Plan, Integrated Sustainability Community Plan, or an equivalent plan, is inclusive of age-friendly planning principles.

Under Stream 2, eligible activities must be cost-effective and may include:

- Support for persons with dementia;

- Increased community accessibility (transportation, housing, services);
- Provision of recreation and healthy living activities and/or referral and support to link seniors and/or Elders with recreation and healthy living services;
- Community gardens and healthy eating;
- Health literacy and promotion (e.g. workshops, guides, etc.);
- Chronic disease prevention;
- Injury prevention and community safety (including traffic safety);
- Intergenerational projects;
- Promotion of age-friendly business practices;
- Prevention of elder abuse.

The 2020 Age-friendly Communities program is not intended to be a capital funding program. However, minor capital expenditures for eligible activities that have a clear and definable benefit to seniors and/or Elders and that are clearly linked to programming for seniors and/or Elders will be considered for funding under Stream 2.

Capital costs cannot exceed 40% of the total requested Stream 2 grant (i.e. an application for a \$15,000.00 grant cannot include more than \$6,000.00 in capital costs).

Ineligible Activities & Costs

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

- Development of feasibility studies, business cases, architectural, engineering or other design drawings for the construction or renovation of facilities providing services to seniors and/or Elders, including housing and care facilities;
- Fundraising;
- Sidewalk, path, or trail construction or improvements, or other infrastructure projects.

6. Grant Maximum

Stream 1 can contribute a maximum of 100% of the cost of eligible activities – to a maximum of \$25,000. Stream 2 can contribute a maximum of 100% of the cost of eligible activities – to a maximum of \$15,000.

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

7. Application Requirements & Process

Application Deadline

Applications are due by January 17, 2020 and applicants will be notified of the status of their application within 90 days.

Required Application Contents

- Completed Application Form;
- Local government Council/Board resolution, or Band Council Resolution, indicating support for the current proposed activities and willingness to provide overall grant management; and
- Detailed budget that indicates the proposed expenditures and aligns with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or in-kind contributions should be identified.

Submission of Applications

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

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

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

Review of Applications

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

Following this, the Evaluation Committee will assess and score all eligible applications based on the proposed activities and alignment with the guiding principles. Higher application review scores will be given to applications that:

- Demonstrate direct participation of seniors and/or Elders;
- Complement the Health Promotion Initiatives regarding seniors and/or Elders outlined in Appendix 1;
- Include collaboration with health authorities or other partners (e.g. school districts, First Nations or Indigenous organizations, seniors and/or Elders, senior- and/or Elder-serving organizations, community organizations, and other local governments).

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

The Evaluation Committee will also consider the location of each application in order to ensure a balanced representation of projects across the province.

All application materials will be shared with the Province of BC and the
BC Healthy Communities Society

8. Grant Management & Applicant Responsibilities

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

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

Notice of Funding Decision

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM.

Grants are awarded in two payments: 70% at the approval of the project and when the signed Approval Agreement has been returned to UBCM, and 30% when the project is complete and UBCM has received the required final report and a financial summary.

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

Changes to Approved Projects

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

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

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

The revised application package will then be reviewed by the Evaluation Committee.

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

Extensions to Project End Date

All approved activities are required to be completed within one year of approval and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed six months.

9. Final Report Requirements

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

- Completed Final Report Form;
- Financial summary;
- Optional: photos of the project, media clippings, and/or any reports or documents developed or amended with grant funding.

All final report materials will be shared with the Province of BC and the
BC Healthy Communities Society

Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

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

10. Additional Information

Union of BC Municipalities

For further information on grants and the application process, please contact: Local Government Program Services: (250) 952-9177 or lgps@ubcm.ca

BC Healthy Communities Society

For further information on age-friendly communities, visit www.bchealthycommunities.ca or contact: Jodi Mucha, Executive Director: (250) 590-8442 or jodi@bchealthycommunities.ca

Ministry of Health

For further information on other provincial initiatives, please visit the Age-friendly BC website or contact: (778) 698-7375 or AgeFriendlyBC@gov.bc.ca

Appendix 1: Health Promotion Initiatives

The following are examples of provincial priorities that may complement age-friendly community planning and projects:

Accessibility 2024 (www.gov.bc.ca/accessibility)

In 2014, *Accessibility 2024: Making B.C. the most progressive province in Canada for people with disabilities by 2024* was released. This 10-year action plan is designed around 12 building blocks: inclusive government, accessible service delivery, accessible internet, accessible built environment, accessible housing, accessible transportation, income support, employment, financial security, inclusive communities, emergency preparedness, and consumer experience.

Example of an age-friendly assessment/project incorporating accessibility

Sun Peaks Mountain Resort Municipality has committed to being an age-friendly community by providing essential amenities to facilitate walking and skiing around the village, as well as accessible recreation and adaptive sports. (Awarded age-friendly recognition in 2015)

Aging Well (www.healthyfamiliesbc.ca/aging-well)

Supporting older adults to think about and plan for the future helps them anticipate needs as they age. Knowing where to find the right information if, and when, they need it is key to planning for a healthy and independent future. Aging Well is an online resource on Healthy Families BC, the Province's health promotion plan to encourage British Columbians to make healthier choices. Aging Well has information, tools, and videos on topics including health and wellness (includes healthy eating and physical activity), finance, transportation, housing, and social connection - areas of life that are important and interconnected when it comes to healthy aging.

Example of an age-friendly project incorporating planning for a healthy and independent future

Columbia-Shuswap Regional District has engaged the Communities of the South Shuswap in the development of a resource centre to support age-friendly community planning. Services offered through the centre include financial planning, computer literacy training, transportation, and healthy eating programs.

Better at Home (www.betterathome.ca)

Better at Home, an innovative non-medical home support program funded by the Province and managed by United Way of the Lower Mainland, helps seniors with day-to-day tasks so that they can continue to live independently in their own homes and remain connected to their communities. Better at Home services may include transportation to appointments, light housekeeping, light yard work, and home visits. There are currently 67 community-based Better at Home programs across BC, including six rural and remote pilot sites.

Example of an age-friendly project incorporating the Better at Home program

District of Invermere created an age-friendly business directory, companion program, monthly luncheons, and a mentorship program. The companion program matched seniors with volunteers who will assist with everyday living activities such as shoveling the sidewalk, driving to and from

the grocery store, or appointments. Business owners and employees offered training on how their operations can be more age-friendly.

Physical Activity Strategy (<http://www2.gov.bc.ca/gov/content/health/managing-your-health/physical-activity>)

The BC Physical Activity strategy is designed to guide and stimulate coordinated policies, practices, and programs in physical activity that will improve the health and well-being of British Columbians and the communities in which they live, learn, work, and play. It aims to foster active people and active places and its development was guided by key leaders and organizations across the province who worked collectively to determine the best approach to increasing physical activity rates.

Example of an age-friendly project incorporating physical activity

Town of Oliver developed an outdoor fitness park with input from partners including Interior Health, service clubs, and seniors' groups. The year-round park is well-utilized and provides a no-cost opportunity for seniors to be physically active.

Provincial Guide to Dementia Care in British Columbia
(<http://www.health.gov.bc.ca/library/publications/year/2016/bc-dementia-care-guide.pdf>)

Dementia impacts roughly 66,000 British Columbians. In May 2016, the Ministry of Health released the Provincial Guide to Dementia Care in British Columbia. The Guide identifies priorities, goals, and deliverables to support people with dementia, their families, and caregivers. One deliverable identifies need to increase understanding of dementia and expand community information and support programs, e.g., dementia friendly communities, for people with dementia and their caregivers. In addition, priorities of the Guide include: increasing public awareness and early recognition of cognitive changes; supporting people with dementia to live safely at home for as long as possible, including caregiver support; improving quality of dementia care in residential care including palliative and end-of-life care; and, increasing system supports and adoption of best practices in dementia care.

Example of an age-friendly project incorporating dementia

City of Richmond conducted a survey and focus groups and used the results to develop the age-friendly action plan. Next steps include establishing an inter-departmental task force and designing a framework for monitoring and evaluation. One of the action items is working with health partners to ensure sufficient supported, affordable housing is provided locally for disabled and frail older adults, as well as those with dementia and other mental health challenges. (Awarded age-friendly recognition in 2015)

Provincial End of Life Care Action Plan for British Columbia
(<http://www.health.gov.bc.ca/library/publications/year/2013/end-of-life-care-action-plan.pdf>)

The Provincial End of Life Care Action Plan identifies priority, goals, and actions to improve health care outcomes and quality of life for individuals living with life-limiting or life-threatening illness, and for their families. Actions in the plan include increasing public knowledge and awareness of palliative care as an approach to care that improves quality of life for both the person receiving care and their family, at any stage of illness; and, providing information and resources to support advance care planning, including an understanding of the available options

for ensuring values, wishes, and instructions for health care treatments and choices for end-of-life care are respected by health care providers.

Example of a potential age-friendly project in support of people with serious illness

Become a 'compassionate community'. A compassionate community builds awareness of vulnerable people, including people who are seriously ill or frail. A compassionate community promotes shared responsibility and support of people who are vulnerable.

Age-friendly Communities

2020 Application Form for Stream 1

Age-friendly Assessments, Action Plans & Planning

Please complete and return the application form by January 17, 2020. All questions are required to be answered by typing directly in this form. If you have any questions, contact lgps@ubcm.ca or (250) 952-9177.

SECTION 1: Applicant Information	AP- (for administrative use only)
Name of Local Government or First Nation:	Complete Mailing Address:
Contact Person:	Position:
Phone:	E-mail:

*Contact person must be an authorized representative of the applicant

SECTION 2: Project Information		
1. Project Information A. Project Title: B. Proposed start and end dates. Start: End: C. Total proposed project budget: D. Total proposed grant request: E. Have you applied for, or received, funding for this plan/assessment from any other sources?		
2. Proposed Focus Areas. Please indicate which age-friendly components will be the primary focus of the proposed planning activities: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> ☐ Outdoor spaces and buildings ☐ Transportation (including traffic safety) ☐ Housing ☐ Respect, social inclusion, or cultural safety </td> <td style="width: 50%; vertical-align: top;"> ☐ Social well-being and participation ☐ Communications and information ☐ Community engagement and employment ☐ Community support and health and wellness services ☐ Plan/assessment dealing with all features </td> </tr> </table>	☐ Outdoor spaces and buildings ☐ Transportation (including traffic safety) ☐ Housing ☐ Respect, social inclusion, or cultural safety	☐ Social well-being and participation ☐ Communications and information ☐ Community engagement and employment ☐ Community support and health and wellness services ☐ Plan/assessment dealing with all features
☐ Outdoor spaces and buildings ☐ Transportation (including traffic safety) ☐ Housing ☐ Respect, social inclusion, or cultural safety	☐ Social well-being and participation ☐ Communications and information ☐ Community engagement and employment ☐ Community support and health and wellness services ☐ Plan/assessment dealing with all features	
3. Age-friendly Accomplishments to Date & Recognition. Many communities in BC have already completed steps required to be recognized as an age-friendly community. Please indicate below if your community has completed the following:		

- ☐ Established an age-friendly advisory or steering committee that includes the active participation of older adults. An existing committee can also take on this mandate.
- ☐ Passed a local government Council/Board resolution or Band Council Resolution to actively support, promote, and work towards becoming an age-friendly community. As an alternative, local governments may have chosen to commit to being age-friendly through specific goals, objectives, or policies in an official community plan or strategic plan.
- ☐ Conducted an age-friendly assessment in consultation with older adults.
- ☐ Developed and published an action plan.
- ☐ If none of the above apply, please describe any other processes or deliverables your community has undertaken for consideration of age-friendly recognition.

Can the Ministry of Health contact you to discuss completing Age-friendly Community recognition?

☐ Yes ☐ No

4. Proposed Activities. Please describe the specific activities you plan to undertake. Refer to Section 5 of the *Program & Application Guide* for eligible activities under Stream 1.

5. Program Goals & Objectives. How will the proposed planning activities meet the goals of the 2020 Age-friendly Communities program? How will this make your community more age-friendly?

6. Intended Outcomes, Deliverables & Impacts What will your project achieve? What will be the specific deliverables? List any policies, practices, plans, or documents that will be developed or amended as a result of your project.

7. Community Partners & Participation by Seniors and Elders

- A. All applicants are encouraged to work with their regional Health Authority office and/or the First Nations Health Authority. How will the proposed planning activities include your health authority?
- B. List all confirmed partners (e.g. school districts, First Nations or Indigenous organizations, seniors and Elders, senior- and Elder-serving organizations, community organizations, and other local governments) that will directly participate in the proposed planning activities and the specific role they will play.

C. Describe any direct participation by seniors/Elders in the proposed planning activities.

8. Evaluation. How will the project be evaluated (performance measures and/or benchmarks be used to measure outcomes)? How will this information be used?

9. Support from BC Healthy Communities (BCHC) Society. Applicants approved under the 2020 Age-friendly Communities grant program may be eligible to apply for project or planning support services from BCHC Society.

BCHC offers a range of process, planning, and policy supports to local governments and First Nations. Examples of the kinds of supports that are available to help advance age-friendly initiatives include: engagement strategies, evaluation and monitoring processes, facilitated community planning processes, health and equity lens-focused planning and analysis, multi-sectoral collaboration/partnership development, needs assessments, policy analysis/policy integration, and strategic planning.

Would you be interested in additional information to learn more about possible supports from BCHC Society?

☐ Yes ☐ No

If yes, please indicate which supports BCHC offers would be most beneficial for your proposed plan.

10. Additional Information. Please share any other information you think may help support your submission.

SECTION 3: Required Attachments

Please submit the following with your application:

☐ Council/Board or Band Council Resolution – Indicating support for the proposed project and a willingness to provide overall grant management; and

☐ Detailed budget.

Submit the completed Application Form and all required attachments as an e-mail attachment to lgps@ubcm.ca and note "2020 Age-friendly" in the subject line. Submit your application as either a Word or PDF file(s). If you submit by e-mail, hardcopies and/or additional copies of the application are not required.

SECTION 4: Signature

Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province of BC and BCHC Society.

Name:**Title:****Signature:****Date:**