



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
APRIL 6, 2021 – 7:00 PM
TEAMS Electronic Meeting**

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."

Recommended Resolution:

THAT the public input section be moved to the end of the agenda after public question period.

3. Introduction of Late Items

4. Approval of Agenda

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for April 6, 2021 be approved.

5. Minutes of Previous Meetings

Recommended Resolution:

THAT the minutes from the Regular Council meeting held on March 16, 2021 be adopted.

6. Petitions and Delegations

7. a) Chan Nowosad Boates, to present the Village of Sayward 2020 Audited Financial Statements and Audit Findings Report

Recommended Resolution:

THAT the presentation by Chan Nowosad Boates be received, and;

THAT the Village of Sayward 2020 Audited Financial Statements be approved.

b) Urban Systems Planning Team (OCP Review) Meet and Greet (schedule, review of household survey, schedule, etc.) Sydney Rankmore, Jake Hughson, Zack Haigh

THAT the presentation by Urban Systems be received, and;

THAT Council approves the proposed household survey and proposed OCP public engagement schedule.

8. Correspondence

- a) City of Prince George Re: Opioid Crisis and Call for Overdose Action Plan
- b) Regional Calls with Minister Osborne – COVID-19
- c) Aquatic Invasive Species Resolution Request – District of Sicamous
- d) Raise Disability and Income Assistance to a Livable Rate – City of Langley
- e) Joint Letter from BC MPs to Min. Jordan re: 2021 Mark Selective Fisheries
- f) Endorsement of 9-8-8 Crisis Line Initiative – Village of Belcarra
- g) Island MPs oppose DFO regulation change to prawn fishery

Recommended Resolutions:

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

THAT Council request that the Government of Canada declare the overdose crisis a national public health; and immediately seek input from the people most affected by this crisis and meet with provinces and territories to develop a comprehensive, Pan-Canadian overdose action plan, which includes comprehensive supports and full consideration of reforms that other countries have used to significantly reduce drug-related fatalities and stigma.

THAT the Province of British Columbia permanently reinstate the automatic, \$300/month benefit for people receiving disability benefits and income assistance and move to raise disability and income assistance to a livable rate that is above the market basket measure (MBM).

9. Council Reports

- a) Councillor Poulsen – Comox Strathcona Waste Management Board Report

10. Reports of Committees - None

11. Mayor's Report – None

12. Unfinished Business - None

13. Staff Reports

- a) **Projects and Issues Workplan – Quarterly Update Dated March 31, 2021** {pg 51}

Recommended Resolution:

THAT Council receive the Projects and Issues Workplan, March 31, 2021

- b) **Policy Update Project** {pg 61}

Recommended Resolutions:

THAT Council receive the Policy Update Project report for information and discussion, and;

THAT Council approve Policy #300-03 - Credit Card Policy as amended.

- c) **Request for Tax Relief – Salmon River Inn** {pg 67}

Recommended Resolutions:

THAT Council receives the Request for Tax Relief – Salmon River Inn report for information and discussion, and;

THAT Council direct staff on next steps.

d) BC Building Code and Non-Compliant Properties – Update

{pg 85}

Recommended Resolutions:

THAT Council receives the information and provide direction as required, and;

THAT staff be directed to add the tasks associated with following up on the non-compliant properties to the Project and Issues Workplan and provide an update at the next Quarterly update in August 2021, and;

FINALLY, THAT staff be directed to return to Council with recommendations for placing Notice on Title on non-compliant properties.

e) Review and Update of Council Procedure Bylaw No. 416, 2015

{pg 89}

THAT Council reviews the additional materials provided by Councillor Cragg to be included in the proposed revisions, and;

THAT Council advise staff on next steps on revisions to Bylaw No. 416, 2015 Council Procedure Bylaw.

14. Bylaws

a) 2021-2025 Financial Plan Bylaw 472, 2021

Recommended Resolution:

THAT Five Year Financial Plan Bylaw No. 472, 2021 be given fourth and final reading.

15. New Business - None

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

a) Jackie Lyons e-mail, March 31, 2021

17. In-Camera - None

18. Adjournment

Recommended Resolution:

THAT the Regular Meeting of Council for April 6, 2021 be adjourned.



**VILLAGE OF SAYWARD
MINUTES
REGULAR COUNCIL MEETING
MARCH 16, 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 7:02 PM.

2. Public Input

MOTION R21/79

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 – Newcastle Dam Decommissioning – Total cost of project and source of funds

MOTION R21/80

MOVED AND SECONDED

THAT the Newcastle Dam Decommissioning – Total cost of project and source of funds Staff Report be added to New Business.

CARRIED

4. Approval of Agenda

MOTION R21/81

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for March 16, 2021 be approved as amended.

CARRIED

5. Motion to go In-Camera

MOTION R21/82

MOVED AND SECONDED

THAT in accordance with Section 92 of the *Community Charter*, this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with Section 90 (1)(i) of the *Community Charter* to discuss advice that is subject to solicitor-client privilege.

CARRIED

Meeting adjourned to go in-camera at 7:04 pm.

Regular Council meeting resumed at 7:22 pm.

6. Minutes of Previous Meetings

MOTION R21/83

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on March 2, 2021 be adopted.

CARRIED

7. Petitions and Delegations

a) JP Fraser, Executive Director, BC Salmon Farmers Association; Michelle Franze, Manager of Communications.

MOTION R21/84

MOVED AND SECONDED

THAT the delegation and presentation by the BC Salmon Farmers Association of BC be received.

CARRIED

8. Correspondence

a) Feb. 25, 2021 correspondence from Chair Hory, (RDMW) to Premier Horgan.

b) March 1, 2021 correspondence from George Hanson, Vancouver Island Economic Alliance to Minister Jordan, Minister of Fisheries, Oceans and the Canadian Coast Guard.

MOTION R21/85

MOVED AND SECONDED

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

CARRIED

9. Council Reports – Verbal Report provided by Councillor Poulsen regarding Comox Strathcona Waste Management Board meeting and Comox Strathcona Regional Hospital Board meetings.

MOTION R21/86

MOVED AND SECONDED

THAT the verbal report from Cllr Poulsen be received.

CARRIED

10. Reports of Committees - None

11. Mayor's Report – None

12. Unfinished Business – None

13. Staff Reports

a) Solid Waste Service – Additional Receptacle Program

MOTION R21/87

MOVED AND SECONDED

THAT Council receives the Solid Waste Service – Additional Receptacle Program report for information and discussion, and;

THAT Council directs Staff to amend the Fees & Charges Bylaw to reflect the new charge of \$5.00 for a sticker that enables citizens to dispose of additional solid waste.

CARRIED

b) Staff Report: Proposed Revisions to Bylaw 416, 2015 Council Procedure Bylaw (Bylaw 471)

MOTION R21/88

MOVED AND SECONDED

THAT Council receive the Proposed Revisions to Bylaw 416, 2015 Council Procedure Bylaw Report for information and discussion, and;

THAT Staff return to the April 6, 2021 regular Council meeting with revisions proposed by Councillor Cragg at the March 2, 2021 Council meeting for Council to review and discuss, and;

FINALLY THAT staff return to the April 20, 2021 Council meeting for review of revised Bylaw 471, 2021, a Bylaw to Amend Bylaw 416, 2015 Council Procedures Bylaw.

CARRIED

c) Staff Report: Sayward Valley Fire Department (SVFD) Monthly Report - February 2021.

MOTION R21/89

MOVED AND SECONDED

THAT Council receive the SVFD monthly report for information and discussion.

CARRIED

14. Bylaws

a) Revenue Anticipation Bylaw No. 470, 2021

MOTION R21/90

MOVED AND SECONDED

THAT Revenue Anticipation Bylaw No. 470, 2021 be given fourth and final reading.

CARRIED

b) 2021-2025 Financial Plan Bylaw No. 472, 2021

MOTION R21/91

MOVED AND SECONDED

THAT Five Year Financial Plan Bylaw No. 472, 2021 be given first, second and third reading.

CARRIED

c) Zoning Amendment Bylaw No. 473, 2021

MOTION R21/92

MOVED AND SECONDED

THAT Zoning Amendment Bylaw No. 473, 2021 be given first and second reading, and;

THAT a Public Hearing be waived in accordance with Section 464 (2) of the *Local Government Act* due to an Official Community Plan being in effect for properties affected by this amendment, and the zoning bylaw amendment is consistent with the Official Community Plan.

Opposed Cllr Cragg

CARRIED

15. New Business – Staff Report – Newcastle Dam Decommissioning – Total cost of project and source of funds

MOTION R21/93

MOVED AND SECONDED

THAT Council receives the Newcastle Dam Decommissioning – Total cost of project and source of funds report, and;

THAT Council approves the following funding sources for the total project cost of \$1,194,726:

\$657,360 Strategic Priorities Grant

\$234,640 Community Works Fund Reserve

\$144,213 Water Surplus

\$158,513 General Surplus

CARRIED

16. Public Question Period (maximum 15 minutes) - None

17. In-Camera - None

18. Adjournment

MOTION R21/94

MOVED AND SECONDED

THAT the Regular Meeting of Council for March 16, 2021 be adjourned.

CARRIED

The meeting was adjourned at 8:40PM.

Mayor

Corporate Officer

Village of Sayward Official Community Plan Update

Committee of the Whole Presentation

April 6, 2020



URBAN
SYSTEMS

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S Y S T E M S

- Urban Systems has been working with public and private clients to help build vibrant communities since 1975.
- We have worked with a variety of clients including municipal, provincial, territorial, federal, and First Nation governments
- Providing a local context – two Vancouver Island offices (Victoria and Courtenay)



Project Team

- Jake Hughson
- Zack Haigh
- Sydney Rankmore
- Pam Shaw (VIU)
- VIU Graduate Students



What is an OCP?

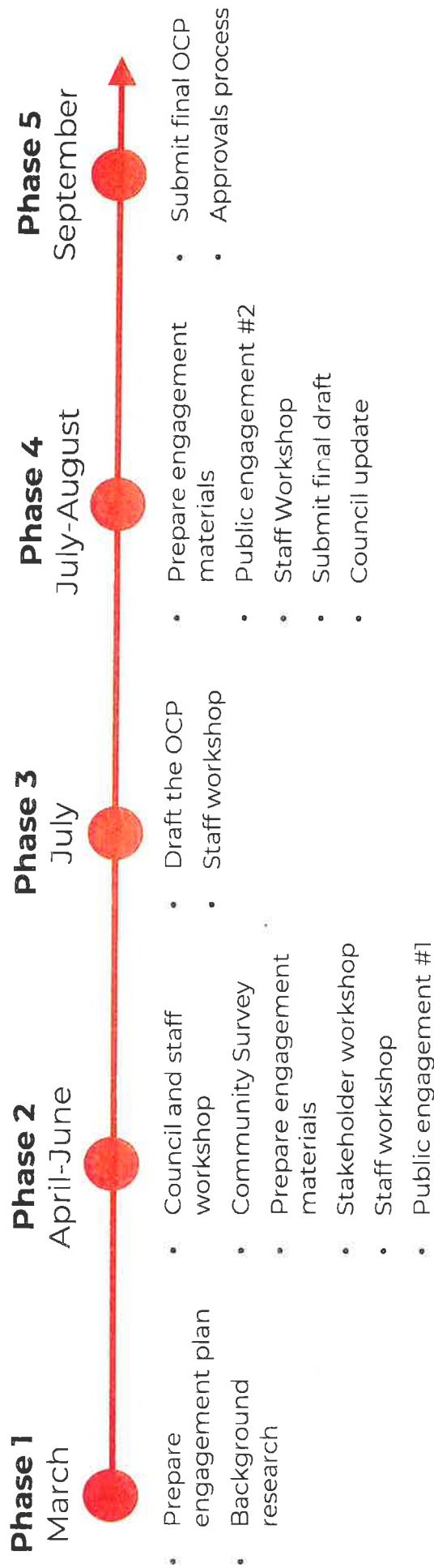
- The highest-level policy document
- Informs and guides how the community grows for the next 20+ years
- A visionary and future-oriented document that answers:
 - What do we want our community to be in the future?
 - How are we going to get there?



Section 471 – Purpose of OCP

- An Official Community Plan is a statement of objectives and policies to guide decisions on planning and land use management, within the area covered by the plan.

Project Timeline



Immediate Next Steps

- **April 7** – Send out community survey
- **April 23** - Compile community survey results
- **May 4 (TBC)** - Council meeting/workshop
- **Last two weeks of May** – Stakeholder Workshops
- **Early June** - Conduct public engagement #1



THE VILLAGE OF SAYWARD

Official Community Plan Update

INTRODUCTION

The Village of Sayward is updating the Official Community Plan (OCP). The OCP is a visionary and future oriented document that will help to shape the community through the next 20 years. This process utilizes the voice of Village residents and key stakeholders to ensure the OCP is relevant and meets the current and future needs of the community.

This Community Visioning Survey aims to capture your initial thoughts on where you see the community in the next 20 years and how you feel the previous OCP served the community. Your responses will be used to help the project team to develop a draft OCP. The draft OCP will be provided for review and comment at an upcoming engagement event in the summer of 2021.

Please tell us a little about you:

1. Please indicate your age

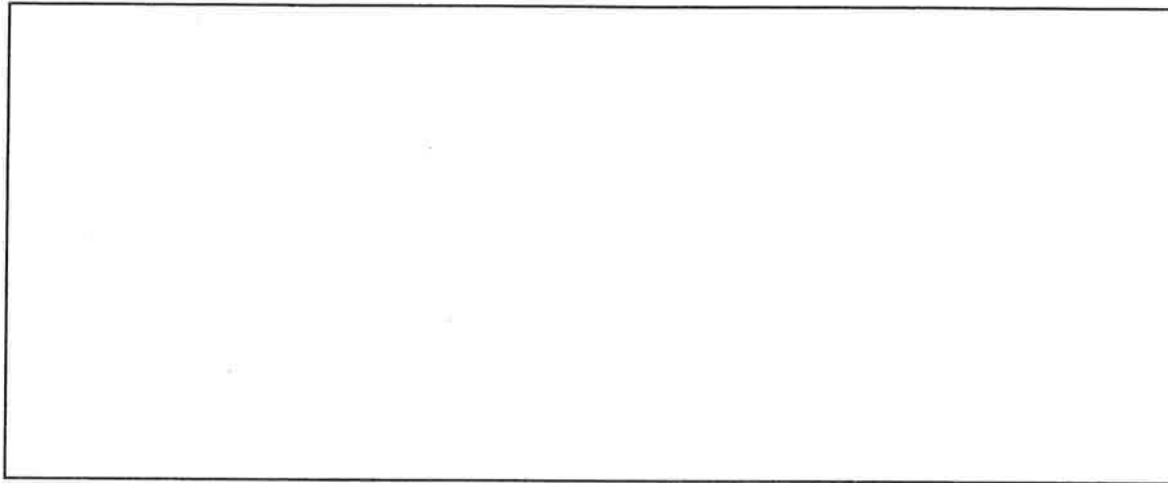
- ☐ 14 or younger
- ☐ 15-24
- ☐ 25-34
- ☐ 35-44
- ☐ 45-54
- ☐ 55-64
- ☐ 65 or older

2. Where in Sayward do you live?

- ☐ Village of Sayward
- ☐ Sayward Valley (within the Strathcona Regional District)
- ☐ Other

3. If you live in the Village of Sayward, please indicate how long you have lived there.
- ☐ 5 years or less
 - ☐ 6-10 years
 - ☐ 11-15 years
 - ☐ 16-20 years
 - ☐ 21 or more years
4. What aspect of Sayward attracted you to live in the community? (indicate all that apply)
- ☐ Quality of life
 - ☐ For a Job
 - ☐ Followed a spouse/partner
 - ☐ Access to outdoor recreation (hiking, fishing, hunting, etc.)
 - ☐ Affordable housing
 - ☐ To retire
 - ☐ Other _____
5. In general, how would you rate the overall quality of life in Sayward
- ☐ Excellent
 - ☐ Good
 - ☐ Neutral
 - ☐ Poor
 - ☐ Very poor
 - ☐ Not applicable
6. In the past 5 years, would you say the quality of life in Sayward has:
- ☐ Gotten much better
 - ☐ Gotten a little better
 - ☐ Stayed the same
 - ☐ Gotten a little worse
 - ☐ Gotten much worse
 - ☐ Other _____

Please indicate why you chose this answer



7. In general, how would you rate the Village of Sayward as a place in which to raise a family?

- ☐ Excellent
- ☐ Good
- ☐ Neutral
- ☐ Poor
- ☐ Very poor
- ☐ Not applicable

8. In general, how would you rate the Village of Sayward as a place in which to retire?

- ☐ Excellent
- ☐ Good
- ☐ Neutral
- ☐ Poor
- ☐ Very poor
- ☐ Not applicable

The last Official Community Plan for the Village of Sayward was created in 2005 and identified four themes. These themes are:

- **Settlement and Community;**
- **Environment;**
- **Resources; and**
- **Economy.**

Please review the following goals and objectives identified in the 2005 Official Community Plan and let us know how important they still are to the Village's future.

9. **Settlement and Community:** "To maintain a safe, quiet, family-oriented Village lifestyle."

- ☐ Very Important
- ☐ Somewhat Important
- ☐ Neutral
- ☐ Not Important

If you did not choose #1 as your answer, please indicate how you would change this guiding principle:

10. **Environment:** "To protect and enhance the environment and scenic natural beauty of the Village and surrounding area."

- ☐ Very Important
- ☐ Somewhat important
- ☐ Neutral
- ☐ Not important

Comments:

11. **Resources:** "To promote the long-term viability of renewable resource-based industries including forestry, aquaculture, and agriculture."

- ☐ Very Important
☐ Somewhat important
☐ Neutral
☐ Not important

Comments:

12. **Economy:** "To proactively seek growth for a diverse, self-sustaining economy" and "To support the development of a range of industries in the Village."

- ☐ Very Important
☐ Somewhat important
☐ Neutral
☐ Not important

Comments:

13. Are there any other goals or themes that you think should added to the OCP?

14. What do you like BEST about the Village of Sayward?

15. If you could change ONE thing about the Village of Sayward, what would it be? Please describe

16. Please describe what you imagine when you think of a flourishing Village of Sayward over the next 20 years. Alternatively – Please share with us your vision for Sayward's future.

17. When thinking about Sayward in 2041, please indicate whether you would like to see these increase, stay the same, or decrease:

	Increase	Decrease	Stay the Same
Commercial development (shops, restaurants, grocery stores, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industrial development (workshops, wood processing facilities, fish farms, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Institutional development (including educational, recreational and health care facilities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Residential development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agricultural land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks and natural areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Active transportation infrastructure (including sidewalks, bike lanes, transit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Municipal infrastructure (such as water, sanitary sewer and storm drainage)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Municipal services (such as bylaw enforcement, road and sidewalk maintenance and development)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To help support the OCP update, the Village of Sayward has secured funding from FireSmart BC and Housing BC. The questions below apply to the topics of wildfire protection and housing:

FireSmart:

18. Are you familiar with FireSmart?

- ☐ Yes
- ☐ No

19. If yes, do you apply FireSmart Principles in your home?

- ☐ Yes
- ☐ No

20. How great of a risk do you feel wildfires present your private property?

- ☐ High
- ☐ Medium
- ☐ Low

21. Do you feel wildfires present a great risk to the larger community?

- ☐ High
- ☐ Medium
- ☐ Low

Comments

Housing:

22. Overall, how do you feel about your current housing situation?

- ☐ Completely satisfied
- ☐ Mostly satisfied
- ☐ Neutral
- ☐ Dissatisfied
- ☐ Extremely dissatisfied

Please explain why you chose this answer:

23. What is your annual income?

- ☐ Less than \$20,000
- ☐ \$30,000 - \$50,000
- ☐ \$60,000 – \$80,000
- ☐ Above \$90,000
- ☐ I am unemployed

24. Do you own your home or rent?

- ☐ Own
- ☐ Rent

25. If you own your home, how much did you pay for it?

- ☐ \$10,000 - \$50,000
- ☐ \$60,000 – \$100,000
- ☐ \$200,000 – \$500,000
- ☐ \$600,000 – \$1 million
- ☐ \$Over 1 million

26. If you rent, what is your average monthly rent?

- ☐ Less than \$100
- ☐ \$100 - \$300
- ☐ \$400 - \$600
- ☐ \$700 - \$1000
- ☐ Over \$1000

27. What year was the building you live in built?

- ☐ 1960 or before
- ☐ 1961 to 1980
- ☐ 1981 to 2000
- ☐ 2001 to 2021

28. How many people live in your home?

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5 or more

29. What housing issues do you feel are most affecting the Village of Sayward.
Please rank:

- ☐ Housing is becoming unaffordable.
- ☐ Lack of rental options
- ☐ Not enough new homes coming onto the market
- ☐ There is not enough variety in housing supply
- ☐ Seniors housing is not adequate or affordable
- ☐ Other: _____

Comments:

30. Do you expect to move into seniors housing in the next 5 years?

☐ Yes

☐ No

Future Engagement

31. How do you receive Village news? (select all that apply)

☐ Monthly newsletter

☐ Posters throughout the community

☐ Village website

☐ Village social media (Facebook)

☐ Word of mouth

☐ Other: _____

32. What is your preferred method of providing your input on the Village's Official Community Plan update?

☐ Stay informed with newsletters

☐ Fill out surveys

☐ Attend community meetings

☐ Online engagement

☐ Posters throughout the community

☐ Not interested

☐ Other: _____

Thank you for taking the time to complete this survey.



the Village of
Sayward

URBAN
SYSTEMS



OFFICE OF THE MAYOR

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9
p: 250.561.7600 | www.princegeorge.ca

March 17, 2021

Transmitted via email: patty.hajdu@parl.gc.ca

The Honourable Patty Hajdu, P.C. M.P.
Minister of Health
House of Commons
Ottawa, Ontario K1A 0A6

RE: Opioid Crisis and Call for Overdose Action Plan

Dear Minister,

The City of Prince George Council and Staff have taken part in conversations with many stakeholders across our community regarding the impact of the opioid crisis on local health and policing resources. We acknowledge the steps taken by the Government of Canada thus far in addressing the need to improve access to treatment and harm reduction services, legal protection for individuals seeking emergency services during an overdose by way of the Good Samaritan Drug Overdose Act, awareness and prevention around the use of opioids, and the continued work to reduce the illegal and often tainted opioid supply.

To further support the country's effort in addressing the opioid crisis, the City of Prince George calls upon the Government of Canada to further its work through the implementation of a National Overdose Action Plan. As such, the City supports the following resolution shared by other municipal councils across the province:

WHEREAS the opioid crisis is one of the largest public health emergencies of our lifetime, with a death about every two hours on average and a death toll of over 16,360 since 2016 (January 2016 to March 2020);

AND WHEREAS other countries have significantly reduced drug-related fatalities with reforms such as legal regulation of illicit drugs to ensure safe supply and decriminalization for personal use;

AND WHEREAS the federal government has indicated it is premature to discuss these measures until there are comprehensive supports for people to get well;

AND WHEREAS supports are needed, but measures that save lives are essential if people are to survive and access supports;

AND WHEREAS the Canadian Association of Chiefs of Police has stated that they agree the evidence suggests "decriminalization for simple possession as an effective way to reduce the public health and public safety harms associated with substance use";

AND WHEREAS the overdose crisis rages, showing few signs of abating;

THEREFORE BE IT RESOLVED that Council:

- a) request that the Government of Canada:
 - i) declare the overdose crisis a national public health; and
 - ii) immediately seek input from the people most affected by this crisis and meet with provinces and territories to develop a comprehensive, Pan-Canadian overdose action plan, which includes comprehensive supports and full consideration of reforms that other countries have used to significantly reduce drug-related fatalities and stigma.

On behalf of Council, thank you for your consideration of this request.

Sincerely,



Mayor Lyn Hall
City of Prince George

cc: All UBCM Member Local Governments
Todd Doherty, MP for Cariboo-Prince George
Bob Zimmer, MP for Prince George-Peace River-Northern Rockies



March 26, 2021

Ref: 265926

Mayors and Regional District Chairs of British Columbia
Attendees of February 2021 Regional Calls with Minister Josie Osborne and
Minister Sheila Malcolmson

Dear Mayors and Chairs,

Thank you for taking the time to join Minister Josie Osborne and Minister Sheila Malcolmson for the February 2021 regional calls. As Minister Osborne and Minister Malcolmson said, these conversations continue to be a great opportunity to hear from you about the key issues and opportunities that you are working on in your communities.

The COVID-19 pandemic has affected every single person on the planet in one way or another, and after spending a year vigilant and on high-alert for a virus that is impacting people and dominating news cycles around the world, we are all exhausted. This burnout and sense of fatigue, often thought of as an impact reserved only for frontline workers, indeed affects us all. Our province in particular has been dealt the additional blow of enduring dual public health emergencies, with the overdose crisis also taking an extraordinary toll on BC residents.

It was timely, therefore, that the February calls were focused on mental health and addictions. There were a number of themes that came up during the calls including complex care housing and supports, online resources for mental health support, and safe supply and harm reduction services. This email answers some of your questions and details links and resources for a number of the topics raised.

COVID-19 Update

The [state of emergency](#) is extended to March 30, 2021, allowing health and emergency management officials to continue to use extraordinary powers under the *Emergency Program Act*. On February 5th, Minister Dix and Dr. Henry announced that the [province-wide restrictions](#), put in place to significantly reduce COVID-19 transmission related to social interactions and travel, would continue until further notice based on direction from the

Ministry of Municipal Affairs

Office of the
Assistant Deputy Minister

Mailing Address:
PO Box 9490 Stn Prov Govt
Victoria BC V8W 9N7
Phone: 250 387-9108
Fax: 250 387-7973

Location:
6th Floor, 800 Johnson Street
Victoria BC V8W 9N7
<http://www.gov.bc.ca/muni>

PHO. At the beginning of March, the PHO amended the gathering and events order so that up to **10 people** can gather **outdoors**.

For example:

- Up to 10 people can gather at a park or beach
- Up to 10 people can gather in the backyard of a residence

The PHO reminds us to not gather with several groups of new people, to stick to the same people, and to continue to use COVID-19 layers of protection and maintain physical distancing. All restrictions for indoor gatherings remain in place. **No indoor gatherings of any size are allowed.** Patios and outdoor areas at restaurants, pubs and bars are **not** included as places to gather with 10 people at one table.

Immunization Roll Out

Starting in April, front-line priority workers can receive their first dose of the AstraZeneca/SII COVISHIELD (AZ/SII) vaccine. All vaccine appointments will be organized by employers. Appointment information will be communicated clearly and directly to each sector and employer. Front-line priority workers should **not** call the local health authority.

Front-line priority workers identified by the COVID-19 Workplace Task Group and public health include first responders (police, firefighters, emergency transport), bylaw and quarantine officers, K to 12 educational staff, child care staff, grocery store workers, postal workers, manufacturing workers, wholesale/warehousing employees, staff living in congregate housing at places like ski hills, correctional facilities staff, cross-border transport staff, and sectors or settings prioritized due to outbreak response (currently happening).

Vaccine call centers for seniors are open. Seniors can book a vaccine appointment for themselves or their spouses when they are eligible to call. Seniors can also have a family member or friend call for them. Detailed information is available at <https://www2.gov.bc.ca/gov/content/covid-19/vaccine/seniors>.

The best source of COVID-19 vaccine information is the BC Centre for Disease Control (BCCDC).

Online Resources for Mental Health Support

(Foundry Programs for Youth, Senior Services)

The Ministry of Mental Health and Addictions expanded access to mental health supports in response to COVID-19, most of which are available on-line from anywhere in the province. This includes programs and supports specifically focused for children and youth, seniors, students and educators, and health care workers. Information and links to these mental health services can be found here.

Complex Care Housing and Supports

The Province recognizes the need for complex care housing models to meet the needs of a segment of the population that requires more health and social services than are currently provided through existing supportive housing offerings. The Minister of Mental Health and Addictions, per her mandate letter, is working across government and specifically with the Minister responsible for Housing to develop complex care housing. This work is underway and will involve local government, service providers and health partners as it progresses.

Safe Supply, Harm Reduction and Wrap Around Services

People experiencing substance use challenges have been disproportionately impacted by the COVID-19 pandemic and border closures have interrupted supply chains, leading to an increasingly toxic illicit drug supply. We are committed to accelerating BC's response to the opioid crisis across the full continuum of care, including prevention, harm reduction, safe prescription medications, treatment, and recovery.

Police Act Review

On December 9, 2020, the Legislative Assembly appointed the Special Committee on Reforming the Police Act to examine, inquire into, and make recommendations to the Legislative Assembly on: reforms related to the modernization and sustainability of policing under the [Police Act](#) (R.S.B.C. 1996, c. 367); the role of police with respect to complex social issues including mental health and wellness, addictions and harm reduction; the scope of systemic racism within BC's police agencies; and whether there are measures necessary to ensure a modernized *Police Act* is consistent with the United Nations Declaration on the Rights of Indigenous Peoples.

The Committee is accepting written, audio and video submissions as part of its public consultation. To make a submission, please visit the Committee's [consultation portal](#). The Guide to Submissions may assist you in preparing your submission. **The deadline for submissions is 5:00 p.m. on Friday, April 30.** Note that UBCM presented to the Special Committee on February 8, 2021; more information about UBCM's submission and presentation can be found [here](#).

Situation Tables

During the calls, several communities highlighted the benefits of the creation of [situation tables](#) in their communities to address the needs of vulnerable people. The situation table concept comes out of the provincial office of crime reduction and gang outreach and the office has invested over \$1.1 million in funding since 2017 for tables across the province. Representatives from health, public safety and social services meet regularly to identify vulnerable people in the community and work to help them receive the services they need. Front-line workers can

rapidly connect with people in crisis, while freeing up police to focus on serious and organized criminal activity. Ten situation tables are currently operational in the province, and work is being done to bring 11 more online.

BC Parks – Camping Reservation Information

BC Parks welcomes all British Columbians to another camping season in BC Parks. This year, British Columbians have priority access to camping reservations for the entire summer season. Reservations opened March 8 for arrival dates up to May 8 and can be booked up to two months in advance from there on. You can find out when you can book at each park at bcparks.ca/operating-dates/. Policy information for 2021 can be found at bcparks.ca/covid-19/camping-2021. For out-of-province visitors, reservations start July 8, 2021 for the remainder of the season. BC Parks will be working with partners and stakeholders to ensure the season is a safe and successful one.

Strengthening Communities' Funding Services

In February 2021, Minister Osborne announced the launch of the Strengthening Communities' Funding Services program. Local governments and Treaty First Nations may now apply for \$100 million in grants to address the impacts of homelessness, support people and strengthen communities' health and safety. The program will provide grants that support communities to meet emerging health and safety needs on the ground. This can include projects like expanding shelter capacity, fire services, neighbourhood liaison programs, and initiatives to connect people to health services, just to name a few examples.

This new program is application based and open to all local governments, including municipalities, regional districts, and the Islands Trust, as well as modern Treaty First Nations. Applicants must show their projects respond to a demonstrated need in the community and are a temporary-surge response to immediate needs. Evaluators will also be looking for demonstrated partnership and engagement with Indigenous partners and plans to include perspectives of people with lived experience. **UBCM is administering the program on behalf of the Province and will accept applications until April 16, 2021, with approvals expected in Spring 2021.**

Local Government Development Approvals Program

The intent of the Local Government Development Approvals Program is to support the implementation of established best practices and to test innovative approaches to improve development approvals processes while meeting local government planning and policy objectives. The Ministry of Municipal Affairs has provided funding for this program and UBCM is administering the program on behalf of the Province. **Applications are currently accepted for**

this program and the application deadline is May 7, 2021. More information can be found [here](#).

Home Owner Grant Centralization

Effective 2021 all home owner grant applications must be submitted directly to the BC provincial government through a secure online application. **Municipalities no longer need to and should not accept any applications.** As of February 16, 2021, homeowners can apply for their current year or their retroactive home owner grants online at gov.bc.ca/homeownergrant. Homeowners can find information about this change at gov.bc.ca/homeownergrant or they can call toll free: 1-888-355-2700 to speak with an agent. **We encourage you to share this information with your residents.**

Connectivity – Internet Speed Study

During the calls, communities have raised concerns that the federal data on broadband Internet speeds, which is used to determine eligibility for connectivity funding programs, may not accurately reflect the broadband Internet speeds experienced in homes, businesses, and other locations at the community level.

[Connected Communities](#) within the provincial Ministry of Citizens' Services, UBCM, and Northern Development Initiative Trust are responding collaboratively to these concerns with an independent study of differences between the broadband Internet speeds experienced in some BC communities, and the 50/10 Mbps speed identified on the federal government's National Broadband Internet Service Availability [Map](#). The study will produce factual information on Internet speeds in rural and remote communities, supporting analysis and informing dialogue between the Northern Development Initiative Trust, Indigenous and local governments, Internet service providers, the Province, and the federal government. Data gathering and analysis will occur over the spring and summer months, with reporting of study results expected in fall 2021.

A key first step in this process is to identify which communities in BC have noted inconsistencies between the 50/10 Mbps Internet speed that federal maps indicate should be available, versus actual Internet speeds currently experienced by residents and businesses in the area. Local governments with reports of Internet speeds lower than the 50/10 Mbps speeds shown on federal maps, are invited to self-identify by contacting [Reiko Tagami](#), Policy Analyst, UBCM to request to be included in the study.

Transportation

The Province appreciates British Columbians living in rural and remote communities often have unique transportation challenges when accessing non-emergency health services. On March 9, 2021 the Province announced one-time funding of up to \$10.7 million for inter-city bus operators and up to \$16.5 million for regional airports to support operations between April 1, 2021 and March 31, 2022. The funding will help protect services people rely on to commute to important appointments safely and affordably – especially for those in rural and remote communities.

Please remember that your staff can reach out to Ministry of Municipal Affairs staff for assistance (see the Local Government Division staff finder for the appropriate staff person for your area) on specific issues such as grant applications or any other questions specific to your community.

The next regional calls will be at the beginning of April and ministry staff will be in contact with you regarding dates/times and format of these calls. We hope that you will find some time for yourself to regenerate and to connect with your families during the upcoming seasonal holidays – hopefully, the weather will allow a great number of outdoor activities.

Sincerely,



Tara Faganello
Assistant Deputy Minister

pc: Chief Administrative Officers
Gary MacIsaac, Executive Director, UBCM
Nancy Taylor, Executive Director, LGMA
Todd Pugh, Executive Director, CivicInfo

District of Sicamous

446 Main Street
PO Box 219
Sicamous, BC
V0E 2V0

T: 250 836 2477
F: 250 836 4314
E: info@sicamous.ca
sicamous.ca



March 18, 2021

Honourable Katrine Conroy
Forests, Lands, Natural Resource Operations and Rural Development
Parliament Buildings
Victoria, British Columbia V8V 1X4

DELIVERED VIA EMAIL

Re: Aquatic Invasive Species Enforcement

Dear Minister Conroy,

At its February 10, 2021 Regular Council meeting, the Council for the District of Sicamous passed the following resolution:

"WHEREAS Canada is home to 20 percent of the world's fresh water, and the spread of aquatic invasive species (AIS) poses irreparable environmental, social and economic threats that will cost Canadian taxpayers billions of dollars in lost tourism and economic opportunities, and other unknown costs;

AND WHEREAS the spread of AIS is largely connected to human activity, including the unsafe transport of watercraft and floatplanes between bodies of water;

AND WHEREAS current government efforts through fines for failing to stop at a B.C. Watercraft Inspection Station, there is a lack of specific provincial or federal regulation and enforcement that is directed at watercraft owners who fail to prevent the spread of AIS by cleaning, draining, and drying their watercraft before transport;

THEREFORE, BE IT RESOLVED that the provincial and federal governments adopt increased and stricter enforcement measures for watercraft and floatplane owners including the introduction of a significant fine for watercraft and floatplane owners that fail to Clean, Drain and Dry their watercraft or floatplane before transporting it to another body of water and an increase in the fine issued to motorists who fail to stop at a Watercraft Inspection Station."

We kindly request your consideration and support of this resolution and have enclosed background information on the resolution for your reference.

Regards,

DISTRICT OF SICAMOUS

cc: Minister of Environment and Climate Change Strategy
Premier Horgan
UBCM Member Municipalities

PDistrict of Sicamous

446 Main Street
PO Box 219
Sicamous, BC
V0E 2V0

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Memo

To: Southern Interior Local Government Association

From: District of Sicamous Council

Date: February 22, 2021

Re: Certified Resolution 21-068
Enforcement for the protection of waterways from Aquatic Invasive Species

District of Sicamous Council's concern for the wellbeing of its community, province, and country inspired Resolution 21-068 which calls for tougher enforcement measures to prevent the spread of Aquatic Invasive Species (AIS) in Canada.

While Sicamous, home to Shuswap and Mara lakes, is particularly vulnerable to the spread of AIS, the detrimental effects are not limited to our community and would have environmental, economic, and social consequences province- and country-wide.

Council has long supported federal and provincial prevention efforts that have largely focused on educating the public through awareness campaigns and voluntary compliance. The Canadian Action Plan to Address the Threat of Aquatic Invasive Species states: "...there are few specific regulations directed at recreational and commercial boating related to preventing the spread of aquatic invasive species."

Watercraft inspection stations, like those in BC that target recreational boaters through awareness and compliance, are simply unable to inspect all watercraft transported between waterways due to limited operational hours. Fines are issued to motorists who fail to stop at these mandatory inspection stations; however, the fine is minimal considering the potential consequences of spreading AIS. While the federal Fisheries Act and provincial Wildlife Act, both contain sections which make unauthorized fish introductions illegal and include prosecution for such activity, there is no legislation around the transport of watercraft without proper decontamination.

Council, therefore, submits Resolution 21-068 which calls on the province and federal government for increased enforcement, tougher penalties and the introduction of legislation that criminalizes the transport of watercraft and floatplanes between waterways without first decontaminating.

District of Sicamous
446 Main Street
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Certified Resolution # 21-068

It was moved and seconded:

THAT Council submit the following resolution to the Southern Interior Local Government Association:

WHEREAS Canada is home to 20 percent of the world's fresh water, and the spread of aquatic invasive species (AIS) poses irreparable environmental, social and economic threats that will cost Canadian taxpayers billions of dollars in lost tourism and economic opportunities, and other unknown costs;

AND WHEREAS the spread of AIS is largely connected to human activity, including the unsafe transport of watercraft and floatplanes between bodies of water;

AND WHEREAS current government efforts through fines for failing to stop at a B.C. Watercraft Inspection Station, there is a lack of specific provincial or federal regulation and enforcement that is directed at watercraft owners who fail to prevent the spread of AIS by cleaning, draining, and drying their watercraft before transport;

THEREFORE, BE IT RESOLVED that the provincial and federal governments adopt increased and stricter enforcement measures for watercraft and floatplane owners including the introduction of a significant fine for watercraft and floatplane owners that fail to Clean, Drain and Dry their watercraft or floatplane before transporting it to another body of water and an increase in the fine issued to motorists who fail to stop at a Watercraft Inspection Station.

Carried

Certified a true and correct copy of a resolution endorsed by the Council at its Regular Council Meeting held on February 10, 2021.

Dated this 18th day of February, 2021.


Jennifer Bruns
Corporate Officer

File: 1610.01

March 11, 2021

UBCM member local governments

VIA Email

Dear Mayor and Council:

Re: Raise Disability and Income Assistance to a Livable Rate

At its March 8, 2021 Regular Council meeting, the Council for the City of Langley endorsed the following resolution and resolved that it be forwarded to UBCM member local governments, local MLAs and MPs, as well as the Provincial ministers responsible for Social Development, Poverty Reduction, Finance, and Housing, requesting favourable consideration:

WHEREAS after many years of frozen income assistance rates and only minimal increases to disability benefits the current Provincial Government increased rates, for single people, by \$150 between 2017 and 2019 but most people who receive disability benefits or income assistance continue to live well below the poverty line; and

WHEREAS the Provincial Government added a \$300/month COVID benefit for those receiving disability and income assistance, which temporarily reduced people's risk of losing their housing and increased their access to necessities including food and medical supplies, but as of January 2021 the benefit has been reduced to \$150/month and there is no commitment to provide additional support past March 2021;

BE IT RESOLVED THAT the Province of British Columbia permanently reinstate the automatic, \$300/month benefit for people receiving disability benefits and income assistance and move to raise disability and income assistance to a livable rate that is above the market basket measure (MBM).

Background information on this resolution is enclosed for reference.

Yours truly,
CITY OF LANGLEY



Kelly Kenney
Corporate Officer

Enclosure



CITY OF LANGLEY

COUNCIL MEMBER MOTION

RAISE DISABILITY AND INCOME ASSISTANCE TO A LIVABLE RATE – Mayor van den Broek

BACKGROUND:

For decades B.C. has had one of the highest rates of poverty in the country. As part of a broader Poverty Reduction Strategy, the current Provincial government increased disability and income assistance rates, for single people, by \$150 between 2017 and 2019. Even with these increases most people who receive this assistance continue to live below the poverty line.

In response to the economic hardships of the pandemic, the Federal Government determined that \$2000/month was required to meet a minimum standard of living in Canada. This is significantly higher than what people on disability or income assistance receive per month. In April of 2020 the Province of British Columbia provided an automatic, monthly, \$300 COVID benefit for those receiving disability and income assistance. This significantly reduced people's risk of losing their housing and increased their access to necessities including food and medical supplies but did not raise disability or income assistance rates to or above the poverty line.

A single person on income assistance receives \$760/month and \$1060 with the COVID top-up. Someone on disability benefits is eligible for \$1183.42/month or \$1483 with the top-up. These rates do not reflect the cost of living in BC. The current average rent for a one bedroom in Langley is \$1200, forcing people who access assistance to give up basic necessities in order to pay rent. These gaps send an impact across our whole community, creating or worsening other social crises, including homelessness and mental health issues, and lock community members into poverty. As of January 2021, the \$300 monthly top-up has been reduced by half and there is no guarantee of an extension of this top-up past March 2021.

Access to one-time, temporary measures to address gaps in funding, like the Recovery Benefit, are subject to an application process. The application process will be a barrier for those who require additional support to apply. The Provincial government has signaled towards a permanent increase for disability and income assistance. This is welcomed news but reinstating the \$300 top-up, even permanently, would not raise disability or income assistance rates to the poverty line. Ultimately, to eliminate poverty, disability and income assistance must be raised to livable rates that are above the market basket measure (MBM). Community members have shared their significant challenges, poverty and disability groups, locally and across BC, have strongly advocated for this change, Victoria and New Westminster City Council recently passed a similar motion, and Vancouver City

Council passed a motion to raise rates in 2019. We recommend advancing this issue to the Province through the Union of BC Municipalities.

MOTION:

THAT Council endorses the following resolution and directs staff to forward copies to UBCM member local governments, local MLA's and MP's, as well as the Provincial ministers responsible for Social Development, Poverty Reduction, Finance, and Housing, requesting favourable consideration:

WHEREAS after many years of frozen income assistance rates and only minimal increases to disability benefits the current Provincial Government increased rates, for single people, by \$150 between 2017 and 2019 but most people who receive disability benefits or income assistance continue to live well below the poverty line; and

WHEREAS the Provincial Government added a \$300/month COVID benefit for those receiving disability and income assistance, which temporarily reduced people's risk of losing their housing and increased their access to necessities including food and medical supplies, but as of January 2021 the benefit has been reduced to \$150/month and there is no commitment to provide additional support past March 2021.

BE IT RESOLVED THAT the Province of British Columbia permanently reinstate the automatic, \$300/month benefit for people receiving disability benefits and income assistance and move to raise disability and income assistance to a livable rate that is above the market basket measure (MBM).



Honourable Bernadette Jordan, P.C., M.P.

Minister of Fisheries and Oceans
Mail Stop 15N100, Floor 15
200 Kent Street
Ottawa, Ontario
K1A 0E6
Via Email: min@dfo-mpo.gc.ca

March 11, 2021

Dear Minister Jordan,

We write you today to express our support for mark selective Chinook fishery opportunities that the Department of Fisheries and Oceans (DFO) is considering for the Pacific region beginning in Spring 2021.

As Members of Parliament representing constituencies in British Columbia, we are acutely aware and supportive of the importance that British Columbia's public fishery represents to British Columbians and the coastal communities they support.

In 2020, DFO approved a limited number of pilot public fishery opportunities proposed by the Sport Fishing Advisory Board (SFAB). As part of their 2020 proposals, the SFAB also identified areas where there exist conditions necessary to implement sustainable and precautionary mark selective fisheries.

These opportunities are needed for the 2021 season, beginning April 1, more than any other season before. The COVID-19 pandemic has severely impacted British Columbians as cultural, economic, and heritage activities have been limited by the pandemic.

It is within this context that we see the opportunity for increased mark selective harvest opportunities in the Pacific public fishery to support Indigenous and non-Indigenous fishers alike in their efforts and desire to sustain their families and communities.

There has never been a time where the ability of individuals to provide for their own food security in a safe manner has been more relevant or necessary. Harvest opportunities for easily identified marked hatchery fish can be provided in a manner that will minimize mortality of wild stocks, allow for appropriate catch monitoring and sampling to take place while also supporting collection of important stock assessment information.

Indigenous and non-Indigenous public fishery businesses offer world-class fishing experiences to locals, Canadians and international visitors. While the pandemic and associated travel restrictions have severed these businesses from international visitors, British Columbians and

Canadians can participate in the fishery and provide much-needed economic activity that can sustain jobs and communities in British Columbia, if there are opportunities to do so.

We believe that it is possible and necessary for mark selective Chinook fisheries to be implemented in a manner that supports restoration and conservation of Pacific salmon, especially at-risk populations. Therefore, we are asking you to support mark selective fisheries that are properly designed, implemented, and monitored to prevent unintended impacts on unmarked or untargeted fish of wild origin.

Thank you in advance for your fair consideration of our request and this opportunity to support British Columbia's public fishery and all who depend on it to sustain their families and communities.

Sincerely yours,



Mel Arnold, M.P.
North Okanagan—Shuswap



Gord Johns, M.P.
Courtenay—Alberni



Elizabeth May, M.P.
Saanich—Gulf Islands



Kenny Chiu, M.P.
Steveston—Richmond East



Taylor Bachrach, M.P.
Skeena—Bulkley Valley



Paul Manly, M.P.
Nanaimo—Ladysmith



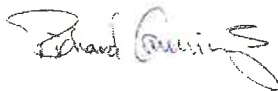
Marc Dalton, M.P.
Pitt Meadows—Maple Ridge



Rachel Blaney, M.P.
North Island—Powell River



Honourable Ed Fast, M.P.
Abbotsford



Richard Cannings, M.P.
South Okanagan—West Kootenay



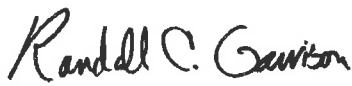
Hon. Kerry-Lynne Findlay, M.P.
South Surrey—White Rock



Laurel Collins, M.P.
Victoria



Tracy Gray, M.P.
Kelowna—Lake Country



Randall Garrison, M.P.
Esquimalt—Saanich—Sooke



Cathy McLeod, M.P.
Kamloops—Thompson—Cariboo



Peter Julian, M.P.
New Westminster—Burnaby



Rob Morrison, M.P.
Kootenay—Columbia



Jenny Kwan, M.P.
Vancouver East



Nelly Shin, M.P.
Port Moody—Coquitlam



Alistair MacGregor, M.P.
Cowichan—Malahat—Langford



Mark Strahl, M.P.
Chilliwack—Hope



Jagmeet Singh, M.P.
Burnaby South



Tako Van Popta, M.P.
Langley—Aldergrove



Brad Vis, M.P.,
Mission—Matsqui—Fraser Canyon



Bob Zimmer, M.P.
Prince George—Peace River—
Northern Rockies



VILLAGE OF BELCARRA

"Between Forest and Sea"

4084 BEDWELL BAY ROAD, BELCARRA, B.C. V3H 4P8

TELEPHONE 604-937-4100 FAX 604-939-5034

belcarra@belcarra.ca • www.belcarra.ca



March 10, 2021

Honourable Nelly Shin
Member of Parliament
Port Moody – Coquitlam
1116 Austin Avenue
Coquitlam, BC V3K 3P5

Via email: nelly.shin@parl.gc.ca

Dear Honourable Nelly Shin,

Re: Belcarra Council Motion – Endorsement of 9-8-8 Crisis Line Initiative

Please be advised that at a Regular meeting of Belcarra Council held on March 8, 2021, the following motion was passed:

“That the Village of Belcarra endorse the 9-8-8 crisis line initiative; and
That staff be directed to send a letter indicating support to the local MP, MPP, Federal Minister of Health, the CRTC and UBCM municipalities to indicate the support of Belcarra.”

Thank you for bringing this matter to the attention of Belcarra Council. 2021 has been an unprecedented challenge. There have been considerable impacts from the COVID-19 Pandemic on the mental health of Canadians. Through unanimous consent, Belcarra supports the creation of a National 3-Digit Suicide Prevention Hotline in Canada.

Sincerely,

Jamie Ross
Mayor

cc Hon. Adrian Dix, Minister of Health
Rick Glumac, MLA
CRTC
UBCM Member Municipalities

From: Blaney, Rachel - Riding 1 <Rachel.Blaney.C1@parl.gc.ca>
Sent: Friday, March 12, 2021 10:35 AM
To: Blaney, Rachel - M.P.
Subject: Release: Island MPs oppose DFO prawn regulation change
Attachments: prawn QP audio.mp3

FOR IMMEDIATE RELEASE

March 12, 2021

Island MPs oppose DFO regulation change to prawn fishery

OTTAWA – Yesterday, the federal Department of Fisheries and Oceans (DFO) changed a regulation to make the sale of spot prawns frozen-at-sea illegal. New Democrat MPs are echoing concerns from coastal communities, businesses, harvesters and local residents that this decision will devastate those relying on this industry for their livelihoods.

"This isn't the right decision for fish harvesters, restaurant owners, chefs, fishmongers, grocery stores or consumers in rural communities up and down our coast. People are afraid they'll lose their businesses because of this change," said NDP critic for fisheries, Gord Johns (Courtenay-Alberni). "It's already been a really tough year for people financially. BC harvesters and our rural communities need support right now. Decisions like this just show how the government is failing them. This is government overreach at its best and it won't help improve conservation. Instead, it will penalize coastal fishers that are hurting following a disastrous prawn season last year. New Democrats will fight to reverse it."

New Democrats are among countless others who have pointed out that spot prawns have been frozen at sea in seawater for over 50 years. The federal government's decision to change the regulation seems unnecessary given there were no significant violations of catch guidelines for decades.

"A Powell River resident and representative for the local prawn fishery brought this issue to my attention and, since then, my office has been flooded with emails and calls. People are worried this arbitrary regulation will hurt their businesses and their communities. Small scale Indigenous

harvesters and First Nations families will be especially affected," said NDP MP Rachel Blaney (North Island–Powell River). "The Liberals keep saying that they want to advance reconciliation but then they bring in policies like this that make it hard for Indigenous people to earn a living. People living in Indigenous and rural communities deserve the government's support and they haven't been getting it."

"Instead of taking a proactive, innovative approach to improving food security, this decision by DFO will actually make things worse. What kind of policy is that?" asked NDP MP Alistair MacGregor (Cowichan–Malahat–Langford). "People want to support local food producers by enjoying the seafood caught right off our shores and the federal government is actively making that more difficult. It's especially insulting to all those affected that there doesn't seem to be a good reason for the change. New Democrats will fight for harvesters and their communities to get rid of this new regulation."

– 30 –

You can read Gord John's letter to the Minister [here](#).

You can watch Rachel Blaney's question to the minister [here](#).

Attached: audio of Blaney's question in question period

Lucas Schuller

Constituency Assistant | Adjoint de Circonscription

Rachel Blaney, MP | Députée – North Island-Powell River

250-287-9388 | 1-800-667-8404

rachelblaney.ca | ndp.ca

Coast Salish, Kwakwaka'wakw and Nuuchahnulth Territory

UFCW Local 232

Sayward Village Council

Committee Reports March 29 2021

CSWM (Comox Strathcona Waste Management Board) Meetings:

December 3 2020:

Of note at this meeting was the request from Electoral Area A Director Whalley to rescind the CSWM Board decision to remove the \$6000 budget item for the 4 community clean-up weekends in the Sayward area from the 2021 CSWM budget. As a result of his close scrutiny, the funding was reinstated and the clean-up weekends in 2021 will continue. I extend a thank you to Director Whalley for ensuring this vital service will continue.

Due to Covid, CSWM 2020 operating costs were reduced by \$447,000, with the savings allocated to reserves in the 2021 proposed budget.

January 14 2021:

Focused on Financial Planning and budget Review 2021-2025

February Meeting:

Cancelled

March 11 2021:

The Chipper Project was funded by the Community Resiliency Investment Program in Fanny Bay, Hornby Island, Denman Island, Oyster River and KFN. Carried out in the densest areas of the locales and overseen by the Fire Departments; the object was to remove fire fuel to reduce the risk of fire hazards. 65-70 TONS of chips were removed from properties. The directors in those areas want more information and solutions to use the wood chips locally. The project will operate in the Comox Valley and Mount Washington in 2021.

A report on the cost of illegal dumping was presented. There is signage for posting in areas where illegal dumping occurs. The signage includes contact information to report illegal dumping. I asked for further information on the parameters of the program in Sayward and expect to hear from CAO Dyson within two weeks.

CSRHD (Comox Strathcona Regional Hospital District Board):

January 21 2021:

Briefing notes from Island Health listed key service areas as: Acute and in-patient care; Home and Community Care; Primary care, community care-rural facilities; Rehab services; Mental health and substance abuse; Long term care; Public health; Diagnostics.

The **CSRHD Mandate** is to provide 40% of **capital funding dollars** per year to Campbell River Hospital and Comox Regional Hospital (institutions or facilities that operate in the CSRHD under the authority of the Hospital Act). CSRHD also contributes \$5,000.00 annually toward six smaller community health centers and clinics in the North Island. The Board also recognizes the important role that municipalities and regional districts can play in advocating for health care services and programs in their communities.

The first Strategic Planning session was facilitated by Allison Habkirk, consultant to CSRHD. The areas of concern in the North Island were identified as: mental health and substance abuse, Long term care, Acute Care, Rural care.

Island Health has no plans for capital improvements or projects regarding our areas of concern in the North Island.

February 9: A CSRHD follow-up teleconference, facilitated by Allison Habkirk, was held with Directors from the North Island to further assess the identified healthcare issues unique to rural and remote areas.

February 22: Teleconference with Minister of Municipal Affairs Josie Osborne, Minister of Mental Health and Addictions Sheila Malcolmson, and Regional District Chairs and Mayors of Vancouver Island regarding Mental Health and Addictions:

What is working in our community? Resiliency of caregivers living with family member with MH&A. Families need supports too

What is the biggest concern with respect to MH&A in our community? Transportation and distance to acute care for treatment. There is a general absence of discharge planning and follow-up care.

Input was gathered from the local RCMP and NP.

February 25: CSRHD strategic planning continued.

Staff was asked to prepare a report on opportunities to collaborate with IH on transitional care and restorative health facilities, and further prepare a report with information on innovative funding options: community health and service hubs, and rural clinic grants.

The Board wants increased communication with Island Health, and wants a dedicated IH staff person to attend regular CSRHD meetings.

March 18: The 2020 audit findings and results were presented and approved. The 2020 financial statements were approved. The 2021 Annual Budget was approved. The Capital Expenditure budget for 2021 was adopted.

Respectfully submitted by:

Sue Poulsen, Councillor

Sayward Village Council

Appendix C

**ILLEGALLY
DUMPED
MATERIAL**



\$500 FINE

TO REPORT VIOLATORS
cswm.ca/illegaldumping
CALL 1-800-331-6007
or 250-334-6016



**Comox Strathcona
Waste Management**

CSWM BYLAW NO. 470

Regional Organics Composting Facility



Located at the Campbell River Waste Management Centre

February 2021

Detailed Design

Planning and design for the new regional composting facility to be built at the Campbell River Waste Management Centre has progressed, and a design of the facility is now available.

This much needed facility will enable curbside organics collection for over 30,000 single-family homes in Campbell River, Comox, Cumberland and Courtenay. Processing organics in-region will ensure economic and environmental benefits for the community. Organic waste will become finished compost for agricultural and landscaping uses, diverting approximately 30% of collected waste from our regional landfill. The organics processing facility will be essential to manage solid waste cost effectively and achieve our regional waste diversion goal of 70%.

Informed by **extensive community input** on the facility in 2020, CSWM staff have worked closely with consultants Sperling Hansen Associates to design the site and facility. The facility, its operations and design incorporates best management practices, minimizes impacts to neighbours, and protects the environment while achieving best value for taxpayers by extending the life of the landfill and reducing operational costs.

The design will be finalized by Spring 2021 with construction commencing Fall 2021 and slated to be fully operational by Fall 2022, enabling the phased introduction of curbside organics collection by year end 2022.

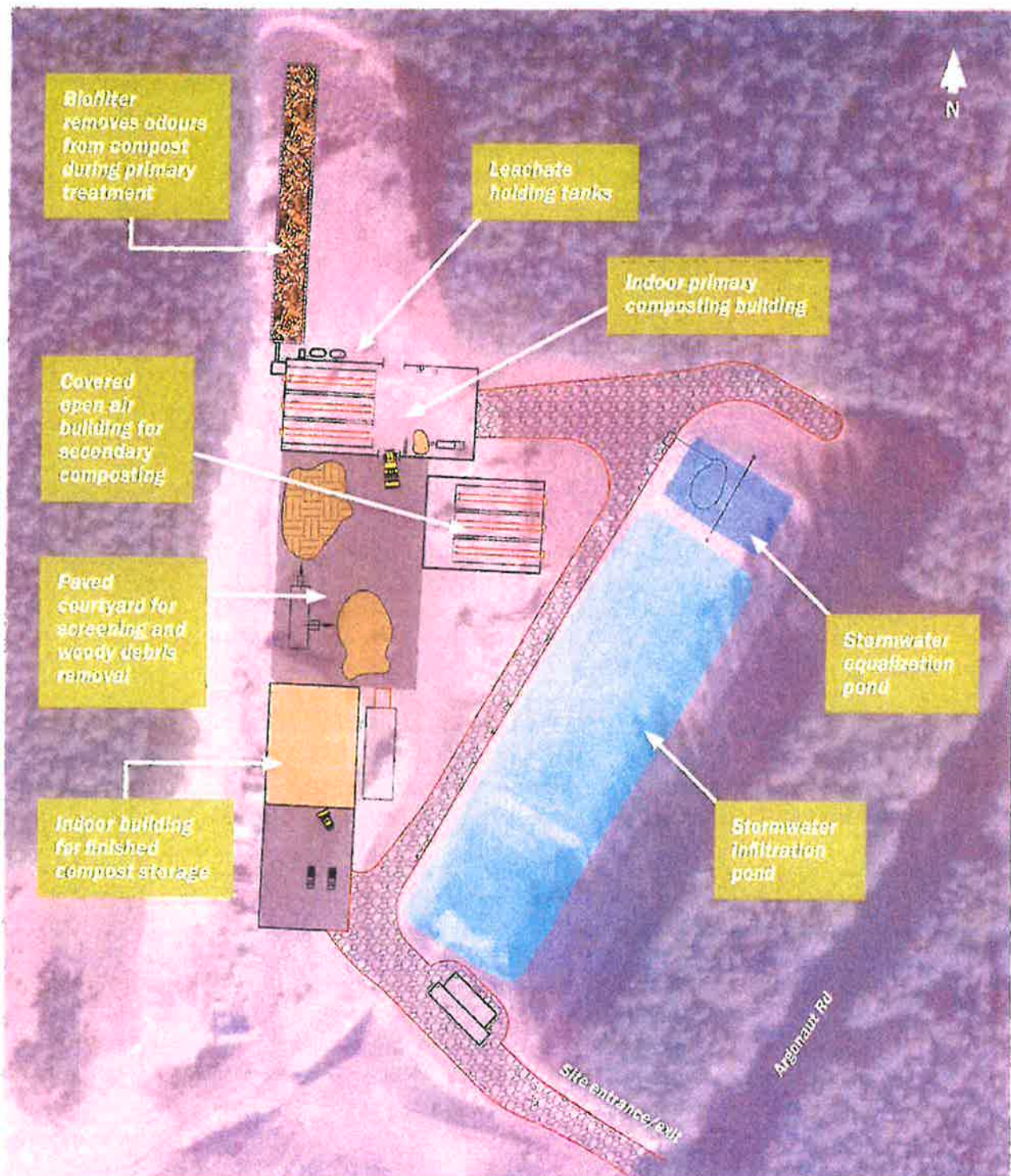
Comments or Questions?

Provide comments or ask questions at:
connectcvrd.ca/regionalorganics



For more information visit: cswm.ca/regionalorganics

Important Design Considerations



For more information visit: cswm.ca/regionalorganics



PESTS

A pest control plan will be an important part of facility operations. The daily processing of organic material indoors minimizes odours and helps control rodents and pests. Once the material is placed into an active compost pile, temperatures will reach between 50-60 degrees Celsius for several days, an undesirable and inhospitable environment for rodents and pests. The material is also moved frequently reducing opportunities for animals to establish refuge. The entire perimeter of the property will be fenced, preventing larger wildlife from entering the site.



CARBON EMISSIONS

Greenhouse gas emission reduction will be achieved by:

1. Removing organic material from the waste stream to reduce the production and release of methane gas in the landfill.
2. Recycling organic matter into soil restores carbon and eliminates the need for chemical fertilizers.



TREES AND WILDLIFE

The facility will be located on a cleared area of land. A wooded area will be kept around the perimeter of the facility to protect natural habitat as well as mitigate visual impacts.

While some trees will need to be cleared on the site to ensuring safe slopes of the landfill gravel extraction area, careful site planning and layout will retain the maximum amount of forest possible for habitat and buffer. Site development and tree cutting will occur during an appropriate nesting window.

All delivery of compost feedstock and active composting will occur indoors to prevent birds and wildlife from being attracted. Fencing will prevent larger wildlife from accessing the site.



TRAFFIC AND LIGHTING

Traffic impacts will be minimal, as organic waste collection will integrate with the existing waste collection system. The main access to the site would be from Highway 28, which will not affect most neighbouring properties on Argonaut Road.

The current design creates the greatest buffer area possible between the facility and neighbours, protecting sightlines and minimizing light and noise. Exterior lighting will be a lower colour temperature to minimize impact. Lighting will be optimized for operational requirements and to avoid impacts to neighbours.

	ITEMS	Assigned	2020 Strategic Plan	Description/Info/Resolution	Progress	Priority
	MAJOR PROJECTS					
1	Water Treatment Plant Project					
a	Plant and Reservoir	CAO/CFO	INFRASTRUCTURE UPGRADES AND ASSET REPLACEMENT	One of Sayward's most important infrastructure projects.	Complete, except for as follows: There are a few items/reports stemming from the operating permit/funding that Council/staff will have to work on see below. Recommend combining a and b.	Medium
b	WTP Reporting Requirements - Watershed Protection Plan and Cross Connection Control Program	CAO	INFRASTRUCTURE UPGRADES AND ASSET REPLACEMENT		First is a Watershed Protection Plan which will require outside resources - budget for 2021, cost unknown (Staff will look into costs and project complexity). Second, update our cross connection policy.	Medium
c	WTP Reporting Requirements - Asset Management Plan	CAO/CFO	INFRASTRUCTURE UPGRADES AND ASSET REPLACEMENT		Staff to review plans and bring to Council in 2021	Medium
d	WTP Reporting Requirements - Progress and UBCM claim for funds (SPF)	CAO/CFO	INFRASTRUCTURE UPGRADES AND ASSET REPLACEMENT		Staff to submit final claim to UBCM, as noted above, Staff to finalise finances and reporting requirements Done	High
e	Generator and fencing for WTP area (capital purchase)	CAO/PW	INFRASTRUCTURE UPGRADES AND ASSET REPLACEMENT		Generator installed, fencing in budget for 2021	High
2	Dam Project					
a	Dam Decommissioning and Wier construction	CAO/CFO	INFRASTRUCTURE UPGRADES AND ASSET REPLACEMENT	Project stalled due to major weather event in 2019 and funding issue in 2020. Staff report to Council on options for completion in 2021 with funding solution. Report to December 2020 meeting. Contractors and Consultants and permits all lined up for 2021.	All Funding and required permits in place. Project to commence July 1. Total timeframe to deconstruct dam and construct weir 7-8 weeks.	High
b	Dam Reporting Requirements - Asset Management Plan	CAO	INFRASTRUCTURE UPGRADES AND ASSET REPLACEMENT		Assess the weir and include in AMP, timing, do WTP and Weir assessment at same time. To be completed in 2021.	Medium
c	Dam Reporting Requirements - Water Conservation Plan/Final reporting	CAO	INFRASTRUCTURE UPGRADES AND ASSET REPLACEMENT	Requirements need to be completed as part of the funding agreement. Funding conditional on completing the reporting.	Water quality requirement, staff training is complete. Water Conservation Plan will need to be updated, Staff to complete. To be completed in 2021	Medium
3	Official Community Plan Update	CAO		R21/39 THAT Council receives the proposal from Urban Systems to review and update the Village of Sayward Official Community Plan, and; THAT Council enter into a contract with Urban Systems to review and update Bylaw No. 308, Village of Sayward Official Community Plan for a sum of \$50,000 to be funded as follows: \$25,000 UBCM Age Friendly OCP Grant (secured) \$15,000 UBCM Housing Needs Assessment Grant (secured) \$10,000 ESS OCP Firesmart Policies (pending) - Note: now secured.	Planners from Urban Systems to appear as delegates at April 6 Council meeting for Meet and Greet, outline of schedule for OCP review and for Council review of HouseHold Survey launch April 8; May 4th survey results and background report.	High

4	MacMillan Drainage Study - Highland Engineering	CAO/PW	VILLAGE OPERATIONS	R21/37 THAT Highland Engineering be retained to update the Master Drainage Plan as proposed in their January 11, 2021 proposal, and; THAT \$16,690 be appropriated from General Surplus funds to cover the cost of this work, and; FURTHER THAT the 2021-2025 Financial Plan be adjusted accordingly, and; FINALLY THAT staff be directed to seek grant funding opportunities to cover this costs and costs for carrying out the upgrades to the drainage system.	Team from Highland Engineering completed assessment of village needs in late March; staff expect the report in approximately one month and will return to Council when received for further direction. (May 18)	High
4	Van Brocklin Road Exchange – Bylaw and Notification.	CAO	VILLAGE OPERATIONS		Letter sent on March 3 with request for an update by March 17; staff to return to council with request for approval to place Notice on Title until matter is resolved.	Medium
5	BYLAWS					
a	Ticketing Bylaw	CAO	VILLAGE OPERATIONS		Staff have spoken to Gold River and will bring a report to Council. BENS (Bylaw Enforcement Notification System) is one option due to challenges being experienced by Gold River with their Ticketing Bylaw. Staff suggest this item be brought back in July 2021.	Medium
b	Fireworks Bylaw	CAO	VILLAGE OPERATIONS	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.	Staff suggest this issue be brought back for review in April/May. The Fire control bylaw already has firework control in place and maybe a review of this bylaw is a simple way forward given the issues. Staff note that there seems to be only one party advocating for this, so Staff request Council establish its priority.	Low
c	Backyard Burning Bylaw	CAO	VILLAGE OPERATIONS	R19/89 THAT staff revamp and revise the Village's backyard burning bylaw and bring back before Council for consideration. R19/153 - 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. Suggest this be brought back in April/May for council to establish its priority.	Medium

d	Public Nuisance Bylaw	CAO	VILLAGE OPERATIONS	R19/94 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. R20/63 - THAT Village of Sayward Public Nuisance Bylaw No. 417, 2018 be tabled to the April 7th regular meeting of Council. (Direction to Staff: That Public Nuisance Bylaw No. 417, 2018 be posted on the Village of Sayward website and advertised on social media to engage residents for their feedback.)	Bylaw still o/s (sitting at 2nd reading) was not posted to the website in April 2020 due to staffing changes and Council resignations. Public input still needed. Bring back to Council in April/May for Council to prioritize.	Medium
e	Traffic And Highways Bylaw	CAO	VILLAGE OPERATIONS	Bylaw needs to be updated and then sent to MOTI for input before bringing to Council.		Low
f	Business License Bylaw	CAO	ECONOMIC DEVELOPMENT	Needs updating for artisans at gift store, Staff to review	Staff to bring forward this and other bylaws to Council in April/May to prioritize.	Low
g	Fees & Charges Bylaw	CAO	VILLAGE OPERATIONS	Review the Village fee structure for equity and market standards, Staff to review	Staff to bring forward this and other bylaws to Council in April/May to prioritize.	Medium
h	Building Bylaw	CAO	VILLAGE OPERATIONS	SRD process to provide building bylaw template for all SRD building inspection customers stalled (Sayward, Gold River, Zeballos, etc)	Staff hope to obtain grant funds per proposal on March 8 2021 to hire policy writer to update all bylaws. Rural Business and Community Recovery Program North Vancouver Island.	Medium
i	Reserve Bylaw	CFO	VILLAGE OPERATIONS	Infrastructure Updates & Asset Replacement - Approve reserve policy and update bylaw and integrate into financial plan: Adopt a formal reserve policy and include in future Financial Plan. Update Reserve bylaw. Recognise the need to plan for capital asset replacements in accordance with the Asset Management Plan.	Asset Management Plan needs to be reviewed so recommendations are used when creating Bylaw. Total AMP needs better integration to improve decision making process. Staff to bring forward AM initiative to Council as part of separate COW meeting to strategize.	Medium
j	Bylaw Review Project	CAO/CFO		Staff anticipate a need for a bylaw review as several old bylaws need updating.	Staff hope to obtain grant funds to hire policy writer to update all bylaws.	Medium

k	Application to amend Zoning Bylaw: to amend Village of Sayward Zoning Bylaw, portion of lot 304, 14-hectare portion of a 24.53-hectare parcel situated at Kelsey Bay, Sayward, from Forestry One (F-1) to Residential One (R-1) and Commercial Two (C-2) to allow the development of 31 residential serviced lots	CAO	VILLAGE OPERATIONS	R21/36 THAT the Staff Report be received, and; THAT staff continue to work with the developer to clarify and address further information required for Council to review the proposal, once the final plan for development has been resubmitted, and; THAT staff return to Council for further direction once the applicant advises that the plans have been finalized and the issues in the Staff Report addressed.	Staff have identified a series of questions to pose to developer's agent with plans to bring matter forward in January to Council for a detailed review. This includes traffic impacts study, requirement for archaeological assessment. Awaiting requested input from applicant to return to Council for a decision on the rezoning application. Traffic study now underway, RAPR work completed. RV Park design guidelines, turning radius and access to the area and lots by the fire and rescue equipment, details of amenities being offered as compensation for increased density, generally negotiated between the developer and the local government, such as parks, funds to support infrastructure and other negotiated amenities.	High
l	Council Procedure Bylaw No. 416 Revisions to provide for public input		VILLAGE OPERATIONS	R21/88 THAT Council receive the Proposed Revisions to Bylaw 416, 2015 Council Procedure Bylaw Report for information and discussion, and; THAT staff return to the April 6, 2021 regular meeting with revision proposed by Councillor Cragg at the March 2, 2021 Council meeting for Council to review and discuss; AND THAT staff return to the April 20, 2021 Council meeting for review of the revised Bylaw No. 417 Bylaw to Amend Bylaw 416 Council Procedures Bylaw.	Item added to April 6 Agenda.	
m	Zoning Amendment Residential/Commercial zone	CAO		R21/76 THAT Council receive the Proposed Amendment to Bylaw 309, Zoning Bylaw, Section 602, Residential Commercial(R/C) report for information and discussion, and; THAT Council direct staff to return to Council with a bylaw to amend Bylaw No. 309, Village of Sayward Zoning Bylaw to remove subsection 602.1 (d) Dwelling, Single Family as a principal use.	To amend Section 604(1)(d) of the Zoning Bylaw to remove Single Family Dwelling as permitted primary use. Notice to be mailed to property owners April 10; Ads to be placed on April 7th and 14th in Campbell River Mirror with staff to return to Council with update on public input for the Council meeting on April 20th and for final adoption of the bylaw amendment.	
6	GRANT FUNDING	CAO/PW		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 two 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.	Application was not successful, discussion needed on graduated purchase at budget. Separate application applied through new funding source and we are waiting.	Medium
a	VoS Backup Power Supply - Sewer Lift Stations (\$120,000 from Investing in Canada Infrastructure Program, Rural and Northern Communities, awaiting decision early 2020)	CAO/EPC		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.	Drone purchase o/s, HF Antenna install March 30th. Staff to coordinate with Council and emergency planners to set up table top planning exercises.	Medium

c	BC Rural Dividends Grant (\$10,000 approved 2019)	CAO/CFO	COMMUNITY RELATIONS - update and enhance the village website.	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.	Funds carried forward from 2020; \$18,000 in 2021 budget for this project (\$10K from BC Rural Dividends \$8K from COVID-19 Safe Restart Reserve funds). Project allows Sayward Futures and Community Tourism portal when ready. Request for Proposals sent to four Vancouver Island firms, two responses. UpanUp selected and scheduled to appear as Delegates at the April 20th Council meeting to discuss Council needs and preferences for website redesign and to review model website, (100 Mile House). Website to be competed and up and running by end of June 2021.	Medium
d	2020 Flood Risk Assessment, Flood Mapping and Flood Mitigation Planning Project (\$150,000 from UBCM, approved Oct 2020)	CAO	VILLAGE OPERATIONS	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. R21/9 THAT Council receive the Salmon and White River Flood Hazard Mapping report, and; THAT Council enter a contract with McElhanney to complete the Salmon and White River Flood Hazard Mapping for a sum of \$157,479.00 in accordance with the proposal submitted to the Village of Sayward dated November 26, 2020.	Report to Council Dec 17th. Next steps, apply for grant (Shaun & Staff), deadline January 24th, 2020. Contract awarded to McElhanney and work underway. Public Engagement phase to start in mid June.	Medium
e	2020 Age Friendly Grant (\$25,000 for OCP update, approved Mar 2020)	CAO			Contract awarded to Urban Systems following January approval from Council to award contract to update OCP. Tentative timetable sent out to community and council and work now underway.	Medium
f	2020 Housing Needs Reports Grant (\$15,000 from UBCM, approved Jan 2021)	CAO	VILLAGE OPERATIONS		Urban Systems to include in OCP Update project.	Medium
g	2021 CRI FireSmart Community Funding - Wildfire Risk Reduction Project (\$44,100 approved Feb 2021)	CAO/EPC			\$10,000 allocated to OCP project	
h	COVID-19 Safe Restart Grant				Council approved expenditures for 2021: - Laptops for remote Council meetings \$ 6,000 Complete - Keyless entry system for doors \$ 2,000 On Hold - Public address sound system \$15,000 Ordered - Village website redesign \$ 8,000 In progress - Plexiglass, doors for K/C \$15,000 Plexiglass complete, doors ordered - Hazmat suits, dock for lagoon \$13,000 Suits purchased, dock in progress	Medium
	AGREEMENTS					

7	Fire Services Agreement - to review service and funding mechanism	CAO/CFO	COMMUNITY RELATIONS Work with SRD on funding for services jointly used by all valley residents. Recreation, Fire, Health	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. Note: SRD is doing a funding review to determine cost allocations to Valley and Village. Village should consider one funding service area as a SRD function, contracted back to Village for operations. Allocation projections need to be done to see funding splits.	Medium
8	Recreation Services Agreement	CAO	COMMUNITY RELATIONS	Rec Centre shared agreement with Strathcona Regional District. Staff working with SRD on how best to engage residents on this topic, SRD CAO away until week of Dec 2nd. Staff to follow-up. Staff meeting with SRD CAO Dec 13th. Report to Council Feb 2020. Recreation survey set to go out end of January/beginning of February. Survey approved by Council February 18, 2020, will be live from March 1, to April 30, 2020. Staff to pick this up again in 2021. UPDATE: SRD to bring staff report to Board in April to determine interest for regional or sub regional service to manage recreation services. This could involve lease by the SRD of the KC.	Medium
9	Budget Variance	CFO		Variance is done quarterly, next report April 20th	Medium
10	Policy Update Project	CAO/CFO	VILLAGE OPERATIONS ECONOMIC DEVELOPMENT	Project started by CAO in 2015, consultant prepared several new policies and a roadmap of which policies are to be repealed. Staff working on this project as time permits.	Medium
a	Personnel – Hiring Policy	CAO	VILLAGE OPERATIONS	Staff to return to Council with request for council to prioritize	Medium
b	Reserve Policy	CFO	VILLAGE OPERATIONS	Staff to return to Council with request for council to prioritize	Medium
c	Procurement Policy	CFO	VILLAGE OPERATIONS	Staff to return to Council with request for council to prioritize policy commitments.	Medium
d	Respectful Workplace Policy	CAO	VILLAGE OPERATIONS	Staff to return to Council with request for council to prioritize policy commitments.	Medium
e	Annual Property Tax Sale Policy	CFO	VILLAGE OPERATIONS	Staff to return to Council with request for council to prioritize policy commitments.	Medium
f	Personnel – Benefits, Leaves and Employment Conditions Policy	CAO	VILLAGE OPERATIONS	Staff to return to Council with request for council to prioritize policy commitments.	Medium
g	Public Works Inspection Policy	CAO	VILLAGE OPERATIONS	Staff to return to Council with request for council to prioritize policy commitments.	Medium

	h	Campground Policy	CAO	ECONOMIC DEVELOPMENT	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.	Staff to return to Council with request for council to prioritize policy commitments.	Medium
	i	Ticketing Policy	CAO		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, BE NS (Bylaw Enforcement Notification System) may be the best option due to challenges being experienced by Gold River with their Ticketing Bylaw. Tie in with Bylaw. Staff to return to Council with request for council to prioritize policy commitments. Staff to return to Council with request for council to prioritize policy commitments.	Medium
	j	Bylaw Enforcement Policy	CAO		Carry over from previous workplan. Staff made previous recommendation that policy be developed.	Staff recommend a council approved Bylaw Enforcement Policy that incorporates practices in the BC Ombudsman Best Practices, December 2020 Complaints Handling Guide to outline roles and responsibilities, and the process involved when receiving a complaint. May/June. Staff to return to Council with request for council to prioritize policy commitments.	Medium
11		Entrepreneurial Immigration Program			Former councillor initiative, phone and e-mail (Staff) - done, to-do: info on website, program committee. Program started, apps being received. Current status	Staff recommend this be discontinued given the volume of work currently in progress that is within the mandate of the Village.	Medium
12		Financial Plan 2021-2025, Tax Rates Bylaw, Sewer/Water/Solid Waste Bylaws - 2021	CFO		Must be completed by May 15th and sent to Province.	2021 -2025 Financial Plan received. Council has approved first, second and third reading. Tax Rates and Fees & Charges Bylaw to be brought to Council April 20th for first second and third readings.	High
13		Records Management	CAO		Staff anticipate a need for a records management review as filing system not consistent and consolidation necessary. System is very cost/time inefficient	Consider records management plan, hire consultant , budget 2022	High
14		Development Cost Charges	CAO		DCC would allow VoS to levy charges on new development for new or expanded infrastructure i.e. water, sewer, drainage, parks, roads.	Recommend this be removed per recent Report from Urban Systems on noting better tools than DCC bylaw .	Low
15		Asset Management Policy and Plan	CAO/CFO		Total current replacement value of \$22.32 million and \$800 thousand in building maintenance identified during the 2019 building assessment: significant amount and likely unaffordable to the Village of Sayward. Village has many alternatives for long term funding of assets and opportunities to reduce replacement cost by combining projects with economies of scale.	Staff to bring options report to Council April/May with series of options going forward.	High
16		Resolutions					

R18/75	CAO/CFO	R18/75 - 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. Bring forward to 2021	Medium
IC18/41	CAO	IC18/41 - 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. Staff recommend Council review this previous resolution from 2018 as it does not comply with the zoning bylaw. Property zoned Residential Commercial 2, requiring commercial use to be established prior to SFD.	Medium
R19/13	CAO	R19/13 - 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.	Recommend removal as this will be addressed as part of OCP 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). This to be discussed in context of OCP review.	Medium
R19/63	CFO	R19/63 - 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. Carry forward to 2021	Medium
R19/76	CAO	R19/76 - 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 Timberlands (Mosaic) has no assets in our area. MOU to be completed in Summer 2021	Low
R19/77	CAO	R19/77 - 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. Next steps MOU with WFP. May need to wait until strike is over. WIP	Low

R19/78	CAO	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). Some recent interest in opening grocery store in Mall but interest has now dissolved.	Medium
R19/212	CAO	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 cone, back to Council July 2020. To be reviewed at April/May Council meeting.	Low
R19/213	CAO	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. Not done, bring back to a future Council meeting.	Low
R19/274	CAO	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.	Quote is \$2,900, will be included in FP discussions. Staff wish to have clarification as to need for this expenditure. Suggest removal.	Low
C19/47		C19/47 THAT the Committee receive the verbal report from Mayor MacDonald, and; THAT the Committee recommends the implementation of the Notice of Motion procedure starting in 2020.	Notice of Motion books in place. Staff recommend removal and that council move to an electronic notification system where possible vs. the paper book. i.e. email to CAO and rest of Council, for instance.	
R20/5	CAO	LIVING GREEN - Continue to pursue the goal of becoming a carbon neutral community.	Council directed Staff to prepare a Climate Action Charter report detailing the progress the Village has made. To be completed for Council review in April/May.	Medium

R20/53	Mayor	COMMUNITY RELATIONS	R20/53 - THAT Council receive the Community to Community Event invitation for information and discussion. Work in improving our relationship with the K'omoks First Nation, regular communications, and ways and means to jointly promote Sayward.	C2C Forum held in March 2021 hosted by KFN. VoS to host follow up meeting in Fall 2021 with grant funds to cover costs. This C2C could address OCP and Flood Hazard mapping updates for KFN as well as other initiatives.	Medium
R21/27	CAO	COVID Strengthening Communities fund update	R21/27 THAT Council direct staff to obtain the items listed in Table 1 within the budgeted amounts shown and to seek the most economical pricing for the Village, per Council's discussion at its January 5, 2021 (rescheduled to January 7, 2021) Committee of the Whole meeting.	Plexiglass installed, doors ordered for two front glass windowed doors, sound systems ordered awaiting delivery, laptops ordered and distributed, awaiting info on Generators, key fob estimates over amount budgeted so staff to return to April 20th Council meeting with revised plan for security and covid safety planning for keyless entry.	High
R21/38			R21/38 THAT the report from the Chief Administrative Officer be received, and; THAT an application for financial assistance under the Community Emergency Preparedness Fund Emergency Support Services grant be authorized for submission to the UBCM in collaboration with the Strathcona Regional District, and; THAT the Village of Sayward authorizes the Strathcona Regional District to receive and manage the funds on behalf of the Village of Sayward if the application is successful.		
R21/41 & R21/75	CAO		R21/41 THAT the letter be received; and THAT staff return to Council in March with proposed revisions to the procedure's bylaw known as Bylaw No. 416, Procedures for Council Bylaw to provide for public input. R21/75 TH-AT staff return to the April 20, 2021 regular council meeting with revisions to Council Procedure Bylaw 471 tabled by Councillor Cragg for Council's review and consideration.	April 6th Council meeting to discuss revisions proposed by Councillor Cragg; April 20th meeting for Council to review and decide on bylaw revisions. Bylaw drafted awaiting final review and discussion by Council.	
R21/53 Declaration of World Lymphedema Awareness Day			R21/53 THAT the Village of Sayward hereby proclaim March 6, 2021 as LYMPHEDEMA AWARENESS DAY and encourage all citizens to work together to promote and increase awareness so that the health and well-being of all those living with lymphedema is improved.	Notice placed in March Sayward News; notice provided and copy provided to the Lymphedema Awareness Association; recommend removal from workplan.	
R21/54 BC Yukon Military Service Recognition Book Ad		ECONOMIC DEVELOPMENT	R21/54 THAT Council approve the placing of a business card sized ad for \$261.90 plus GST (\$275) in the 16th BC/Yukon Command Royal Canadian Legion 16th Annual Military Service Recognition Book.	Completed. Ad placed using photo of Yorke Island obtained from Ross Keller and provided to the agency.	



STAFF REPORT

To: Mayor and Council
From: Ann MacDonald, CAO
Subject: Policy Update Project
Meeting date: April 6, 2021

BACKGROUND

The 2020 approved Strategic Plan approved by Council includes the following strategic goal:

Strategic Priority	Item	Progress Measures	Timeline
1. Village Operations	a.) Review and update Village internal policies and procedures. There are several policy and Bylaw updates that need to be completed. Policies include: Personnel Benefits, Conflict of Interest, Criminal Record Search, Hiring, Annual Tax Sale, Permissive Tax Exemption, Respectful Workplace, Procurement. Bylaws include: Building, Zoning (Cannabis), Reserves.	Additional Policies and Bylaws approved by Council	All of 2020

Many of the Village of Sayward corporate policies are over 15 years old and need revision to meet current best practices. A consultant was hired to review all policies in 2016 and several new policies were drafted for Council review. Staff also worked on additional policies in 2019 and 2020. For reference, since mid-2019 six new policies have been approved by Council resolution. These policies are listed below and are available to Council upon request:

1. 100-01 Council Conflict of Interest Policy
2. 100-02 Bylaw Enforcement Policy
3. 200-01 Criminal Records Search Policy
4. 300-01 Permissive Property Tax Exemption Policy
5. 300-03 Credit Card Policy
6. 300-04 Vehicle & Equipment Policy

Despite a stall to the project due to staffing and Council changes in 2020, Staff will be working on the project in 2021 as time permits.

DISCUSSION

Staff have reassessed the current project and will be bringing several policies to Council in 2021. The following table outlines the priority policies that Staff recommend Council review this year:

Policy number	Title
100-03	Information Technology Policy
300-05	Procurement Policy
300-06	Tangible Capital Asset Policy
300-07	Reserve Fund Policy
300-08	Investment Policy
200-03	Respectful Workplace Policy
200-04	Personnel Benefits, Leaves, and Employment Conditions Policy
600-01	Municipal Campground Policy

In reviewing current policies, Staff recommend an amendment to policy 300-03 Credit Card Policy (attached). This is due to staffing changes in the Admin office, a need for the Fire Department and the Emergency Program to have immediate access to Village funds, a suggested reduction to card limits, and wording amendments to reflect the upcoming new Procurement Policy. Each of these items will be discussed separately below.

Staffing changes in the Admin office

During 2020 the Admin office restructured staffing positions by hiring a CFO and eliminating the Deputy Finance/Admin Officer position. This change is reflected in the amended policy to add the former position and remove the latter.

Fire Department and Emergency Program

Corporate credit cards for both departments will allow small expenditures necessary for operations to be purchased immediately rather than staff incurring costs personally and waiting for reimbursement of an expense claim. These small expenditures include items such as replacement clothing and boots, small food expenditures for meetings and training, emergency items in the event of a fire, flood, or other emergency in the Village, and other minor items. It will also enable the purchase of items related to travel and training, including course costs, hotel, parking, and other related travel expenditures.

Reduction to Card Limits

Staff are proposing the reduction of card limits to lessen the risk of overspending and exclude the purchase of larger items that should be procured in accordance with the Procurement Policy. The new Procurement Policy will be worked on in the second quarter of 2021 and brought to Council for review and approval.

Wording amendments

The policy has been amended to reference the procurement process and related policy, and to eliminate references to the Deputy Finance/Admin Officer.

STAFF RECOMMENDATIONS

THAT Council receives the Policy Update Project report for information and discussion, and;


THAT Council approves Policy #300-03 - Credit Card Policy as amended.

Respectfully submitted,

Ann MacDonald, CAO

Prepared by: Lisa Clark, CFO

Attachments: 300-03 Credit Card Policy with proposed amendments

	Village of Sayward	
	Title: Credit Card Policy	Policy # 300-03
	Category: Finance	

1.0 PURPOSE

To ensure a fair and equitable process for the use of credit cards by Village employees.

2.0 POLICY

Credit cards provide for the orderly acquisition of goods and services which have been approved through the Financial Plan. Use of the credit cards must be for Village business purposes only.

3.0 DEFINITIONS – Application

- This policy applies to all staff and specifically those approved for the use of credit cards.
- The following individuals are approved for credit cards, with the limits as stated:

Chief Financial Officer (CFO)	\$5,000
Chief Administrative Officer (CAO)	\$5,000
Deputy Finance/Admin Officer	\$10,000
Recreation Manager	\$5,000 \$2,500
Public Works Foreman	\$5,000 \$2,500
Fire Chief (or Deputy) – 1 card only	\$1,000
Emergency Program Coordinator	\$1,000

4.0 PROCEDURES

- The following guidelines are established for credit card use while travelling on Village business:
 - Only the CAO is authorized to use the credit card to pay for the cost of meals for dignitaries/guests – all such costs are to be kept reasonable.
 - The Village will not pay for alcohol.
 - When a per diem has been paid, the Village should only pay the dignitaries/guests portion of the meal bill.
 - Credit card receipts are to be submitted to the Finance Department signed and with the appropriate expense coding noted on the slip within five (5) working days after the business trip is completed.
- General purchase guidelines:
 - Credit cards are not intended to replace the use of purchase orders. Credit card purchases are supplemental to the ~~purchase order system procurement process~~ and may be used for the purchase of goods and services up to ~~\$2,000~~ the limits and conditions outlined in the Village of Sayward Procurement Policy. ~~With approval from the CAO, this limit may be increased where the vendor will only accept a credit card transaction.~~

2. Aggregate monthly limits shall be monitored to ensure sufficient funds are available for planned purchases.
3. All credit card holders must sign and adhere to the Village's **Agreement to Accept Credit Card**. This agreement will be kept in the employee's personnel file (Appendix "A").
4. All questions regarding the use of credit cards are to be directed to the CAO or CFO. ~~or Deputy Finance/Admin Officer.~~
5. All disputes with regards to the purchase and amounts charged must be discussed with the CAO to resolve the issue.
6. All credit card receipts must be coded to the appropriate expense code and signed by the cardholder. A monthly reconciliation of credit card statements must be completed by the cardholder and returned with receipts/invoices to the Finance Department in a timely fashion to avoid late payment charges. Ultimately, the cardholder is responsible for all charges on their assigned card. Missing receipts/invoices will be the responsibility of the cardholder, who is expected to contact vendors for replacement/missing receipts or invoices.

5.0 APPROVAL HISTORY

ISSUED BY: CAO	APPROVED BY: Mayor & Council	RESOLUTION NO: R18/118	DATE: June 2018
REVISED BY: CFO	APPROVED BY: Mayor & Council	RESOLUTION NO:	DATE:

Signed by:

Mayor:	CAO:
Date:	Date:

Appendix "A"
Village of Sayward

Agreement to Accept Credit Card

Participation in the Village of Sayward's Credit Card Program carries with it certain responsibilities. Although the card is issued in your name, it is considered the property of the Village of Sayward and must be used with good judgment. Your signature below confirms that you understand the Credit Card Program guidelines outlined below and agree to comply with them.

The Credit Card is provided to employees based on their need to purchase business-related goods and services, as approved in the Financial Plan. A card may be revoked at any time based on change of assignment or misuse. The card is not an entitlement nor reflective of title or position.

1. The card is for Village business-related purchases only; personal charges are not to be made to the card.
2. You are the only person entitled to use the card and are responsible for all charges made against the card.
3. Improper use of the card can be considered misappropriation of municipal funds which may result in disciplinary action, up to and including termination.
4. All charges are billed directly to and paid directly by the Village. Any personal charges on the card made in error or other reason must be resolved in consultation with the CAO or CFO, ~~or Deputy Finance/Admin Officer.~~
5. Cardholders are expected to comply with internal control procedures to protect Village assets. This includes keeping receipts, reconciling the current provider's monthly statements and following proper card security measures.
6. Cardholders are responsible for reconciling their Credit Card monthly statement and resolving any discrepancies by contacting the Finance Department.
7. A lost or stolen card should be reported immediately by telephone to the current provider's Credit Card Service Centre. Refer to the Finance Department for the credit card provider's phone number. This number is given to the employee when accepting the credit card and signing this agreement.
8. A cardholder must surrender his or her card upon termination of employment (i.e. retirement or voluntary/involuntary termination). At this point, no further use of the account is authorized.

Cardholder Signature

CAO or CFO ~~or Deputy Finance/Admin Officer~~

Printed Name

Printed Name

Date: _____

Date: _____



STAFF REPORT

For: Mayor and Council
Prepared by: Ann MacDonald, CAO
Subject: **Request for Tax Relief – Salmon River Inn**
Meeting date: April 6, 2021

BACKGROUND

The current owner of the Salmon River Inn requested Council review the tax, sewer and water fees for the property at 714 Sayward Road. (March 15, 2021 correspondence, attached) The owner indicated that due to COVID the Inn will remain closed for the next two years.

In January 2020, the previous owners requested Council review the tax assessment on the same property. (Attached) The owner requested that Council review the water and sewer rates given that the 20-room motel had been closed for some time, and that during the short two years it had been open, (2016-2018) it operated below capacity at 12-22%. This suggests that the issues facing the current owner are perhaps not entirely related to COVID.

In October 2020 Council reviewed the matter in response to the request from the owner and passed the following resolution:

MOTION R20/109

MOVED AND SECONDED

THAT Council receive the Request for a Reduction in Taxes,

AND THAT Mr. Lal be asked to attend a Council meeting to share his plans for the Inn and to explore ways the Village can assist him in those plans.

CARRIED

Payment of fees owing to the Village has been inconsistent. In some years it was paid on time whereas in other years the taxes went to a delinquent status and were then paid off before a planned tax sale. As of this moment, the owner owes taxes from 2020 and will soon also owe for 2021 when this year's taxes are levied in May.

The taxes and user fees levied on this property from the years 2011 to 2020 are outlined in the following chart:

Roll # 600100 (Salmon River Inn)
 714 Sayward Rd.
 Taxes and User Fees

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Taxes	4,510.30	4,613.61	4,799.61	2,871.61	3,499.76	3,515.32	4,303.44	4,119.34	3,816.82	3,328.33
Water	3,190.67	3,190.67	3,509.87	3,509.87	3,685.43	4,422.44	5,307.08	5,699.81	6,098.81	6,708.71
Sewer	4,107.42	4,107.42	4,107.42	4,107.42	4,251.25	4,400.02	4,554.11	4,713.52	5,043.55	5,220.06
Total	11,808.39	11,911.70	12,416.90	10,488.90	11,436.44	12,337.78	14,164.63	14,532.67	14,959.18	15,257.10

The amounts owed are significant to the Village given the small number of taxpayers who cover overall costs of supplying water and sewer to Village users. This includes approximately 338 units to cover water costs and 244 units to cover sewer services. To meet rising costs, staff have already included some cost increase to ratepayers for 2021 to cover increasing costs to operate the service. As background, the 2021-2025 Financial Plan for the Village of Sayward identifies the following revenues and expenditures for the Water and Sewer Services:

Current Water and Sewer Revenues and Expenditures – 2021 – 2025 Financial Plan			
Water Costs and Revenues (338 units)	Increase per unit 2021	Sewer Costs and Revenues (244 units)	Increase per unit 2021
\$122,683 Water Revenues	10% \$35.31 per unit	\$77,343 Sewer Revenues	3.5% \$9.62 per unit
\$118,574 Water Expenditures		\$72,481 Sewer Expenditures	

DISCUSSION

Staff recommends that Council consider the following:

1. Section 273 of the *Local Government Act* prohibits a local government from aiding an industrial, commercial, or business undertaking. Section 271 defines assistance as including any exemption from a tax, fee, or charge. The *Local Government Act* provides for Partnership Agreements, whereby a private business delivers some service on behalf of the local government, but this does not apply here and that would appear to be the only vehicle for Council to assist this property owner.
2. Section 25 of the *Community Charter* prohibits support to businesses:
 - (1) Unless expressly authorized under this or another Act, a council must not provide a grant, benefit, advantage or other form of assistance to a business, including
 - (a) any form of assistance referred to in section 24 (1) [publication of intention to provide certain kinds of assistance], or

(b) an exemption from a tax or fee.

3. The owner is currently in arrears to the amount of \$15,257.10 (excluding arrears interest). By waiving this debt, as requested, the outstanding amount will have to be absorbed from the remaining citizens in the Village of Sayward for an amount of approximately \$102.00 per household.
4. The Village of Sayward is responsible for managing its infrastructure in accordance with the *Local Government Act* which requires that local government services be operated on a cost recoverable basis. This includes the planning, financing, and implementing of all required upgrades and maintenance. Significant funds have been invested in the systems and those costs are recovered through fees and charges. Over the past several years, the Village has incurred the following extraordinary costs to operate its water and sewer services:

\$1,194,726 Decommissioning of the Newcastle Dam

\$3,400,000 Construction of a new Water Treatment Plant

Options for Council to Consider

1. **Council could direct staff to research the option of and financial implications of setting differential water and sewer rates.**

This option would require an amendment to the Fees and Charges, and Water and Sewer Bylaws and could result in differential rates for the Salmon River Inn. The difference would have to be charged to remaining service users to cover costs as local government services are required to be self sufficient.

2. **Council could direct staff to research the option of establishing a Revitalization Tax Certificate.**

This option is provided for in Part 7, Division 7 of the *Community Charter* which provides local governments with authority to exempt eligible properties from property taxation for a specified period, up to 10 years. Such exemptions must be provided by bylaw. As a comparison, Council granted the owners of the Sayward Mall a revitalization tax certificate in 2016 and granted a user fee exemption which allowed for the user fees (water and sewer) to be reduced from 6 units to 3 units. Revitalization tax exemptions are limited to municipal property value taxes (Section 197(1)(a) of the *Community Charter*) and do not extend to school and other property taxes, such as parcel taxes. Note that the authority to provide a revitalization tax exemption is not subject to section 25 of the *Community Charter* (prohibition against assistance to business).

As background, the Sayward Mall revitalization tax certificate was cancelled in the fall of 2018 as the owner of the mall was unable to abide by the agreement. Council also granted a user fee exemption which should be reviewed by Council soon as it appears that the user fee exemption should also be cancelled as item 3 of the agreement stated, "this agreement will become null and void for any of the following reasons: 3. The Sayward Mall located at 641 Kelsey Way does not qualify for any

reason whatsoever for a revitalization tax exemption.” The mall ceased to qualify for a revitalization tax exemption, again, because the owners were unable to meet the terms of the agreement.

3. Council could consider use of the Revitalization Tax Certificate as a tool to provide social revitalization and to encourage affordable housing.

This option could be useful to increase the supply of affordable housing in Sayward. Council could provide exemptions to the Salmon River Inn on the condition that it converts the use to affordable housing rental units, as an example. This option would require the owners to enter into a housing agreement, under section 905 of the *Local Government Act* to re-construct the uses as affordable housing.

4. Council could reiterate the October 2020 Council resolution and request that the owner attend a Council meeting to share his plans for the Inn and to explore ways the Village can assist him in those plans, in light of the above options and considerations.

The March 15, 2021 letter to council indicates that the property will not be operating for at least two years, so a waive this year would likely lead to a follow up request for a waive in 2022 and that would lead to further revenue loss for the Village which again, would have to be absorbed by other taxpayers. The Salmon River Inn has been closed for nearly ten years now, except for a two-year period between April 2014 to April 2016 whereby the Inn operated at approximately 12-22% capacity. Staff recommend that if Council directs the owner make a presentation to Council, that presentation include details of planned start up costs, market research, source of funding for start up, building remediation costs following the closure, etc. as part of that presentation.

RECOMMENDATIONS

THAT Council receives the Request for Tax Relief – Salmon River Inn report for information and discussion, and;

THAT Council direct staff on next steps.

Ann MacDonald
CAO

Attached:

1. Correspondence from owner of Salmon River Inn (2) March 15, 2021; January 21, 2020
2. Correspondence to owner of Sayward Mall, August 2, 2016
2. Division 4 , *Local Government Act*
3. Revitalization Tax Exemptions - A Primer on the Provisions in the Community Charter, 2008

Amit Lal.
84 Erin Park Close SE
Calgary, AB. T2B 2T5

Village of Sayward
652 H'Kusam Way PO Box 29
Sayward, BC V0P 1R0

March 15, 2021

ATTN: Mayor and Village Council

RE: Property 0000600:100 SALMON RIVER INN
Sec 31, Twp 3, Land District 51,
Part SW ¼ of S W ¼, Except Plan 12328
Street Address 714 Sayward Road,
Sayward, BC V0P 1R0

Please accept this letter as a formal request for Council to review the tax assessment on the above property for the tax year 2020.
We have bought this property in 2020, but due to the Covid 19 we will not operate any business for next two years. I have contacted BC assessment as well and informed them on the changers.

I submit this letter as a first step in a review process for the above property. I will be happy to meet with council and/or supply any additional information you may require. I can be reached by phone 587-434-4841 or email amit@pro-formancetruck.com. Thank you for your attention to this matter.

Yours Truly
Amit Lal

499503 Alberta Ltd.
1532 69 St. NW
Edmonton, Ab T6K 3R3

Page one

Village of Sayward
652 H'Kusam Way PO Box 29
Sayward, BC V0P 1R0

January 21, 2020

ATTN Mayor and Village Council

RE: Property 0000600:100 SALMON RIVER INN
Sec 31, Twp 3, Land District 51,
Part SW ¼ of S W ¼, Except Plan 12328
Street Address 714 Sayward Road,
Sayward, BC VOP 1R0

Please accept this letter as a formal request for Council to review the tax assessment on the above property for the current tax year 2020. Although I do not have the 2020 figures, the 2017 tax assessment shows municipal taxes of \$14,164.63.

This includes:	Water User Fee	5307.08
	Sewer User Fee	4554.11

It is my understanding that these assessments are based on the capacity required to provide water and sewer services for 20 rooms for rent every day of the year. Thus your assessment assumes that, at least some time during the year, the Salmon River Inn will have 20 rooms booked with patrons and that the facility will be using the full capacity allotted to the facility.

When I personally became involved with the Salmon River Inn (as of July 2, 2013) there was an outstanding tax bill of \$51,063.05. This included taxes and arrears dating back to 2010. Thus, it is fair to say that, the Salmon River Inn has either been closed down or operating well below its capacity since at least 2010 and probably even prior to that.

Mr Don Higginbotham, operating as Salmon River Management, took over the daily operations of this facility in the fall of 2013. He opened the doors in April

of 2014 and ran it until April of 2016. His accommodation and occupancy records for this time period indicate the following:

Since 2013 there has been a maximum of 17 rooms available for rent on any given day:

April/May 2014	26 days X 17 rooms =	442 rooms available
	Rooms booked	53
	Capacity Utilized	12%
April/May 2015	61 days x 17 rooms =	1037 rooms available
	Rooms booked	287
	Capacity Utilized	23.4%
Aug/Sept 2014	60 days x17 rooms =	1020 rooms available
	Rooms booked	305
	Capacity Utilized	29%
Aug/Sept 2015	54 days x 17 rooms =	918 rooms available
	Rooms booked	411
	Capacity Utilized	45%
Jan to April 2016	93 days x 17 rooms =	1581 rooms available
	Rooms Booked	351
	Capacity Utilized	22%

Mr Higginbotham quit operating the facility in April of 2016 and, although there are no records available since then, it is obvious that the accommodation has fallen drastically from April 2016 until I repossessed the property this month.

It appears as though this property will be assessed approximately \$14,000 in property tax levies for 2020. Out of this assessment +/- 70 % will be for water and sewer user fee's based on a facility that has 20 rentable rooms. I would ask council to re-evaluate this assessment to more accurately reflect the occupancy

Page three

rates (which are based on 17 rooms not 20) and the actual consumption of water and sewer services that this facility will be utilizing.

I submit this letter as a first step in a review process for the above property. I will be happy to meet with council and/or supply any additional information you may require. I can be reached by phone 780 974 3329 or email dtink@shaw.ca. Thank you for your attention to this matter.

Yours Truly

499503 Alberta Ltd

A handwritten signature in dark ink, appearing to read 'Dennis Tink', is written over a horizontal line.

Dennis Tink



COPY

Village of Sayward

August 2, 2016

Paul Manhas, President
0955047 B.C. Ltd.
275 Skinner St.,
Nanaimo, BC V9R 5E9

Re: Water and Sewer User Fees

Dear Mr. Manhas;

This letter is to confirm that water and sewer user fees at the Sayward Mall, located at 641 Kelsey Way, Sayward B.C. will be charged based on occupancy. Each occupied rental space will be charged a water and sewer user fee based on the category description outlined in the applicable water rate and sewer rate bylaws currently identified as "Water Rate Bylaw No. 426, 2016" and "Sewer Rate Bylaw No. 427, 2016". The minimum number of units charged water and sewer user fees at the Sayward Mall is three.

This agreement will become null and void for any of the following reasons;

1. on written request of the Sayward Mall Owner;
2. the Village of Sayward installs water meters and begins charging water fees based on volume and/or usage;
3. the Sayward Mall located at 641 Kelsey Way does not qualify for any reason whatsoever for a revitalization tax exemption.

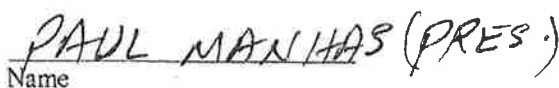
In the case of a rental space becoming occupied during the year, the charge imposed shall begin with the month during which the space becomes occupied. If a rental space becomes unoccupied during the year the charge imposed will end at the end of the calendar year.


Executed by the Village of Sayward by its authorized signatories:


Mayor


Chief Administrative Officer

Executed by 0955047 B.C. Ltd. by its authorized signatory:


Name


Signature

Page 1 of 1

P.O. Box 29, 652 H'Kusam Way, Sayward, B.C. V0P 1R0 Telephone (250)282-5512 Fax (250) 282-5511
Email - village@saywardvalley.net

Division 4 — Providing Assistance

Definition of "assistance"

271 For the purposes of section 263 (1) (c) [*assistance for community benefit*] and this Division, "assistance" means providing a grant, benefit, advantage or other form of assistance, including

- (a) any form of assistance referred to in section 272 (1), and
- (b) an exemption from a tax, fee or charge.

Publication of intention to provide certain kinds of assistance

272 (1) A board must publish in a newspaper its intention to provide any of the following assistance:

- (a) disposing of land or improvements, or any interest or right in or with respect to them, for less than market value;
- (b) lending money;
- (c) guaranteeing repayment of borrowing or providing security for borrowing;
- (d) assistance under a partnering agreement.

(2) The notice must be published before the assistance is provided and must include

- (a) the intended recipient of the assistance, and
- (b) the nature, term and extent of the proposed assistance.

General prohibition against assistance to business

273 As a limitation on section 263 (1) (c) [*assistance for community benefit*], a board must not provide assistance to an industrial, commercial or business undertaking.

Exception for assistance under partnering agreements

274 Despite section 273 and in addition to the power under section 263 (1) (c) [*assistance for community benefit*], a board may provide assistance under a partnering agreement.

Revitalization Tax Exemptions

A Primer on the Provisions
in the *Community Charter*



Ministry of
Community Services

January 2008

REVITALIZATION TAX EXEMPTIONS

Legislation

Section 226 of the *Community Charter* provides authority to exempt property from municipal property value taxes. To use this authority, a Council must establish a revitalization program (with defined reasons for and objectives of the program), enter into agreements with property owners, and then exempt their property from taxation once all specified conditions of the program and the agreement have been met. Exemptions may apply to the value of land or improvements, or both. Councils are free to specify, within their revitalization programs, the amounts and extent of tax exemptions available.

Revitalization tax exemptions are limited to municipal property value taxes (Section 197(1)(a) of the *Community Charter* only) and do not extend to school and other property taxes, such as parcel taxes. An exemption may be granted for up to 10 years.

The authority to provide a revitalization tax exemption is not subject to section 25 of the *Community Charter* (prohibition against assistance to business).

Section 396E of the *Vancouver Charter* also provides the City of Vancouver with authority to provide revitalization tax exemptions.

What is the intent?

Revitalization tax exemptions are a tool that Councils may use to encourage various types of revitalization to achieve a range of environmental, economic or social objectives. A revitalization program may apply to a small area or areas, a certain type of property or properties, a particular activity or circumstance related to a property or properties, or an entire municipality.

Examples of revitalization objectives that could be encouraged through the use of a revitalization tax exemption scheme include:

- *environmental revitalization*
 - encouraging “green” building technology (e.g. a Council could exempt properties that install solar panels to conserve energy);
 - encouraging environmental sustainability (e.g. to revitalize its waterways, a Council could exempt adjacent developments that use “green” approaches to managing storm water drainage, thereby protecting the waterways from pollutants);

- brownfield redevelopment (e.g. to support the revitalization of a brownfield site, a Council could exempt the property while it is being remediated, thereby hastening its redevelopment);
- *economic revitalization*
 - encouraging investment and employment (e.g. to revitalize its economic base, a Council could partially exempt the local pulp mill from disproportionately high industrial taxes, thereby supporting reinvestment into the community and helping to retain jobs);
- *social revitalization*
 - encouraging affordable housing (e.g. to increase the supply of affordable housing, a Council could provide exemptions to commercial buildings that convert their upper floors to affordable housing rental units);
 - encouraging the construction and preservation of affordable rental housing (e.g. a Council could provide exemptions to developers who enter into housing agreements, under section 905 of the *Local Government Act*, to provide or preserve such housing);
- *other types of revitalization*
 - redevelopment for community sustainability, conservation of heritage property, residential "intensification", neighbourhood rejuvenation, or façade improvements and beautification (e.g. to add to the scope of a more traditional downtown revitalization, a Council could exempt aging business properties that are reconstructed or otherwise reinvigorated).

What is required?

Part 7, Division 7 [*Permissive Exemptions*] of the *Community Charter* provides the general authority for permissive exemptions. The "Permissive Exemptions" guideline provides an overview of this process and related considerations.

Section 226 sets out the basic requirements for a revitalization tax exemption program:

Requirement (1) - Revitalization tax exemption program bylaw

- Council must establish a revitalization tax exemption program, by bylaw, which must include the following:
 - a description of the reasons for, and the objectives of, the program;
 - a description of how the program is intended to accomplish the objectives;
 - a description of the kinds of property, or activities or circumstances related to the property that create eligibility for exemptions (e.g. apartment buildings that supply car co-op memberships to their residents to promote environmental sustainability);
 - the extent of the exemptions available (i.e. entire properties or portions of properties);
 - the amounts of exemptions, or formulas to determine the amounts, or both; and
 - the maximum term of the exemption, which may not be longer than 10 years.

- Council may also include in its revitalization program bylaw:
 - the requirements that must be met before an exemption certificate may be issued;
 - conditions that must be included in the exemption certificate;
 - provisions for a recapture amount that must be paid if the conditions specified in the certificate are not met.
- A revitalization program bylaw may be different, for different:
 - areas of the municipality;
 - property classes;
 - classes of land and improvements, or both, as established by the bylaw;
 - activities and circumstances related to a property or its uses, as established by the bylaw, and;
 - uses as established by zoning bylaw.
- Before adopting it, Council must consider the revitalization tax exemption program bylaw in conjunction with the objectives and policies as set out under section 165(3.1)(c) [*use of permissive tax exemptions*] of the *Community Charter*. The intent is that Council consider the municipality's overall objectives and policies in relation to permissive tax exemptions, when exercising its revitalization tax exemption powers.
- Council must also, prior to adopting the revitalization tax exemption program bylaw, fulfill the general requirements for public notice as set out under section 94 of the *Community Charter* (section 94 specifies, for example, the requirement for notices to be publicly posted, and published in a newspaper for two consecutive weeks). Section 227 [*notice of permissive tax exemptions*] sets out the *specific* notice requirements in relation to a revitalization tax exemption program bylaw. A revitalization tax exemption program bylaw notice must include a general description of:
 - the reasons for, and objectives of, the program;
 - how the program is intended to accomplish the objectives;
 - the kinds of property, or activities or circumstances that are eligible for an exemption; and
 - the extent, amounts and maximum terms of tax exemptions that may be provided.

Requirement (2) - Agreement with property owner

- Once a revitalization tax exemption program bylaw has been adopted, Council may enter into an agreement with the owner of a property regarding the provision of a revitalization tax exemption. The agreement between the municipality and the property owner may outline requirements that must be met before an exemption certificate is issued, and any other conditions on which the tax exemption will be provided.

- The *agreement* with the property owner provides Council with an opportunity to build on the program bylaw by enabling Council to provide a more specific level of detail regarding the conditions of an exemption as they relate to a particular property. Essentially, the agreement is intended to take the program bylaw to another level of specificity.

Requirement (3) - Tax exemption certificate

- Once all of the requirements established in the *bylaw* and in the *agreement* have been met, a revitalization tax exemption *certificate* must be issued for the property that is the subject of the agreement. This certificate must be issued no later than October 31 in the year before the tax exemption takes effect.
- As soon as practicable, a copy of the certificate must be provided to the assessor. This ensures that any tax exemptions related to a property are taken into account by BC Assessment during the calculation of the taxable value of a property.

What to consider?

Council is not obliged to establish a revitalization tax exemption program. This is a tool that Council may use at its discretion. In addition to the requirement to consider its objectives and policies in relation to the use of permissive tax exemptions (as set out under section 165(3.1)(c) of the *Community Charter*), Council may wish to consider some additional factors in the design of any revitalization tax exemption program, such as:

- What may be the immediate and long-term implications of the exemption program on:
 - *the community* - what are the municipality's objectives for the environmental, economic and social well-being of the community, and how might the exemption program help fulfill such objectives?
 - *the municipality* - what will such an exemption program cost the municipality in terms of lost tax revenue, overhead to manage the program, and other costs (such as any costs associated with servicing a new development)?
 - *the municipality's larger operating environment* - is the exemption program consistent with the BC/Alberta Trade, Investment and Labour Mobility Agreement under which investment distorting subsidies are prohibited?
- What is the "right" amount of tax relief to encourage the desired level of revitalization under an exemption program?
- Is this type of revitalization likely to occur without any tax incentives in place?
- What other benefits might occur as a result of the exemption program (e.g. a tax exemption that partially exempts the local pulp mill from disproportionately high industrial taxes might support reinvestment into the community while helping to retain jobs)?

- Tax shift. How will the program impact the property taxes of other properties in the same assessment class, and the taxes of properties in other classes of assessment?
- Can Council clearly explain its intentions to the public and demonstrate how the program supports municipal purposes? And what does the community think about the proposal?

Frequently Asked Questions

Aren't municipalities required to designate an area to provide revitalization tax exemptions?

Not anymore. Amendments to section 226 of the *Community Charter* (via Bill 35, the *Miscellaneous Statutes Amendment Act (No.2) 2007*) came into effect on May 31, 2007. These amendments broadened the revitalization tax exemption tool in a number of ways, including by eliminating the requirement to designate an area for revitalization purposes. The new broadened tax exemption tool is a much more flexible and adaptable tool that can be used by Council to meet any type of revitalization need.

What will happen to revitalization tax exemption program bylaws and their corresponding agreements and certificates that were in place before the broadened revitalization tax exemption tool came into effect on May 31, 2007?

Transitional provisions (under Bill 35) ensure that all existing revitalization tax exemption program bylaws, and their corresponding agreements and certificates that were in place before the tool was broadened, can continue. However, if a municipality chooses to amend its revitalization program bylaw (to, for example, expand the scope of the types of property that could be exempted), it must comply with the requirements under the new, broadened section 226.

What does the legislation mean in section 226(5)(b) when it says that a program may be different for "different classes of property" and "different classes of land or improvements or both"?

This means that Council may use any criteria to identify the property that will be eligible for tax relief. For example, a class of property might include all the homes that were built before a certain date, or all the buildings that front on certain streets, whereas a class of land may include all contaminated brownfield sites within the municipality. These distinctions are designed to provide Council with the greatest flexibility to determine how best to provide a tax exemption.

What is the difference between "activities" and "circumstances" as specified under section 226(5)(b)(iv) of the legislation?

Under the legislation, a Council could choose to exempt property based on certain types of activities related to a property (such as the distribution of a free bicycle to each resident living in a condominium

building as an incentive to reduce vehicle use), or it could choose to exempt certain *circumstances* related to a property (such as the presence of solar panels on a property that are helping to reduce the burden on the community's energy grid). Essentially, *activities* require property owners to do something to receive an exemption (such as remediate a brownfield site), and *circumstances* require that there be particular conditions or factors related to the property in place that the municipality is interested in promoting (such as whether properties are LEED certified or not). This distinction enables municipalities to apply tax exemptions in the most flexible manner, to meet their individual revitalization needs.

Can a revitalization tax exemption be transferred to a new property owner?

This is a decision for Council. The legislation specifies that a tax exemption certificate must be issued "for the property" once all the conditions in the bylaw and the agreement have been met. So the tax exemption applies to the property. However, section 226(6) permits Council to enter an agreement with a property owner respecting the provision of a section 226 tax exemption "and the conditions on which it is made". One such condition might be that the exemption no longer applies if the property changes ownership.

What's the difference between a section 225 exemption for heritage property and using section 226 to exempt heritage property?

A Council may decide to use either section 225 or section 226 as a way to encourage heritage preservation within the municipality.

If they wish to use section 225, the property must be "eligible heritage property" that meets one of the conditions in section 225(2)(b). For these purposes, heritage property is defined in the *Local Government Act*. In contrast, section 226 provides a way to encourage investment in property with heritage characteristics without using a formal designation process.

A heritage tax exemption exempts property from all property value taxes – provincial and municipal – while a section 226 exemption only applies to the municipal portion. Another important difference is that section 225 does not provide a time limit on heritage exemptions, while section 226 limits the benefit to 10 years. In addition, a heritage exemption bylaw requires the approval of two-thirds of all Council members; a section 226 exemption bylaw requires a simple majority vote. Both section 225 and 226 permit Council to impose conditions under which the tax exemption is granted.

What is the BC/Alberta Trade, Investment and Labour Mobility Agreement (TILMA) and why do municipalities need to consider it when providing revitalization tax exemptions?

TILMA is an inter-provincial trade agreement between B.C. and Alberta that is designed to help eliminate barriers to trade and to enhance the competitiveness and stability of both provinces. The agreement came into force on April 1, 2007.

Although local governments are not parties to the agreement, their measures, including any legislation, regulation, standard, directive, requirement, guideline, policy or program (such as a revitalization tax exemption program), are subject to TILMA. More specifically, Article 12 of the agreement prohibits both the provinces of B.C. and Alberta, as well as their local governments, from providing unfair, investment distorting business subsidies. This means that any revitalization tax exemption provided by a Council must be compliant with Article 12 of the agreement.

Although TILMA prohibits investment distorting business subsidies, it does not prohibit Council from promoting the environmental, economic and social well-being of their communities. Councils are free to use the tax exemption tool in a number of ways to promote various forms of community revitalization, so long as they use the tool in a non-discriminatory, non-distorting manner and in a manner that does not result in investment-distorting subsidies to business.

For more information:

Contact the *Local Government Infrastructure and Finance Branch*

Address: Local Government Infrastructure & Finance Division
Ministry of Community Services
4th Floor, 800 Johnson Street
PO Box 9838 Stn Prov Govt
Victoria, BC V8W 9T1

Phone: 250 387-4060 (in Victoria)

Toll Free: Call 604-660-2421 (in Vancouver) or 1-800-663-7867 (elsewhere in B.C.) and request a transfer to 250 387-4060 in Victoria

Email: lgsi@gov.bc.ca

Website: <http://www.cserv.gov.bc.ca/lgd/infra/index.htm>



STAFF REPORT

For: Mayor and Council
Prepared by: Ann MacDonald, CAO
Subject: **BC Building Code and Non-Compliant Properties – Update**
Meeting date: April 6, 2021

BACKGROUND

This report provides an update to six properties recently identified as being non-compliant with Village of Sayward bylaws. The six properties include:

- Ambleside Drive (Residential Occupancy of RV; Zoning Bylaw infraction) Outstanding
- MacMillan Drive (Residential Occupancy of RV; possible Zoning Bylaw infraction) Resolved
- Sayward Road (Building Bylaw infraction) Outstanding
- Sayward Road (Building Bylaw infraction) Outstanding
- Kelsey Way (Building Bylaw and Property Maintenance Bylaw infraction) Outstanding
- Sayward Road (Building Bylaw and Property Maintenance Bylaw infraction) Outstanding

DISCUSSION

The Village of Sayward administers both a Zoning Bylaw to regulate land use and residential occupancy (Bylaw No. 309) and the Building Bylaw, to administer the BC Building Code. (Bylaw No. 334) These bylaws regulate land use to manage density and to track residential uses so that services such as water, sewer, building services, parks, library, school and other services are paid for and so that those costs can be equally shared among all property owners.

When there are breaches of the bylaws the Village experiences lost revenues, through lost water, sewer and tax fees and charges. As well, neighbourhoods are affected, sometimes by unauthorized and unlawful increased density, (as in the case at Ambleside Drive) or because the quality of home construction can not be ascertained. This places the Village at some legal risk if new property owners purchase homes built to sub standard construction, or where the general investment level over time decreases, due to a reduced sense of neighbourhood pride. Over time, these infractions, left unchecked, encourage further non-compliance behaviours and eventually, a reduction in assessed values as people become unwilling to invest in a neighbourhood where there are unchecked bylaw infractions. In that case, all property values are affected.

	Property	Infraction	Notice	Details/ Follow up	Next Steps
1.	Ambleside Drive	S. 340 Bylaw 309 Zoning Bylaw Residential Occupancy of RV	Letter sent via registered mail March 4, 2021 to advise of 90 day limit to occupy RV	No response by requested date of March 22; Resent letter on March 30, 2021.	Owners advised to cease use of residential use of RV within 90 days (June 2021). If no remediation, staff to return to Council to seek approval to place Notice on Title to protect community interests.
2.	MacMillan Drive	S. 340 Bylaw 309, Zoning Bylaw Residential Occupancy of RV	Letter sent via registered mail March 3, 2021	Property owner came into office; matter <u>temporarily</u> resolved. No residential use of RV; BP possibly required.	Temporarily Resolved To be reviewed again in June 2021
3.	Sayward Road	S. 6 (1) Bylaw 334 Building Bylaw	Letter sent via registered mail March 3, 2021	Owner responded, new owner seeking to bring property into compliance. Multiple infractions to bring into compliance with BC Housing (Home Warranty Program); Owner to hire engineer to obtain engineered dwgs. and identify building code deficiencies.	Staff to return to Council to seek approval to place Notice on Title to protect community interests.
4.	Sayward Road	S. 6 (1) Bylaw 334 Building Bylaw No.	Letter sent via registered	Multiple infractions Owner committed to providing written plan by April 12 to	Staff to return to Council to seek approval to place Notice

		334; house intrudes on adjacent property.	mail March 3, 2021	bring property into compliance. Staff to provide update to Council at April 20 th meeting.	on Title unless addressed.
5.	Kelsey Way	Building Bylaw No. 334; Property Maintenance Bylaw No. 384; Manufactured Home Regulations	Letter sent via Registered Mail on April 1, 2021	Request to owner to contact Village by April 20, 2021 with written plan to bring property into compliance.	Public health and safety concerns. Staff to return to Council to seek approval to place Notice on Title unless fully addressed.
6.	Sayward Road	Building Bylaw No. 334; Property Maintenance Bylaw No. 384;	Letter sent via Registered Mail on April 1, 2021	Request to owner to contact Village by April 20, 2021 with written plan to bring property into compliance.	Public health and safety concerns. Staff to return to Council to seek approval to place Notice on Title unless fully addressed.

Owners of properties #2 and 3 have indicated desire to bring property into compliance. Staff will continue to work with owners of properties #1, and 4 to encourage compliance; however, staff plan to bring the matter to Council in April/May to seek approval to place Notice on Title of these properties to protect Village interests. Owners of property #5 and 6 were only recently contacted, so staff are awaiting their response.

RECOMMENDATIONS

THAT Council receives the information and provide direction as required, and;

THAT staff be directed to add the tasks associated with following up on the non-compliant properties to the Project and Issues Workplan and provide an update at the next Quarterly update in August 2021, and;

FINALLY, THAT staff be directed to return to Council with recommendations for placing Notice on Title on non-compliant properties.

Ann MacDonald

CAO



STAFF REPORT

For: Mayor and Council
Prepared by: Ann MacDonald, CAO
Subject: **Additional Revisions to Amend Bylaw No. 416, 2015 Council Procedure Bylaw**
Meeting date: April 6, 2021

BACKGROUND

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

MOTION R21/41

MOVED AND SECONDED

THAT Staff return to Council in March with proposed revisions to the procedure bylaw known as Council Procedure Bylaw No. 416, 2015 to provide for public input.

CARRIED

Staff presented Bylaw No. 471, A Bylaw to Amend Council Procedure Bylaw No. 416 on March 2, 2021.

At that time Councillor Cragg tabled additional suggested revisions, attached below, for review and discussion by Council. Council passed the following motion at that time:

MOTION R21/75

MOVED AND SECONDED

THAT staff return to the April 6, 2021 Council meeting with a summary of public comments received on the proposed revisions, and request that Council consider fourth reading and final adoption of the bylaw.

CARRIED

Staff met with Councillor Cragg on March 3 to review and discuss the proposed amendments tabled by Councillor Cragg where it was agreed that the bylaw would be reviewed in light of the proposed revisions. Staff brought the report back to the March 16th Council meeting with some of the proposed revisions tabled by Councillor Cragg.

At its regular March 16, 2021 meeting Council added the following resolution:

MOTION R21/88

MOVED AND SECONDED

THAT Staff return to the April 6, 2021 regular Council meeting with revisions proposed by Councillor Cragg at the March 2, 2021 Council meeting for Council to review and discuss.

As part of this motion, Council also directed that a related motion from the March 2, 2021 meeting be observed:

THAT staff return to the April 20, 2021 Council meeting for review of revised Bylaw 471, 2021, a Bylaw to Amend Bylaw 416, 2015 Council Procedures Bylaw.

CARRIED

DISCUSSION

The following material was provided by Councillor Cragg at the March 2, 2021 meeting for Council's consideration.

a) Council Conduct Bylaw No. 7637-2020 [Council Conduct Bylaw No. 7637-2020 \(mapleridge.ca\)](#)

7. Interactions with Administration

(1) Members shall not involve themselves in matters of Administration except where Council or the Chief Administrative Officer has approved the involvement or where there is Legislative Authority for it.

(2) Members are to direct inquiries regarding departmental issues and questions to the Chief Administrative Officer and refrain from contacting other staff without first obtaining the approval from the Chief Administrative Officer.

(3) Members shall comply with the requirements established by WorkSafeBC under the authority of the Workers' Compensation Act to provide a healthy and safe workplace for employees.

(4) Members shall comply with the requirements established by the City's Respectful Workplace Policy No. 30.11 to provide a respectful work environment.

19. Use of City Legal Counsel

(1) Members requiring specific legal advice about whether the Member is compliant with this Bylaw may request, through the Chief Administrative Officer, permission to receive advice from the City's legal counsel.

(2) Advice from the City's legal counsel belongs to the City and not the Member, and may be released to Council at the Chief Administrative Officer's discretion.

Schedule 3 – Accountability Measures Bylaw No. 7637-2020 Doc# 2458159 Page 14 of 16

Schedule 3 – Accountability Measures If Council determines a Member has contravened this

Bylaw, it may choose to impose any of the following sanctions, providing they do not prevent the Member from fulfilling the Members' legislated duties of elected office.

Possible sanctions:

- a) Formal warning letter to the Member
- b) Written pledge from the Member promising to immediate and ongoing compliance with the Council Conduct Bylaw
- c) A letter of reprimand to the Member
- d) A letter of apology from the Member
- e) Publication of a letter of reprimand or request for apology, and the Member's response
- f) Requirement to attend training
- g) Suspension or removal of the appointment of the Member as Acting Mayor, including the loss of related remuneration if applicable
- h) Suspension or removal from some or all internal and external committees and bodies to which Council or the Mayor has the right to appoint Members, including the loss of related remuneration if applicable
- i) Imposing limits on travel and expenses
- j) Requiring the return of municipal property provided for convenience
- k) Limiting access to certain municipal facilities or portions thereof
- l) Restricting how and when documents are provided to the Member
- m) Any other sanctions Council deems reasonable and appropriate.

b) Council Procedures By-Law 6472-2007 Consolidated Council Procedures Bylaw 6472-2007
(mapleridge.ca)

(6) Robert's Rules of Order

In cases not provided for under this Bylaw, the then most-current edition of Robert's Rules of Order applies to the proceedings of Council and each Committee, to the extent that those Rules are:

- (a) applicable in the circumstances; and
- (b) not inconsistent with provisions of this Bylaw or the Community Charter.

(12) Member Participation by Electronic Communication

- a) One or more members of Council who are unable to attend a Council meeting may participate in the meeting by means of electronic or other communication facilities in compliance with the statutory requirements for that meeting, but the member presiding at that Council meeting must not participate electronically;

b) The Presiding member must verbally confirm the attendance of the member before stating and calling the question on the recommendation;

c) In the case of an interruption in the communication link to the member(s) participating electronically, Council will recess to a maximum of 5 minutes until it is determined whether or not the link can be re-established. If communications are not re-established, the meeting will resume without the electronic participant(s) as long as there is quorum present.

(22) Annual Designation of Member to Act in Place of Mayor.

Council must, from amongst its members, designate for defined periods of each year, members to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.

(29) Order of Proceedings and Business.

- (a) Call to order
- (b) Amendments to the agenda
- (c) Approval of the agenda
- (d) Adoption of minutes
- (e) Presentations at the request of Council
- (f) Delegations
- (g) Items on consent
- (h) Unfinished business
- (i) Bylaws
- (j) Committee reports and recommendations
- (k) Staff reports
- (l) Other matters deemed expedient 7521-2018
- (m) Public Question Period 7521-2018
- (n) Mayor and Councillor Reports
- (o) Notices of motions and matters for introduction at future meetings
- (p) Adjournment

PART 14 – CONDUCT

(38) During a Council meeting, a person must not engage in bullying or harassing behaviour in respect of a Council Member, Government Official or a City employee, which includes but is not limited to:

- a) expressing a negative opinion about the personality or character of a Council Member, Government Official or City employee;
- b) speaking disrespectfully about a Council Member, a Government Official or a City employee;
- c) speaking or acting aggressively towards a Council Member, a Government Official or a City employee;

- d) using offensive gestures or signs;
- e) questioning the motives of a Council Member, Government Official or City employee;
- f) using rude or offensive language or engaging in rude or offensive conduct; or
- g) disrupting or unnecessarily delaying the conduct of business at the Council Meeting. 3

(39) During a Council meeting, a person must:

- a) not speak on electronic communication devices when a person or Council Member is speaking, except in the case of emergencies;
- b) cease speaking, if called to order by the person presiding over the meeting;
- c) adhere to the provisions of this Bylaw; and
- d) adhere to any rulings or decisions made pursuant to this Bylaw. Paragraphs renumbered for Convenience

(40) Expulsion from Council Meetings

- a) A person who contravenes the general rules of conduct may be ordered expelled from the meeting;
- b) If a member is of the opinion that a person has contravened the general rules of conduct, the member must state on the record how the general rules of conduct were contravened.
- c) If the presiding member is of the opinion that the named person did not contravene the general rules of conduct, the presiding member must state on the record why they believe the rules of conduct were not contravened.
- d) If a member alleges a contravention of the general rules of conduct and the presiding member is of the opinion that the named person contravened the general rules of conduct, the presiding member shall:
 - (a) permit the person to apologize immediately to the governing body for the conduct that contravened the Bylaw; or
 - (b) order the person to leave the Council Meeting immediately.
- e) If a person who has contravened the general rules of conduct is permitted to apologize and does so apologize, the person presiding shall:
 - (a) permit the person to remain in the meeting; or
 - (b) order the person to leave the meeting immediately if the presiding member is of the opinion that the apology was inadequate.
- f) If a person does not voluntarily comply with an order to leave the meeting, that person may be removed from the meeting by a peace officer, pursuant to s.133 (2) of the Community Charter.
- g) If a person repeatedly contravenes the General Rules of Conduct set out in this bylaw, Council may adopt a resolution authorizing legal counsel to pursue legal remedies against the person.

(i) If a member of the public contravenes the General Rules of Conduct set out in this bylaw more than 3 times on an annual basis, or if a member of the public threatens violence, harm or otherwise intimidation, that member may be subject to a restriction or suspension of the privileges of in-person attendance set out in Schedule F

Schedule F

1st Suspension = 3 months
2nd Suspension = 6 months
3rd Suspension = 1 year

Violence, Harm or Intimidation = 1 year to a lifetime suspension based on the severity of the act.

RECOMMENDATIONS

THAT Council reviews the additional materials provided by Councillor Cragg to be included in the proposed revisions, and;

THAT Council advise staff on next steps on revisions to Bylaw No. 416, 2015 Council Procedure Bylaw.

Ann MacDonald
CAO



VILLAGE OF SAYWARD

BYLAW NO. 472

A BYLAW TO CONFIRM AND ADOPT THE 2021 – 2025 FINANCIAL PLAN

WHEREAS under section 165 of the Community Charter the Council for the Village of Sayward is required to adopt a financial plan before the annual property tax bylaw is adopted.

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

1. This bylaw may be cited as **“Five Year Financial Plan Bylaw No. 472, 2021”**.
2. Schedule "A" attached hereto and forming part of this Bylaw is hereby adopted and is the Financial Plan for the Village of Sayward for the period 2021-Jan-01 to 2025-Dec-31.
3. The expenditures set forth in Schedule "A" are hereby authorized.
4. Schedule "B" attached hereto and forming part of this Bylaw is hereby adopted and is the Financial Plan Objectives and Policies for Funding Sources and Distribution of Property Value Taxes.
5. Bylaw No. 463 cited as "Five Year Financial Plan Bylaw No. 463, 2020" is hereby repealed.

Read a first time on the 16th day of March 2021.

Read a second time on the 16th day of March 2021.

Read a third time on the 16th day of March 2021.

Adopted on the _____ day of _____ 2021.

Certified a true copy of Bylaw
No. 472 this ____ day of _____,
2021

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

Village of Sayward
2021 – 2025 Five Year Financial Plan Bylaw No. 472, 2021
Schedule A

	2021	2022	2023	2024	2025
REVENUES					
Taxation					
Property Value Taxes	345,834	354,480	363,342	372,425	381,736
Parcel Taxes	8,108	8,108	8,108	8,108	8,108
Utilities/Payments in Lieu of Taxes	10,783	10,999	11,219	11,444	11,672
Total Taxation	364,725	373,587	382,669	391,976	401,516
Fees and Charges					
Recreation	14,800	14,870	14,941	15,014	15,089
Licences/Permits	6,000	6,000	6,000	6,000	6,000
Sewer Utility	69,383	71,811	74,325	76,926	79,618
Water Utility	131,279	140,468	150,301	160,822	172,080
Solid Waste Fees	37,982	39,881	41,875	43,968	46,167
Other Revenue	77,596	72,905	73,223	73,551	73,888
Total Fees and Charges	337,039	345,935	360,665	376,282	392,842
Other Revenue					
Federal Government Grants	71,562	71,562	75,143	75,143	75,143
Provincial Government Grants	393,370	401,237	409,262	417,447	425,796
Capital Asset Grants	100,228	366,000	1,081,000	539,500	0
Other Grants	436,100	404,500	123,500	115,000	4,500
Total Other Revenue	1,001,260	1,243,299	1,688,905	1,147,090	505,439
Proceeds From Borrowing	0	0	0	0	0
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	737,806	123,050	14,000	14,000	0
TOTAL REVENUE	2,440,830	2,085,870	2,446,238	1,929,348	1,299,797
EXPENSES					
Municipal Purposes					
General Government Services	568,134	415,211	415,389	421,301	427,378
Fire, Emergency & Protective Services	223,395	53,503	53,412	54,805	54,805
Public Works, Roads, Drainage	135,607	111,489	113,639	115,873	118,196
Parks & Recreation	290,265	274,636	280,743	287,105	293,737
Sewer Utility	82,896	71,264	72,682	74,152	75,678
Water Utility	129,055	131,648	134,342	137,144	140,062
Solid Waste Operations	43,000	43,000	43,000	43,770	44,555
Interest Payment on Municipal Debt	2,337	2,337	2,337	2,337	1,480
Amortization	195,803	195,803	195,803	195,803	195,803
Annual Surplus/(Deficit)	770,338	786,980	1,134,891	597,060	-51,896

Village of Sayward
2021 – 2025 Five Year Financial Plan Bylaw No. 472, 2021
Schedule A, cont.

Capital Expenditures					
General Capital Expenditures	79,000	289,000	1,214,000	664,000	0
Sewer Capital Expenditures	120,000	200,000	0	0	0
Water Capital Expenditures	677,594	395,000	0	0	0
Principal Payment on Municipal Debt	17,400	17,400	17,400	17,400	6,628
Adjustment for Non-Cash Items (Amortization)	-195,803	-195,803	-195,803	-195,803	-195,803
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	72,148	81,383	99,295	111,464	137,280
FINANCIAL PLAN BALANCE	0	0	0	0	0

Village of Sayward
2021 – 2025 Five Year Financial Plan Bylaw No. 472, 2021
Schedule B

Financial Plan Objectives and Policies for Funding Sources and Distribution of Property Value Taxes

A. Funding Sources

Over the term of the plan funding sources as defined in S(165)(7) of the Community Charter are derived as shown in Table 1; amounts and proportions shown for fiscal 2021.

Table 1: Funding Sources, Fiscal 2021

Taxation	\$	364,725	14.94%
Fees, Charges & Other Revenue	\$	337,039	13.81%
Federal & Provincial Grants	\$	1,001,260	41.02%
Appropriation from Surplus/Reserves	\$	737,806	30.23%
	\$	2,440,830	100.00%

Objectives and Policies:

- Seek and identify alternative revenue sources.
- Reduce dependancy on taxation.
- Annually review proportion of revenue that is received from user fees and charges and increase rates as required.

B. Distribution of Municipal Property Taxes Across Property Classes

Over the term of the plan municipal property taxes are distributed across eight property tax classes as shown in Table 2; approximate amounts and proportions shown for fiscal 2021.

Table 2: Distribution of Municipal Property Taxes, Fiscal 2021

Class 1 - Residential	205,155	59.322%
Class 2 - Utilities	1,477	0.427%
Class 4 - Major Industry	-	0.000%
Class 5 - Light Industry	109,062	31.536%
Class 6 - Business & Other	21,788	6.300%
Class 7 - Managed Forest	4,880	1.411%
Class 8 - Recreation/Non-Profit	3,476	1.005%
Class 9 - Farm	-	0.000%
	<hr/>	
\$	345,834	100.00%

Objectives and Policies:

- Tax rates are fully adjusted to eliminate the impact of changes in assessment due only to market changes as identified by the BC Assessment Authority.
- Attract and sustain commercial and industrial development to/in the Village.
- Maintain property tax rates at a level that attracts families to the Village.
- Council will continue to encourage economic development initiatives designed to attract more businesses to the area.
- Regularly review and compare the Village's distribution of tax burden relative to other small BC municipalities.

C. Permissive Tax Exemptions

The Village of Sayward believes that Permissive Tax Exemptions are an appropriate way to recognize the value of the services provided to the community by non-profit organizations. Exemptions are granted by Bylaw and are reviewed annually.

Objectives and Policies:

- Continue to provide permissive tax exemptions to non-profit societies that contribute social, economic and cultural benefits to the community.

Lisa Clark

Subject: FW: lack of updates.

From: Darryl Lyons
Sent: Wednesday, March 31, 2021 7:02:49 PM
To: Mark Baker <mark.baker@saywardvalley.ca>
Subject: Fwd: lack of updates.

Dear Mr. Mayor and Councillors,

I am once again forwarding this letter that I sent on March 24. It seems an oversight has happened as I have not had a reply back from anyone. I realized I emailed it to only the Mayor, but did in fact address it to all the Councillors as well.

I await a reply.

Thanking you all in advance.

Jackie Lyons
291 Ambleside Dr
Sayward BC

----- Forwarded message -----

From: Darryl Lyons
Date: Wed, 24 Mar 2021 at 12:07
Subject: lack of updates.
To: Mark Baker <mark.baker@saywardvalley.ca>

Dear Mr. Mayor, Councillors Poulsen, Tinsley, Cragg. and Kirschner.

Please be advised that we as residents of the village of Sayward would truly appreciate updates at each council meeting as to how things are progressing within the village. It seems many motions have been passed for numerous things but we never seem to hear how they are going.. or at what stage they are. Monies have been allotted to be spent in a certain area but we do not hear how that project or stage it is at.

Each one of the Councillors was appointed a position to act as a liaison with certain groups within the greater SRD. We have not heard how these groups are doing, each time the Mayor asked for a Council report. the answer in most cases in none. Are we lead to believe that over either a two week period or in some cases a month-long time frame that none of the councillors have spoken by phone or video camera, any of these groups. I find that hard to believe, yet we get no update. Councillor Kirschner on the Feb 4th, 2021 meeting was asked by the mayor that the mayor believe that Councillor Kirschner had a report from the week before . The councillors answer was ,yes but it is not ready yet. We have not heard that report to date and many council meetings have since past. Is there a really good reason we have not heard this report? I am sure Councillor Kirschner has had more than enough time. That report and an update of all the goings on at each council meeting would be appreciated as well as keeping open and transparency going on with council. This may seem to require some work to begin with .but a simple few answers at the meetings will clarify for the residents what is going on.

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