



**Village of Sayward**  
Official Community Plan  
DRAFT

**VILLAGE OF SAYWARD BYLAW NO. xxxx**

A bylaw to adopt an Official Community Plan for the Village of Sayward.

WHEREAS the Local Government Act authorizes a council to adopt an Official Community Plan.

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

1. Name

The name of this Bylaw for citation purposes is “Village of Sayward Official Community Plan Bylaw No. xxxx.”

2. Severability

If any provision of this Bylaw is held to be invalid by any court of competent jurisdiction, that provision shall be severed and its severance shall not affect the validity of the remainder of the Bylaw.

3. Repeal

“Village of Sayward Official Community Plan Bylaw No. 308, 2000” is hereby repealed.

READ A FIRST TIME on xxxx

PUBLIC HEARING HELD on xxxx

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## Part 1 INTRODUCTION

The Village of Sayward is located on the east coast of northern Vancouver Island. Sayward sits at the base of Newcastle Ridge, at the mouth of the Salmon River, in the Traditional Territory of the K'ómoks, We Wai Kai and Wei Wai Kum First Nations.

Sayward was established as resource town, with multiple logging operators harvesting local timber. Over the years, shifting market trends have impacted local industry. Sayward has had to be resilient in the face of change. This Official Community Plan represents a new path forward for the Village of Sayward. The 2021 Village of Sayward Official Community Plan (OCP) sets out a framework to achieve the community's vision for the future. The plan is a statement of the community's shared values, goals and objectives and a path forward to address current and potential challenges.

### 1.1 Plan Overview

The organization of this OCP is intended to provide an action-oriented approach. The OCP is organized into 6 sections including:

#### **Part 1 – Introduction**

This section will provide an introduction to the plan process and outline the purpose of an OCP.

#### **Part 2 – Vision for the Future**

This section will outline the guiding vision for the OCP and developed through community consultation.

#### **Part 3 – Policy Framework**

This section will provide a policy framework for how the community will accomplish this vision.

#### **Part 4 – Land Use Plan**

This section will provide an overview of the land use designations and development permit areas

#### **Part 5 – Implementation Plan**

This section will outline key actions to successfully accomplish the goals set out in this OCP.

### 1.2 Purpose of an Official Community Plan

An Official Community Plan is a policy document used by municipal and regional governments to guide land use decisions and community planning. It provides a decision-making framework to achieve objectives including (but not limited to) managing growth, minimizing negative impacts of development, and prioritizing public funding for necessary

services and infrastructure. An OCP is a long-term visionary document that guides decision-making and sets a course for the future. An OCP should be re-examined and updated every 5 – 10 years to ensure that it continues to reflect the long-range planning objectives of the community.

The Local Government Act (LGA) is the provincial legislation that grants local governments the power to create an OCP, as well as specifies what must or may be included in it (Section 471 (1)). The LGA also identifies the consultation requirements and adoption procedures to approve the OCP as a bylaw.

The 2021 Village of Sayward OCP has been prepared in compliance with this legislation. The OCP is adopted by Council to inform decisions on planning, land use management and the provision of services, and to inform future bylaws. All pertinent bylaws and works undertaken by Council must be consistent with the OCP.

The OCP will achieve the following:

- A description of the current local context and a rationale for future goals and planning objectives.
- Strategies for how the community can accomplish its goals through objectives and policies that will guide decisions.
- Guidance for the implementation of regulations and policies.

## 1.3 Partnerships

The Village of Sayward recognizes the important role partnerships and collaboration play in accomplishing the goals set out in the OCP. Partnerships with local and regional stakeholders can help to sustainability support infrastructure upgrades, provide adequate and affordable housing for all residents and help to protect the natural environment, among other things. The list below is not an exhaustive list of all partners the Village collaborates with, but highlights some of the major players that will help to accomplish the priorities of the community.

### 1.3.1 K'ómoks First Nation

The Village of Sayward is located in the Traditional Territory of the K'ómoks, We Wai Kai and Wei Wai Kum First Nations. These First Nations are all members of the Kwakwaka'wakw people, the traditional inhabitants of the coastal areas of northeastern Vancouver Island and mainland British Columbia.

Members of the K'ómoks First Nation have been present in the area since time immemorial. When white settlers arrive in the area, there was a vibrant K'ómoks village at the mouth of the Salmon River. Today, the K'ómoks maintains reserve land on the south side of the Salmon River at the base of Mt. H'kusam. While it is not currently inhabited, the reserve is used by members for recreational purposes.

The Village of Sayward and in particular, the Kelsey Bay area remains of great importance to the K'ómoks people. The Village of Sayward is committed to working in collaboration

with K'ómoks First Nations to search for areas of mutual interest and advance the right and interests of the K'ómoks First Nation and other Indigenous Groups in the area.

### 1.3.2 Strathcona Regional District

The Strathcona Regional District provides services to over 44,000 residents within north central Vancouver Island, Discover Islands and mainland area inlets, representing four electoral areas, a Treaty First Nation and five member municipalities, including the Village of Sayward.

As such, the Village of Sayward works in collaboration with the Regional District to provide services to the entire Sayward Valley as a part of the Electoral Area A. It is important to recognize that while there are two jurisdictions within the Valley, there is one Sayward community and what happens in the Village, impacts the residents of the Valley and vice versa.

The Village of Sayward hopes to continue to foster successful and mutually beneficial partnership with the Strathcona Regional District, including Electoral Area A and the residents of the Sayward Valley

### 1.3.3 Natural Resource Industry Partners

#### **Western Forest Product (WFP)**

WFP is a lumber company based out of Vancouver, BC with operation along the West Coast. Their operations include harvesting timber, reforestation, forest management, the manufacture and sale of lumber and wood chips and the sale of logs. WFP hold Tree Forest License 39 which covers roughly 360,000 hectares of land in close proximity to the Village of Sayward. In addition, WFP operates the Kelsey Bay Dryland log sort on property within the Village boundary, leased from Island Timberlands.

#### **Island Timberlands**

Island Timberlands is a privately owned timber company based on Vancouver Island. The company was formed as a result of acquiring all of Weyerhaeuser Company's assets on the BC's coast. Island Timberlands owns a large portion of land within the Village of Sayward boundary including the dryland log sort in Kelsey Bay.

#### **Couverdon**

Couverdon is the real-estate business of Island Timberlands and helps them to manage their land holding throughout Vancouver Island. The Village of Sayward can collaborate with the Couverdon team to understand the future of Island Timberlands land holdings with the Village Boundary

## Part 2 VISION FOR THE FUTURE

### 2.1 Sustainability

Sustainability means *meeting the current needs of our community, without compromising the resources for future generations.*<sup>1</sup> This encompasses social equity, economic development and environmental protection.

Sayward recognizes that sustainability is important to the long-term viability and success. As such, sustainability is a central concept that is the foundation of our community's vision for the future and integrated throughout this plan. A key part of sustainability for the Village of Sayward is collaborating and partnering with local stakeholders. We must recognize that we can accomplish more by working together.

#### 2.1.1 Integrated Community Sustainability

Integrated community sustainability planning emphasizes long-term thinking, collaboration between departments and between sectors, engaging community stakeholders, creating partnerships, and continuous monitoring and evaluation. It can help create a vision of a sustainable future and links that to realistic planning and collaborative action today. This plan embraces these principles in developing the goals identified as a result of this planning process.

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<sup>1</sup> Definition of sustainability as developed by the United Nations

## 2.2 Our Priorities

Throughout the planning process, our community has identified several fundamental priorities to inform and direct policy development. They were created to help define the collective vision for the future of Sayward. The priorities are as follows:

1. Whereas citizens want to preserve the small-town lifestyle.

2. Whereas citizens want to ensure that their community is built to last.

3. Whereas citizens want to attract and retain new residents including families, youth, and seniors.

4. Whereas citizens want a healthy local economy that provides opportunities for their citizens.

5. Whereas citizens want resource industries to invest in and work with their community.

6. Whereas citizens want to protect and showcase their natural environment.

7. Whereas citizens want to welcome visitors to their community.

8. Whereas citizens want to do their part to address climate change.

9. Whereas citizens want open and inclusive communication and decision-making.

## Part 3 POLICY FRAMEWORK

### 3.1 Indigenous Relationships and Partnerships

Goal: Sayward has a positive working relationship with K'ómoks First Nation and other Indigenous groups in the area

- .1 Recognize the rights and interests of K'ómoks First Nation and other Indigenous groups in the area.
- .2 Actively pursue opportunities to work with local First Nation governments to support and implement the Truth and Reconciliation Commission's Calls to Action.
- .3 Work to establish formal agreements with K'ómoks First Nation and other Indigenous groups in the area. These agreements could – amongst other things:
  - Outline shared values and common interests
  - Establish a schedule for regular meetings to stay informed and share information
  - Establish consultation processes regarding land use and development
  - Address issues related to infrastructure servicing for future land acquisitions
  - Address management objectives for important watersheds and natural resources
  - Establish processes to protect cultural and heritage resources
- .4 Provide opportunities for K'ómoks First Nation and other Indigenous groups in the area to share their history and culture within the Village. For example, incorporating traditional place names and translations on District signage.
- .5 Work with K'ómoks First Nation and support the acquisition Crown Land and encourage development that is consistent with other goals and policies outlined in the plan.

### 3.2 Citizen Engagement and Community Leadership

Goal: A high level of citizen engagement and involvement

- .1 Provide opportunities for citizens to stay informed and engaged through inclusive opportunities to give feedback and have input on important decisions that affect the community.
- .2 Look for opportunities to work with and support various community groups and service organizations.

**Goal: Transparent and effective governance**

- .3 Work to implement best practices for corporate governance and transparency.
- .4 Ensure Council and Staff access professional development and training through various programs offered by local government organizations.
- .5 Look for opportunities to make Council meetings easier to access. For example, streaming and recording meetings online.
- .6 Work with the Regional District and Area A Director to strengthen relationships, manage shared services and work towards goals of mutual interest.

**3.3 Community Health and Wellbeing.****3.3.1 Youth and Family Support****Goal: The community is an attractive place for young families, youth, and young adults**

- .1 Develop services and recreational infrastructure and identify programming gaps for youth and young families in Sayward.
- .2 Repurpose underused recreation infrastructure to support youth active outdoor recreation such as skateboard park, water park or other active play areas.
- .3 Develop strategies to ensure the basic needs that are important to youth and young families are accessible and affordable. Strategies include leveraging existing community assets and securing funding from the BC Government. Basic needs include (but are not limited to) the following:
  - housing
  - healthy food
  - transportation
  - childcare
  - education
  - employment
  - recreation
  - health care
- .4 Market and celebrate Sayward as an attractive place for young families to raise their kids.

- .5 Prioritize support for new developments and businesses that create opportunities for youth and young families in Sayward.
- .6 Ensure the community is built to accommodate youth and young families. For example, investing in quality outdoor recreation options and gathering places (trails, bike parks, playgrounds, sports fields etc.).
- .7 Support employment, volunteer, and leadership opportunities for youth when possible.
- .8 Protect rental housing stock to attract and accommodate young families

### 3.3.2 Seniors Support

**Goal: Seniors are supported and can remain in the community as they age**

- .1 Prioritize support for the development of seniors housing that is centrally located near community amenities and services.
- .2 Support the provision of seniors housing with innovative care options, such as shared accommodation and assisted living residences.
- .3 Advocate to maintain and enhance important healthcare services the senior's access.
- .4 Improve community accessibility to ensure mobility options in all stages of life.

### 3.3.3 Social and Cultural Development

**Goal: Sayward is a friendly community and residents are proud to live here**

- .1 Work with community partners and residents to maintain and further promote a culture of volunteerism and community service to implement community projects.
- .2 Work with citizens and community groups to facilitate community events.
- .3 Support the continuation of longstanding community events.

**Goal: Sayward encourages and supports a vibrant arts and culture scene**

- .4 Encourage opportunities for artists to participate in the development of public spaces.
- .5 Ensure that local First Nations artists are involved in the development of public art.

### 3.3.4 Healthcare

**Goal: Residents have access to quality health care facilities, services, and programs.**

- .1 Maintain and expand partnerships with the Sayward Clinic, Island Health, and the Campbell River Health Unit.
- .2 Provide residents with access to mental health care within the community.
- .3 Ensure that health equity and sustainability are considered in the planning of the built environment.
- .4 Incorporate walkability into future planning and development.
- .5 Provide access to healthy food options in close proximity to residents.
- .6 Advocate for enhancement of healthcare services provided by Island Health.

*Note: See “First Responders” section for related emergency response policy*

### 3.3.5 Education

**Goal: Residents have access to high quality, affordable education, and training opportunities.**

- .1 Create/strengthen partnerships with District 72 (Campbell River) and the Vancouver Island Regional Library to provide in-person and distanced learning opportunities for all ages.
- .2 Ensure that the Sayward School successfully accommodates all eligible students within the Valley

**Goal: The Sayward School and its outdoor spaces are used and enjoyed by the whole community**

- .3 Advocate for the students of Sayward to School District 72 to ensure provision of education opportunities
- .4 Work with the School District to align plans and strategies with the School District 72 Facilities Plan
- .5 Provide safe and accessible routes for children to get to school

## 3.4 Economic Development

### Goal: A vibrant and diversified local economy with meaningful employment opportunities

- .1 In partnership with the K'ómoks First Nation, pursue a community forest agreement with the provincial government.
- .2 Encourage further development of the Kelsey Bay waterfront in alignment with the working waterfront project to create better access for residents and visitors.
- .3 Encourage creative and experiential retail services, such as gift shops, restaurants, cafes, mobile vendors, and pop up businesses and services.
- .4 Create and maintain partnerships with economic development organizations (i.e., Island Coastal Economic Trust)

### 3.4.2 Resource Industry

#### Goal: Sayward remains a hub for the resource industries in the region

- .1 Collaborate with Western Forest Products and Island Timberlands to improve sustainability outcomes for all parties to address mutual goals manage the industrial/residential interface
- .2 Promote sustainable resource extraction that minimizes the impact to the natural environment.
- .3 Support harbour improvements that facilitate marine-based resource activity
- .4 Continue to encourage local industry to hire locally and contribute socially and financially to the community

### 3.4.3 Tourism

#### Goal: Sayward continues to grow as a tourism and outdoor recreation hub

- .1 Partner with the K'ómoks First Nation in exploring eco-tourism opportunities that highlight the region's Indigenous culture and history.
- .2 Work with the tourism committee and local and regional organizations to promote Sayward as a destination.
- .3 Incentivize tourism operators to establish themselves in Sayward.
- .4 Implement recommendations from the Tourism Plan (2017)
- .5 Seek opportunities to attract visitors' year round
- .6 Support the development of RV and tent campgrounds within proximity to the village

- .7 Manage the supply of vacation rentals to mitigate negative impacts to the current rental supply

### 3.4.4 Local Businesses

**Goal: Establishment of businesses that provide residents and visitors with services**

- .1 Encourage and support the establishment of retail services.
- .2 Encourage and support the establishment of a restaurant.
- .3 Provide adequate space to support local entrepreneurs and businesses.

## 3.5 Public Spaces

**Goal: Sayward has attractive and inclusive public spaces that are well used**

- .1 Create public spaces and community events that are inclusive of all residents and visitors.
- .2 Ensure that public spaces and infrastructure are accessible and adaptable.
- .3 Enhance the character of Sayward's built environment through the creation of distinctive public spaces.
- .4 Work with community partners including First Nations and industry to develop and install interpretive signage.
- .5 Utilize creative programming to ensure public spaces are well-used

### 3.5.2 Parks and Public Space

**Goal: Ensure adequate and accessible parks and public spaces within the Village**

- .1 Develop a Sayward Parks Master Plan
- .2 Expand and acquire park land for a diversity of uses
- .3 Provide off-leash dog areas
- .4 Maintain existing parks and public gathering spaces through Village funds, support from community organizations, and volunteers
- .5 Maintain the pond as a public amenity
- .6 Ensure the development of accessible public washroom facilities in conjunction with community amenities, park, and parking lot development.
- .7 Ensure that public spaces are well maintained, safe, and comfortable for a residents and visitors

### 3.5.3 Trails and Active Transportation

#### Goal: Enhance active transportation and connectivity within Sayward

- .1 Expand the Sayward trail network as seen in Schedule D to expand the Village's active transportation network.
- .2 Provide multi-modal connections to places of significance within the community (including the Valley).
- .3 Provide accessible active transportation opportunities throughout the Village.
- .4 Improve and create sidewalks throughout the community to enhance pedestrian safety.
- .5 Create a multi-modal hub at the Kelsey Recreation center to promote active transportation.

## 3.6 Growth

#### Goal: Promote sustainable growth

- .1 Approve development incrementally to ensure existing infrastructure can support new development.
- .2 Support a range of housing options including a mix of housing types, sizes, and affordability ranges.
- .3 Review and update zoning bylaw to reflect OCP priorities

### 3.6.2 Future Land Development

#### Goal: New land development is high quality and benefits the overall community

- .1 Ensure new development is consistent with to the land use designations map within the OCP
- .2 Prioritize development on sites that have existing servicing capacity.
- .3 Ensure that new housing respects the form and character of existing homes and use quality building materials.
- .4 Support the creation of rural residential lots.
- .5 Prioritize commercial development that fills service gaps within the Village.
- .6 Develop a community amenity contribution policy to ensure new developments contribute to community services

### 3.6.3 Village Boundary

**Goal: Accommodate Village growth and provision of services in partnership with Area A residents**

- .1 Coordinate with the Strathcona Regional District and the Area A director to support the provision of shared services with Valley residents.
- .2 Advocate for the Strathcona Regional District to acquire public lands in the high flood areas within the Valley to provide public open space to be used by Valley and Village residents alike
- .3 Re-examine the current Village boundary and possibility for expansion into the future.
- .4 Ensure there is sufficiently zoned residential land within the boundary to accommodate new growth.
- .5 Support growth within the boundary that is respectful to the environment and the current land uses.

## 3.7 Housing

**Goal: Provide an adequate supply of high-quality and affordable housing options for all Village residents.**

- .1 Encourage compact forms of housing within the Village center.
- .2 Acquire additional funding to continue a detailed housing needs assessment in partnership with the Sayward Valley to establish the current and future housing needs.
- .3 Partner with a not-for-profit organization to build supportive and affordable housing units.

### 3.7.2 Affordable Housing

**Goal: Provide an adequate supply of affordable housing options.**

- .1 Enable a diverse the housing stock to create affordable housing options.
- .2 Identify village-owned lands that could be used for the development of affordable housing.

### 3.7.3 Rental Housing

**Goal: An adequate supply of quality rental housing options.**

- .1 Encourage purpose-built rentals to increase the rental supply.
- .2 Encourage the development of secondary suites and accessory dwelling units to be built in single-family areas.
- .3 Ensure rental housing is safe, appropriate, and affordable for residents.
- .4 Create a short-term vacation rental policy and permitting program to ensure adequate rental housing supply.

### 3.7.4 Supportive Housing

**Goal: An adequate supply of housing and support services for residents with unique needs (e.g. seniors, and people with disabilities).**

- .1 Pursue opportunities that enable the development of assisted living/long-term care facility for seniors in partnership with the private sector or BC Housing.
- .2 Encourage the creation or conversion of housing caters to people with disabilities.
- .3 Partner with other levels of government, agencies, private industry and community organizations to implement supportive housing initiatives.

## 3.8 Infrastructure

### Goal: Quality and cost-effective infrastructure that meets the community's needs

- .1 Ensure adequate service within the municipal service boundary as identified in Schedule E.
- .2 Collaborate with the Province of BC and the resource sector to ensure that the Newcastle Creek watershed is protected from industry activities
- .3 Restrict the use of treated water in resource sector activities.
- .4 Collaborate with regional partners to continue safe, environmentally friendly, and efficient solid waste collection.
- .5 Prioritize protection of Newcastle Creek Watershed to ensure a safe and clean supply to the municipal water system.
- .6 Ensure all new developments within the Village boundary are connected to the sewer system.
- .7 Provide accessible transportation options to cater to the needs of all residents.
- .8 All road upgrades will utilize a complete streets approach and add traffic calming elements in residential areas to facilitate future active transportation projects.

### 3.8.2 Asset Management and Maintenance

#### Goal: Existing infrastructure is maintained, and deficiencies are addressed.

- .1 Conduct regular condition assessments to identify current issues and future upgrades
- .2 Conduct feasibility study of water and sewer system to understand capacity
- .3 Adopt a long-range planning horizon for infrastructure to ensure adequate service for new residential development, industry, and emergency operations.
- .4 Ensure regular maintenance of sanitary sewer system to mitigate any detrimental environmental effects.
- .5 Expand the sanitary sewer system to accommodate future development and population growth.
- .6 Utilize floodplain management data to optimize storm drainage system.
- .7 Work with service providers to provide fast internet connection to all residents.
- .8 Coordinate with utility providers to continue to provide reliable connection for current and future residents.

- .9 Ensure regular maintenance and upgrades of the Kelsey Recreation Centre and other important facilities.
- .10 Infrastructure upgrades will have the ability to accommodate future growth.

### 3.8.3 New Infrastructure

#### Goal: Strategic investments in new and innovative infrastructure solutions.

- .1 Collaborate with senior levels of government and regional partners to source infrastructure funding.
- .2 Ensure developer pay the full cost of providing services as a result of new development.
- .3 All new development will be metered to understand water capacity demands into the future.
- .4 Mimic the natural ecosystem processes in stormwater system design and construction where possible.
- .5 Explore incorporating natural assets into the asset management strategy to provide essential ecosystem services such as rainwater management and flood control.

## 3.9 Agriculture and Local Food Security

#### Goal: Expand local food systems

- .1 Establish clear guidelines for backyard agriculture and farming, including the keeping of animals
- .2 Encourage and support the addition of a grocery store within the Village
- .3 Encourage resident-led development of neighbourhood nodes for food production and composting.
- .4 Coordinate the creation of a centralized local food hub for example providing space for farmers market, marketing for local producer, or the creation of a local farm stand map
- .5 Encourage urban agriculture within the Village, including community garden uses, to increase fresh food supply.
- .6 Encourage responsible agriculture practices with respect to soil conservation, water quality and quantity conservation, vegetation removal, and stormwater management.

## 3.10 Natural Assets

**Goal: Recognition and protection of key natural assets in the community and surrounding region**

- .1 Support strategies to control invasive plants and aquatic species
- .2 Provide education about native species and local environment
- .3 Consider impact on the natural environment in all future development

### 3.10.2 Environmentally Sensitive Areas

**Goal: Protect environmentally sensitive areas from land development and other human activities**

- .1 Protect fish-bearing water courses and water bodies from future development
- .2 Develop and implement a long-term monitoring plan of watershed conditions that affect water quality.

### 3.10.3 Salmon River Estuary

**Goal: Prioritize continued protection of the estuary.**

- .1 Strengthen partnership with the Nature Trust of British Columbia to continue to protect vital parts of the estuary
- .2 Support land acquisition within the Salmon River Estuary for conservation and access to natural
- .3 Prohibit development within the Salmon River Estuary to ensure it's protection, and discourage any adjacent development that may negatively impact the area

### 3.10.4 Green Space

**Goal: Provide equitable access to adequate green space**

- .1 Support development applications that provide large green space contributions that serve the entire community.
- .2 Include natural landscape and ecosystem function protection in all land use decisions and government operations
- .3 Acquire municipal green space for conservation and community use
- .4 Preserve existing reserve of Village green space including the pond
- .5 Prioritize connectivity between green spaces

### 3.10.5 Wildlife

**Goal: Ensure healthy ecosystems and abundant wildlife populations**

- .1 Protect and enhance major wildlife corridors that provide natural habitat connectivity
- .2 Educate residents and visitors on proper conduct around wildlife
- .3 Consider impact on wildlife for all land-based decision-making
- .4 Work with regional partners to advocate for the protection of wildlife in the region
- .5 Recognize angling and hunting as an important part of wildlife conservation and Village history

## 3.11 Community Safety

**Goal: Sayward is a safe place to live, work, and visit.**

- .1 Work with the Regional District to establish equitable shared service arrangements between Area A and the Village of Sayward so as to demonstrate that there are two jurisdictions but one community.
- .2 Collaborate with the Strathcona Regional District, RCMP, DFO, emergency response teams (Fire, BC Ambulance, Search and Rescue), local community groups, the Health Clinic and the Sayward School in emergency response procedures.
- .3 Ensure infrastructure and transportation systems are resilient to hazards and natural disasters for the safety of residents during an emergency.
- .4 Ensure that development is sited or built to minimize exposure to environmental hazards, coastal storms, and sea level rise.
- .5 Create a marine spill response plan in partnership with regional government and relevant spill response organizations
- .6 Ensure all buildings within the municipality meet the minimum health and safety standards set by the BC Building Code to ensure they are safe for their intended use.
- .7 Sustainably manage natural resources and assets to reduce the risk of hazards.
- .8 Seek to prevent unsafe timber harvesting on slopes located above and adjacent to the Municipality.

### 3.11.2 Emergency Preparedness

**Goal: Potential hazards are identified, and the community is prepared to respond to an emergency when it occurs.**

- .1 Support community groups and volunteers to be involved in hazard management and prevention (e.g. brush clearing work party).
- .2 Utilize FireSmart guides and resources to educate residents about how they can prevent wild and residential fire hazards.
- .3 Ensure the community is aware of and has easy, reliable access to the Evacuation and Emergency Plan.
- .4 Organize and execute an annual emergency evacuation practice/drill involving all residents.
- .5 Ensure that communication strategies consider residents living outside of cell reception, people living alone, and seniors.
- .6 Support individuals and families to create their own emergency plan and emergency kit with supplies.
- .7 Limit the provision of future municipal infrastructure in areas identified as locations at risk of coastal flooding in the Floodplain Management Bylaw
- .8 Explore options for infrastructure replacement or repair in areas identified as locations at risk of disasters including earthquakes, wildfire, and coastal flooding
- .9 Continue to manage the Village water sources to ensure emergency supply is available.
- .10 Prepare and install emergency/evacuation signage.

### 3.11.3 First Responders

**Goal: Resources are in place to respond quickly and effectively**

- .1 Ensure that emergency services including Fire, Ambulance, RCMP and Search and Rescue are sufficiently staffed and funded to serve the changing needs of the community through advocacy and collaboration
- .2 Mitigate risk to first responders by following provincial safety regulations and standards, including completing regular fire inspections
- .3 Work with the Coast Guard to ensure the safety and well-being of people and the environment along Sayward's coastline

## 3.12 Climate Action

### Goal: Reduce the impact of climate change

- .1 Invest in green infrastructure such as bioswales, rain gardens, and urban trees
- .2 Educate the residents about the impacts of climate change in the Village of Sayward

### 3.12.2 Mitigation

#### Goal: Minimize the community's contribution to climate change

- .1 Create a clean energy plan that seeks to:
  - Improve the energy efficiency and reduce greenhouse gas emissions of new and existing buildings
  - Provides incentives to utilizing renewable energy options to heat and cool homes
  - Considers climate change and energy consumption in all municipal infrastructure projects
  - Require and incentivize the BC Energy Step Code for buildings within the Village
- .2 Prioritize accessible active transportation opportunities around the Village
- .3 Update the Village emissions reduction target to 2040
- .4 Measure and report Village emissions annually to track progress towards emissions reduction.
- .5 Work with local industry to find ways to minimize industrial GHG emissions
- .6 Minimizing waste production in Village operations.

### 3.12.3 Adaptation

#### Goal: Increase community's resiliency to the changing climate

- .1 Prioritize design that will accommodate multiple uses (i.e. to accommodate storm water during heavy rainfall etc.
- .2 Incorporate adaptation measures into all levels of decision making and long-term planning initiatives
- .3 Develop regulations to support the use of alternative water sources for non-potable demand

- .4 Implement strategies to reduce civic water consumption to conserve water supply
- .5 Protect and expand the Village trees
- .6 Restrict development and construction in at-risk areas to avoid increasing flooding vulnerability
- .7 Integrate floodplain mapping into development siting decisions

## Part 4 LAND USE PLAN

### 4.1 Land Use Designations

The OCP is implemented through a set of land use designations – listed below and shown on Schedule B. Together they establish the future land use plan for the Village of Sayward. All development plans and zoning bylaw amendments must be consistent with this plan moving forward.

*Important Note: Council recognizes that some existing land uses do not conform to the designations described below and shown in Schedule A, but the intent is to illustrate the preferred pattern/vision of land use within the Village and guide development and redevelopment that occurs in the future.*

- **Residential Core**

The “residential core” represents most of the existing residential areas within the Village. These lands are within the urban service boundary (see section 2.8) and intended to be used for compact forms of single-detached and duplex housing. Accessory uses such as bed and breakfasts, home based businesses, and secondary suites may also be permitted in these areas.

- **Village Centre**

This is a centrally located area within the urban service boundary (see section 2.8), that is used for a broad mix of commercial, residential, civic and institutional uses. It is intended to be the heart of the community and should be within easy cycling and reasonable walking distance of most residents.

- **Infrastructure Reserve**

These are areas set aside for key municipal infrastructure required to service to residents and businesses. This includes (but is not limited to) water treatment plants and sewage lagoons.

- **Parks and Greenspace**

These are areas that are set aside permanently for public parks, ecological reserves, greenbelts and outdoor recreation uses.

- **Rural**

These areas are to be preserved for agricultural and environmental uses. Low density, rural residential uses and natural resource extraction activities also occur within the rural area. Intensive agricultural, extensive agricultural, and natural resource extraction uses can sometimes experience land use conflict between their borders, given the differing nature of these operations. It is important to have regard for the differences between adjacent uses of this type to ensure that land uses are compatible and do not detract from their ability to function well.

- **Future Community Expansion**

This is an important future growth area in the community. It is where existing residential neighborhoods will expand and grow in the future. Intended uses are compact forms of single-detached and duplex housing. Neighborhood parks and accessory uses such as bed and breakfasts, home based businesses, and secondary suites will also be permitted in these areas. Additional neighborhood planning must be completed before any future development is approved.

- **Kelsey Bay (Special Planning Area)**

This is an important special planning area. A preferred development concept has been established for the area and is incorporated as part of this OCP (Schedule C). Its goal is to provide guidance and direction to future land use decisions in the Kelsey Bay area.

- **Gateway**

This is an important area located along the main road into the village. A mix of different residential, community and commercial uses are located here and may be considered moving forward. It is also a location that could be used to accommodate light industrial uses in the future through the development of a business park. However, additional feasibility work and neighborhood planning must be completed before any major change of use or development is approved.

## 4.2 Development Permit Areas

The Local Government Act (sec. 488) allows local governments to create development permit areas (DPAs) to be established for the purpose of:

- Protecting the natural environment, its ecosystems and biological diversity,
- Protecting development from hazardous conditions,
- Establishing objectives for the form and character of intensive residential development,
- Establishing objectives for the form and character of commercial, industrial or multifamily residential development.

The objective and associated guidelines with each development permit areas is provided below. A development permit may vary or supplement the regulations of the Village's Zoning Bylaw. However, a development permit may not vary the permitted use, density, residential rental tenure, or a floodplain specification.

A development permit must be obtained when any of the following types of development activity occur, in accordance with Section 920 of the Local Government Act:

- Subdivision of land;
- Construction, addition or alteration of a building or other structure; or
- Alteration of a building or other structure.

This Plan contains three Development Permit Areas as follows:

### 4.2.1 Hazardous Conditions Development Permit Area

#### **Area**

The areas shown in Schedule B demonstrates the land subject to the Hazardous Conditions Development Permit Area. This area includes steep slopes, floodplain and wildfire area.

#### **Objective**

The Hazardous Conditions DPA seeks to ensure land can be used for it's planned purpose(s) while protecting, residents, and property from the potential risks of natural hazards.

#### **Guidelines**

##### **Floodplain Area**

Prior to issuance of a development permit, the applicant shall acquire a report by a qualified registered professional with training related to floodplain mapping and analysis.

1. The stormwater management potential for erosion or flooding, and the impact of the proposed development on, or by, flood hazard conditions should be addressed by a site-specific investigation and report.
2. All development must comply with the flood construction level
3. The report should address the following:
  - a. The potential impacts of proposed development relative to flood hazards.
  - b. Required flood proofing or other measures needed to provide suitable protection of structures intended for human occupancy.

#### Steep Slopes Area

4. All persons desiring to alter or affect lands within the designated area will be required to submit a report certified by a geoscientist registered with APEGBC to assist the Village in determining what conditions or requirements it will impose in the permit.

#### Wildfire Area

5. Prior to issuance of a development permit, the application must prove that the proposed development in compliance with FireSmart principles including landscaping and building materials.

### 4.2.2 Natural Environment Development Permit Area

#### **Area**

The areas shown in Schedule B demonstrate the land subject to the Natural Environment Development Permit Guidelines.

#### **Objectives**

To protect important watercourses, habitats and ecosystems from future development. The following guidelines are intended to allow land to be used for its planned purpose(s), while also protecting, enhancing and/or restoring natural environment areas, prevent the introduction and spread of invasive species, and protect water quality and quantity.

#### **Guidelines**

1. Prior to issuance of a development permit, the applicant will be responsible for obtaining, at their cost, an assessment report prepared by a qualified environmental professional (QEP) in accordance with the Riparian Areas Regulation (RAR) under the provincial Fish Protection Act.
2. The boundaries of any Environmentally Sensitive Area shall be located and clearly marked on site using temporary fencing or another highly visible method to prevent encroachment during clearing and construction.

3. The Village may require that an erosion control plan prepared by a qualified professional be submitted and form part of the development permit.

### 4.2.3 Kelsey Bay Working Waterfront Development Permit Area

#### **Area**

The area shown in Schedule B is subject to the Kelsey Bay Working Waterfront Development Permit Area.

#### **Objectives**

To revitalize the Kelsey Bay area in accordance with the vision depicted in Schedule C. The objectives of the Kelsey Bay Working Waterfront DPA are as follows:

1. Provide guidelines for enhancement of public spaces and increase pedestrian opportunities.
2. Promote a high-quality standard of the built environment that is aesthetically pleasing and built to last.
3. Ensure sustainable development that benefits the entire community
4. Encourage development that increases waterfront access for residents and visitors
5. Establish Kelsey Bay as a destination for residents and tourists alike.

#### **Guidelines**

1. Prior to the issuance of a development permit, the applicant must submit a detailed plan for the proposed development.
2. The detailed plan must demonstrate the following design requirements:
  - a. Building shape, siting, architectural features and exterior finish should be sufficiently varied to create interest and avoid a monotonous appearance. Where possible, ground floor walls should include windows;
  - b. Building facades should include natural materials such as rock or wood, or a suitable substitute, which should be aesthetically pleasing and cost-effective;
  - c. Building design and orientation should consider climatic variables, including sun/shade impacts, covered walkways and wind tunnel effects;
  - d. To enhance outdoor safety, blind spots should be avoided
  - e. Dark or shadowy places should be avoided. All entrances, pedestrian pathways, open spaces and parking areas should have adequate lighting at a human level. Light fixtures that complement the character of the

development and surrounding area are encouraged, and light-spill onto adjacent properties should be avoided;

- f. Consider the use of decorative lighting to add visual impact after sundown.
  - g. Design and siting will consider public access corridors and views both to and from the water are maintained and enhanced.
3. Prior to the issuance of a development permit, the applicant must consider parking needs and demonstrate a plan to accommodate on-site parking.
  4. Prioritize the utilization of natural vegetation and trees to encourage natural drainage and maximize the natural environment.
  5. Applicants should retain existing trees when feasible and increase vegetation wherever possible.

## Part 5 IMPLEMENTATION

### 5.1 Ensure consistency with the Plan

All municipal plans, policies, bylaws and program documents prepared subsequent to the adoption of this plan shall include an OCP context statement that:

- References the objectives and policies of this plan
- Describe how the adoption of the plan, policy, bylaw, or program will contribute to the achievement of an OCP goal.

### 5.2 Monitoring

Staff and Council will review the OCP on a regular basis to maintain the plan's alignment with the Village priorities.

### 5.3 Future Initiatives

There are several plans/strategies that the Village of Sayward may pursue in the future that will help to accomplish many of the identified goals above. Recommended plans/strategies are as follows:

- Clean Energy Plan
- Parks Master Plan
- Housing Needs Assessment
  - Continued work building upon analysis completed as a part of this OCP
- Emergency Communication Strategy
- Marine Spill Response Plan
- Boundary Expansion Study
- Continued Asset Management Planning
- Newcastle Creek Climate Change Vulnerability Assessment
- Regional Growth Strategy

In addition to the recommended future planning work, Village bylaws and regulations may also need to be updated or created as a result of this OCP. The bylaws and regulations are as follows:

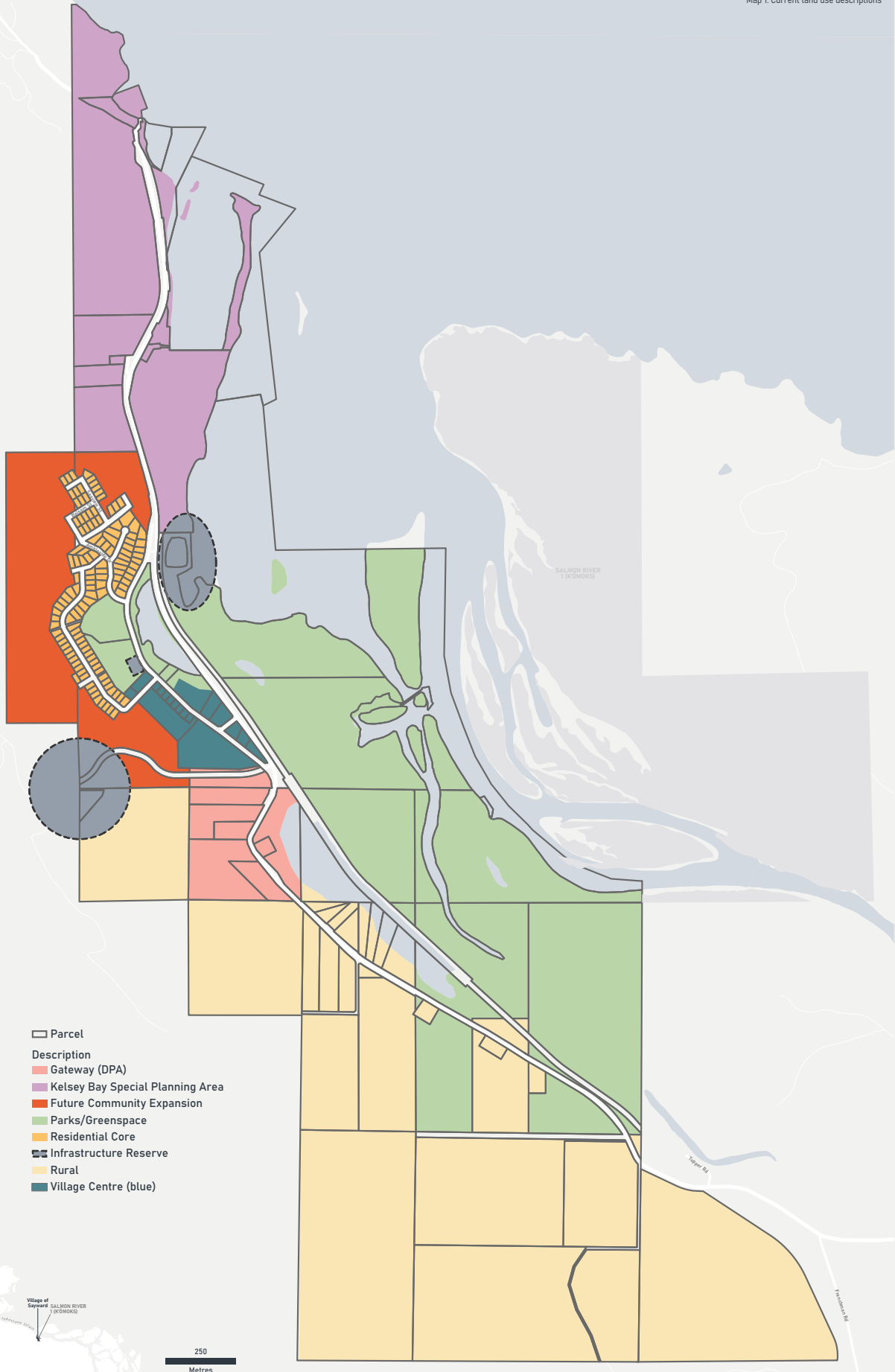
- Zoning Bylaw
- Subdivision Servicing Bylaw

- Fees and Charges Bylaw
- Development Procedures Bylaw
- Amenity Contributions Policy
- Development Cost Charge Bylaw or other cost recovery tools.

## Schedule A – Land Use Map

# Land Use Designation

Map 1. Current land use descriptions



- Parcel
- Description
- Gateway (DPA)
- Kelsey Bay Special Planning Area
- Future Community Expansion
- Parks/Greenspace
- Residential Core
- Infrastructure Reserve
- Rural
- Village Centre (blue)



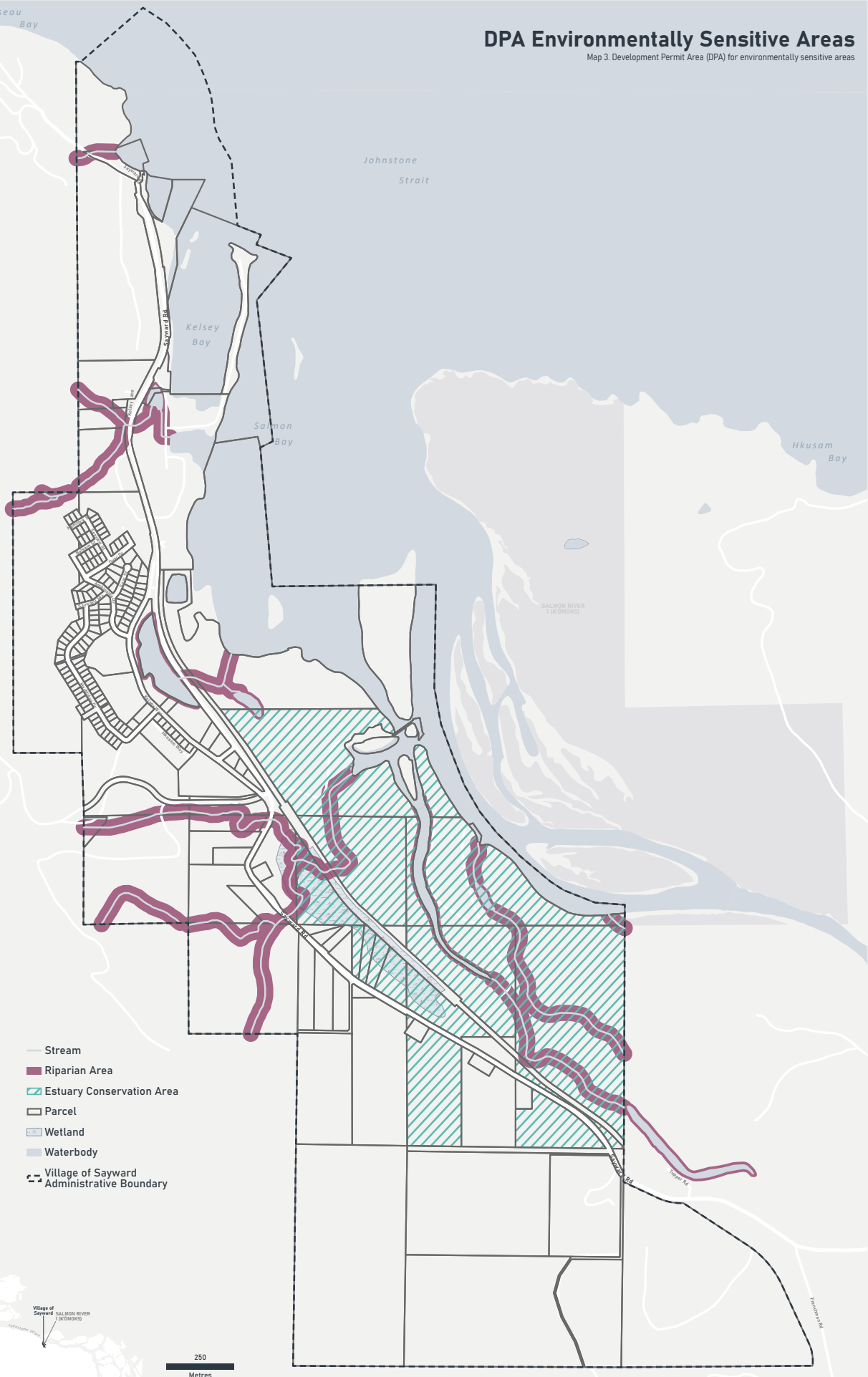
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## Schedule B – Development Permit Area Maps

# DPA Environmentally Sensitive Areas

Map 3. Development Permit Area (DPA) for environmentally sensitive areas



- Stream
- Riparian Area
- ▨ Estuary Conservation Area
- Parcel
- Wetland
- Waterbody
- - - Village of Sayward Administrative Boundary



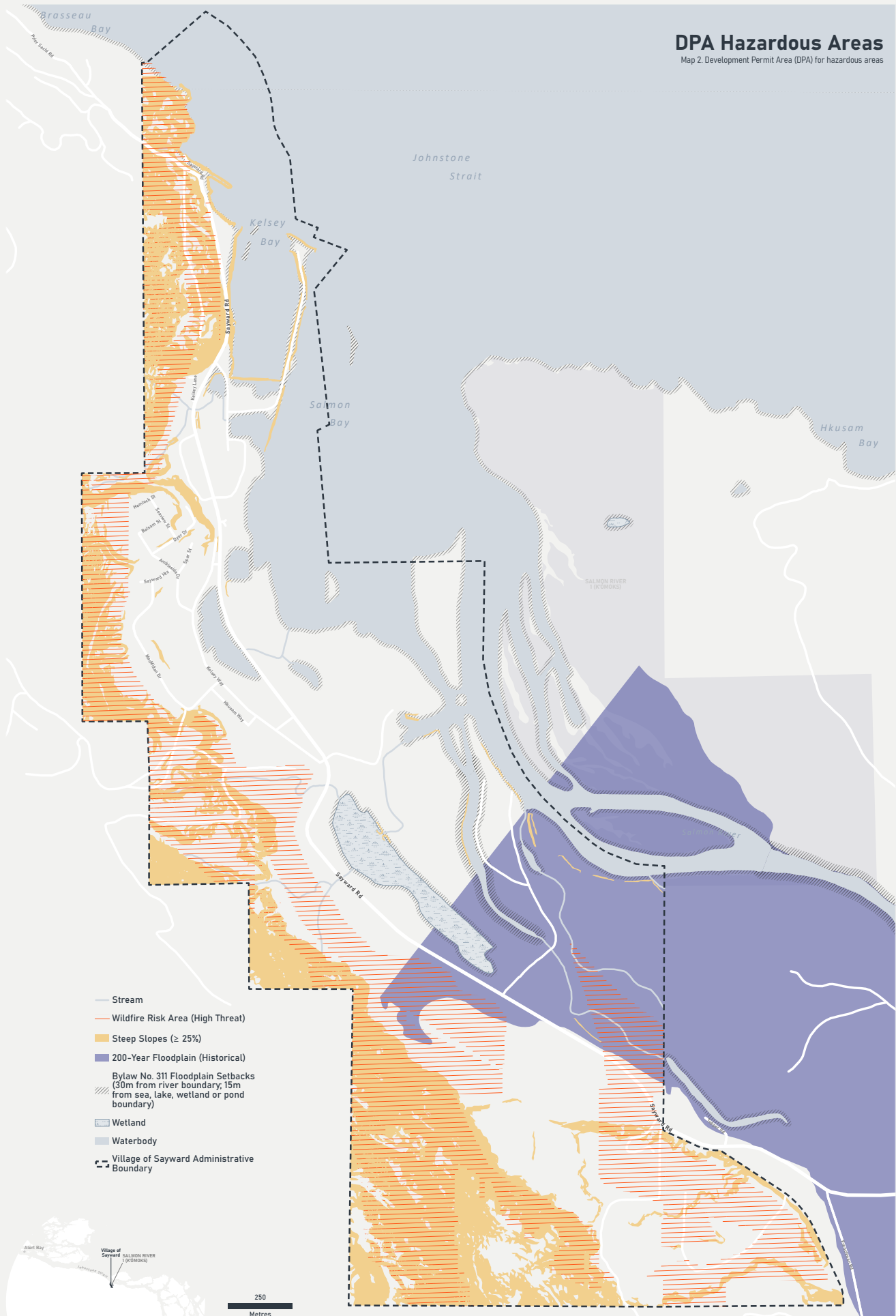
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Estuary Conservation Area, Administrative Boundary, Streams, Waterbody and Wetlands provided by SRD. Bays and Channels provided by Freshwater Atlas. Roads provided by Digital Road Atlas, Komoka FN Boundary provided by DataBC, Riparian Area created by Urban Systems Ltd.

# DPA Hazardous Areas

Map 2. Development Permit Area (DPA) for hazardous areas



- Stream
- Wildfire Risk Area (High Threat)
- Steep Slopes (≥ 25%)
- 200-Year Floodplain (Historical)
- Bylaw No. 311 Floodplain Setbacks (30m from river boundary; 15m from sea, lake, wetland or pond boundary)
- Wetland
- Waterbody
- Village of Sayward Administrative Boundary



250  
Metres



Contours, Administrative Boundary, Streams, Waterbody and Wetlands provided by SRD. Bays and Channels provided by Freshwater Atlas. Roads provided by Digital Road Atlas, Kamoko FN Boundary and 200-Year Historical Floodplain provided by DataBC. Steep Slopes and Floodplain Setback created by Urban Systems Ltd.

## Schedule C – Kelsey Bay Working Waterfront Map

# Kelsey Bay Working Waterfront

Map 6. Kelsey Bay Working Waterfront Projects



1. Ocean View Homes – Goleas Way, Port Hardy



2. RV campground – Alder Bay RV Park, Port McNeill



3. New Subdivision – Kendall Ave, Cumberland



4. The Renfrew Pub – Port Renfrew



5. Off-Street Parking – Telegraph Cove



6. Boat Launch with Amenities – Courtenay Marina Park

- Stream
- Public Access with Trail
- Improved Boat Launch and Day Park
- New RV Park
- New Housing
- Existing Housing
- Parking
- Waterfront Village with Small Shops
- Logging Operations
- Parcel
- Waterbody
- Village of Sayward Administrative Boundary



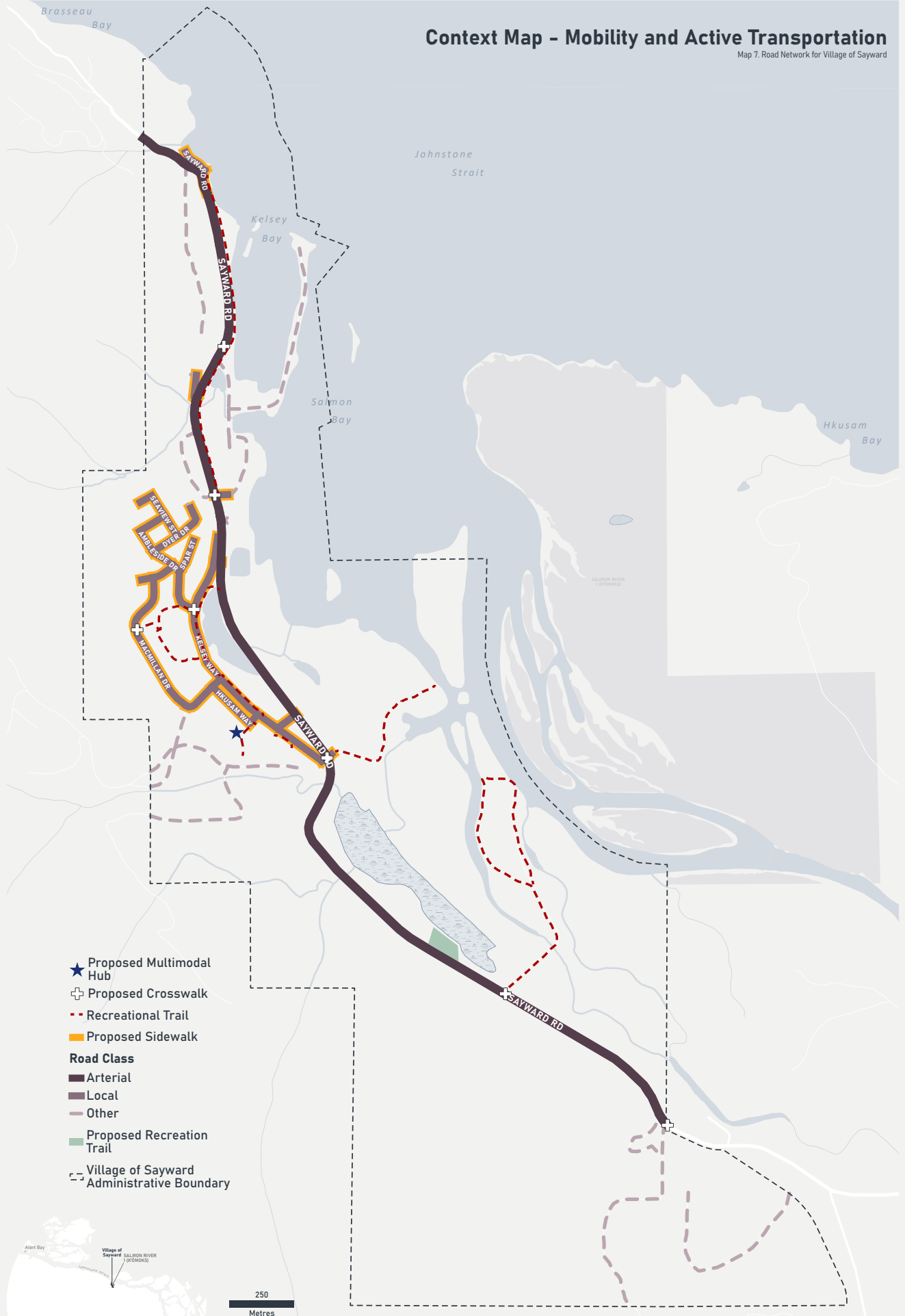
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## Schedule D - Mobility and Active Transportation Map

# Context Map - Mobility and Active Transportation

Map 7. Road Network for Village of Sayward



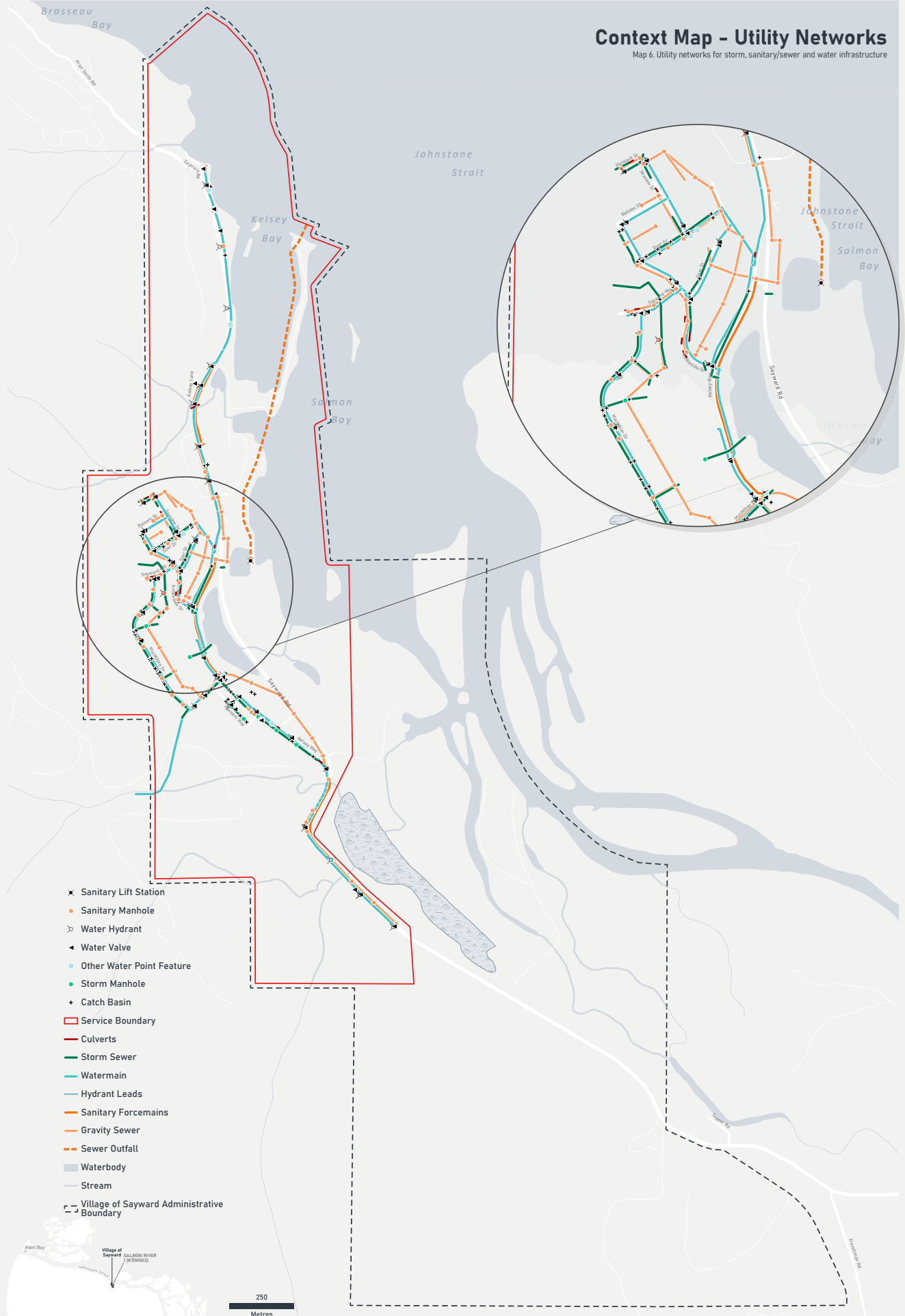
- ★ Proposed Multimodal Hub
- ⊕ Proposed Crosswalk
- - - Recreational Trail
- - - Proposed Sidewalk
- Road Class**
- Arterial
- Local
- Other
- Proposed Recreation Trail
- - - Village of Sayward Administrative Boundary



## Schedule E – Utility Network Map

# Context Map - Utility Networks

Map 6. Utility networks for storm, sanitary/sewer and water infrastructure



- ✕ Sanitary Lift Station
- Sanitary Manhole
- ⤵ Water Hydrant
- ◀ Water Valve
- Other Water Point Feature
- Storm Manhole
- + Catch Basin
- ▭ Service Boundary
- Culverts
- Storm Sewer
- Watermain
- Hydrant Leads
- Sanitary Force mains
- Gravity Sewer
- Sewer Outfall
- Waterbody
- Stream
- ▭ Village of Sayward Administrative Boundary



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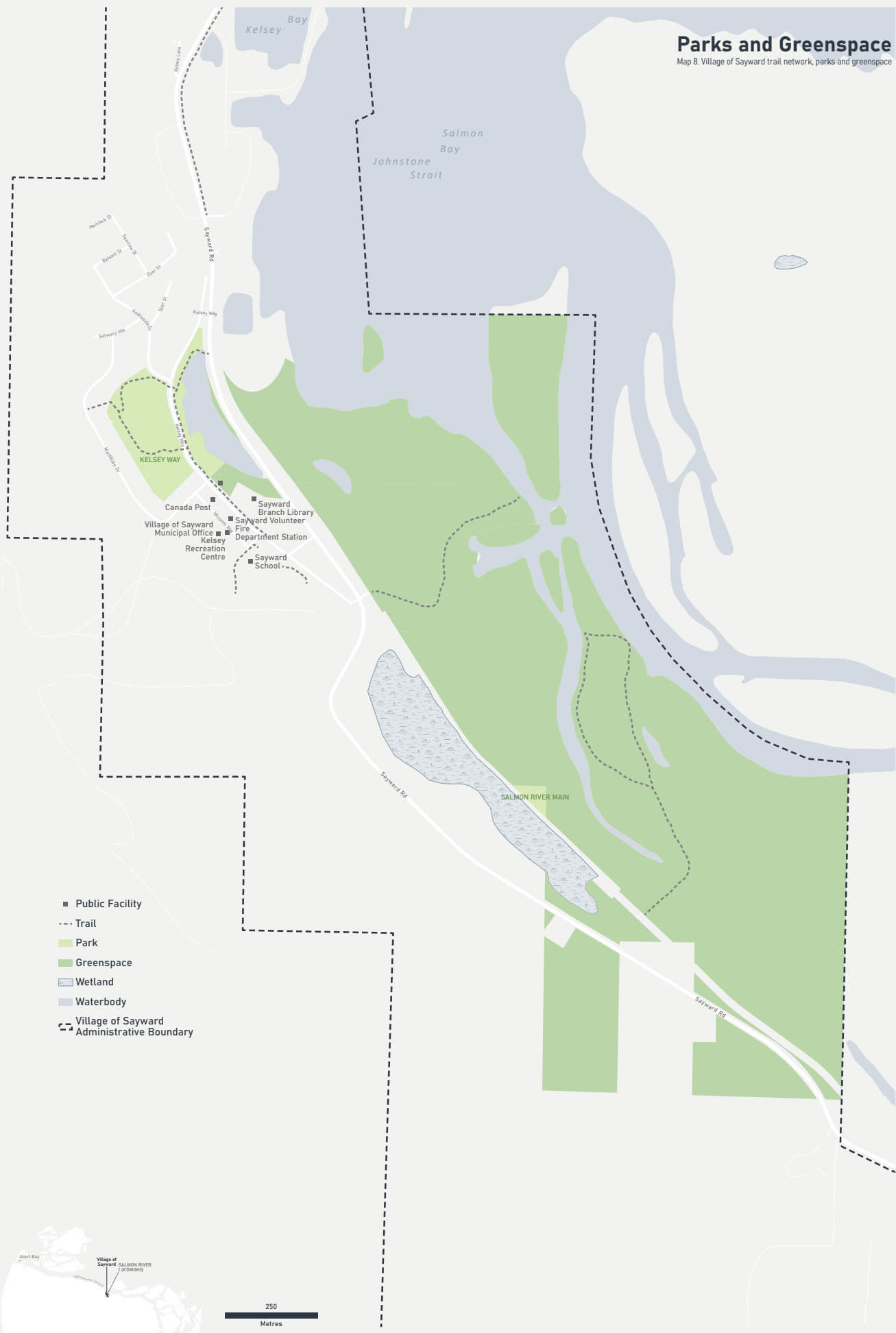


Utility Network, Administrative Boundary, Streams, Waterbody and Wetlands provided by SRD; Bays and Channels provided by FirstWater Atlas; Roads provided by Digital Road Atlas

## Schedule F – Parks and Greenspace Map

# Parks and Greenspace

Map 8. Village of Sayward trail network, parks and greenspace



- Public Facility
- - - Trail
- Park
- Greenspace
- Wetland
- Waterbody
- Village of Sayward Administrative Boundary



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Metres

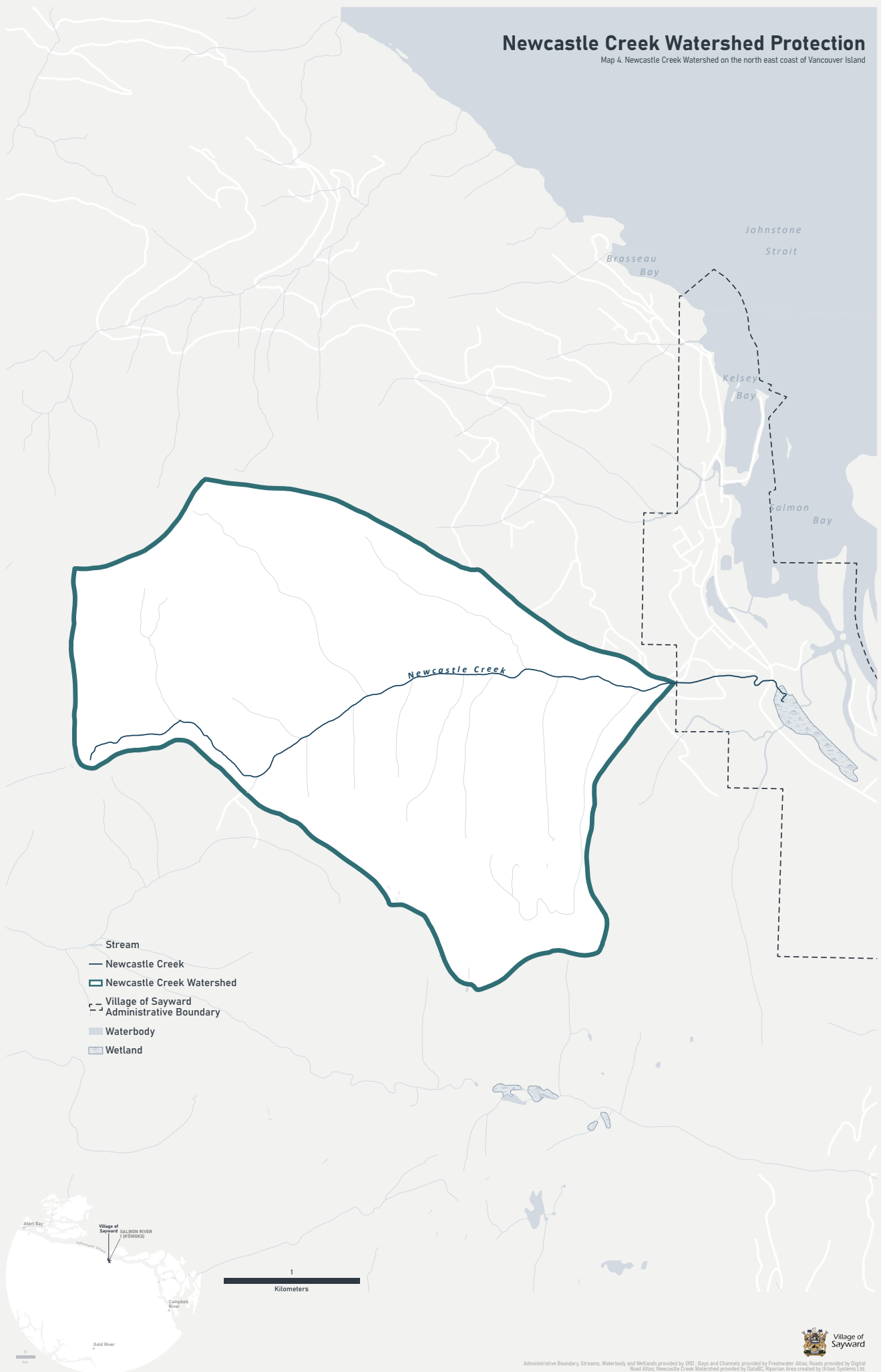


Trails, Parks, Administrative Boundary, Streams, Waterbody and Wetlands provided by SRD. Bays and Channels provided by Freshwater Atlas. Roads provided by Digital Road Atlas. Public Facilities created by Urban Systems Ltd.

## Schedule G – Newcastle Creek Watershed Map

# Newcastle Creek Watershed Protection

Map 4. Newcastle Creek Watershed on the north east coast of Vancouver Island



- Stream
- Newcastle Creek
- ▬ Newcastle Creek Watershed
- - - Village of Sayward Administrative Boundary
- Waterbody
- Wetland



1  
Kilometers



Administrative Boundary, Streams, Waterbody and Wetlands provided by SRD. Bays and Channels provided by Freshwater Atlas. Roads provided by Digital Road Atlas, Newcastle Creek Watershed provided by DataBC, Riparian Area created by Urban Systems Ltd.

## Schedule H – Community Consultation

# Schedule I – Background Report