



**VILLAGE OF SAYWARD  
REGULAR COUNCIL MEETING AGENDA  
May 18, 2021 – 7:00 PM  
TEAMS Electronic Meeting**

**1. Call to Order**

**2. Introduction of Late Items**

**3. Approval of Agenda**

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for May 18, 2021 be approved.

**4. Minutes of Previous Meetings**

Recommended Resolution:

THAT the minutes from the Regular Council meeting held on May 4, 2021 be adopted, and;

THAT the minutes from the Committee of the Whole meeting held on May 11, 2021 be adopted.

**5. Petitions and Delegations**

a) Amit Lal, Owner, Salmon River Inn

Recommended Resolution:

THAT the delegation by Amit Lal be received.

**6. Correspondence**

a) BC Rural Health Network

b) City of Campbell River - letter to Minister K. Conroy re: logging at-risk old growth forests in the province

c) District of Mackenzie - Support for 988 Hotline

Recommended Resolution:

THAT correspondence (a) to (c) be received.

**7. Council Reports – None**

**8. Reports of Committees – None**

**9. Mayor's Report – None**

**10. Unfinished Business – None**

**11. Staff Reports**

**a) Summer Water Restrictions**

**{pg 36}**

Recommended Resolutions:

THAT Council receives the Staff Report on 2021 Water Restrictions, and;

THAT Staff be directed to implement water restrictions as outlined in the Staff Report effective June 15, 2021.

**b) Letter of Support (Draft) – Cell and Internet Service in Sayward**

**{pg 38}**

Recommended Resolutions:

THAT Council receives the Letter of Support – Cell and Internet Service in Sayward staff report for information and discussion, and;

THAT Council approves sending the four letters attached to the May 18, 2021 Staff Report.

**c) Letter to Western Forest Products re: Dust Control**

**{pg 47}**

Recommended Resolutions:

THAT Council receives the Letter to Western Forest Products re: Dust Control staff report for information and discussion, and;

THAT Council directs staff to send the attached letter.

**d) Active Transportation Grant Opportunity**

**{pg 52}**

Recommended Resolutions:

THAT Council receives the Active Transportation Grant Opportunity staff report for information and discussion, and;

THAT Council supports providing overall grant management and the goal of incorporating active transportation policies and recommendation in the Village of Sayward Official Community Plan currently under review.

**12. Bylaws – None**

**13. New Business – None**

**14. Public Question Period (maximum 15 minutes) – No Written Questions Received**

**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.” Given the meeting is being held electronically, any questions will have to be submitted in writing in advance of meeting adjournment.

**15. In-Camera – None**

**16. Adjournment**

Recommended Resolution:

THAT the Regular Meeting of Council for May 18, 2021 be adjourned.



**VILLAGE OF SAYWARD  
MINUTES  
REGULAR COUNCIL MEETING  
May 4, 2021  
TEAMS Electronic Meeting**

**Present:** Mayor Mark Baker  
Councillor Sue Poulsen  
Councillor Tom Tinsley

**Regrets:** Councillor Norm Kirschner  
Councillor Wes Cragg

**In Attendance:** Ann MacDonald, CAO  
Lisa Clark, CFO  
Melissa Coates, Finance/Admin Clerk

**1. Call to Order**

Meeting was called to order at 7:01 PM.

**2. Public Input**

**MOTION R21/129**

**MOVED AND SECONDED**

THAT the Public Input section be moved to the end of the meeting after Public Question Period.

**CARRIED**

**3. Introduction of Late Items – Staff Report: Water and Sewer User Fee Exemption – Sayward Mall**

**MOTION R21/130**

**MOVED AND SECONDED**

THAT Council approves the addition of a late item under Section 12. Staff Reports.

**CARRIED**

**4. Approval of Agenda**

**MOTION R21/131**

**MOVED AND SECONDED**

THAT the agenda for the Regular Meeting of Council for May 4, 2021 be approved as amended.

**CARRIED**

**5. Minutes of Previous Meetings**

**MOTION R21/132**

**MOVED AND SECONDED**

THAT the minutes from the Regular Council meeting held on April 20, 2021 be adopted.

**CARRIED**

**6. Petitions and Delegations**

**a) Cpl. Chris McMillan, RCMP Quarterly Report and Discussion on 2021-2022 Sayward RCMP Annual Performance Plan**

**MOTION R21/133**

**MOVED AND SECONDED**

THAT the delegation by Cpl. Chris McMillan, Sayward RCMP, be received.

**CARRIED**

**b) Alex Turner, Cell Service on Highway 19 (see correspondence)**

**MOTION R21/134**

**MOVED AND SECONDED**

THAT the delegation by Alex Turner be received; and,

THAT staff return to Council with draft correspondence to:

- a) Rajwant Gill at Telus to determine what the Village of Sayward can do to support improved cell service on Highway 19; and,
- b) Hon. Lisa Beare, Minister of Citizens' Services for B.C urging that money from the Connecting British Columbia fund be applied to providing cell service on our highway; and,
- c) MLA Babchuck urging that money from the Connecting British Columbia fund be applied to providing cell service on our highway.

AND FINALLY THAT the Mayor or representative participate in the conference call on Wednesday, May 5 with Minister Osborne to raise this issue.

**CARRIED**

**7. Correspondence**

**a) Lois Jarvis, Richard Hagensen and Joanne Banks, Citizens for Quality Health Care:**

- i.) letter - College of Physicians and Surgeons dated April 9th, 2021
- ii.) letter - VIHA dated April 19th
- iii.) letter - Citizens for Quality Health Care dated April 23<sup>rd</sup>, 2021

**b) Alex Turner, Highway 19 Cell Service**

**c) Truck Loggers Association, April 15, 2021**

**d) Request from Citizens for Dust Control**

**e) Federal Gas Tax Fund Update**

**f) Coastal Communities Social Procurement Initiative, April 19, 2021**

**MOTION R21/135**  
**MOVED AND SECONDED**

THAT correspondence (a) to (f) be received.

**CARRIED**

**MOTION R21/136**  
**MOVED AND SECONDED**

THAT staff be directed to return to the May 18, 2021 Council meeting with correspondence from Council to Western Forest Products Ltd. with a request to address citizens' concerns about dust.

**CARRIED**

- 8. Council Reports – None**
- 9. Reports of Committees – None**
- 10. Mayor's Report – LGLA CEO Forum, Verbal Report**

**MOTION R21/137**  
**MOVED AND SECONDED**

THAT the verbal report from the Mayor be received.

**CARRIED**

- 11. Unfinished Business – None**

**12. Staff Reports**

**a) Monthly Rolling Spreadsheet of Current Initiatives**

**MOTION R21/138**  
**MOVED AND SECONDED**

THAT Council receives the monthly rolling spreadsheet of current initiatives.

**CARRIED**

**b) Council Procedure Amendment Bylaw No. 471, 2021 – Public Feedback**

**MOTION R21/139**  
**MOVED AND SECONDED**

THAT Council receives the Council Procedure Amendment Bylaw No. 471, 2021 - Public Feedback report for information and discussion.

**CARRIED**

**c) Virtual Town Hall Meeting – Village of Sayward OCP**

**MOTION R21/140**  
**MOVED AND SECONDED**

THAT Council receives the Virtual Town Hall Meeting – Village of Sayward OCP report for information and discussion, and;

THAT Council provide direction to staff on format and suggested topics for discussion at an OCP Virtual Town Hall Meeting.

**CARRIED**

**d) Water, Sewer and User Fee Exemptions**

**MOTION R21/141**

**MOVED AND SECONDED**

THAT Council receives the Water, Sewer and User Fee Exemptions report for information and discussion, and;

THAT Council approves the rental of Site 2 at \$350/month for the Nurse Practitioner until July 31, 2022 when Council will revisit, and;

FURTHER THAT Council approves a water and sewer fee exemption for 2021 for the Sayward Harbour Authority on the condition that the washrooms remain available for public use, and;

FINALLY THAT Resolution R20/70 be revised to direct staff to return to Council with a proposed exemption application process that clarifies that application for water, sewer and other user fee exemptions be made after having obtained approval for an exemption from Council.

**CARRIED**

**e) Reserves and Surpluses 2021**

**MOTION R21/142**

**MOVED AND SECONDED**

THAT Council receives the Reserves and Surpluses 2021 report for information and discussion, and;

THAT staff return to Council with a draft Reserve Policy that describes how, when and how much is to be transferred to a reserve and outlines acceptable uses of reserve funds as outlined in the timetable provided by the CFO.

**CARRIED**

**f) Water and Sewer User Fee Exemption – Sayward Mall**

**MOTION R21/143**

**MOVED AND SECONDED**

THAT Council receives the Water and Sewer User Fee Exemption – Sayward Mall report for information and discussion, and;

THAT the water and sewer user fees for the Sayward Mall revert to full charge for each of the six units effective January 1, 2021.

**CARRIED**

**13. Bylaws**

**a) Council Procedure Amendment Bylaw No. 471, 2021**

**MOTION R21/144**

**MOVED AND SECONDED**

THAT Council Procedure Amendment Bylaw No. 471, 2021 be given fourth and final reading.

**CARRIED**

**b) Fees and Charges Amendment Bylaw No. 474, 2021**

**MOTION R21/145**

**MOVED AND SECONDED**

THAT Fees and Charges Amendment Bylaw No. 474, 2021 be given first, second and third reading.

**CARRIED**

**MOTION R21/146**

**MOVED AND SECONDED**

THAT pursuant to Ministerial Order M192, Fees and Charges Amendment Bylaw No. 474, 2021 be given fourth and final reading.

**CARRIED**

**c) Tax Rates Bylaw No. 475, 2021**

**MOTION R21/147**

**MOVED AND SECONDED**

THAT Tax Rates Bylaw No. 475, 2021 be given first, second and third reading.

**CARRIED**

**MOTION R21/148**

**MOVED AND SECONDED**

THAT pursuant to Ministerial Order M192, Tax Rates Bylaw No. 475, 2021 be given fourth and final reading.

**CARRIED**

**14. Public Question Period (maximum 15 minutes) – None**

**15. In-Camera – None**

**16. Adjournment**

**MOTION R21/149**

**MOVED AND SECONDED**

THAT the Regular Meeting of Council for May 4, 2021 be adjourned.

**CARRIED**

**The meeting was adjourned at 8:22 PM.**

---

**Mayor**

---

**Corporate Officer**



**VILLAGE OF SAYWARD  
MINUTES  
COMMITTEE OF THE WHOLE MEETING  
May 11, 2021  
TEAMS Electronic Meeting**

**Present:** Mayor Mark Baker  
Councillor Norm Kirschner  
Councillor Wes Cragg  
Councillor Sue Poulsen  
Councillor Tom Tinsley

**In Attendance:** Ann MacDonald, CAO  
Lisa Clark, CFO  
Melissa Coates, Finance/Admin Clerk

**1. Call to Order**

Meeting was called to order at 7:01 PM.

**2. Introduction of Late Items – None**

**3. Approval of Agenda**

**MOTION C21/20**

**MOVED AND SECONDED**

THAT the agenda for the Virtual Town Hall as hosted by the Committee of the Whole be approved.

**CARRIED**

**4. Minutes of Previous Meetings – None**

**5. Petitions and Delegations – The meeting opened up for a Virtual Town Hall to discuss the OCP.**

**6. Correspondence – None**

**7. Council Reports – None**

**8. Reports of Committees – None**

**9. Mayor's Report – None**

**10. Unfinished Business – None**

**11. Staff Reports – None**

**12. Bylaws – None**

**13. New Business – None**

**14. Public Question Period (maximum 15 minutes) – None**

**15. In-Camera – None**

**16. Adjournment**

**MOTION C21/21**

**MOVED AND SECONDED**

THAT the Committee of the Whole meeting for May 11, 2021 be adjourned.

**CARRIED**

**The meeting was adjourned at 7:29 PM.**

---

**Mayor**

---

**Corporate Officer**

## Lisa Clark

---

**From:** Mary Ruth Snyder <executivedirector@campbellriverchamber.ca>  
**Sent:** Sunday, May 9, 2021 2:28 PM  
**To:** Ann MacDonald; Mark Baker  
**Subject:** Introduction to BC Rural Health Network  
**Attachments:** Membership letter to Chambers of Commerce.pdf; BCRHN BROCHURE .pdf; BC Rural Health Network 2021 Membership Application.docx

Dear Mayor and Council,

In my role as Executive Director for the Campbell River & District Chamber of Commerce I'm made aware of numerous opportunities. This is one I feel the Sayward Mayor and Council should be apprised of. I leave it to you to follow through with investigating the potential benefits the BC Rural Health Network may provide for the growing medical needs of the expanding Sayward population.

Sincerely,

Mary Ruth



**MARY RUTH SNYDER**

Executive Director

250-287-4636 O // 250-650-7575 C

executivedirector@campbellriverchamber.ca

Campbell River & District Chamber of Commerce

**From:** BC Rural Health Network <bcruralhealthnetwork@gmail.com>

**Subject:** Introduction to BC Rural Health Network

Greetings,

As the President of the BC Rural Health Network, I am writing to introduce you to our organization.

The BCRHN was officially launched on December 1st, 2017 with six rural healthcare advocacy organizations banding together for the purpose of developing a strong and unified voice in support of improved access to healthcare services for rural British Columbians. Since then, our organizations have grown quickly to 40 community member organizations and individuals across the province.

We believe that the way forward involves identifying common healthcare concerns and working collaboratively with policy makers, healthcare providers, researchers, and community members to break down the barriers to care that are a reality for so many rural British Columbians.

I ask your organization to consider becoming a member of the BC Rural Health Network, joining a growing number of rural healthcare advocates working to improve access to healthcare for rural British Columbians. If you would like more information, I invite you to visit our website <http://www.bcrhn.ca> or see us on Facebook <https://www.facebook.com/bcruralhealthnetwork/> or Twitter <http://twitter.com/bcrhnetwork>. For your perusal, an information brochure and membership application form are attached.

We would be pleased to arrange a telephone meeting with you. If interested, please contact our membership chair, Colin Moss, at 250-358-2561, or me at 250-295-0822.

We look forward to hearing from you.

Sincerely,


Edward Staples, President  
BC Rural Health Network







# BC RURAL HEALTH NETWORK

# BCRHN HISTORY

- 
- Preliminary discussions begin April 27
  - BCRHN officially launched December 1

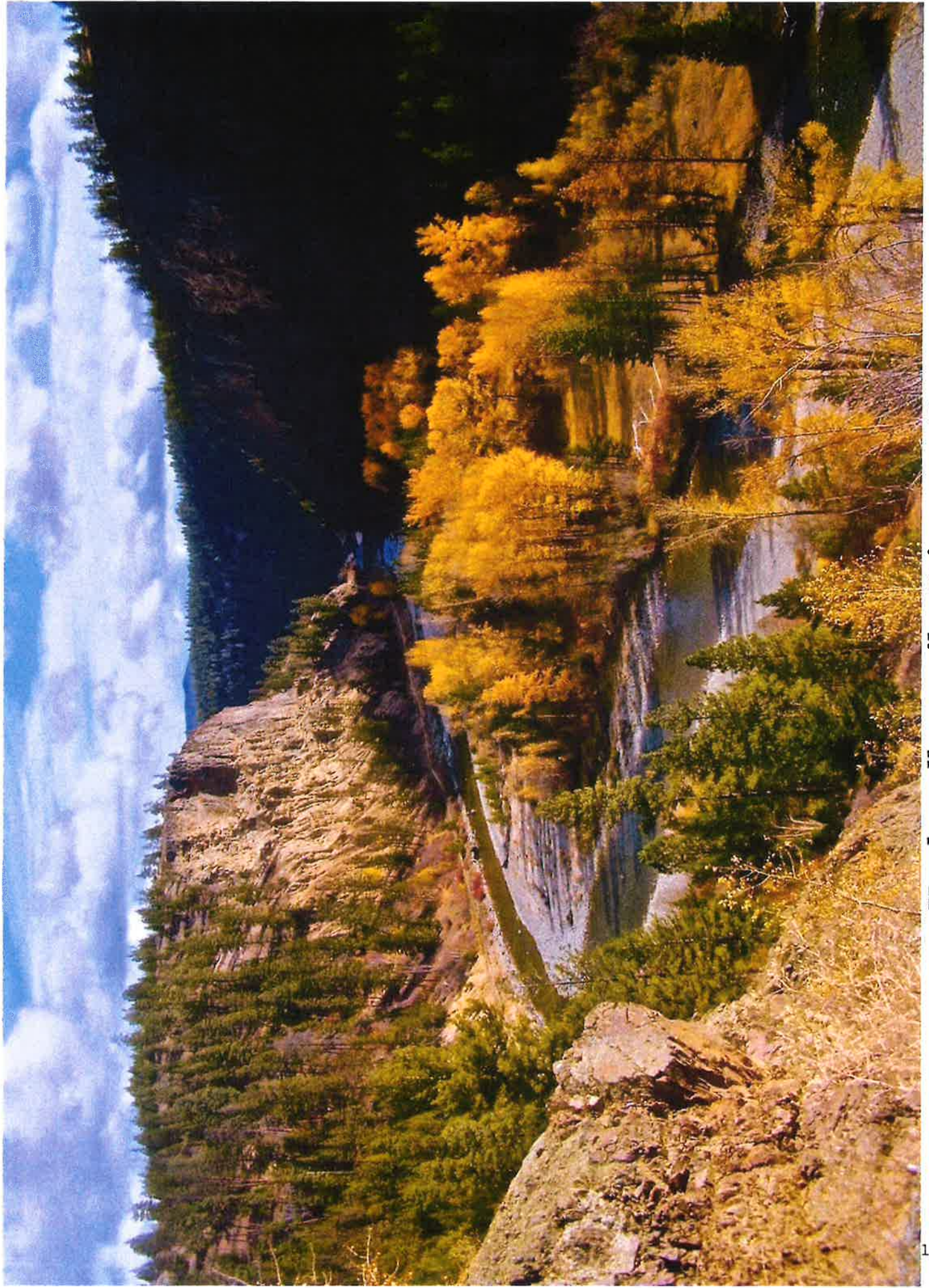
- 
- BCRHN first General Meeting February 6

- 
- Incorporated May 6

- 
- Administrator hired January 14

# WELCOME

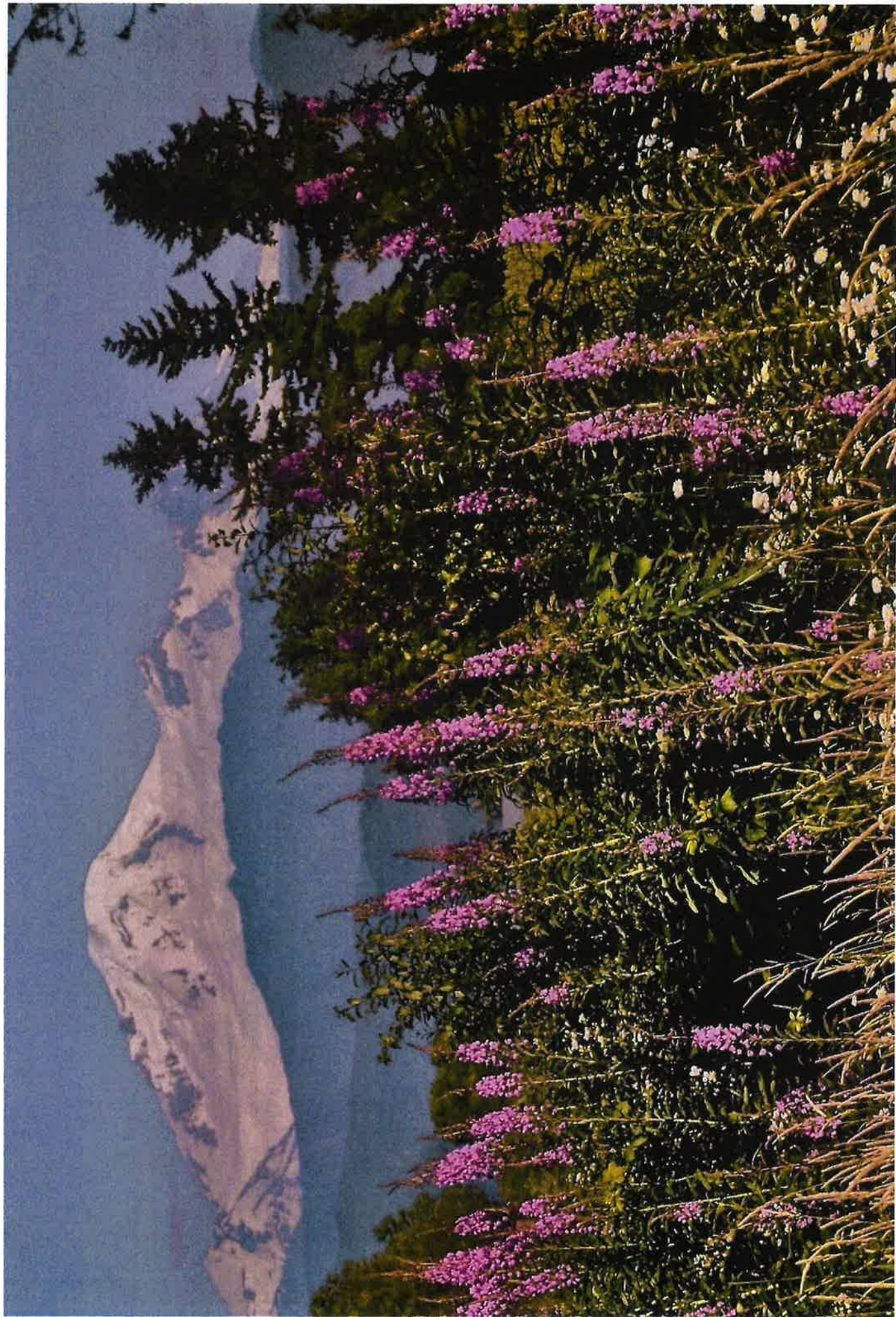
**Each rural community in British Columbia has its own distinct character and therefore its own unique healthcare concerns. Across the province, residents in these communities have organized to address these concerns. The BC Rural Health Network (BCRHN) brings its members together with a common goal: to share successful strategies and to work collaboratively to improve services for all rural British Columbians.**



**Kettle Valley Trail – Princeton, BC**

# PURPOSE

To promote and support a health services system that improves and sustains the health and well being of residents of rural communities across BC.



**Canadian side of Mount Baker**

# WHY

# WE

# EXIST

The BC Rural Health Network was formed in December 2017 to create a strong and unified voice advocating provincially for the improvement of healthcare services for people living in rural British Columbia.

When it comes to healthcare, the concern shared by rural BC residents can be summed up in one word: “access”. For many years, rural BC residents have recognized that their communities have been underserved by a healthcare system moving more towards centralization, especially for the delivery of specialized care.

To address these concerns, grassroots organizations dedicated to finding solutions for their communities have sprung up across the province. As these organizations matured it soon became apparent that they were not alone in their efforts and began to embrace their idea of working together to address common concerns and share ideas for solutions development. The BC Rural Health Network is an idea whose time has come.



**New Denver, BC**

# GOALS

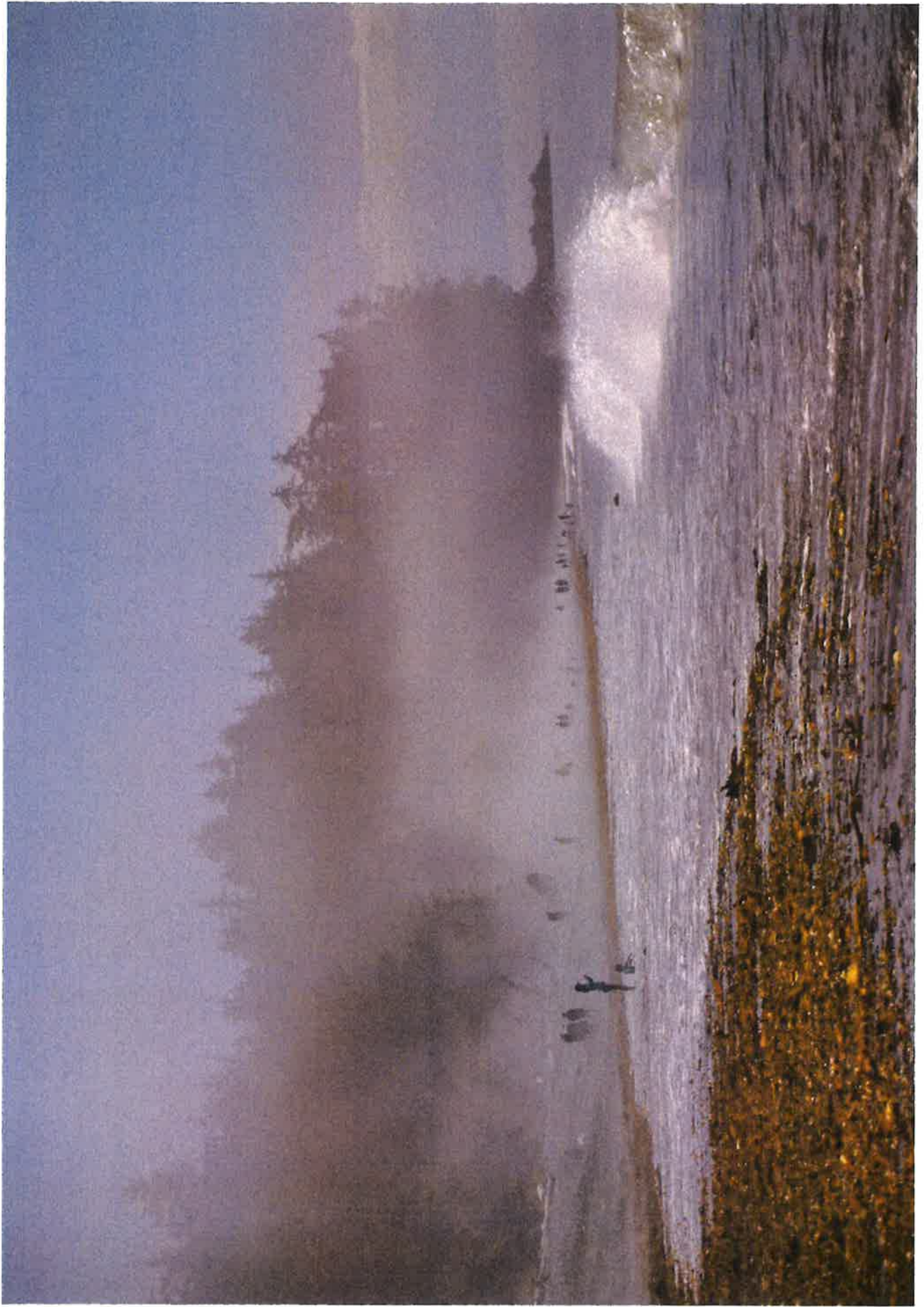
The following goals of the BCRHN focus on the need to provide solutions to common problems through cooperative and collaborative enterprise with key stakeholders:

- ★ to share successful strategies between members
- ★ to advocate for policy change at the provincial level aimed at providing all rural residents with access to timely and efficient primary health care
- ★ to identify areas of research and to provide fertile ground for this research to take place
- ★ to work in partnership with other provincial organizations to attain our goals
- ★ to involve indigenous communities in BCRHN initiatives
- ★ to improve access to mental health and substance use services
- ★ to promote patient centred, team based, community focused primary healthcare reform



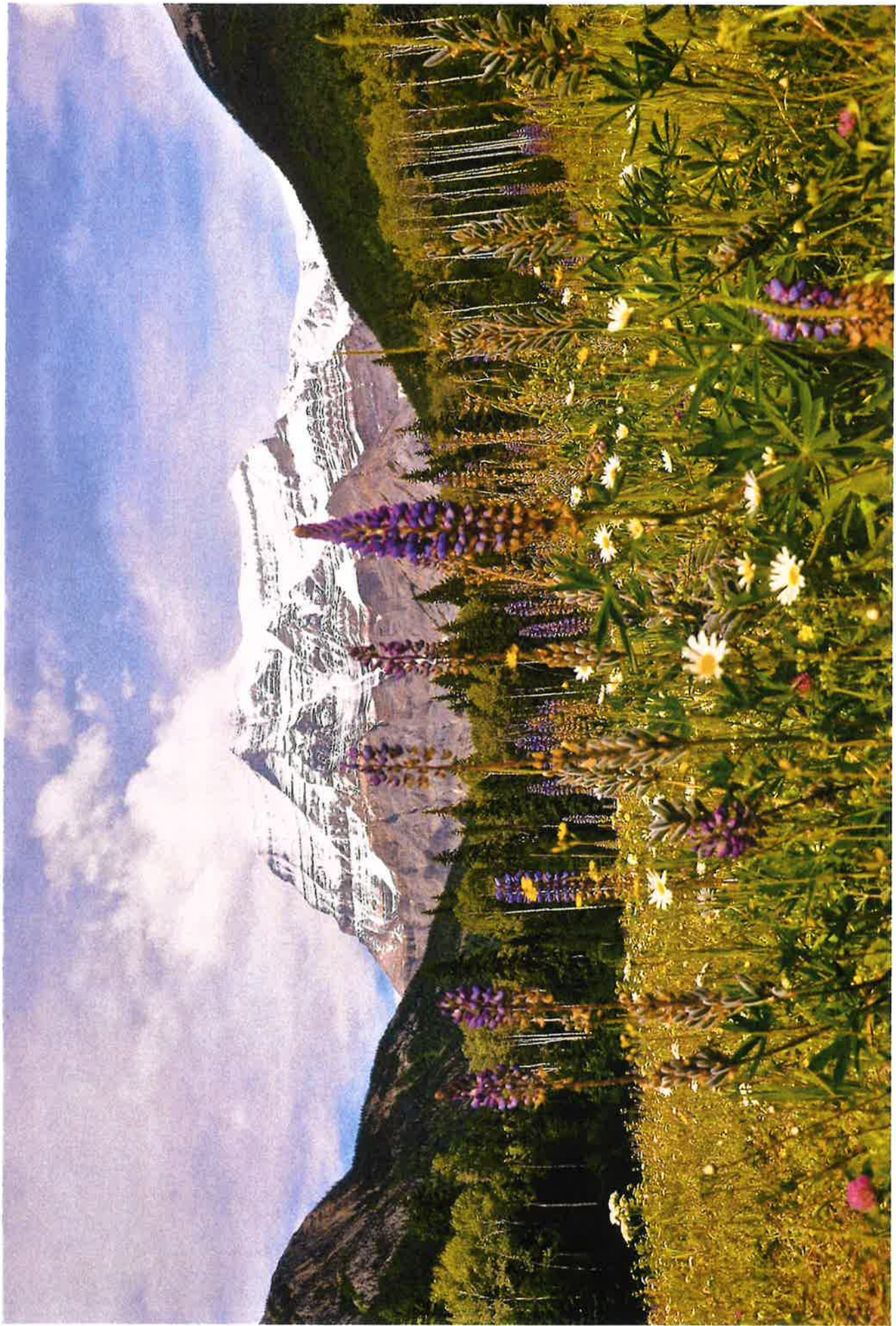
**East Shore Kootenay Lake**

1. Ashcroft - Healthcare and Wellness Coalition (HAWC)
2. Bella Coola - Moira McIlwain, Individual Member
3. Castlegar - Castlegar & District Hospital Foundation
4. Castlegar - City of Castlegar Mayor and Council
5. Chase - Chase & District Health Services Foundation
6. Cortes - Community Health Association
7. East Shore Kootenay Lake - Community Health Society
8. Fort Nelson - Northern Rockies Seniors Society
9. Fort St. John - Save Our Northern Seniors (SONS)
10. Fraser Lake - Autumn Seniors Services Society
11. Hedley/Vancouver - William Day, Individual Member
12. Hornby & Denman Islands - Community Healthcare Society
13. Kaslo and Area D - Health Care Select Committee
14. Langley - BC Association of Community Response Networks
15. Nakusp Village
16. Nanaimo - Jane Osborne/BC Assoc. of Community Response Networks
17. Nelson - Age Friendly Community Initiative
18. Nelson - Community First Health and Education Centre
19. Nelson - Nelson Area Society for Health (NASH)
20. New Denver - Slocan Chamber of Commerce Health Committee
21. New Denver - Mayor and Council/Select Health Committee



**China Beach on Vancouver Island**

22. New Denver Hospice Society
23. Pender Islands Health Care Society
24. Port Alberni - Nuu-chah-nulth Tribal Council Nursing Services
25. Powell River - Powell River Voices
26. Princeton - Support Our Health Care (SOHC)
27. Quadra Island - Quadra Island Health Society
28. Roberts Creek/Sunshine Coast - Johanna Trimble, Individual Member
29. Salt Spring Island - Curt Firestone, Individual Member
30. Salt Spring Island - Salt Spring Community Health Services
31. Sicamous - Eagle Valley Community Support Society
32. Sicamous and District- Mayor and Council
33. Silverton - Mayor and Council
34. Slocan - Mayor and Council
35. Sorrento - Sorrento and Area Community Health Centre Society
36. South Shuswap - Health Services Society
37. Trail - Society for Protection and Care of Seniors (SCPS)
38. Valemount - John Grogan, Individual Member
39. Vancouver - RCCbc liaison Stuart Johnston
40. Vancouver - UBC/Centre for Rural Health Research/RER - Jude Kornelsen



**Mount Robson, the highest peak in the Canadian Rockies**

# MEMBERSHIP STRUCTURE & FEES

## REGULAR

Organization: \$50/yr.  
Individual: \$30/yr.

Any person, organization or association that supports the purpose, principles and objectives of the BCRHN is eligible to become a

Regular Member.

Regular members are entitled to make motions, vote or hold office as Directors, receive minutes of all meetings and receive written financial statements.

## ASSOCIATE

Organization: \$30/yr.  
Individual: \$25/yr.

Provincial organizations, associations or individuals that support the purpose, principles and objectives of the BCRHN are eligible to become

Associate Members.

Associate Members are not entitled to make motions, vote or hold office as Directors.

Associate Members are entitled to receive minutes of all meetings and written financial statements as presented at the AGM.

## AFFILIATE

\$20/yr.

Provincial organizations that wish to participate as an observer and provide support to the BCRHN are eligible to become Affiliate Members.

Affiliates may be included in meetings and activities at the discretion of the Board.

Affiliates are not entitled to make motions, vote or hold office as Directors.

# CONTACT INFORMATION

## BC RURAL HEALTH NETWORK

P.O. Box 257

Princeton, BC V0X 1W0

Tel. (250) 295-0822

[www.bcrhn.ca](http://www.bcrhn.ca)

Email: [bcruralhealthnetwork@gmail.com](mailto:bcruralhealthnetwork@gmail.com)

Facebook: BC Rural Health Network

<https://www.facebook.com/bcruralhealthnetwork/>

Twitter @BCRHNnetwork

<http://twitter.com/bcrhnnetwork>

# CONTACT INFORMATION

## MEMBERSHIP COMMITTEE

**COLIN MOSS, Director/Membership Chair**

**[ccm99@telus.net](mailto:ccm99@telus.net)**

**Tel. 250-354-3423**

**PEGGY SKELTON, Director**

**[skelton.peggy@gmail.com](mailto:skelton.peggy@gmail.com)**

**Tel. 250-227-2262**

**NIENKE KLAVER, Executive Assistant**

**[tulameennienke@gmail.com](mailto:tulameennienke@gmail.com)**

**Tel. 250-295-0822**

**CONNIE HOWE, Administrator**

**[concetina1959@gmail.com](mailto:concetina1959@gmail.com)**

**Tel. 250-295-8420**



## BC RURAL HEALTH NETWORK

January, 21, 2021

Greetings fellow Chamber of Commerce members:

I have been a member of the Slocan Chamber of Commerce for the past 14 years. I currently serve on the board as Secretary Treasurer and also am chair of our health and membership committees.

I am also a board member and membership chair of the BC Rural Health Network ([www.bcrhn.ca](http://www.bcrhn.ca)).

BCRHN was formed in 2017 with the purpose of acting as an advocacy group for healthcare related groups throughout rural BC. We intend to promote and support a health services system that improves and sustains the health and well being of residents of rural communities across BC.

Our membership has now grown to 40 members and we have become recognized by the provincial Health Ministry and Health Authorities as a key player advocating and advising on rural BC healthcare delivery issues and concerns.

Our members now include seniors groups, mental health organizations, community health support groups, chamber of commerce health committees, health research organizations and even rural municipal councils.

As BCRHN membership chair I am tasked with further increasing our membership. I believe an even larger membership base will give us more influence with government bodies and health authorities when it comes to advocating for various rural BC healthcare related initiatives.

During my years as our Chamber health committee chair I have come to realize just how important healthcare services are to a rural community from an economic perspective.

A local hospital or clinic and level of healthcare is one of the first thing tourists, prospective residents and new businesses look for when considering visiting or relocating to rural BC communities. I believe the level of healthcare is one of the corner stones to survival and possible growth or revitalization in rural BC municipalities.

Our Chamber health committee joined the BCRHN several years ago and I am wondering if you have a health committee or are involved as a Chamber in local healthcare issues if you would consider becoming a BCRHN member?

It would also be appreciated if you would pass this information along to any other health related group in your area, or send along their contact information.

Please see the accompanying attachments explaining more about BCRHN and don't hesitate to call myself or Ed Staples, BCRHN President should you require more information about us.

**COLIN MOSS**  
BCRHN Membership Chair  
[ccm99@telus.net](mailto:ccm99@telus.net)  
250-354-3423

**ED STAPLES**  
BCRHN President  
[edwardstaples8@gmail.com](mailto:edwardstaples8@gmail.com)  
250-295-0822



## **BC Rural Health Network Membership/Renewal Information**

### **Membership Categories**

#### **Regular Members:**

- Any person, organization or association that support the purpose, principles, and objectives of the BCRHN is eligible to become a Regular Member.
- Regular Members are entitled to make motions, vote and/or hold office as Directors, receive minutes of all meetings, and receive written financial statements.

#### **Associate Members:**

- Provincial organizations, associations or individuals that support the purpose, principles and objectives of the BCRHN are eligible to become Associate Members.
- Associate Members are not entitled to make motions, vote or hold office as Directors.
- Associate Members are entitled to receive minutes of all meetings and written financial statements as presented at the AGM.

#### **Affiliate Members:**

- Provincial organizations that wish to participate as an observer and provide support to the BCRHN are eligible to become Affiliate Members.
- Affiliates may be included in meetings and activities at the discretion of the Board.
- Affiliates are not entitled to make motions, vote or hold office as Directors.

### **Membership Fees**

Membership fees are due upon receipt of the membership form. The membership renewal date is January 1. Payment can be made by e-Transfer to [bcruralhealthnetwork@gmail.com](mailto:bcruralhealthnetwork@gmail.com) (auto deposit has been set up), or by cheque made payable to **RHC Rural Health Collaborative Society**. Please mail cheques and completed membership forms to:

Nienke Klaver, Executive Assistant BCRHN  
Box 257  
Princeton, B.C.  
V0X 1W0

#### **Regular Member**

Organization \$50.00  
Individual \$30.00

#### **Associate Member**

Organization \$30.00  
Individual \$25.00

#### **Affiliate Member**

\$20.00



## BC Rural Network MEMBERSHIP APPLICATION FORM

**Date of application (year/month/day)** \_\_\_\_\_

**Are you:** renewing your membership \_\_\_\_\_  
a new member \_\_\_\_\_

**Membership Category** (check one)

\_\_\_\_\_ Regular Member

\_\_\_\_\_ Associate Member

\_\_\_\_\_ Affiliate Member

**Name of Organization or Individual**

---

---

**Contact information:**

Email \_\_\_\_\_

Telephone \_\_\_\_\_ (work) \_\_\_\_\_ (cell)

\_\_\_\_\_ (other)

Mailing Address \_\_\_\_\_

---

**Names and titles of lead members in the organization:**

---

---

---

**Number of members in your organization** \_\_\_\_\_



**Names of communities represented by your organization**

---

---

---

**Names and contact information of your local newspaper(s)**

---

---

Membership fee payment of \$ \_\_\_\_\_ on \_\_\_\_\_ (date) by  
e-Transfer to bcruralhealthnetwork@gmail.com (auto deposit has been set up).

**Membership fee payable to RHC Rural Health Collaborative Society enclosed**

\$ \_\_\_\_\_

**Please consider making an additional donation in support of the BCRHN**

\$ \_\_\_\_\_

Are you willing to volunteer? Please express your interest by checking one or more of the following areas of expertise or interest:

Finance \_\_\_\_\_

Communications \_\_\_\_\_

Promotional \_\_\_\_\_

Organizing \_\_\_\_\_

Other \_\_\_\_\_

**Please mail cheques and completed membership forms to:**

Nienke Klaver, Executive Assistant BCRHN  
Box 257  
Princeton, B.C.  
V0X 1W0



## City of Campbell River

From the Office of the Mayor

29 April 2021

The Honourable Katrine Conroy  
Minister of Forests, Lands, Natural Resource Operations and Rural Development  
PO Box 90049 Stn Prov Govt  
Victoria, BC V8W 9E2

Via email: [FLNR.Minister@gov.bc.ca](mailto:FLNR.Minister@gov.bc.ca)

Dear Minister Conroy:

**Re: Logging of at-risk old –growth forests in the province**

At their April 26 meeting, City of Campbell River Council received correspondence from Bob Brash, Executive Director of the Truck Loggers Association (TLA), outlining their concerns about the City of Nanaimo Council decision regarding logging of at-risk old –growth forests in the province. Mr. Brash further offered to brief several Vancouver Island councils on the TLA perspective on BC's forest sector and working forests.

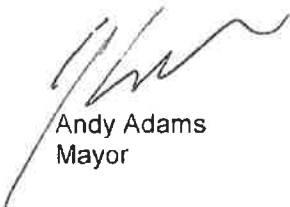
At the same meeting, City of Campbell River Council passed a resolution to contact you, Premier Horgan and Minister Osborne as well as BC MLAs to urge the Province that decisions made regarding the forest sector be based on facts and science.

Council believes that coastal forest operations are threatened by misinformation. Campbell River is a coastal forestry hub, and we view forestry as an essential component of economic recovery during and following the pandemic.

The City of Campbell River asks that you consider our concerns while making important decisions.

Thank you.

Sincerely,

  
Andy Adams  
Mayor

May 10, 2021

Bob Zimmer, Member of Parliament  
9916 100 Avenue  
Fort St. John, BC V1J 1Y5

Dear Mr. Zimmer, MP

**Re: Letter of support for national three-digit suicide prevention hotline - 988**

On behalf of Council, we are pleased to provide this letter of support for the creation of a national three-digit suicide and crisis hotline – 988.

The Council of the District of Mackenzie, at their Regular Meeting held on Monday, April 26, 2021 hereby resolved the following:

31933.            MOVED by Councillor Hipkiss  
*Support for        WHEREAS the Federal government has passed a motion to adopt 988, a National*  
*988 Crisis        three-digit suicide and crisis hotline;*  
*Line*

*AND WHEREAS the ongoing COVID-19 pandemic has increased the demand for*  
*suicide prevention services by 200 per cent;*

*AND WHEREAS existing suicide prevention hotlines require the user to remember a*  
*10-digit number and go through directories or be placed on hold;*

*AND WHEREAS in 2022 the United States will have in place a national 988 crisis*  
*hotline;*

*AND WHEREAS the District of Mackenzie recognizes that it is a significant and*  
*important initiative to ensure critical barriers are removed to those in a crisis and*  
*seeking help;*

*NOW THEREFORE BE IT RESOLVED THAT the District of Mackenzie endorses this*  
*988-crisis line initiative;*

*and that Staff be directed to send a letter indicating such support to the local MP,*  
*MPP, Federal Minister of Health, the CRTC and local area municipalities to indicate*  
*our support.*

CARRIED

We see great value in this project and we look forward to the implementation of this initiative.

Sincerely,



Joan Atkinson

Mayor

cc: Dan Davies  
Member of the Legislative Assembly  
[dan.davies.mia@leg.bc.ca](mailto:dan.davies.mia@leg.bc.ca)

The Hon. Steven Guilbeault  
Minister of Canadian Heritage  
Minister Responsible for the CRTC  
[steven.guilbeault@parl.gc.ca](mailto:steven.guilbeault@parl.gc.ca)

The Hon. Patty Hajdu  
Federal Minister of Health  
[hcmister.ministresc@canada.ca](mailto:hcmister.ministresc@canada.ca)

Local Area Municipalities



## STAFF REPORT

For: Mayor and Council  
Prepared by: Ann MacDonald, CAO  
Subject: **Summer Water Restrictions**  
Meeting date: May 18, 2021

---

### BACKGROUND

To obtain Council approval to establish water restrictions, effective June 15, 2021 to September 30, 2021. These measures are recommended in response to climate change patterns that have led to increasingly dry summers and a corresponding increase in the risk of wildfire.

### DISCUSSION

The Village of Sayward water supply has experienced very low water levels during the last several summers and, as a result, summer water restrictions are normally put in place early in the summer to alleviate the pressure on our water supply. Such restrictions during the summer months are now common practices for most municipalities on Vancouver Island.

Water Regulation Bylaw No. 391 provides the authority for Council to restrict water use. Staff are recommending that, as in other years, the following water restrictions be applied, effective June 15, 2021 to September 30, 2021;

- 1.) No watering between 10:00 am and 4:00 pm.
- 2.) Residences with address numbers ending in an even number (e.g. 110 Dyer Dr.) would be permitted to water on even days of the month (June 20, 24, 26, etc.).
- 3.) Residences with address numbers ending in an odd number (e.g. 111 Dyer Dr.) would be permitted to water on odd days of the month (June 21, 23, 25, etc.).
- 4.) The washing of parking lots, driveways, automobiles, boats etc. and such activities be discouraged, and if pursued, only be permitted on the resident's designated days before 10:00 am and after 4:00 pm.

Water restrictions would apply to all outdoor watering activities including lawn sprinkling, watering of gardens, trees and shrubs as well as washing parking lots, driveways, automobiles, boats etc.

Staff believes these restrictions are necessary to ensure all users have adequate water during the summer and that sufficient reserve supplies are available should they be required for emergency firefighting purposes.

#### **STAFF RECOMMENDATIONS**

THAT Council receives the Staff Report on 2021 Water Restrictions, and;

THAT Staff be directed to implement water restrictions as outlined in the Staff Report effective June 15, 2021.

---

Ann MacDonald  
CAO



## STAFF REPORT

For: Mayor and Council  
Prepared by: Ann MacDonald, CAO  
Subject: **Letters of Support (draft) - Cell and Internet Service in Sayward**  
Meeting date: May 18, 2021

---

### BACKGROUND

At its May 4, 2021 regular Council meeting, Council passed the following resolution:

#### **MOTION R21/134**

#### **MOVED AND SECONDED**

THAT staff return to Council with draft correspondence to:

- a) Rajwant Gill at Telus to determine what the Village of Sayward can do to support improved cell service on Highway 19; and,
- b) Hon. Lisa Beare, Minister of Citizens' Services for B.C urging that money from the Connecting British Columbia fund be applied to providing cell service on our highway; and,
- c) MLA Babchuck urging that money from the Connecting British Columbia fund be applied to providing cell service on our highway.

**CARRIED**

In addition, the SRD CAO requested a letter of support be sent to Minister Beare to encourage her support for improvements to internet service in the Sayward area.

### DISCUSSION

For consideration by Council.

### RECOMMENDATIONS

THAT Council receives the Letter of Support – Cell and Internet Service in Sayward staff report for information and discussion, and;

THAT Council approves sending the four letters attached to the May 18, 2021 Staff Report.

---

Ann MacDonald  
CAO

Attachments:

- 1.) Letter to Rajwant Gill, Telus – cell service on hwy 19**
- 2.) Letter to Minister Beare – cell service on hwy 19**
- 3.) Letter to MLA Babchuk – cell service on hwy 19**
- 4.) Letter to Minister Beare – internet service in Sayward**



the Village of  
Sayward

May 18, 2021

Rajwant Gill,  
Senior Project Manager,  
Telus  
510 Georgia St W,  
Vancouver, BC  
V6B 0M3, Canada

Dear Mr. Gill,

Re: Cell Service on Highway 19

North Vancouver Island is experiencing a growth spurt. Property assessments continue to climb and investments in the north Island have resulted in properties being sold, generally over the asking price, within a week. We have recently seen a moderate boom of new construction, with continued interest in families relocating to the North Island. We are seeing new trades persons and skilled workers chose to live in the Village of Sayward and set up their businesses all around the Sayward Valley.

This is all very positive for the Village of Sayward and residents of the Sayward Valley, with many now commuting daily to Campbell River. We continue to experience safety concerns on Highway 19 due to the inadequate cell phone coverage, and in particular in the strip between Sayward and Campbell River. In the past year there have been two fatalities along that strip of highway and multiple motor vehicle accidents, some of which leave injured travellers with life threatening wounds and injuries unable to call for assistance.

Public safety would be greatly enhanced by investments in cellular service from Campbell River to Sayward and beyond to Port McNeill. The RCMP routinely receive reports of motor vehicle accidents from drivers once they have reached cell service either in Sayward or Campbell River; however, their reports can be delayed by as long as 30 minutes due to the lack of cell service. The delay directly affects the notification of First Responders and ultimately the health and survivability of the injured parties. Once on scene First Responder's information management protocols are designed to operate on a cellular signal. Council has been informed by the RCMP that their response is greatly challenged when establishing an incident command at a motor vehicle incident when cellular service is not available.

The Village of Sayward would like to know what plans Telus has to improve the cellular service along Highway 19 and what measures the Village of Sayward and perhaps the Strathcona Regional District can take to support Telus' investment in cellular phone service along Highway 19.

On behalf of all of Council and the citizens of the Sayward Valley and the Village of Sayward, I look forward to your response.

Sincerely,

---

Mark Baker  
Mayor of Sayward



May 18, 2021

Honourable Lisa Beare  
Minister of Citizens' Services  
PO Box 9068 Stn Prov Govt  
Victoria BC V8W 9E2

Dear Minister Beare,

RE: Cell Phone Coverage on Highway 19

The Village of Sayward is experiencing a growth spurt. Property assessments continue to climb and investments in homes in the Village result in properties being sold, generally over asking price, within a week and we are experiencing a moderate boom of new construction. We are seeing new trades persons and skilled workers chose to live in the Village and set up their businesses here, and the Village continues to invest in the well-being of its citizens. This is all very positive for the town, yet we continue to experience inadequate cell phone coverage in the Sayward Valley and along Highway 19. As more and more of our citizens travel Highway 19 for work, shopping, and medical appointments we are seeing more and more motor vehicle accidents, serious injuries and even fatalities. Too often seriously injured people are left on the highway waiting for assistance as the lack of any cell phone services delays their ability to seek medical assistance.

Public safety would be greatly enhanced by investments in cellular service from Campbell River to Sayward and beyond to Port McNeill. The RCMP routinely receive reports of motor vehicle accidents from drivers once they have reached cell service either in Sayward or Campbell River; however, their reports can be delayed by as long as 30 minutes due to the lack of cell service. The delay directly affects the notification of First Responders and ultimately the health and survivability of the injured parties. Once on scene First Responder's information management protocols are designed to operate on a cellular signal. Council has been informed by the RCMP that their response is greatly challenged when establishing an incident command at a motor vehicle incident when cellular service is not available.

Please be advised that the Village of Sayward requires adequate cell phone coverage along Highway 19 to be able to nurture the current growth in a way that provides for the safety of our citizens. In 2021, adequate cell phone service along Highway 19 remains an essential component of our infrastructure, and a required missing link to provide for the safety of our citizens and the travelling public.

Please support the investments in cell phone service along Highway 19. I urge you to apply the funding from the Connecting British Columbia funds to provide cell service on Highway 19. We note that of the \$90 million in the fund, \$15 million is specifically intended to extend cell service on the provincial highway. Please include the cellular service needs of Highway 19 in your investments. We also request that you please apply some pressure to Telus to cooperate with the safety needs of the north Island citizens to provide highway cell service along Highway 19. We have all been working hard for a number of

years to improve the safety along this stretch of highway 19 and we would appreciate any support you can lend to this important project.

Sincerely,

---

Mark Baker  
Mayor of Sayward



May 18, 2021

MLA Michele Babchuk  
Parliament Buildings  
Victoria, BC V8V 1X4

Dear MLA Babchuk,

RE: Inadequate Cell Phone Coverage – Sayward to Campbell River along Highway 19

The Village of Sayward is experiencing a growth spurt. Property assessments continue to climb and investments in homes in the Village result in properties being sold, generally over the asking price, within a week. We have recently seen a moderate boom of new construction, with at least one large development application now in stream, and more planned for the future. We are seeing new trades persons and skilled workers chose to live in the Village and set up their businesses here, and the Village continues to invest in the well-being of its citizens.

This is all very positive for the town, yet we continue to experience inadequate cell phone coverage in the Sayward Valley and along Highway 19. As more and more of our citizens travel that 45 road daily for work, shopping, and medical appointments we are seeing more and more motor vehicle accidents, serious injuries and even fatalities. Too often seriously injured people are left on the highway waiting for assistance as the lack of any cell phone services delays their ability to seek medical assistance.

Public safety would be greatly enhanced by investments in cellular service from Campbell River to Sayward and beyond to Port McNeill. The RCMP routinely receive reports of motor vehicle accidents from drivers once they have reached cell service either in Sayward or Campbell River; however, their reports can be delayed by as long as 30 minutes due to the lack of cell service. The delay directly affects the notification of First Responders and ultimately the health and survivability of the injured parties. Once on scene First Responder's information management protocols are designed to operate on a cellular signal. Council has been informed by the RCMP that their response is greatly challenged when establishing an incident command at a motor vehicle incident when cellular service is not available.

Please be advised that the Village of Sayward requires adequate cell phone coverage along Highway 19 to be able to nurture the current growth in a way that provides for the safety of our citizens. In 2021, adequate cell phone service along Highway 19 remains an essential component of our infrastructure, and a required missing link to provide for the safety of our citizens and the travelling public.

Please support improved cell phone service along Highway 19, especially, and in the short term, between Sayward and Campbell River. and the fiber landing in Sayward. The Village and the SRD have been working

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

hard for a number of years to improve services and the quality of life for residents of the Village and the Sayward Valley, and we would appreciate any support you can lend to this important project.

Sincerely,

---

Mark Baker  
Mayor of Sayward



May 6, 2021

Honourable Lisa Beare  
Minister of Citizens' Services  
PO Box 9068 Stn Prov Govt  
Victoria BC V8W 9E2

RE: Village of Sayward - Inadequate Internet Coverage

The Village of Sayward is experiencing a growth spurt. Property assessments continue to climb and investments in homes in the Village result in properties being sold, generally over the asking price, within a week. We have recently seen a moderate boom of new construction, with at least one large development application now in stream, and more planned for the future. We are seeing new trades persons and skilled workers chose to live in the Village and set up their businesses here, and the Village has invested in the development of a new official community plan and is currently working with a Victoria firm to design and deliver a new website that will provide for a significant increase in on-line services.

This is all very positive for the town, yet we continue to experience inadequate internet coverage. Citizens regularly experience disruptions in on-line business meetings and use of the internet for home-based learning and home-based business, a significant deterrent for new investment. As the Village approaches its 55<sup>th</sup> year since incorporation, new investment is imperative to be able to address our water, sewer, and road infrastructure, all currently approaching the end of their sixty-year life span.

Please be advised that the Village of Sayward requires adequate internet coverage to be able to continue to nurture this growth. In 2021, adequate internet coverage in the Village of Sayward remains an essential component of our infrastructure, and a required missing link to encourage the new investment we require to serve our citizens.

Please support the Connected Coast project and the fiber landing in Sayward. The Village and the SRD have been working hard for a number of years to access last mile funding for both the Village and the Sayward Valley, and we would appreciate any support you can lend to this important project.

Sincerely,

---

Mark Baker  
Mayor of Sayward

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



## STAFF REPORT

For: Mayor and Council  
Prepared by: Ann MacDonald, CAO  
Subject: **Letter to Western Forest Products re: Dust Control**  
Meeting date: May 18, 2021

---

### BACKGROUND

Council received the attached correspondence from concerned citizens and reviewed the matter at its May 4, 2021 regular Council meeting. The following resolution was passed:

#### **MOTION R21/136**

#### **MOVED AND SECONDED**

THAT staff be directed to return to the May 18, 2021 Council meeting with correspondence from Council to Western Forest Products Ltd. with a request to address citizens' concerns about dust.

**CARRIED**

### DISCUSSION

Correspondence attached.

### RECOMMENDATIONS

THAT Council receives the Letter to Western Forest Products re: Dust Control staff report for information and discussion, and;

THAT Council directs staff to send the attached letter.

---

Ann MacDonald  
CAO

Attachments:

- 1.) Letter from citizens**
- 2.) Letter to WFP**

April 21, 2021

Village of Sayward  
652-A H'Kusam Way  
PO Box 29 Sayward BC  
V0P 1R0  
Attention: Mayor and Council

Subject: Dust Control.

This is a request by the undersigned tax payers that the village undertake measures to control the amount of dust that sweeps through the village and valley almost consistently and especially on dry windy summer days.

The most serious problem with the dust is the effect it has on our health, with many of us suffering with C.O.P.D. But that is not all. Getting into your car in the morning and having to turn on the windshield washer before you can see to drive, and watching the dust turn into light brown fecal like clay on your car or truck is no joy. Nor is watching the dust build up in our houses, on our tools and equipment.

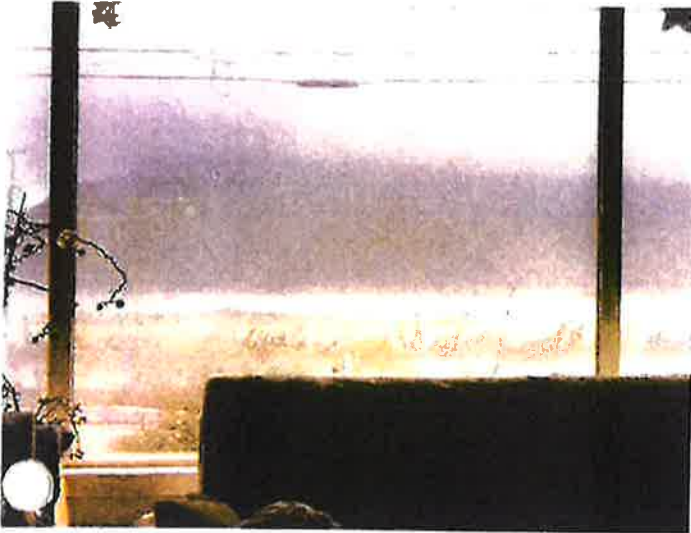
We all know that the dust is brought in on the logging trucks and that it is at its worst when logging activity is at its highest in the log sort. And the North West winds gust.

What to do? Control the dust by running a watering truck on the logging road from the intersection of the logging road and Sayward road to the log sort and back along Kelsey Way to the intersection. As a matter of fact, I believe that back in the day when this operation was MacMillan-Bloedel, that that was exactly what was being done by the company.

It is not the same company today, and other than watering the log sort for the health of their employees little thought or care appears to be given to the consequences of their activity on the tax payers of Sayward.

We ask that you find a solution to this problem. Perhaps convince Western Forest Products that it is in their interest to be regarded as a good corporate citizen. Or, buy a watering truck, WFP might be persuaded to donate the seldom or never used watering truck they have, that sits in the log sort. Have Tony or Mike do the circuit a couple of times a day? Please, work it out, but do something about the dust!

The following pictures were taken today out the front window of the residence at 200 Kelsey way. Need we say more?



This request for action is respectfully signed and submitted by:

Name	Address	Signature
JAN Bakker	200 Kelsey Way	J. Bakker
M.A. (Nancy) Bakker	200 Kelsey Way	M.A. Bakker
LORUE SIMEDSON	220 Kelsey Way	L. Simedson
Rock Allcroft	210 Kelsey Way	R. Allcroft
Stacey Allcroft	210 Kelsey Way	S. Allcroft
Sierra Allcroft	210 Kelsey Way	S. Allcroft

— 11 —  
BECAUSE OF COVID I DON'T THINK ITS PROPER  
FOR ME TO SOLICIT SIGNATURES OTHER THAN FROM  
OWN BUBBLE.

THANKING YOU IN ADVANCE FOR YOUR  
CONSIDERATION OF OUR CONCERNS.



the Village of  
Sayward

"Friend of Nature"

May 19, 2021

Brad McRae  
Director, Government Relations  
Western Forest Products  
8010 N Island Hwy,  
Campbell River, BC V9W 5E1

Dear Mr. McRae,

Re: Dust Control along the WFP Logging Road

Please be advised that the Village of Sayward Council has received the attached correspondence from concerned citizens, and Council wishes to support their interests. The Village of Sayward is increasingly being sought after as a semi-retirement community and as noted, we are aware of a significant number of citizens suffering from C.O.P.D. and other breathing related conditions. Can you please take note of their concern regarding dust along the logging road and advise of any course of action that you plan to pursue to address this?

As well, Council would appreciate the opportunity to meet with the WFP leadership team to discuss this matter as well as general operation plans of WFP. As you know, we are in the process of updating our Official Community Plan and so this would be an opportune time for Mayor and Council to meet with WFP representatives to discuss the general operational plans of WFP and, in particular, how we can co-exist and support our mutual needs and interests.

To that end, we request that you consider sending a delegation of your staff to an upcoming council meeting in order for us to carry out these discussions.

Thank you, and we look forward to hearing from you.

Sincerely,

---

Mayor Mark Baker

C: Jeff Ternan, WFP



## STAFF REPORT

For: Mayor and Council  
Prepared by: Ann MacDonald, CAO  
Subject: **Active Transportation Grant Opportunity**  
Meeting date: May 18, 2021

---

### BACKGROUND

UBCM released a grant opportunity to support incorporating active transportation into an Official Community Plan. As the Village of Sayward is currently revising its OCP, funds awarded to the Village could enhance that planning process and add an active transportation component to the OCP.

### DISCUSSION

Active transportation refers to all human-powered forms of commuting. Walking and cycling are the most common, but running, scooting, skateboarding, in-line skating, using a wheelchair, paddling, skiing, snowshoeing, horseback riding, and using electric bicycles or scooters are other examples. BC's active transportation strategy, *Move, Commute, Connect* promotes the goal of doubling the percentage of trips taken with active transportation by 2030. To reach this target the strategy identifies initiatives and specific actions, including providing planning and design support, to ensure that community planning addresses active transportation constraints and opportunities.

The application deadline is May 21, 2021 and a council resolution is required to be eligible. The deliverables include a series of policies and general plans that promote active transportation in the Village which could include requirements for walking pathways from any new development and a requirement to connect to existing pathways, such as the Working Waterfront Trail, and other routes as proposed.

### RECOMMENDATIONS

THAT Council receives the Active Transportation Grant Opportunity staff report for information and discussion, and;

THAT Council supports providing overall grant management and the goal of incorporating active transportation policies and recommendation in the Village of Sayward Official Community Plan currently under review.

---

Ann MacDonald  
CAO

Attached:

***1.) Active Transportation Program Guide 2021***

# Active Transportation Planning

## 2020 Program & Application Guide

### 1. Introduction

---

#### Background

Move. Commute. Connect. is BC's active transportation strategy. Its goal is to double the percentage of trips taken with active transportation by 2030. To reach this target the strategy identifies initiatives and specific actions, including providing planning and design support, to ensure that community planning addresses active transportation constraints and opportunities.

Active transportation refers to all human-powered forms of commuting. Walking and cycling are the most common, but running, scootering, skateboarding, in-line skating, using a wheelchair, paddling, skiing, snowshoeing, horseback riding and using electric bicycles or scooters are all types of active transportation.

#### Active Transportation Planning Grants

Local governments play a significant role in active transportation by developing integrated community land use and transportation plans and policies that lead to the implementation of transportation infrastructure networks. The intent of the Active Transportation Planning program is to support local governments to incorporate or enhance active transportation components of formal planning documents (Official Community Plan, Sustainability Plan, Neighbourhood Plan, or Transportation Plan), including research, consultation, and policy development.<sup>1</sup> Funding is provided by the Province of B.C. and is administered by Union of BC Municipalities (UBCM).

### 2. Eligible Applicants

---

All local governments (municipalities or regional districts) in BC that meet the following criteria are eligible to apply:

- Have a population of up to 25,000 (based on 2016 Census data). Note: regional districts can apply for one or more electoral areas with a combined population of up to 25,000 in a single application.
- Do not have an active transportation plan or have a plan over 5 years old.
- Are currently or will be undertaking a community land use and/or transportation plan to which an active transportation lens will be included.
- Have not received a network planning grant from the Ministry of Transportation and Infrastructure's Active Transportation Infrastructure Grant program.

Eligible applicants may submit one application per intake.

---

<sup>1</sup> The Ministry of Transportation and Infrastructure provides network planning grant funding through the Active Transportation Infrastructure Grant program. That grant program helps communities develop active transportation network plans to support active transportation for all ages and abilities.

### **3. Eligible Projects**

---

To qualify for funding, applicants must be undertaking transportation or land use planning, and demonstrate how the proposed project would support and integrate active transportation planning as part of its community planning process.

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

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

### **4. Eligible & Ineligible Costs & Activities**

---

#### **Eligible Costs & Activities**

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.

Under the Active Transportation Planning program, eligible activities must be cost-effective and may include:

- Research, including data collection, mapping and walkability, bikeability or community audits/assessments
- Engagement, including public and/or stakeholder engagement, surveys and open houses
- Policy development, including drafting objectives/actions for inclusion in community land use and/or transportation plans

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

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

#### **Ineligible Costs & Activities**

Any activity that is not outlined above or is not directly connected to activities approved in the application by the 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 active transportation infrastructure
- Infrastructure or capital projects, construction or renovations
- Major capital improvements or renovations to existing facilities and/or construction of new, permanent facilities
- Purchase of vehicles
- Regular salaries of applicant staff or partners
- Routine or ongoing operating costs (i.e. heating and lighting; security; software subscriptions or other subscription fees; etc.)
- Fundraising

## 5. Grant Maximum

---

The Active Transportation Planning program can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$10,000.00.

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

## 6. Application Requirements & Process

---

### Application Deadline

The application deadline is October 30, 2020. Applicants will be advised of the status of their application within 90 days of the application deadline.

### Required Application Contents

- Completed Application Form
- Detailed budget
- Local government Council or Board resolution, indicating support for the current proposed activities and willingness to provide overall grant management

### 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](mailto: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 have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, all eligible applications will be reviewed and scored by the Evaluation Committee. Higher application review scores will be given to projects that best meet the intent of Active Transportation Planning program, such as:

- Clearly increase options for active transportation and encourage more people to use active transportation
- Incorporate or enhance active transportation components of a formal planning documents (Official Community Plan, Sustainability Plan, Neighbourhood Plan, or Transportation Plan)
- Consider connections to community amenities, affordable housing, seniors' housing, schools and other key community insitutions
- Reduce greenhouse gas emissions through active transportation options (in alignment with the Community Charter (Part 14, Sec 473 sub 3) GHG emission targets)
- Consider equity, accessibility and people of all ages and abilities in active transportation planning, which are referred to in the BC Active Transportation Design Guide
- Demonstrate community consultation and public engagement

- Are cost-effective
- Include in-kind or cash contributions to the project from the eligible applicant, regional partners, or other grant funding

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 consider the population and provincial, regional, and urban/rural distribution of proposed projects. Funding decisions will be made on a provincial priority basis.

## **7. Grant Management & Applicant Responsibilities**

---

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

Grants under the Active Transportation Planning program will be awarded when the project is complete and the reporting requirements have been met.

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

### **Progress Payments**

Grants under the Active Transportation Planning program are paid at the completion of the project and only when the final report requirements have been met. To request a progress payment, approved applicants are required to submit:

- Description of activities completed to date
- Description of funds expended to date
- Written rationale for receiving a progress payment

### **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 an updated, signed application form and an updated Council or Board resolution
- 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 one year.

## **8. Final Report Requirements & Process**

---

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

- Electronic copy of the completed plan
- 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.

### **Submission of Final Reports**

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

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

### **Review of Final Reports**

UBCM will review final reports to ensure that all of the required report elements (identified above) have been submitted. Following this, all completed final reports and deliverables will be submitted to the Ministry of Transportation and Infrastructure for review before final payment of the grant is issued.

## **9. Additional Information**

---

For enquiries about application process or program, please contact:

Union of BC Municipalities  
525 Government Street  
Victoria, BC, V8V 0A8  
Email: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)  
Phone: 250 356-5193