



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
OCTOBER 19, 2021 - 7:00 PM
HYBRID TEAMS & OPEN MEETING
KELSEY CENTRE**

- 1. Call to Order**
- 2. Introduction of Late Items**
- 3. Approval of Agenda**

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for October 19, 2021 be approved.

- 4. Minutes of Previous Meetings**

Recommended Resolutions:

THAT the minutes from the Regular Council meeting held on October 5, 2021 be adopted.

- 5. Petitions and Delegations – None**

- 6. Correspondence**

- a) School District 72 Board News
- b) Letter and Cheque to District of Lytton
- c) Craig Baird, Town Sponsorship Podcast Episode

Recommended Resolution:

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

- 7. Council Reports – None**
- 8. Reports of Committees – None**
- 9. Mayor's Report – None**
- 10. Unfinished Business – None**
- 11. Staff Reports**

- a) **Community to Community (C2C) Forum with KFN to consult on the OCP** {pg 16}

Recommended Resolutions:

THAT the C2C Forum staff report be received for information and discussion; and,

THAT a virtual C2C Forum be held on November 16 from 10:30 am – 1:30 pm with the K'omoks First Nation.

b) Revisions to Council Procedure Bylaw No. 416

{pg 19}

Recommended Resolutions:

THAT the Revisions to Council Procedure Bylaw No. 416 staff report be received for information and discussion; and,

THAT Council direct staff on any next steps to revise Council Procedure Bylaw No. 416.

c) Community Resiliency Investment Grant - Curbside Wood Debris Chipping initiative

{pg 45}

Recommended Resolutions:

THAT the Community Resiliency Investment Grant staff report be received for information and discussion; and,

THAT the Village of Sayward approve submission of an application to the 2022 Community Resiliency Investment grant program and managing the project if successful in obtaining grant funding.

d) Revisions to Motion R21/238 Water Metering

{pg 67}

Recommended Resolutions:

THAT the Revisions to Motion R21/238 Water Metering staff report be received for information and discussion; and,

THAT MOTION R21/238 be revised to read as follows:

THAT a Water Metering Bylaw be developed for Council consideration to require installation of water meters to meter all commercial and industrial water users and on all new construction so that when water meters are installed community-wide, water use will be measured for everyone to promote water sustainability and equity in billing.

e) Financial Statements/Variance Report to Sep 30, 2021

{pg 70}

Recommended Resolution:

THAT the Financial Statements/Variations to Sep 30, 2021 staff report be received for information and discussion.

f) Shared Fire Service

{pg 76}

Recommended Resolutions:

THAT the Shared Fire Service staff report be received for information and discussion; and,

THAT Council consider any next steps if the SRD completes its own work on costs and feasibility of a single Area A fire protection service, and determines that to be the best option for Area A; and,

FINALLY THAT the Village clarify again to the SRD that the Village supports the option to promote and strengthen the current model by working together in collaboration toward a new shared services agreement to replace the one about to expire.

g) Motion to remove Letters Patent

{pg 114}

Recommended Resolutions:

THAT the Motion to remove Letters Patent staff report be received for information and discussion; and,

Should Council wish to proceed with motion R21/231 staff suggest the following:

THAT citizens be asked the following question, and that the question accompany the mail out survey on a proposed new Fireworks Bylaw:

"Do citizens support Council investing resources to identify the costs, benefits and process to remove the corporate status of the village and turn it into an electoral area where water, sewer, roads and drainage services are provided by the SRD under the guidance of a single electoral area director, with taxes paid to the SRD versus the Village?"

12. Bylaws

a) Ticketing Bylaw No. 422, 2021

Recommended Resolutions:

THAT the Ticketing Bylaw No. 422, 2021 staff report be received for information and discussion; and,

THAT Ticketing Bylaw No. 422, 2021 be given first, second and third reading.

b) Permissive Tax Exemption Bylaw No. 477, 2021

Recommended Resolution:

THAT Permissive Tax Exemption Bylaw No. 477, 2021 be given fourth and final reading.

13. New Business – None

14. Public Question Period (maximum 15 minutes)

Mayor: "The purpose of the public question period is to enable citizens to ask questions about the issues discussed by Council during the meeting. Speakers are requested to limit their questions to one each, and if time permits, after everyone has had an opportunity to ask questions, speakers may ask a second question. For the record, please state your name and address."

15. In-Camera – Prepare to go in-camera

Recommended Resolution:

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)(c) of the *Community Charter* to discuss labour relations or other employee relations and per Section 90(1)(e) the acquisition, disposition or expropriation of land

or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

16. Adjournment

Recommended Resolution:

THAT the Regular Meeting of Council for October 19, 2021 be adjourned.



**VILLAGE OF SAYWARD
MINUTES
REGULAR COUNCIL MEETING
OCTOBER 5, 2021
HYBRID TEAMS & OPEN MEETING
KELSEY CENTRE**

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

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

1. Call to Order

Meeting was called to order at 7:03 PM.

2. Introduction of Late Items

MOTION R21/228

MOVED AND SECONDED

THAT the following late item be added to the agenda:

- a) Staff Report – Permissive Tax Exemption Bylaw No. 477, 2021 (Add to agenda under Item 12)

3. Approval of Agenda

CARRIED

MOTION R21/229

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for October 5, 2021 be approved as amended.

CARRIED

4. Petitions and Delegations - None

5. Correspondence

- a) 2022-2026 Vancouver Island Regional Library Financial Plan
- b) Jackie and Darryl Lyons September 24, 2021
- c) Jackie and Darryl Lyons September 27, 2021

d) RCMP Quarterly Report

e) Community to Community forum with KFN – Approval letter from UBCM

MOTION R21/230

MOVED AND SECONDED

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

CARRIED

6. Council Reports

a) Councillor Cragg Report – Referendum to remove letters patent and initiate public discussion.

MOTION R21/231

MOVED AND SECONDED

THAT in conjunction with the Fireworks Household Survey a question be sent out for discussion among the citizens of the Village of Sayward to seek citizens' interest in the Village becoming an electoral area of the SRD.

Opposed Mayor Baker, Cllr Tinsley

CARRIED

MOTION R21/232

MOVED AND SECONDED

THAT this matter be moved to the Strategic Planning session for further discussion.

CARRIED

7. Reports of Committees - None

8. Mayor's Report - None

9. Unfinished Business - None

10. Staff Reports

a) Strategic Plan & 2022-2026 Financial Plan Timetable

MOTION R21/233

MOVED AND SECONDED

THAT Council receives the Strategic Plan & 2022-2026 Financial Plan Timetable staff report for information and discussion; and,

THAT Council meet on Saturday November 20, 2021 for a strategic planning session; and,

FINALLY THAT Council approve the Financial Plan timetable proposed by Staff.

b) Fireworks Bylaw and Citizen Survey

MOTION R21/234

MOVED AND SECONDED

THAT Council receive the Fireworks Bylaw staff report for information and discussion; and,

THAT Council approve the mailout of attached household survey to property owners to determine citizen interest in a Fireworks Bylaw and to determine how restrictive that new bylaw should be.

CARRIED

c) Ticketing Bylaw

MOTION R21/235

MOVED AND SECONDED

THAT Council receive the Ticketing Bylaw staff report for information and discussion; and,
THAT draft Ticketing Bylaw No. 422, 2021 and attached draft ticket be referred to the RCMP for their review and to obtain their commitment to enforce; and,
FINALLY THAT staff return to Council with details of any requested amendments by the RCMP and for approval of the Bylaw.

CARRIED

d) Water and Sewer Capacity Study

MOTION R21/236

MOVED AND SECONDED

THAT staff seek funding to complete a Water Master Plan to review and confirm actual water use, and to identify priorities for improvements and costs.

CARRIED

MOTION R21/237

MOVED AND SECONDED

THAT staff seek funding to complete a capacity review of the sewage treatment system to assess capacity and availability for growth.

CARRIED

MOTION R21/238

MOVED AND SECONDED

THAT a Water Metering Bylaw be developed for Council consideration to require installation of water meters to meter all commercial and industrial water users and on all new construction.

MOTION R21/239

MOVED AND SECONDED

THAT the motion be amended to exclude "and on all new construction".

Opposed Mayor Baker

CARRIED

A vote was held on the motion as amended and it was.....

CARRIED

11. Bylaws

a) Permissive Tax Exemption Bylaw No. 477, 2021

MOTION R21/240
Moved AND SECONDED

THAT the Permissive Tax Exemption Bylaw No. 477 2021 staff report be received for information and discussion; and,

THAT Permissive Tax Exemption Bylaw No. 477, 2021 be given first, second and third reading.

CARRIED

- 13. New Business - None**
- 12. Public Question Period (maximum 15 minutes) - None**
- 13. In-Camera - None**
- 14. Adjournment**

MOTION R21/241
Moved AND SECONDED

THAT the Regular Meeting of Council for October 5, 2021 be adjourned.

CARRIED

The meeting was adjourned at 8:04 PM.

Mayor

Corporate Officer

School District 72 Board News

MEETING OF
SEPT. 28, 2021

September 29, 2021
INFORMATION RELEASE

Please note these are not official minutes of the Campbell River Board of Education.

Minutes are available from the school district website at www.sd72.bc.ca.

Find us on Facebook under [Campbell River School District – SD72](#) or on Twitter under [@CRSD72](#)

You can watch a recording of the meeting on the district's YouTube channel at:
<https://youtu.be/TV4ngH2iO04>

Chairperson Remarks

Chairperson John Kerr opened the meeting by thanking the seven candidates that put their name forward in the recent federal election and congratulated Rachel Blaney on her re-election as our member of parliament, stating that the board looked forward to working with her in the future.

He continued by highlighting that September 30 has been declared the National Day for Truth and Reconciliation and that, as a statutory holiday, schools will be closed on that day. While the day is a statutory holiday, Chairperson Kerr encouraged the community to treat it as a time for reflection, much like Remembrance Day, to reflect on the tragic history of loss and the lasting effects of Canada's residential school system. He shared that leading up to the date students have been learning about the history and consequences of the residential school system in all grades.

In the spirit of learning and reflection, he also encouraged the community to participate in the fifth-annual Every Child Matters Orange Shirt Day Walk on September 30 at 11 a.m., starting at Spirit Square.

Touching on the ongoing concerns of COVID-19, Chairperson Kerr shared that the Vancouver School Board recently passed a motion to extend the mask mandate in their district to include students in kindergarten to grade 3. He stated that whether similar motions spread to other school districts remains to be seen, but that he anticipated it would spark discussion by the provincial health officer and Ministry of Education. He continued by encouraging everyone who can get vaccinated and hasn't already, to get vaccinated as the most effective action we can take to help keep our schools safe.

Lastly, he shared that the public campaign for a replacement of Cedar Elementary School has gotten underway and encouraged everyone to watch the video, Our Vision for a New Cedar Elementary, on the district website and lend their voice to the calls for a new Cedar Elementary by downloading and sending the letter of support to MLA Babchuk and Minister Whiteside.

Watch this segment: 0:12

Superintendent Remarks

Superintendent Morrow started his remarks by sharing that preliminary enrolment numbers show the district to be at approximately 5,300 students, 50 more than the district's spring projections. Final enrolment numbers will be shared at the next public board meeting after the September 30 official count.

He continued by also sharing that schools have been focused on lessons and reflections on the history of Indigenous peoples in Canada all month, and particularly this week, in dedication to truth and reconciliation. District staff have also been wearing orange throughout this week to reflect our commitment to a shared journey towards reconciliation and as declaration that every child matters.

Superintendent Morrow stated that, on September 30, he hoped the community would join us in listening, learning, and reflecting on the experiences of Indigenous peoples in Canada and the impact that dark chapters of our shared history, such as the residential school system, has had on Indigenous communities. He continued by also saying that the district recognizes that a day, week, or month dedicated to reconciliation is insufficient and that the district is committed to the daily work that's required in taking action towards reconciliation.

School District 72 Board News

MEETING OF
SEPT. 28, 2021

Shifting to talk about COVID, Superintendent Morrow reminded parents and staff of the importance of conducting daily health checks and staying home when sick.

He closed his remarks by highlighting that World Teacher's Day is coming up on October 5 and stating that the district is fortunate to have such dedicated, committed, and professional educational staff.

Watch this segment: 6:03

Board Reviewed Financial Statements for Year Ending June 30, 2021

For the year ending June 30, 2021, School District 72 had a combined deficit of \$1,554,122 according to Graham Roberts of the accounting firm MNP LLP.

Overall, district revenues were up by approximately \$2 million, after a grant increase of \$2.5 million for the federal and provincial Safe Return to Schools funding was offset with a decrease in international student tuition of approximately \$500,000. Expenses came in under budget at \$75,190,248.

The district had projected an appropriated operating fund deficit of \$3,237,745 and the year-end statements show that the district came in under that projection with a final deficit of \$1,260,023.

Mr. Roberts informed the board that the district's operational surplus and internal restricted surplus amounts to four days of coverage for operational expenses should the district encounter funding interruptions.

It was acknowledged that the district received a clean audit report; meaning that there were no procedural changes required in the district's finance department.

Following recommendation from Trustee Joyce McMann on behalf of the board's audit committee, the board voted to adopt the financial statements. The financial statements will be available on the district website at www.sd72.bc.ca/pages/publications.aspx.

Watch this segment: 11:29 and 55:30

District Working to Increase Mental Health and Wellness Supports

The board heard a presentation from Director of Learning Support Services and Safe Schools Coordinator Brenna Ewing and Drew Williams, the healthy schools district teacher coordinator on mental health and wellness in district schools, which is directly connected to the district's second strategic priority.

This school year the Ministry of Education has given every school district a grant as part of the Mental Health Action Plan and the funds are to be targeted towards compassionate systems leadership, capacity building and mental health in the classroom, which is in alignment with the district's work-to-date in developing and implementing a mental health and wellness framework.

A draft of the mental health and wellness framework and implementation plan has been shared with partner groups across the district including the Indigenous Education Advisory Council and, while still being finalized, the draft and these conversations have already begun to guide district work with regards to supporting mental health and wellness.

District health and wellness encompasses compassionate systems leadership, adult well-being, trauma informed practice, social emotional learning, mental health literacy, sexual orientation and gender identity, and healthy sexuality and relationships.

High level goals of the mental health and wellness framework include building mental health understanding (literacy), mental health promotion, supporting caring school communities, and community collaboration to strengthen and expand partnerships.

In addition to the development of the mental health framework and implementation plan and training work towards compassionate systems some of the other work underway includes development of mental health literacy instruction modules for middle schools, professional development for the elementary level in programs like everyday anxiety strategies for educators (EASE), a Middle Years Development Index pilot where students in grades 4 and 7 self-report on aspects that determine overall health, the development of personal and sexual health kits,



School District 72 Board News

MEETING OF
SEPT. 28, 2021

development of a digital wellness curriculum, and ongoing collaborations with Foundry and other community partners.

Data to further improve and develop mental health and wellness efforts will come from counsellors, youth care workers and Indigenous youth care workers, principals and vice-principals, student learning evidence, a mental health literacy and self-assessment of mental wellness staff survey, reports from Foundry and the McCreary Centre, as well as various student surveys.

Watch this segment: 26:31

Board Approves 2022-2023 Minor Capital Plan Submission

The district is requesting the Ministry of Education consider a new school bus and/or the possible replacement of some other buses within its transportation fleet, heating and ventilation upgrades, playground replacements at Pinecrest, Cortes and École Willow Point, and sectional roof replacements at Southgate and Timberline.

These project requests totaling \$4.7 million dollars were approved by the board to be submitted to the Ministry of Education for funding consideration in the 2022-2023 school year.

Watch this segment: 1:1:36

Advocacy Efforts for New Cedar Elementary School Continues

The public campaign for a replacement of Cedar Elementary School has gotten underway and since the last board meeting there have been two articles in the local media, a radio interview, information posted on the district website and social media, and meetings with representatives from various groups.

Chairperson John Kerr shared with members of the board that MLA Michele Babchuk has also met with Education Minister Jennifer Whiteside to inform her of the need to replace Cedar Elementary.

The Cedar replacement committee will meet again early next week to determine next steps.

The board, through a subcommittee comprised of Trustees Richard Franklin, John Kerr and Joyce McMann, are increasing their advocacy efforts for a new building for Cedar Elementary School. For over six years the top priority of the district's capital requests, and a key element of the district's 10-year facility plan has been the replacement of Cedar Elementary.

You can find more information on the board's vision for a new Cedar Elementary School at www.sd72.bc.ca/newcedar.

Watch this segment: 1:13:38



CAMPBELL RIVER
School District 72

425 Pinecrest Road Campbell River BC Canada V9W 3P2 Tel: 250.830.2300 www.sd72.bc.ca



the Village of
Sayward

September 28, 2021

Village of Lytton
PO Box 100, 380 Main Street
Lytton, BC V0K 1Z0

Dear Mayor and Council

The Village of Sayward watched in dismay as the Village of Lytton suffered its catastrophic blow on June 30, 2021. We in the Village of Sayward understand natural hazards, including floods and wildfire, and Mayor and Council of the Village of Sayward wish to convey our heartfelt compassion and support at your time of need.

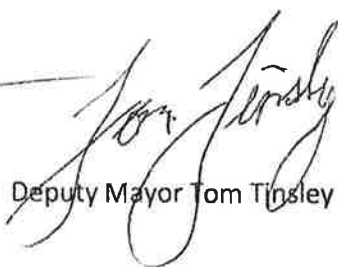
To help, like other local governments in BC, the Village of Sayward wishes to support Lytton as you rebuild and will contribute one dollar for every person in our Village.

We wish you every success as you rebuild your community, and seek to reclaim the hopes, dreams, and visions that you have for the future of your resilient community. We stand with you at this time of need.

Sincerely,



Mayor Mark Baker



Deputy Mayor Tom Tinsley



Councillor Sue Poulsen



Councillor Wes Cragg



Councillor Norm Kirschner

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

311.00

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THE VILLAGE OF SAYWARD

P.O. BOX 28
SAYWARD, BC V0P 1R0
Tel: (250) 282-5512

ROYAL BANK OF CANADA
CAMPBELL RIVER BRANCH
1280 SHOPPERS ROW
CAMPBELL RIVER, B.C. V9W 2C8

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PAY Three Hundred Eleven And 00/100 DOLLARS

\$ 311.00

TO THE
ORDER
OF

Village of Lytton
PO Box 100
Lytton, BC, V0K 1Z0

010519

Spring-Summer 2021

Town Sponsorship Podcast Episode

My name is Craig Baird and I run the podcasts Canadian History Ehx, From John To Justin and Canada's Great War. My main podcast Canadian History Ehx centres on all aspects of Canadian history, from the stories of the regular settlers to the tales of important Canadians and momentous events.

My podcast is currently one of the top history shows on Apple Podcasts and one of the top podcasts overall. Each day, I average between 1,500 and 2,000 downloads and push 50,000 – 80,000 downloads a month. Roughly 80% of my listeners come from Canada.

Last year I began a series that focused on the histories of small towns in the prairies, which the towns sponsored. Towns in the prairies have amazing histories that go back a century or more in many cases. From the people who founded the community to the people to the notable names and events in that community's history, there is a story to tell.

Roughly 26 communities from Alberta to Manitoba signed on to have their community focused and to be a sponsor of that episode. I am happy to provide links to as many as you would like to listen to. Each sponsored episode would focus on the community's history from its founding to today, as well as items about the interesting places to see and the things to do there today.

Each episode would include:

- The community's history
- Things to do in the area
- Why someone should visit

The charge for these sponsorship episodes is \$250 and that is a one-time fee. The episode stays up forever on the podcast feed so it can be discovered months and even years after it airs, helping more people find out about the community long after the podcast episode airs.

The episode length, depending on content and interviews, would range between 15 minutes and 40 minutes.

As for my background, I have been doing this podcast since 2018 and prior to that I spent over a decade working as a journalist in British Columbia, Alberta and Saskatchewan. I work from home currently with this podcast on an acreage outside Edmonton. I also write weekly and monthly local history columns for newspapers in B.C., Alberta, Saskatchewan and Manitoba.

I am available to talk over phone or Zoom to discuss this further or if there are any questions.

SINCERELY,

CRAIG BAIRD
CANADIAN HISTORY EHX



STAFF REPORT

For: Mayor and Council
Prepared by: Ann MacDonald, CAO
Subject: **Community to Community (C2C) Forum with KFN to consult on the OCP**
Meeting date: October 19, 2021

BACKGROUND

The *Local Government Act*, Section 475, requires that during the development of an official community plan (OCP) the local government must provide one or more opportunities for consultation. Much of this has been completed, with remaining steps including focused consultation with the K'omoks First Nation (KFN) through a C2C forum, and to hold a public hearing after the Village of Sayward Council has had First and Second Reading of the bylaw to approve the OCP.

KFN has indicated that they are available to participate in a C2C Forum on November 16 through a C2C forum to be held virtually from 10:30 am to 1:30 pm. (Agenda attached)

DISCUSSION

Since commencing the review and updating of the OCP the Village of Sayward has, with support from its contractor, conducted the following consultation processes:

- Household survey mailed to residents and home owners;
- Report prepared and issued for public review of survey responses summary;
- Committee of the Whole meeting with Council (public) to discuss planning issues;
- Open House Drop In Held in July 2021;
- Open House Drop in Held in September 2021 to present the Draft OCP;
- Focused stakeholder consultation was held by individual meetings with key stakeholders including K'omoks First Nation, Western Forest Products, BC Natures Trust, Island Timberlands (Couverdon), and several large landowners with plans to develop.
- As well, a copy of the Draft OCP has been sent to these parties as well as the We Wai Kai Nation, and the Wei Wai Kum Nation, the Strathcona Regional District, and the Nanwakolas Council which is an umbrella organization that carries our referrals for several First Nations in the area.

The C2C Forum program was designed to help local governments and First Nations connect. The program is based on a simple and effective formula: a small grant, funded jointly by the provincial and federal governments, each covering half of the allowable costs of the venue, food and planning for a C2C forum. The program is administered by UBCM and supported by the First Nation Secretariat. Forums are completely led and organized by the communities involved and give participants the opportunity to get to know each other and work together.

The Ministry of Municipal Affairs and Indigenous Services Canada have provided funding for the C2C program. The C2C program can contribute a maximum of 100% of the cost of eligible activities – to a maximum of \$5,000, and the Village was a recipient of a \$5,000 grant to host this November C2C forum.

RECOMMENDATIONS

THAT the C2C Forum staff report be received for information and discussion; and,

THAT a virtual C2C Forum be held on November 16 from 10:30 am – 1:30 pm with the K'omoks First Nation.

Respectfully submitted,

Ann MacDonald
CAO

Attached: C2C Agenda

Community to Community Forum with KFN - AGENDA

TUESDAY NOVEMBER 16, 2021

| | |
|----------------------------|---|
| 10:30 | Opening Prayer (FN Elder) |
| 10:35 | Overview of Agenda by Facilitator |
| 10:35- 12:00 | Overview and Presentation of Village of Sayward Official Community Plan Ann MacDonald / CAO and Urban Systems, Planners. |
| 12:00 – 1:00 | Lunch – Presentation from Dr. Jesse Morin, KFN (Lunch provided and delivered) |
| 1:00 – 1:30 Governments | Facilitated discussion on options for Reconciliation Opportunities for Local |
| 1:30 | Closing Remarks and Forum adjournment |



STAFF REPORT

For: Mayor and Council
Prepared by: Ann MacDonald, CAO
Subject: **Revisions to Council Procedure Bylaw No. 416**
Meeting date: October 19, 2021

BACKGROUND

Council amended its Council Procedure Bylaw No. 416 at its May 4, 2021 regular meeting. Among other revisions, Council removed the public question time at the beginning of the meeting, leaving this section to the end. Citizens have expressed their unhappiness with this change and staff suggest Council discuss this provision and determine if it wants to revert to hosting a public question period at the beginning of the meeting.

DISCUSSION

Section 16 of Bylaw No. 416, Council Procedure Bylaw, provides for Council to set up its agenda in the following order:

Order of proceedings and business

- 16.) (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
- (a) Call to Order
 - (b) Introduction of late items;
 - (c) Approval of agenda;
 - (d) Adoption of minutes;
 - (e) Public and statutory hearings;
 - (f) Petitions and delegations;
 - (g) Correspondence and emails;
 - (h) Council Reports;
 - (i) Reports of committees and COTW;
 - (j) Mayor's Report;
 - (k) Unfinished business;
 - (l) Staff Reports;
 - (m) Reports from Fire Chief, Public Works Supervisor, Recreation Coordinator and Emergency Program Coordinator;
 - (n) Bylaws;

- (o) New business and Notice of Motions;
- (p) Question and Answer Period (Maximum 15 minutes);
- (q) Adjournment.

Previous to the May 4, 2021 amendment there was an article included in the bylaw between section a and section b, as follows:

Public Input - 15 minutes

Mayor: "Public Input is for the purpose of permitting people in the gallery to provide input and shall be no longer than 15 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."

Staff suggest that Council discuss including the above (Public Input) to the order of items to be included on an agenda between articles a and b so that citizens can be provided the opportunity to question Council at the beginning of the meeting.

Community engagement is very important, especially given the many initiatives currently underway requiring community support. Discussing this again will provide Council with the opportunity to consider including this opportunity at the beginning to show support to citizens requesting more community engagement.

RECOMMENDATIONS

THAT the Revisions to Council Procedure Bylaw No. 416 staff report be received for information and discussion; and,

THAT Council direct staff on any next steps to revise Council Procedure Bylaw No. 416.

Respectfully submitted,

Ann MacDonald
CAO

Attachments:

- **Council Procedure Bylaw No. 416 (Consolidated)**



VILLAGE OF SAYWARD

BYLAW NO. 416 Village of Sayward Council Procedure Bylaw, 2015 (Consolidated)

A BYLAW TO ESTABLISH THE RULES OF PROCEEDINGS FOR THE COUNCIL OF THE VILLAGE OF SAYWARD PURSUANT TO THE *COMMUNITY CHARTER AND LOCAL GOVERNMENT ACT*.

The following is a consolidated version of Bylaw No. 416, Village of Sayward Council Procedure Bylaw No 419, 2015, and includes the following amendment bylaws:

| Bylaw No. | Bylaw Name | Adopted | Purpose |
|-----------|---|----------------|--|
| 423 | Council Procedure Amendment Bylaw No. 423, 2016 | March 15, 2006 | To amend Part 2, section 5(2)(b) |
| 471 | Council Procedure Amendment Bylaw No. 471, 2021 | May 4, 2021 | To amend Part 2, section 5(2)(b) To amend Part 2, section 8, by adding (4) To amend Part 4, section 16(1)(a) To amend Part 4, section 16(1)(o) To amend Part 4, section 19, by adding (6) To amend Part 4, by adding section 20 |

CONSOLIDATED COPY FOR CONVENIENCE PURPOSES ONLY. This version of the bylaw may not be complete due to pending updates or revisions and therefore is here for reference purposes only. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please come into the Village office to view the complete bylaw when required.

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VILLAGE OF SAYWARD
BYLAW NO. 416

A BYLAW TO ESTABLISH THE RULES OF PROCEEDINGS FOR THE COUNCIL OF THE VILLAGE OF SAYWARD PURSUANT TO THE *COMMUNITY CHARTER AND LOCAL GOVERNMENT ACT*.

The Municipal Council of the Village of Sayward enacts as follows:

PART 1 – INTRODUCTION

Title

1.) This Bylaw may be cited as the “**Council Procedure Bylaw No. 416, 2015**”.

Definitions

2.) In this Bylaw,

“Village Office” means the Village Office located at 652 H’Kusam Way, Sayward, British Columbia;

“Village Web Site” means the information resource found at an internet address provided by the Village;

“CAO” means the Chief Administrative Officer for the Village;

“Committee” means a standing, select, or other committee of Council, but does not include Committee of the Whole;

“COTW” means the Committee of the Whole Council;

“Corporate Officer” means the Corporate Officer for the Village;

“Council” means the Council of the Village of Sayward;

“Mayor” means the Mayor of the Village of Sayward;

"Public Notice Posting Places" means the Notice Board at the Village Office and the Village Website;

Application of rules of procedure

- 3.) (1) The provisions of this Bylaw govern the proceedings of Council, COTW and all standing and select committees of Council, as applicable.
- (2) In cases not provided for under this Bylaw, *The New Robert's Rules of Order, 11th edition, 2011* is:
- (a) applicable in the circumstances, and
 - (b) not inconsistent with provisions of this Bylaw or the *Community Charter*.

PART 2 – COUNCIL MEETINGS

Inaugural Meeting

- 4.) (1) Following a general local election, the first Council meeting must be held on the first Tuesday in December in the year of the election.
- (2) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

Time and location of meetings

- 5.) (1) All Council meetings must take place within Village Office except when Council or the Mayor decides to hold meetings elsewhere.
- (2) Regular Council meetings must:
- (a) be held on a schedule that generally follows the first and third Tuesday of each month, and
 - (b) begin at 7:00 pm;
 - (c) be adjourned at 11:00 pm on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 30;
 - (d) when such meeting falls on a statutory holiday, be held on the next Tuesday or a time determined by Council;
- (3) Regular Council meetings may:
- (a) be cancelled or rescheduled by Council, provided that two consecutive meetings are not cancelled; and

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(b) be postponed to a different day, time and place by the Mayor, provided at least 2 days written notice is given.

Notice of Council Meetings

6.) (1) In accordance with section 127 of the *Community Charter*, Council must prepare annually on or before December 31st, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Places; and give notice in accordance with Section 94 of the *Community Charter*.

(2) Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

Notice of special meetings

7.) (1) Except where notice of a special meeting is waived by unanimous vote of all council members under section 127(4) of the *Community Charter*, a notice of the date, hour, and place of a special Council meeting must be given at least 24 hours before the time of meeting, by:

(a) posting a copy of the notice at the Public Notice Posting Places, and

(b) leaving one copy of the notice for each Council member in the Council member's mailbox at Village Office.

(c) contacting each member of Council by telephone to notify them of the special meeting.

(2) The notice under subsection (1) must describe in general terms the purpose of the meeting.

Electronic meetings

8.) (1) Provided that conditions set out in Section 128 (2) of the *Community Charter* are met regular or special Council meetings may be conducted by means of audio electronic or other communication facilities provided that the members participating have received a copy of the agenda material.

(2) The member presiding at a Council or Council committee meeting must not participate electronically.

(3) No more than 2 members of Council at one time may participate at a Council or Council Committee meeting under Section 8 (1).

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(4) Notwithstanding subsections 8 (2) and (3), in an emergency, special circumstances or public health event that prevents or restricts members from being able to physically meet in one location, members may participate in a meeting by means of electronic or other communication facilities provided that the rationale for the electronic meeting is agreed to by members and endorsed by a resolution explaining the rationale at the beginning of the meeting.

PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

- 9.) (1) In December of each year Council must, from amongst its members designate a Councillor to serve as Deputy Mayor who is 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.
- (2) The Councillor designated under section 9 (1) must fulfil the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under section 9 (1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (4) The member designated under section 9 (1) or chosen under section 9 (3) has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS

Community Charter Provisions

- 10.) (1) Matters pertaining to Council proceedings are governed by the *Community Charter* including those provisions found in Division 3 of Part 4 and Division 2 of Part 5. The relevant extracts from the *Community Charter* are appended to this bylaw for convenient reference.

Attendance of Public at Meetings

- 11.) (1) Except where the provisions of section 90 of the *Community Charter* apply all Council meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter*.
- (3) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*, including without limitation:
- (a) COTW,

- (b) standing and select committees,
- (c) parcel tax review panel,
- (d) board of variance,
- (e) advisory committees.

i.) Despite Section 11 if the presiding member considers that a person at the meeting is acting improperly, the member may order that the person be expelled from the meeting.

ii.) If the person who is expelled does not leave the meeting, a peace officer may enforce the order as if it were a court order.

Minutes of meetings to be maintained and available to public

12.) (1) Minutes of the proceedings of Council must be

- (a) legibly recorded,
- (b) certified as correct by the Corporate Officer, and
- (c) signed by the Mayor or other member presiding at the meeting following the meeting at which the minutes are adopted.

(2) Subject to subsection 12 (3) and in accordance with section 97 (1) (b) of the *Community Charter* minutes of the proceedings of Council must be open for public inspection at Village Office during its regular office hours.

(3) Subsection 12 (2) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter*.

Calling meeting to order

13.) (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order. Where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 9 must take the Chair and call such meeting to order.

(2) If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 9 do not attend within 15 minutes of the scheduled time for a Council meeting:

- (a) the Corporate Officer must call to order the members present, and
- (b) the members present must choose a member to preside at the meeting.

Adjourning meeting where no quorum

- 14.) (1) If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:
- (a) record the names of the members present, and those absent, and
 - (b) adjourn the meeting until the next scheduled meeting.

Agenda

- 15.) (1) Prior to each Council meeting, the Corporate Officer must prepare an Agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- (2) The deadline for submissions by the public to the CAO of items for inclusion on the Council meeting Agenda must be noon on the Wednesday prior to the meeting.
- (3) Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 17.

Order of proceedings and business

- 16.) (1) The Agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
- (a) Call to Order
 - (b) Introduction of late items;
 - (c) Approval of agenda;
 - (d) Adoption of minutes;
 - (e) Public and statutory hearings;
 - (f) Petitions and delegations;
 - (g) Correspondence and emails;
 - (h) Council Reports;
 - (i) Reports of committees and COTW;
 - (j) Mayor's Report;
 - (k) Unfinished business;
 - (l) Staff Reports;

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(m) Reports from Fire Chief, Public Works Supervisor, Recreation Coordinator and Emergency Program Coordinator;

(n) Bylaws;

(o) New business and Notice of Motions;

(p) Question and Answer Period (Maximum 15 minutes);

(q) Adjournment.

(2) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

Late Items

17.) (1) An item of business not included on the Agenda must not be considered at a Council meeting unless introduction of the late item is approved by Council at the time allocated on the Agenda for such matters.

(2) If the Council makes a resolution under section 17 (1), information pertaining to late items must be distributed to the members.

Voting at meetings

18.) (1) The following procedures apply to voting at Council meetings:

(a) when debate on a matter is closed the presiding member must put the matter to a vote of Council members;

(b) when the Council is ready to vote, the presiding member must put the matter to a vote by stating:

"All in favour." and then "Those opposed."

(2) When the presiding member is putting the matter to a vote under section 18 (1) (a) and (b) a member must not:

(a) cross or leave the room;

(b) make a noise or other disturbance, or;

(c) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order;

(d) after the presiding member finally puts the question to a vote under section 18 (1) (b), a member must not speak to the question or make a motion concerning it;

- (e) the presiding member's decision about whether a question has been finally put is conclusive;
- (f) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand;
- (g) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative. Where the number of votes on a motion are equal, the motion is defeated and the presiding member shall so indicate;
- (h) the presiding member must state the names of members voting in opposition to the motion; and
- (i) the result of the vote and the names of the members voting in opposition to the motion shall be recorded in the minutes.

Delegations

- 19.) (1) The Council may, by resolution, allow an individual or a delegation to address Council at the meeting on the subject of an Agenda item provided written application has been received by the CAO by noon on the Wednesday prior to the meeting. Each address must be limited to 10 minutes unless a longer period is agreed to by unanimous vote of those members present.
- (2) Where written application has not been received by the CAO as prescribed in section 19 (1), an individual or delegation may address the meeting if approved by majority vote of the members present.
- (3) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- (4) The CAO may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- (5) The CAO may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the CAO's decision, the information must be distributed under separate cover to Council for their consideration.
- (6) Council members must refrain from responding to requests or questions from a delegation, nor engage in debate except to ask clarifying questions or to correct incorrect information. Following the delegation's presentation, Council may:

- (a) refer the request to staff, a Committee of the Whole meeting for a report or further investigation if the matter relates to Village funding or village resources, current priorities or initiatives;
- (b) take no further action;
- (c) table that matter to a meeting closed to the public if Section 90 of the *Community Charter* applies to the matter; or
- (d) consider the matter at the meeting at which the delegation has appeared or consider the matter at a future regular meeting of Council.

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Correspondence

- 20.) (1) If correspondence is to be considered by Council or its Committee it must include the author's full name and current contact information including, at a minimum, the author's residential address, and telephone number or e-mail address.
- (2) The deadline for correspondence from the public to the Corporate Officer of items for inclusion on the meeting agenda is 12:00 p.m. on the Wednesday prior to the meeting.
- (3) The Corporate Officer will neither respond to nor place on an agenda any correspondence which, is anonymous, illegible, or defamatory.
- (4) Correspondence addressed to Mayor and/or Council:
- (a) that is related to staff performance will not be considered by Council and shall be referred to the CAO;
 - (b) that, in the Corporate Officer's determination, is of a purely administrative or operational nature shall be referred to the CAO or the appropriate Officer or Official, and copied to Council;
 - (c) that is related to an item of business before Council, a Committee, or Commission received after 12:00 PM on the Wednesday prior to the meeting, if that agenda has been published, will be distributed as a late agenda item.
 - (d) that relates to the following will not be placed on an agenda:
 - (i) matters that have been decided upon by Council within the previous twelve (12) months;
 - (ii) matters that are of a purely administrative or operational nature; and

(iii) matters that have been referred to staff for a report, until the matter is before Council, Committee, or Commission.

(5) Notwithstanding subsection 20 (4) (c) correspondence unrelated to an item of business before Council, received after the deadline under subsection 20 (2) shall be included in a subsequent meeting agenda.

(6) Staff may prepare recommendations related to correspondence for Council, Committee, or Commission consideration.

(7) The provisions of subsection 19 (6) Delegations shall apply to any correspondence included in an agenda for which a proposed resolution has not been provided.

Points of order

21.) (1) Without limiting the presiding member's duty under section 132 (1) of the *Community Charter*, the presiding member must apply the correct procedure to a motion:

- (a) if the motion is contrary to the rules of procedure in this bylaw, and
- (b) whether or not another Council member has raised a point of order in connection with the motion.

(2) When the presiding member is required to decide a point of order:

- (a) the presiding member must cite the applicable rule or authority if requested by another Council member,
- (b) another member must not question or comment on the rule or authority cited by the presiding member under subsection (2)(a), and
- (c) the presiding member may reserve the decision until the next Council meeting.

Conduct and debate

22.) (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.

(2) Members must address the presiding member by that person's title of Mayor, by using the words "Your Worship" or "Mayor", or "Deputy Mayor".

(3) Members must address other non-presiding members by the title Councillor.

(4) No member may interrupt a member who is speaking except to raise a point of order.

- (5) If more than one member speaks, the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (6) Members who are called to order by the presiding member:
- (a) must immediately stop speaking,
 - (b) may explain their position on the point of order, and
 - (c) may appeal to Council for its decision on the point of order in accordance with section 132 of the *Community Charter*.
- (7) Members speaking at a Council meeting:
- (a) must use respectful language,
 - (b) must not use offensive gestures or signs,
 - (c) must speak only in connection with the matter being debated,
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded, and:
 - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (8) If a member does not adhere to subsection (22) (7), the presiding member may order the member to leave the member's seat, and
- (a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the member's seat, and
 - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
- (9) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- (10) The following rules apply to limit speech on matters being considered at a Council meeting:
- (a) a member may speak more than once in connection with the same question only:
 - i.) with the permission of Council, or

- ii.) if the member is explaining a material part of a previous speech without introducing a new matter;
- (b) a member who has made a substantive motion to the Council may reply to the debate;
- (c) a member who has moved an amendment, the previous question, or an instruction to a committee may not reply to the debate;
- (d) a member may speak to a question, or may speak in reply, for longer than a total time of 3 minutes only with the permission of Council.

Motions generally

- 23.) (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.
- (3) A Council member may make only the following motions, when the Council is considering a question:
 - (a) to refer to committee;
 - (b) to amend;
 - (c) to lay on the table;
 - (d) to postpone indefinitely;
 - (e) to postpone to a certain time;
 - (f) to move the previous question;
 - (g) to adjourn.
- (4) A motion made under subsections (3) (c) to (g) is not amendable or debatable.
- (5) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

Motion to commit

- 24.) Until it is decided, a motion made at a Council meeting to refer to committee precludes an amendment of the main question.

Motion for the main question

- 25.) (1) In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.
- (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
- (a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
 - (b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question, or proceed to other business.

Amendments generally

- 26.) (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.
- (4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (5) An amendment that has been defeated by a vote of Council cannot be proposed again.
- (6) A Council member may propose an amendment to an adopted amendment.
- (7) The presiding member must put the main question and its amendments in the following order for the vote of Council:
- (a) a motion to amend a motion amending the main question;
 - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (a) is positive;
 - (c) the main question.

Reconsideration by Council Member

- 27.) (1) Subject to subsection (5), a Council member may, at the next Council meeting,

- (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken, and
 - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (3) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) A vote to reconsider must not be reconsidered.
- (5) Council may only reconsider a matter that has not:
- (a) had the approval or assent of the electors and been adopted
 - (b) been reconsidered under Section 27 (1) of this Bylaw or section 131 of the *Community Charter* [mayor may require Council reconsideration of a matter],
 - (c) been acted on by an officer, employee, or agent of the Village.
- (6) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- (7) A bylaw, resolution, or proceeding that is reaffirmed under Section 27 (1) of this Bylaw or section 131 of the *Community Charter* is valid and has the same effect as it had before reconsideration.

Privilege

- 28.) (1) In this section, a matter of privilege refers to any of the following motions:
- (a) fix the time to adjourn;
 - (b) adjourn;
 - (c) recess;
 - (d) raise a question of privilege of the Council;
 - (e) raise a question of privilege of a member of Council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.
- (3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

Reports from committees

29.) Council may take any of the following actions in connection with a resolution it receives from COTW:

- (a) agree or disagree with the resolution;
- (b) amend the resolution;
- (c) refer the resolution back to COTW;
- (d) postpone its consideration of the resolution.

Adjournment

30.) (1) A Council may continue a Council meeting after 11:00 p.m. only by an affirmative vote of the Council members present.

(2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.

(3) Subsection (2) does not apply to either of the following motions:

- (a) a motion to adjourn to a specific day;
- (b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

PART 5 – BYLAWS

Copies of proposed bylaws to Council members

31.) A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

Form of bylaws

32.) A bylaw introduced at a Council meeting must:

- (a) be printed;
- (b) have a distinguishing name;
- (c) have a distinguishing number;
- (d) contain an introductory statement of purpose;
- (e) be divided into sections;

Bylaws to be considered separately or jointly

- 33.) Council must consider a proposed bylaw at a Council meeting either:
- (a) separately when directed by the presiding member or requested by another Council member, or
 - (b) jointly with other proposed bylaws in the sequence determined by the presiding member.

Reading and adopting bylaws

- 34.) (1) The presiding member of a Council meeting may:
- (a) have the CAO read a synopsis of each proposed bylaw or group of proposed bylaws, and then
 - (b) request a motion that the proposed bylaw or group of bylaws be read;
- (2) The readings of the bylaw may be given by stating its title and object;
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*;
- (4) Subject to section 882 of the *Local Government Act* [OCP adoption procedures], each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present;
- (5) In accordance with section 135 of the *Community Charter* [requirements for passing bylaws], Council may give two or three readings to a proposed bylaw at the same Council meeting;
- (6) Despite section 135(3) of the *Community Charter* [requirements for passing bylaws], and in accordance with section 890 (9) of the *Local Government Act* [public hearings], Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

Bylaws must be signed

- 35.) After a bylaw is adopted and signed by the CAO and the presiding member of the Council meeting at which it was adopted, the CAO must have it placed in the Village's records for safekeeping.

PART 6 - COMMITTEE OF THE WHOLE

Going into Committee of the Whole

- 36.) (1) At any time during a council meeting, Council may by resolution go into Committee of the Whole.

(2) In addition to subsection (1), a meeting, other than a standing or select committee meeting, to which all members of Council are invited to consider but not to decide on matters of the Village's business, is a meeting of COTW.

Notice for COTW meetings:

- 37.) (1) Subject to subsection (2) a notice of the day, hour and place of a COTW meeting must be given at least 48 hours previously by posting a copy of the notice at the Public Notice Posting Places; and
- (a) leaving a copy of the notice for each Council member in the Council member's mailbox at Village Office.
 - (b) contacting each member of Council by telephone to notify them of the COTW meeting.
- (2) Subsection (1) does not apply to a COTW meeting that is called in accordance with section 36 during a Council meeting for which public notice has been given under section 6 or 7.

Minutes of COTW meetings to be maintained and available to public

- 38.) (1) Minutes of the proceedings of COTW must be:
- (a) legibly recorded,
 - (b) certified by the Corporate Officer.

Presiding members at COTW meetings and Quorum

- 39.) (1) Any Council member may preside in COTW.
- (2) The members of Council attending a meeting of COTW must appoint a presiding member for the COTW meeting.
- (3) The quorum of COTW is the majority of Council members.

Points of order at meetings

- 40.) The presiding member must preserve order at a COTW meeting and, subject to an appeal to other members present, decide points of order that may arise.

Conduct and debate

- 41.) The following rules apply to COTW meetings:
- (a) a motion is not required to be seconded;
 - (b) a motion for adjournment is not allowed;

- (c) a member may speak any number of times on the same question;
- (d) a member must not speak longer than a total of 3 minutes on any one question;
- (e) the chair may speak to a motion without vacating the chair, but must vacate the chair to move a motion.

Voting at meetings

- 42.) (1) Votes at a COTW meeting must be taken by a show of hands if requested by a member.
- (2) The presiding member must declare the results of voting.

Reports

- 43.) (1) COTW may consider reports and bylaws only if
 - (a) they are printed and the members each have a copy, or
 - (b) a majority of the Council members present decide without debate that the requirements of paragraph (a) do not apply.
- (2) A motion for COTW to rise and report to Council must be decided without debate.

Rising without reporting

- 44.) (1) A motion made at a COTW meeting to rise without reporting:
 - (a) is always in order and takes precedence over all other motions,
 - (b) may be debated, and
 - (c) may not be addressed more than once by any one member.
- (2) If a motion to rise without reporting is adopted by COTW at a meeting constituted under section 36 (1), the Council meeting must resume and proceed to the next order of business.

PART 7 – COMMITTEES

Duties of standing committees

- 45.) (1) Standing committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
 - (a) matters that are related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned by Council;

(c) matters that are assigned by the Mayor.

(2) Standing committees must report and make recommendations to Council at all of the following times:

(a) in accordance with the schedule of the committee's meetings;

(b) on matters that are assigned by Council or the Mayor:

(c) as required by Council or the Mayor, or

(d) at the next Council meeting if the Council or Mayor does not specify a time.

Duties of select committees

46.) (1) Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.

(2) Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

Schedule of committee meetings

47.) (1) At its first meeting after its establishment a standing or select committee must establish a regular schedule of meetings.

(2) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

Notice of committee meetings

48.) (1) Subject to subsection (2), after the committee has established the regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:

(a) posting a copy of the schedule at the Public Notice Posting Places; and

(b) providing a copy of the schedule to each member of the committee.

(2) Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a committee meeting.

(3) The chair of a committee must cause a notice of the day, time and place of a meeting called under section 47 (2) to be given to all members of the committee at least 24 hours before the time of the meeting.

Attendance at Committee meetings

- 49.) Council members who are not members of a committee may attend the meetings of the committee.

Minutes of Committee meetings to be maintained and available to public

- 50.) Minutes of the proceedings of a committee must be:
- (a) legibly recorded,
 - (b) certified by the person designated to record minutes,
 - (c) signed by the chair or member presiding at the meeting, and
 - (d) filed in date order in the Village Office for public inspection in accordance with section 97 (1) (c) of the *Community Charter*.

Quorum

- 51.) The quorum for a committee is a majority of all of its members.

Conduct and debate

- 52.) (1) The rules of the Council procedure must be observed during committee meetings, so far as is possible, and unless as otherwise provided in this Bylaw.
- (2) Council members attending a meeting of a committee of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.
- (3) A motion made at a meeting of a committee is not required to be seconded.

Voting at meetings

- 53.) Council members attending a meeting of a committee of which they are not a member must not vote on a question.

PART 8 – GENERAL

- 54.) If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
- 55.) This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter* [public notice].
- 56.) Village of Sayward Procedure Bylaw No. 386, 2011 and 388, 2011 are repealed.

Read a first time this 8th day of September 2015.

Read a second time this 8th day of September 2015.

Read a third time this 8th day of September 2015.

Adopted this 17th day of November 2015.

Original signed by "J. MacDonald"

Mayor

Original signed by "D. Kiedyk"

Chief Administrative Officer

Public Notice of the intention to adopt this bylaw was given by way of advertising in the Campbell River Mirror on the 30th day of October, 2015 and in the November 2015 edition of the Sayward News.



STAFF REPORT

For: Mayor and Council
Prepared by: Ann MacDonald, CAO
Subject: **Community Resiliency Investment Grant - Curbside Wood Debris Chipping**
Meeting date: October 19, 2021

BACKGROUND

To seek Council approval to apply for a grant with the UBCM Community Resiliency Investment grant program to reduce wildfire risk in the Village of Sayward by:

- Hosting a community FireSmart education session;
- Providing free curbside wood debris chipping; and
- Providing wildfire training for the Sayward Fire Department.

DISCUSSION

The grant provides for free community chipper services to remove natural wood debris from properties who have placed this debris at the end of their driveway. As per the grant conditions, chips will be disposed of at a professional waste facility. When the Village of Sayward offered this service in June 2021 there was a substantial amount of community participation.

The Community Resiliency Investment grant is a provincial program intended to reduce the risk and impact of wildfire to communities in BC. The FireSmart program encourages communities and citizens to practice FireSmart planning and practices to mitigate the negative impacts of wildfire. The grant contributes up to 100% of the cost of eligible activities with a council resolution.

Strathcona Regional District will provide the following supports:

- Writing and submitting the grant application;
- Writing and submitting the grant's final report;
- Coordinating the public information campaign associated with all grant projects;
- Writing any tenders required to obtain contractors;
- Reviewing any tender submissions; and
- Coordinating all grant activities.

Village of Sayward will provide:

- Paying invoices;
- Tracking project invoices for the final financial statement; and
- Providing final details to the SRD for the final report.

| Item | Cost |
|---|-----------------|
| Curbside wood debris chipping for residents. | \$6,000 |
| Wildfire training for the Sayward Fire Department | \$2,300 |
| FireSmart brand stand-up tent | \$1,820 |
| FireSmart community education session | \$700 |
| Mailout to promote the FireSmart community education sessions, online FireSmart 101 course, and free wood chipping service. | \$270 |
| Total | \$11,090 |

RECOMMENDATIONS

THAT the Community Resiliency Investment Grant staff report be received for information and discussion; and,

THAT the Village of Sayward approve submission of an application to the 2022 Community Resiliency Investment grant program and managing the project if successful in obtaining grant funding.

Respectfully submitted,

Ann MacDonald
CAO

Prepared by: Shaun Koopman, SRD

Attachments:

- **Application Form**
- **Worksheet 1: Proposed Activities and Cost Estimates**

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Community Resiliency Investment Program

2022 FireSmart Community Funding & Supports

Application Form

Please complete and return the application form and all required attachments by October 8, 2021.

All questions are required to be answered by typing directly in this form. If you have any questions, contact cri@ubcm.ca or (250) 356-2947.

| SECTION 1: Applicant Information | CRI- <i>(administrative use only)</i> |
|---|---|
| Name of Local Government or First Nation: Village of Sayward | Complete Mailing Address: Box 29 Sayward BC V0P 1R0 |
| Contact Person*: Ann MacDonald | Position: Chief Administrative Officer |
| Phone: 250-282-5512 | E-mail: cao@saywardvalley.ca |

* Contact person must be an authorized representative of the applicant (i.e. staff member or elected official).

| |
|--|
| SECTION 2: Type of Application – Please identify the type of application you are submitting and provide the required information. Refer to Section 4 in the Program & Application Guide for eligibility. |
| 1. Type of Application (select one only): <input checked="" type="checkbox"/> Single applicant (as identified in Section 1 of the application form) <input type="checkbox"/> Regional Project for Multiple Eligible Applicants. Please list all of the partnering eligible applicants included in this application: <input type="checkbox"/> Regional Projects for Regional District Applications Including Multiple Electoral Areas. Please list all electoral areas included in this application and submit a separate Worksheet 1 for each: |
| 2. Rationale for Regional Projects (only). Please provide a rationale for submitting a regional project application and describe how this approach will support cost-efficiencies in the total funding request. NA |

| |
|---|
| SECTION 3: Project Summary |
| 3. Name of the Project: Village of Sayward - Wildfire Fighter Training & Residential Fuel Reduction |

4. Project Summary. Please provide a summary of your project in 150 words or less.

This grant would be used to further the Village of Sayward's efforts to reduce wildfire risk by:

- Offering a community FireSmart education session;
- Offering free curbside wood debris chipping; and
- Providing wildfire training for the Sayward Fire Department.

5. Fire Centre (use check boxes). Indicate which Fire Centre the proposed activities are located in (check all that apply).

- ☐ Cariboo Fire Centre
☒ Coastal Fire Centre
☐ Kamloops Fire Centre

- ☐ Northwest Fire Centre
☐ Prince George Fire Centre
☐ Southeast Fire Centre

6. Project Cost & Funding Request:

Total project cost: \$11,090.00

Total funding request for FireSmart activities (as indicated on Worksheet(s) 1): \$11,090.00

Total funding request for fuel management activities (as indicated on Worksheet 2): \$0.00

Total project funding request: \$11,090.00

Have you applied for or received funding for this project from other sources? If yes, please provide details below.

NA

7. Progress to Date. If you were approved for funding under the 2019, 2020 and/or 2021 CRI FireSmart Community Funding & Supports programs, or the 2021 FireSmart Economic Recovery Fund, please describe the activities that have been completed to date and/or what activities your community has not yet completed but will be undertaking to increase resiliency.

2019 project: NA

2020 project: The Village of Sayward updated its Community Wildfire Protection Plan as part of a Regional Application with the Strathcona Regional District.

2021 projects(s) – FSCFS and/or FSERF: The Village of Sayward is currently utilizing this grant to:

*Offer FireSmart Rebates;

*Offer free curbside wood debris pickup (chipping);

*Assess our Official Community Plan with a focus on wildfire risk reduction;

*Provide wildfire training for the Sayward Fire Department; and

*Obtaining wildfire fuel management prescriptions for the forested area by the water treatment plant.

Further, if any activities that were funded under these programs were impacted or delayed by COVID-19 or public health requirements, please describe: NA

SECTION 4: Requirements for Funding (refer to Section 5 of Program & Application Guide)

- 8. Engagement Prior to Submitting an Application.** In order to qualify for funding, applicants must demonstrate their level of engagement with a BCWS Wildfire Prevention Officer, FNESS Fuel Management Specialist, and, if applicable, the FLNRORD district, region, or relevant Land Manager to ensure project alignment with Land Manager priorities when activities are occurring on Provincial Crown land (including during CWRP development).

Please indicate the name(s) and title(s) of the person(s) you engaged with and describe the extent of that engagement.

Phone conversation with Tony Botica (Wildfire Prevention Officer Coastal Fire Centre) on Monday September 24th 2021

- 9. Acceptable Plan.** In order to qualify for funding, applicants must have a current and acceptable plan that includes assessment and identification of FireSmart and/or fuel management priorities (i.e. Community Wildfire Resiliency Plan, Community Wildfire Protection Plan, Crown Land WRR Tactical or Fuel Management Plan, etc.).

Please outline how your community meets this requirement. Note: applicants that do not have a current and acceptable plan may apply to develop or update a plan.

The Village of Sayward updated our Community Wildfire Protection Plan in 2020.

Attach completed plans, assessments, and/or excerpts from higher-level plans with the application form.

SECTION 5: Wildfire Risk & Rationale

- 10. A. WUI Wildfire Risk Class.** What is the WUI Risk Class (1 – 5) for the general area of interest of your community or proposed activities, including the WUI polygon name, from the risk class map? Refer to Appendix 2 of the Program & Application Guide.

5

B. If local assessments provide additional evidence of higher wildfire risk than the WUI Risk Class, provide specific evidence of wildfire risk (reference to appropriate section of a CWRP/CWPP or other plan, etc.).

NA

Additional evidence for higher wildfire risk (e.g. CWRP/CWPP extract, copies of assessments, etc.) is required to be submitted with the application form.

C. For the purpose of FireSmart Community Funding & Supports grants, identify the risk category that you are applying under:

- ☒ Lower risk of wildfire (may apply for a base grant of up to \$50,000)
☐ Higher risk of wildfire (may apply for a base grant of up to \$150,000)

- 11. Other Rationale.** What other rationale or evidence is there for undertaking the proposed project? This may include local hazards identified in the Emergency Plan; threat levels identified in Hazard Risk & Vulnerability Analysis and/or other risk assessments; demonstrated history of repeated and/or significant interface wildfires and evacuations; or other rationale.

*The Village of Sayward's Hazard, Risk and Vulnerability Analysis has identified an interface fire as a high likelihood and high severe threat.

*From March to May of 2017 the Strathcona Regional District conducted a Household Emergency Preparedness Survey. When asked "Have you evaluated the fire vulnerability of your property using the Fire Smart checklist?" only 18% of the 43 respondents who responded from Village of Sayward said "yes"

*Balancing the natural role of fire with the need to protect people, property, and the natural environment presents a complex challenge. This is further complicated by climate change that may lead to an increase in the number and severity of wildland fires as well as a lengthening of the fire season over the next century. The need to mitigate the risk from wildfire to our community and infrastructure, most of which are located in a forest environment, increases the need to address these challenges

Evidence of other rationale (e.g. Local Authority Emergency Plan extract, copies of assessments, etc.) is required to be submitted with the application form.

SECTION 6: Detailed Project Information

12. Proposed Activities. Please refer to Section 6 of the Program & Application Guide for eligibility, and complete Worksheet 1: Proposed Activities & Cost-Estimate. Worksheet 1 is required to be completed for all applications and all projects must include an Education component.

13. Increasing Resiliency. Please indicate how the proposed project will increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire.

This proposed project will increase the resiliency of the Village of Sayward by:

*Increasing our capacity and understanding of wildfire risk; and

*Fostering greater collaboration across neighbourhoods.

Joseph and Krishnaswamy (2010) identified 15 factors that contribute to community resilience in order to establish why some forest-based communities do better than others in reducing vulnerability. The Village of Sayward's proposed project incorporates the following factors which have been shown to increase small community resiliency:

*Fostering social capital and community cohesion

*Risk reduction

14. Partnerships & Collaboration. Please identify any other authorities you will collaborate with on the proposed project (e.g. community or resident organizations, First Nation or Indigenous organizations, or other local governments) and outline how you intend to work together.

Strathcona Regional District - In kind contribution

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

The following statements from the Abbott-Chapman Report support this grant application:

Engaging citizens and communities happens continually, not just when a weather event is occurring. – pg. 12

In regards to prevention and mitigation education, participants discussed the desire for a public awareness campaign surrounding preventative infrastructure. – pg. 120

The following statement's from the Province's 2017 Freshet and Wildfires After Action Review support this grant application:

*Conduct public education programs to improve citizen prevention, protection/mitigation, response and recovery capabilities. - pg. 57

*Strengthen public messaging regarding individual and community preparedness drawing on best practices from Firesmart to ensure that all British Columbians are fully aware of their responsibilities. - pg. 57

SECTION 7: Application Check List

Required Submissions

Related Attachments

☒ Application Form

☐ Completed plans, and/or assessments, or excerpts from higher-level plans, as required in Q. 9

☐ Other rationale, as required in Q. 10 and 11

☒ Completed Worksheet 1: Proposed Activities & Cost Estimate

☐ Completed FireSmart Assessments for structures proposed for FireSmart Projects for Critical Infrastructure, as required in Q. 7

☐ For fuel management activities only: Completed Worksheet 2: Proposed Fuel Management Activities

☐ Overview map of the community, previously completed treatments, proposed treatments for this application, and planned future treatments

☐ PDF map and Google Earth compatible KML file, at appropriate scale, outlining the area of interest, proposed treatment units, land status and tenure overlaps

☐ If available, current wildfire threat assessment plots and/or fuel loading data and rationale for the proposed treatment unit(s)

☐ For fuel management treatment only, a copy of the completed (signed and sealed) prescription and project spatial layer

☐ For prescribed fire only, a copy of the completed burn plan (in addition to the prescription) and project spatial layer

☐ For fuel management treatment on Provincial Crown land only, an email from the Land Manager indicating information sharing with First Nations has been completed

☒ Council, Board or Band Council resolution, indicating support for the current proposed activities and willingness to provide overall grant management

☐ For regional projects only: Council, Board or Band Council resolution, from each partnering community that clearly states approval for the applicant to apply for, receive and manage the grant funding on their behalf

Submit the completed Application Form and all required related attachments as e-mail attachments to cri@ubcm.ca and note "2022 CRI" in the subject line. Submit your application as either a Word or PDF file(s). If you submit by e-mail, hardcopies and/or additional copies of the application are not required.

SECTION 8: Signature – Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province of BC and the BC FireSmart Committee.

I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the approved project is within the applicant's jurisdiction (or appropriate approvals are in place).

Name: Ann MacDonald

Title: Chief Administrative Officer

Signature*:

Date: October 8/2021

A certified electronic or original signature is required.

* Signatory must be an authorized representative of the applicant (i.e. staff member or elected official).

Community Resiliency Investment Program

2022 FireSmart Community Funding & Supports

Worksheet 1: Proposed Activities & Cost Estimates

This worksheet is required to be completed for all applications.

Please complete and return the worksheet with the full FireSmart Community Funding & Supports application package. If you have any questions, contact cri@ubcm.ca or (250) 356-2947.

For *Regional Projects for Regional District Applications Including Multiple Electoral Areas* **only**, a separate Worksheet 1 is required for each electoral area that is included in the application.

Instructions:

In Section 2 below, indicate the proposed activities, complete the required cost estimate, including cost calculations, provide outcomes and performance measures, and calculate funding request subtotal for each of the eligible activities. In cases where other contributions are included for proposed activities, please clearly distinguish between the requested CRI funding amount and other contributions, including in-kind contributions. Additional cost information may be requested.

Required Cost Estimate: Applicants are required to provide a detailed cost estimate for each proposed activity. If a specific cost breakdown is required, complete all fields. Applicants are required to propose costs within the cost maximums that reflect local, reasonable estimates. However, with mitigating circumstances (e.g. remote community), applicants can propose costs higher than the maximums if a rationale is provided and accepted. In all cases, eligible activities must be cost-effective.

Required Cost Calculation: In addition to the cost estimate, applicants are required to provide a cost calculation for each proposed activity, using the following:

- Incremental staff and administrative costs: total number of hours x hourly wage. Incremental applicant staff and administration costs must be included as part of detailed cost estimate and calculation for each proposed activity.
- Consultant/contractor costs: total number of hours x hourly rate. Please note: if you intend to hire a professional (planner, forester) to support proposed activities, professional consultant rates will only be considered for activities that represent respective professions. For other activities (e.g. social media, planning events or administering rebate programs) consultant rates are expected to be commensurate with the type of activity being undertaken.
- Meeting rooms, equipment rentals: total number of hours x hourly rental charge
- Other goods and services (i.e. educational materials, event costs): include vendor quote or estimate of costs from purchase of similar goods or services within the past 12 months

Proposed Outcomes: Provide information on the expected outcome of each proposed activity and list any policies, practices, plans or documents that will be developed or amended as a result of your project. As noted in the Program & Application Guide, higher application review scores will be given to projects that clearly increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire.

Proposed Performance Measures: Indicate how the proposed activities will be evaluated, including the specific performance measures that will be used.

Worksheet 1: Proposed Activities & Cost Estimates

| SECTION 1: Applicant Information | CRI- | (for administrative use only) |
|--|--|-------------------------------|
| Name of Local Government or First Nation: Village of Sayward | Name of Project: Village of Sayward - Wildfire Fighter Training & Residential Fuel Reduction | |
| For Regional District applications only | | |
| Name of Electoral Area: NA | | |

SECTION 2: Proposed Activities

1. Education – Required for All Applications

| Description of Proposed Activities | Required Cost Estimate and Calculation | Proposed Outcomes | Performance Measures |
|---|--|---|---|
| A. Update signage, social media, applicant websites and/or newsletters, and community education materials or displays | | | |
| Description: FireSmart Promotional Items *Pop up tents with walls (1) Refer to Table 1 for cost maximums. | 1 Pop Up Tents with 4 Walls (as per document) = \$1,820 Provide estimated incremental staff hours and wages and/or quote from vendor | *Increased ability to promote the FireSmart brand through public education (stand up tent). | *Enhanced booth/tent recognition from a distance. |
| B. Organize and host public information meetings | | | |
| Description: Host a FireSmart information sessions at the Kelsey Recreation Centre Up to \$5,000 per event | Event planning: SRD - Provided In Kind Venue: Kelsey Recreation Centre - Provided In Kind Presenters: \$700 Event costs (e.g. IT, basic catering): Sayward/SRD - Provided In Kind | *Enhanced community involvement in wildfire risk reduction. | *20 attendees at this session |

| | | | |
|--|--|---|--|
| | Total cost: 700.00 | | |
| C. Promote/distribute FireSmart educational materials and resources | | | |
| Description: Promotion, advertising and distribution for wood chipping. The brochure will also include information about the free FireSmart 101 course <i>Refer to Table 1 for cost maximums.</i> | Postage \$70 Printing \$200 | *Increased household understanding of the FireSmart Principles. *Increased participation in the free woodchipping service. | *20% of households that receive the mailout participate in the FireSmart 101 course. *Increased community buy-in with wildfire planning |
| D. Wildfire Community Preparedness Day | | | |
| Description: <i>Up to \$5,000 per event</i> | Event planning: Venue: Presenters: Event costs (e.g. IT, basic catering): Total cost: | | |
| E. FireSmart day, events and workshops, and wildfire season open houses | | | |
| Description: <i>Up to \$5,000 per event</i> | Event planning: Venue: Presenters: Event costs (e.g. IT, basic catering): Total cost: | | |
| F. FireSmart Canada Neighbourhood Recognition | | | |
| Description: | Form and/or support a FireSmart Committee: Conduct a Site Visit: Undertake Neighbourhood Wildfire Hazard Assessments: include in Section 8 below | | |

| | | | |
|---|---|--|--|
| | Develop a of FireSmart <u>Neighbourhood Plan</u> : Include in Section 8 below. Implement FireSmart Event: Submit application for recognition: Total cost: | | |
| G. Other proposed activities for Category 1 | | | |
| Description: | | | |
| FUNDING REQUEST SUBTOTAL | \$ 2790.00 | | |

2. Community Planning

For the purpose of the FireSmart Community Funding & Supports program, the Area of Interest (AOI) for a CWRP is all the area that lies within the municipal boundary, regional district boundary, or boundary of First Nations land. For regional districts this could be the boundary of an electoral area that encompasses multiple communities. The AOI is not the eligible WUI.

The eligible Wildland Urban Interface (WUI) is defined as a maximum of one kilometer from the structure density class greater than 6.

| Proposed Activities | Detailed Cost Estimate and Calculation | Proposed Outcomes | Performance Measures |
|--|--|-------------------|----------------------|
| A. Develop a CWRP | | | |
| Description of AOI (e.g. jurisdictional area of CWRP): Estimated hectares of eligible WUI (1 km): Up to \$30,000 depending on AOI/WUI. Refer to the CWRP template and guidance document. | Development Process: FireSmart Disciplines: Wildfire Risk Assessment (eligible WUI only): Fuel Mgmt. TU Identification (eligible WUI only): Template Development (including maps and spatial data): Total Cost: | | |

| | | |
|---|---|--|
| | <i>Provide estimated incremental staff hours and wages and/or contract cost estimate</i> | |
| B. Amend an existing plan (i.e. CWRP/CWPP) | | |
| Description of AOI (e.g. jurisdictional area of CWPP): | <i>Provide estimated incremental staff hours and wages and/or contract cost estimate</i> | |
| Estimated hectares of eligible WUI (1 km): | | |
| <i>Up to \$15,000 depending on AOI/WUI. Refer to the CWRP template and guidance document</i> | | |
| C. Develop policies/practices for FireSmart First Nations land or publicly owned land | | |
| Description: | <i>Provide estimated incremental staff hours and wages and/or contract cost estimate</i> | |
| | | |
| D. Develop policies/practices for FireSmart First Nations owned buildings and publicly owned buildings | | |
| Description: | <i>Provide estimated incremental staff hours and wages and/or contract cost estimate</i> | |
| | | |
| E. Complete FireSmart Home Ignition Zone Assessment Score Card or FireSmart Critical Infrastructure Assessment for First Nation and/or publicly owned buildings in order to support future FireSmart projects for critical infrastructure (Category 7) | | |
| Description of CI and ownership: <i>Up to \$800 per structure (generally 4 to 8 hours).</i> | Number of structures to be assessed: Coordination: Travel: Assessment time: Total activity cost: \$ Cost per structure: \$ | |

| | | | | |
|---|----|--|--|--|
| F. Other proposed activities for Category 2 | | | | |
| Description: | | | | |
| FUNDING REQUEST SUBTOTAL | \$ | | | |

3. Development Considerations

| Proposed Activities | Detailed Cost Estimate and Calculation | Proposed Outcomes | Performance Measures |
|--|--|-------------------|----------------------|
| A. Amend OCPs, Comprehensive Community Plans and/or bylaws | | | |
| Description: <i>Up to \$10,000</i> | <i>Provide estimated incremental staff hours and wages and/or contract cost estimate</i> | | |
| B. Revise landscaping requirements | | | |
| Description: <i>Up to \$10,000</i> | <i>Provide estimated incremental staff hours and wages and/or contract cost estimate</i> | | |
| C. Establish Development Permit Areas for Wildfire Hazard | | | |
| Description: <i>Up to \$10,000</i> | <i>Provide estimated incremental staff hours and wages and/or contract cost estimate</i> | | |
| D. Include wildfire prevention and suppression considerations in the design of subdivisions | | | |
| Description: <i>Up to \$10,000</i> | <i>Provide estimated incremental staff hours and wages and/or contract cost estimate</i> | | |
| E. Amend referral processes for new developments to ensure multiple departments are included | | | |
| Description: | | | |

| | | | |
|---|--|--|--|
| <i>Up to \$10,000</i> | <i>Provide estimated incremental staff hours and wages and/or contract cost estimate</i> | | |
| F. Other proposed activities for Category 3 | | | |
| Description: | | | |
| FUNDING REQUEST SUBTOTAL | \$ | | |

4. Interagency Co-operation

| Proposed Activities | Detailed Cost Estimate and Calculation | Proposed Outcomes | Performance Measures |
|--|---|-------------------|----------------------|
| A. Community FireSmart Resiliency Committees | | | |
| Description: | Overall coordination of CFRC: | | |
| <i>Up to \$2,000 per meeting</i> | Meeting planning: Venue: Presenters: Meeting costs (e.g. IT, basic catering): Total cost: | | |
| B. Multi-agency fire and/or fuel management tables | | | |
| Description: | Meeting planning: Venue: Presenters: Meeting costs (e.g. IT, basic catering): Total cost: | | |
| <i>Up to \$2,000 per meeting</i> | | | |
| C. Indigenous cultural safety and cultural humility training | | | |
| Description: | Instructor costs, tuition or course fee: Required materials: | | |

| | | | |
|--|--|--|--|
| | Travel: Number of students: Cost per student: | | |
| D. 2022 FireSmart BC Conference | | | |
| Description: <i>Up to \$1,500 per attendee, limited to two staff per eligible applicant</i> | Conference fee: Travel: Number of attendees: Cost per attendee: | | |
| E. Other proposed activities for Category 4 | | | |
| Description: | | | |
| FUNDING REQUEST SUBTOTAL | \$ | | |

5. Emergency Planning

| Proposed Activities | Detailed Cost Estimate and Calculation | Proposed Outcomes | Performance Measures |
|---|--|-------------------|----------------------|
| A. Cross-jurisdictional meetings and <u>tabletop</u> exercises, including seasonal wildfire readiness meetings | | | |
| Description: <i>Up to \$2,000 per meeting</i> | Meeting planning: Venue: Presenters: Meeting costs (e.g. IT, basic catering): | | |
| B. Assess community water delivery ability as required for suppression activities, limited to current water system evaluation and available flow analysis | | | |
| Description: | <i>Provide estimated incremental staff hours and wages and/or contract cost estimate</i> | | |
| C. Assess structure protection inventory | | | |

| | | | | |
|--|----|--|--|--|
| Description: | | <i>Provide estimated incremental staff hours and wages and/or contract cost estimate</i> | | |
| D. Community emergency preparedness events focused on wildfire | | | | |
| Description: | | Event planning: | | |
| <i>Up to \$5,000 per event</i> | | Venue: | | |
| | | Presenters: | | |
| | | Event costs (e.g. IT, basic catering): | | |
| E. Other proposed activities for Category 5 | | | | |
| Description: | | | | |
| FUNDING REQUEST SUBTOTAL | \$ | | | |

6. FireSmart Training & Cross Training

For all virtual courses, eligible costs include: course fee (if any), required course materials, and travel (including accommodations and per diems) only if required for internet connection or access to necessary technology.

For all in-person courses, eligible costs include: course fee, required course materials, and travel (including accommodations and per diems)

| Proposed Activities | Detailed Cost Estimate and Calculation | Proposed Outcomes | Performance Measures |
|--|--|-------------------|----------------------|
| A. Local FireSmart Representative (LFR) Training | | | |
| Description: | Instructor costs, tuition or course fee: Required materials: Travel: Number of students: Cost per student: | | |
| B. Support LFR training to qualify as facilitators | | | |

| | | | |
|--|---|---|---|
| Description: <i>Limited to co-facilitating three workshops</i> | Travel: | | |
| C. Home Partners Program – Wildfire Mitigation Specialist training | | | |
| Description: <i>No more than \$8,000 per workshop with required cost breakdown in WS1</i> <i>No more than \$325 per trained WMS for the HPP enrollment fees</i> | Instructor costs, tuition or course fee: Required materials: Travel: Number of students: Cost per student: | | |
| D. Support local government or First Nation staff that have completed Wildfire Mitigation Specialist training to qualify as facilitators | | | |
| Description: | Travel: | | |
| E. Cross-train fire department members | | | |
| SPP-WFF1 Wildland Firefighter Level 1 Description: \$1,250 | Instructor costs, tuition or course fee: \$110 Required materials: \$50 Travel: \$100 Number of students: 10 Cost per student: 125 | *10 members of the volunteer Sayward Fire Department receive SPP-WFF1 Wildland Firefighter Level 1. | *Enhanced capacity of new members of the Sayward Fire Department to respond to interface fires. |
| S-100 Basic fire suppression and safety Description: \$525 | Instructor costs, tuition or course fee: \$375 Required materials: \$50 Travel: \$100 Number of students: 5 Cost per student: \$105 | *5 members of the volunteer Sayward Fire Department receive S-100 Basic fire suppression and safety training. | *Enhanced capacity of new members of the Sayward Fire Department to respond to interface fires. |
| S-185 Fire entrapment avoidance and safety Description: \$525 | Instructor costs, tuition or course fee: \$375 Required materials: \$50 | *5 members of the volunteer Sayward Fire Department receive S-185 Fire entrapment avoidance and safety. | *Enhanced capacity of new members of the Sayward Fire Department to respond to interface fires. |

| | | | |
|---|---|--|--|
| | Travel: \$100 Number of students: 5 Cost per student: \$105 | | |
| S-231 Engine Boss Description: | Instructor costs, tuition or course fee: Required materials: Travel: Number of students: Cost per student: | | |
| ICS-100 (volunteer FD only): Description: | Instructor costs, tuition or course fee: Required materials: Travel: Number of students: Cost per student: | | |
| F. Cross-train emergency management personnel | | | |
| ICS-100: Description: | Instructor costs, tuition or course fee: Required materials: Travel: Number of students: Cost per student: | | |
| WRR Basics: | Travel: Number of students: Cost per student: | | |
| E. Other proposed activities for Category 6 | | | |
| Description: | | | |
| FUNDING REQUEST SUBTOTAL | \$ 2300.00 | | |

7. FireSmart Projects for Critical Infrastructure

To be eligible for funding, all FireSmart Projects for Critical Infrastructure must have a completed FireSmart Home Ignition Zone Assessment Score Card or FireSmart Critical Infrastructure Assessment for First Nation at the time of application submission.

Eligible projects must be First Nations owned buildings or publicly owned buildings that are currently designated as critical to support effective emergency response to a wildfire event. This includes structures designated as Emergency Operations Centres or Emergency Support Services facilities (i.e. reception centres, group lodging locations for evacuees), water pump stations, communications towers, and electrical generating stations, but does not include all critical infrastructure identified through the Local Authority Emergency Plan.

| Proposed Activities | Detailed Cost Estimate and Calculation | Proposed Outcomes | Performance Measures |
|--|---|-------------------|----------------------|
| A. Completion of recommended mitigation activities identified in the <u>completed</u> assessment, limited to labour and material costs required to complete activities | | | |
| Description of CI, ownership and role in wildfire response: | | | |
| Completed assessment must be included with application. Up to \$50,000. | Provide estimated incremental staff hours and wages and/quotes from contractor. | | |
| B. Completion of FireSmart Home Ignition Zone Assessment Score Card or FireSmart Critical Infrastructure Assessment after mitigation work is complete (required) | | | |
| Description: Up to \$800 per structure (generally 4 to 8 hours). | Number of structures to be assessed: Coordination: Travel: Assessment time and costs: Total activity cost: \$ Cost per structure: \$ | | |
| C. Other proposed activities for Category 7 | | | |
| Description: | | | |
| FUNDING REQUEST SUBTOTAL | \$ | | |

8. FireSmart Activities for Residential Areas

| Proposed Activities | Detailed Cost Estimate and Calculation | Proposed Outcomes | Performance Measures |
|--|---|-------------------|----------------------|
| A. Residential Assessments & Rebate Program. Refer to Appendix 5 for requirements for funding this activity. | | | |
| FireSmart Home Ignition Zone Assessments Description: <i>Up to \$250 per structure (generally 2 to 3 hours to complete)</i> | Number of structures to be assessed: Coordination: Travel: Assessment time: Total activity cost: \$ Cost per structure: \$ | | |
| Offer local rebate programs Description: <i>Max. rebate is \$500 per property</i> | Rebates: Coordination: <i>Provide estimated incremental staff hours and wages and/or contract cost estimate</i> | | |
| B. FireSmart Canada Neighbourhood Recognition. Refer to Appendix 3 for requirements for funding this activity | | | |
| Neighbourhood Wildfire Hazard Assessments Description: <i>Up to \$400 per neighbourhood (generally 3 - 4 hours to complete)</i> | <i>Provide estimated incremental staff hours and wages and/or contract cost estimate</i> | | |
| FireSmart Neighbourhood Plans. Description: <i>Up to \$1,000 per neighbourhood</i> | <i>Provide estimated incremental staff hours and wages and/or contract cost estimate</i> | | |
| C. Conduct Home Partners Program wildfire mitigation assessment for individual residential properties or homes. Refer to Appendix 3 for requirements for funding this activity | | | |

| | | | |
|---|--|--|---|
| Home Partners Program Wildfire Mitigation Assessments Description: <i>Initial assessment - Up to \$250 per structure (generally 2 to 3 hours to complete)</i> <i>Follow-up inspection - Up to \$250 per structure (generally 1 to 2 hours to complete)</i> | Number of structures to be assessed: Coordination: Travel: Assessment time: Total activity cost: \$ Cost per structure: \$ | | |
| D. Provide off-site debris disposal | | | |
| Description: \$6,000 Amount based on past cost of offering this service in 2020. <i>Refer to Additional Information on the Use and Disposal of Wood Chips Generated by FCFS-Funded Projects</i> | Coordination: Gold River / Strathcona RD Venue: NA Equipment, including transport: \$6,000 Disposal costs: In Kind at Pacific Wood Waste Management | Wildfire fuel removal from private residents. Residents must stack the wildfire fuel at the end of their driveway on a predetermined date. | 7 tons of wildfire fuel removed from the landscape. Estimates based on the amount removed when we offered this service in 2020. |
| E. Other proposed activities for Category 8 | | | |
| Description: | | | |
| FUNDING REQUEST SUBTOTAL | \$ 6000.00 | | |
| TOTAL FUNDING REQUEST FOR WORKSHEET 1 | | | |
| | \$ 11090.00 | | |

Please ensure that the total funding request for FireSmart activities provided here matches the information provided in Question 6 on the Application Form.



STAFF REPORT

For: Mayor and Council
Prepared by: Ann MacDonald, CAO
Subject: **Revisions to Motion R21/238 Water Metering**
Meeting date: October 19, 2021

BACKGROUND

The purpose of this report is for council to reconsider a resolution regarding water meters. Council approved the following amended resolution at its October 5, 2021 regular council meeting:

MOTION R21/238

MOVED AND SECONDED

THAT a Water Metering Bylaw be developed for Council consideration to require installation of water meters to meter all commercial and industrial water users.

**Opposed Mayor Baker
CARRIED**

The original motion was as follows:

THAT a Water Metering Bylaw be developed for Council consideration to require installation of water meters to meter all commercial and industrial water users and on all new construction.

Councillor Poulsen has indicated her wish to revise the motion, per section 27 of the Village of Sayward Council Procedure Bylaw No. 416 which states:

Reconsideration by Council Member

- 27.) (1) Subject to subsection (5), a Council member may, at the next Council meeting,
- (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken, and

- (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (3) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) A vote to reconsider must not be reconsidered.
- (5) Council may only reconsider a matter that has not:
- (a) had the approval or assent of the electors and been adopted
 - (b) been reconsidered under Section 27 (1) of this Bylaw or section 131 of the *Community Charter* [mayor may require Council reconsideration of a matter],
 - (c) been acted on by an officer, employee, or agent of the Village.
- (6) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- (7) A bylaw, resolution, or proceeding that is reaffirmed under Section 27 (1) of this Bylaw or section 131 of the *Community Charter* is valid and has the same effect as it had before reconsideration.

DISCUSSION

Water meters provide a wide range of benefits to a municipality facing limits due to aging infrastructure and prospects for growth that the current water systems can not support. This is the case in the Village of Sayward currently.

Water meters will assist a community to:

- **Reduce water consumption by identifying expensive leaks:** Canada's aging infrastructure results in treated, delivered water being lost to the ground. This can cause additional problems, such as ground slumping and breakage of old asbestos concrete pipes leading to more leaks. Municipalities that require water meters to be installed typically report saving as much as 30-40% of their water use.
- **Delay expensive upgrades:** By metering, communities can sometimes stretch their infrastructure to meet growing demands, and that new growth can help pay for the new infrastructure.
- **Offer more equitable charges to citizens:** Meters make the sale of water by a community to its citizens more equitable, as citizens only pay for what they use. This would be attractive to businesses that operate higher demands in the summer months

and to citizens who practice conservation or perhaps who travel for extensive periods and use limited water. It would also reward citizens who practice conservation and limit their water use.

- **Variable pricing:** Some communities charge less for water during the rainy season when water supply is at its peak, and then raise the rates in summer when fire risks are high and water demand is generally higher. Summer rates can be as much as 25% higher, like in the City of Vancouver.
- **Metering helps achieve sustainability goals:** Reducing the strain on the water system through leaks and high usage can reduce the need for costly upgrades and higher user fees. People learn to live within their means and pay attention to their use of water when they are paying for it by the litre.
- **Water meters are information meters:** They let a community know exactly how much water is being used and this helps plan for infrastructure upgrades.

A Water Metering Bylaw will include details of costs and the required timing for the installation of a water meter. Council can provide a number of options to citizens as an incentive to install the meter early and can assist in offsetting the costs for installation in the bylaw through a number of different means.

RECOMMENDATIONS

THAT the Revisions to Motion R21/238 Water Metering staff report be received for information and discussion; and,

THAT MOTION R21/238 be revised to read as follows:

THAT a Water Metering Bylaw be developed for Council consideration to require installation of water meters to meter all commercial and industrial water users and on all new construction so that when water meters are installed community-wide, water use will be measured for everyone to promote water sustainability and equity in billing.

Respectfully submitted,

Ann MacDonald
CAO



STAFF REPORT

To: Mayor and Council
From: Ann MacDonald, CAO
Subject: Financial Statements/Variances to September 30, 2021
Meeting date: October 19, 2021

BACKGROUND

To provide Council with a three-month variance report. The report provides a comparison of what has been approved to be spent in the financial plan and what has been spent to the end of September 2021. Comparisons from the previous year are also included.

DISCUSSION

The variance shows progress on the work plan and approved Financial Plan. The report ensures that actual results are aligning with approved budgets and any variances are investigated and explained.

The 2021-2025 Budget and subsequent Financial Plan Bylaw was adopted by Council on April 6, 2021. The budgeting process allows municipalities to prioritize projects, programs, and service levels based on anticipated revenue and expenses. The budget document provides a framework to ensure project spending is on track, expenses are appropriate, and it provides a level of control over spending. It also identifies revenues to support Council's long-term financial plans.

The Village's operational revenues and expenses up to the end of September 30, 2021 are summarized below, with a comparison to the same period in 2020, as well as the variance to the 2021 approved budget.

The operational budget analysis indicates the Village is generally on trend as compared to budget and prior year activity, indicating that the Village continues to operate in a fiscally responsible manner. Summary notes on select revenue sources and departmental expenditures is included for information purposes.

Various budgeted operating projects and capital projects for 2021 are also summarized and presented at the end of this report.

| Summary | 2020 Budget | 2020 Actual to Sep 30, 2020 | 2021 Budget | 2021 Actual to Sep 30, 2021 | Y/Y Variance \$ |
|--|------------------------|--|------------------------|--|----------------------------|
| OPERATING REVENUE | | | | | |
| Taxation - General Municipal Purpose | 337,399 | 337,342 | 345,834 | 345,837 | 8,495 |
| Other taxes | 12,761 | 1,566 | 10,783 | 10,757 | 9,191 |
| Federal Community Works Fund Grant | 68,216 | 68,222 | 71,562 | 139,790 | 71,568 |
| COVID-19 Safe Restart Grant | 0 | 0 | 0 | 0 | 0 |
| Provincial Govt Grants | 399,840 | 374,394 | 393,370 | 377,000 | 2,606 |
| CARIP Grant | 2,500 | 2,641 | 2,000 | 0 | (2,641) |
| Interest & Tax Penalties | 6,500 | 1,876 | 6,500 | 9,820 | 7,944 |
| Unrealized Gain (Loss) | 0 | 0 | 0 | 0 | 0 |
| General Investment Income | 5,000 | 3,091 | 5,000 | 4,673 | 1,582 |
| Other Revenue | 12,350 | 1,997 | 10,250 | 9,522 | 7,525 |
| Licences, Permits & Fines | 6,000 | 5,760 | 6,000 | 7,120 | 1,360 |
| General Operating Grants | 205,789 | 2,500 | 274,100 | 12,500 | 10,000 |
| Sale of Service - Recreation Centre | 24,332 | 4,115 | 14,800 | 3,682 | (433) |
| Sale of Service - Other | 16,200 | 11,715 | 16,500 | 10,868 | (847) |
| RCMP Rent | 23,800 | 18,700 | 25,200 | 18,000 | (700) |
| RCMP Maintenance | 9,748 | 7,595 | 10,236 | 7,311 | (284) |
| Sewer Revenue | 72,843 | 73,664 | 75,415 | 79,444 | 5,781 |
| Water Revenue | 122,683 | 121,624 | 133,354 | 140,601 | 18,976 |
| Solid Waste Revenue | 39,407 | 35,497 | 41,892 | 40,391 | 4,894 |
| Total Operating Revenue | 1,365,367 | 1,072,300 | 1,442,796 | 1,217,315 | |
| OPERATING EXPENDITURES | | | | | |
| Legislative Services | 58,810 | 27,020 | 84,260 | 43,012 | 15,991 |
| Administration | 354,117 | 177,574 | 471,299 | 314,799 | 137,225 |
| Election | 2,525 | 83 | 2,525 | 0 | (83) |
| Recreation Centre | 256,645 | 120,913 | 238,801 | 144,631 | 23,718 |
| Parks | 46,420 | 21,400 | 51,464 | 28,451 | 7,051 |
| Public Works | 58,816 | 53,905 | 84,017 | 65,305 | 11,400 |
| Roads | 35,718 | 18,654 | 38,052 | 18,123 | (531) |
| Drainage | 11,318 | 815 | 25,167 | 20,549 | 19,734 |
| Planning | 3,000 | 4,645 | 9,000 | 5,014 | 369 |
| Police | 14,662 | 2,594 | 12,136 | 4,028 | 1,434 |
| Fire | 46,060 | 27,601 | 40,659 | 18,548 | (9,052) |
| Emergency | 158,100 | 32,184 | 170,600 | 136,444 | 104,260 |
| Health Clinic | 0 | 934 | 550 | 1,910 | 976 |
| Bylaw | 500 | 0 | 500 | 0 | 0 |
| Solid Waste | 40,500 | 19,109 | 43,000 | 33,650 | 14,541 |
| Sewer Operations | 72,481 | 28,077 | 88,929 | 67,171 | 39,093 |
| Water Operations | 118,574 | 64,688 | 131,130 | 78,784 | 14,096 |
| Total Departmental Expenditures | 1,278,248 | 600,197 | 1,492,088 | 980,418 | |
| Surplus/(Deficit) Before Amortization | 87,119 | 472,103 | (49,292) | 236,897 | |

REVENUES

1.) Interest and tax penalties: Trending higher for 2021. This is due to an increase in unpaid property taxes from 2020 to 2021 and a higher number of properties facing penalties for 2021. On September 30, 2021, approximately \$63k remains receivable, down from \$102k at the end of July. Staff continue to attempt collection of overdue taxes, and reminder notices are sent at least quarterly.

2.) General Investment Income: Revenue is trending higher than 2020 due to cash being invested at a higher interest rate with the Municipal Finance Authority (MFA) rather than remaining in the general bank account.

3.) Other Revenue includes tax certificate fees, general rent (weather station), snow removal revenue, Area A Fire Service admin fees, and other misc. items. 2021 actuals are higher than 2020 only due to timing of revenue received.

4.) Licenses, Permits and Fines: On trend with prior years and slightly higher for 2021 due to an increase in building permit and business license fees collected.

5.) General Operating Grants: Several grants have been included in the budget but will not be posted to the G/L until later in the fiscal year when the majority of the expenses have been incurred:

| Project | Grant Amount | Source |
|--|----------------------------------|------------------------|
| OCP Update | \$68,617 | UBCM |
| Flood Mapping | \$150,000 | UBCM |
| CRI FireSmart Grant | \$44,100 | UBCM |
| Evacuation Training and Radio Communications (carry forward from 2020) | \$12,500 (remaining for 2021) | UBCM |
| Kindling Community Kindness | \$5,000 | BC Healthy Communities |

6.) Sale of Service – Recreation Centre: Trending lower in 2021 due to COVID-19 and related closure of the centre.

EXPENDITURES

Each area of the Village's operations has been analyzed below.

Legislative

On trend with prior years. Council Training & Education costs trending lower due to COVID-19 and the cancellation of several in person training workshops. Additional items for 2021 include new laptops for Mayor and Council, and a public address sound system. Both items are being funded from the COVID-19 Reserve.

Administration

Total overall department expenses are on target with budget. When comparing to 2020, expenses are higher due to an increase in wages and staff restructuring (CAO and CFO positions).

Recreation

On trend with 2020 due to COVID-19 shutdowns and staff shortages.

Parks

Expenses are on target with budget.

Public Works

Expenses are on target with budget. Compared to 2020, expenses are higher due to the loan payments for the new public works truck.

Roads

On trend with 2020.

Drainage

Expenses are on target with budget. The 2021 budget includes \$16,690 for the updated master drainage plan project.

Planning

This department includes fees for building inspections which is contracted through the SRD, as well as costs for re-zoning, GIS services and other planning items. Trending higher due to recent subdivision application.

Police

Expenses are on target with budget. Note: The majority of these expenses are covered by the monthly maintenance fees received from the Federal Government. At year end a reconciliation is done to determine any over or under payment and a disbursement or invoice is generated.

Fire

On target with budget. Trending lower than 2020 due to timing of expenses.

Emergency

Expenses are on target with budget. The 2021 budget includes \$150,000 for the Flood Mapping project.

Health Clinic

As noted in the previous variance report, in early August the clinic building experienced water damage due to a malfunctioning hot water tank. Damage to the building exceeds the Village's insurance deductible (\$2,500), so a claim is in order. Some additional costs will also be incurred to replace the hot water tank.

Bylaw

Nothing to note, budget is earmarked for ticketing supplies if and when Council adopts a Ticketing Bylaw.

Z:\WORKING FILES\COUNCIL\2021\10 October\October 19\Staff Report e) Financial Statement Variances to Sep 30, 2021.docx

Solid Waste, Sewer and Water Operations

Expenses are on target with budget. Sewer includes a budget for the lagoon dock & hazmat gear in the amount of \$13,000.

OPERATING & CAPITAL PROJECTS

The chart attached (appendix A) shows operating and capital projects with additional comments on status to date.

STAFF RECOMMENDATIONS



THAT the Financial Statements/Variances to Sep 30, 2021 staff report be received for information and discussion.

Respectfully submitted,




Ann MacDonald, CAO

Prepared by: Lisa Clark, CFO

Appendix A

| | |
|---|------------------------------------|
|  | Complete |
|  | On track |
|  | Possible delay |
|  | Cancelled/delayed to future budget |

Operating & Capital Projects

| Item | Department | Project Name | 30-Sep-21 | Budget | Variance \$ | Variance % | Status | Comments |
|--------------------------------|-----------------------|---|-----------|-----------|-------------|------------|---|---|
| Strategic Plan Projects | | | | | | | | |
| 1 | Admin | New VoS website | 10,050 | 18,000 | 7,950 | -44.17% |  | Complete. Project under budget. Final report to BC Rural Dividends due Sept 30th. |
| 2 | Admin/Mayor & Council | OCP update | 56,533 | 68,617 | 12,084 | -17.61% |  | Grant funded. Town Hall & Public Engagement complete, draft OCP to be presented Sept 2021. Active transportation planning component added (\$18,617). |
| 3 | Mayor & Council | Community to Community Forum (C2C) | | 5,000 | 5,000 | -100.00% |  | Grant application submitted Sept 2021. Approved in principle. Session to be held in Q4. |
| 4 | Water | Newcastle Dam project | 576,135 | 1,194,726 | 618,591 | -51.78% |  | Nearing completion, some outstanding items. |
| 5 | Admin | Climate Action project (carbon reducing) | - | 10,000 | 10,000 | -100.00% |  | Staff to bring options to Council in quarter 4, possible solar panels on water treatment plant building. |
| Other Projects | | | | | | | | |
| 6 | Emergency | Evacuation Training and Radio Communications Enhancement project | 11,869 | 12,500 | 631 | -5.05% |  | Grant funded. Drone received, a few components on back order. Shaun Koopman and Paul Hibbert leads. On track for completion. Final report to do. |
| 7 | Emergency | Flood Mapping project | 121,440 | 150,000 | 28,561 | -19.04% |  | Grant funded. Public engagement phase complete, final plan Fall 2021. |
| 8 | Parks | Concrete ramp and handrails for gazebo | | 15,000 | 15,000 | -100.00% |  | Funding not identified in F/P, Staff looking for grants to provide funding for this project. |
| 9 | Fire | Genset for Fire Hall #1 | | 50,000 | 50,000 | -100.00% |  | Staff in contact with SRD to discuss shared funding, 50% Village, 50% SRD. Possible delay to quarter 3/4 or 2022. |
| 10 | Water | Fencing for treatment plant area | | 40,000 | 40,000 | -100.00% |  | Quotes received, project on track for 2021. Waiting for completion of dam decommissioning. |
| 11 | Sewer | Gensets for lifstations | | 120,000 | 120,000 | -100.00% |  | Contract awarded, project set to start Fall 2021. |
| 12 | Drainage | Update master drainage plan | 15,162 | 16,690 | 1,528 | -9.16% |  | Final report presented to Council August 17, 2021. |
| 13 | Admin | Computer hardware upgrade | 13,135 | 10,000 | 3,135 | 31.35% |  | Project complete, new hard drives installed and new phone system procured, autoattendant installed and linked to office e-mails. Budget overage covered by Admin M&R. |
| 14 | Admin | Wildfire Risk Reduction Project | 5,704 | 34,100 | 28,396 | -83.27% |  | Grant funded. Parital portion of project awarded to SuavAir (firesmart homeowner rebate), Shaun Koopman team lead. |
| 15 | Council | Laptops (\$6k) and public address system (\$15k) - COVID-19 Reserve | 18,791 | 21,000 | 2,209 | -10.52% |  | Laptops procured and in use, sound system operational. Complete. |



STAFF REPORT

For: Mayor and Council
Prepared by: Ann MacDonald, CAO
Subject: **Shared Fire Service**
Meeting date: October 19, 2021

BACKGROUND

To obtain Council direction on next steps to explore changes to the shared Fire Service.

DISCUSSION

At its regular Council meeting on August 17, 2021 Council passed the following resolution:

MOTION R21/191

MOVED AND SECONDED

THAT Council receives the Mayor's (verbal) Report; and,

THAT Staff be directed to draft a letter outlining Council's concerns with the study and its recommendations; and,

THAT the Village of Sayward work to promote and strengthen the current model by advertising a public meeting for village and valley residents to discuss the options in the report and to commence the financial planning for 2022 and a new shared services agreement to replace the one about to expire.

CARRIED

The Village sent such a letter and also sent an invitation to the Area A Director to discuss the financial plan for the service, with several dates provided as options. The Village received a reply from the CAO of the SRD who advised that Director Whalley has declined any opportunity to meet with the Council of the Village of Sayward and/or staff. The area director supports the following motion passed on September 8, 2021 at the SRD board meeting:

Whalley/Davis: SRD 777/21

THAT the concept of a sub-regional service model for fire protection through the Regional District be investigated for the Village of Sayward and the Sayward Valley, following which

THAT a further report be prepared for the Board's consideration.

CARRIED

The SRD has advised that the Fire Services Review study (attached) was obtained for the sum of \$10,000. The SRD Board is now faced with the situation of employing more tax dollars and SRD staff resources for a service study that one of the two participants to be included does not support the model, and this would appear to be a wasteful and unfortunate use of resources to provide for unilateral authority to one elected official.

The SRD has requested that Council discuss this and advise the SRD of what the Village will support. If the Village is not supportive of a sub-regional fire service that includes both the Village and the Valley, the SRD may opt to bring forward a subsequent report to the SRD Board at which time we are advised that Director Whalley intends to put forward a motion to explore the option of a single participant fire protection service in Area A in more detail.

The Village is clearly concerned as:

- Two fire services are clearly less efficient and the wrong direction to proceed in terms of sharing resources and services.
- There will likely be problems recruiting enough First Responders as volunteers, a problem we already have with one shared service.
- It will take time and resources to separate the assets, as this has been a shared service for a long time and the Village has good records to show what it owns, what is jointly owned and what is owned by the SRD. The errors in the current agreement will be corrected but it will take time.
- There appears to be no benefits whatsoever and likely more costs; however, given the history and types of call outs, additional tax costs to support two single fire services are likely to impose greater costs on valley residents rather than those in the village given that as much as 70% of the calls have been to the valley, and that has been steadily increasing given that there are more people in the area, larger areas to cover and the nature of the calls. This makes the likelihood of a single service highly unlikely to be supportable or deliverable.

The Village has several options:

1. Invest the costs and time to explore the feasibility of a stand-alone fire service for the Village.
2. Do nothing and only consider next steps if and when the SRD completes its own work on costs and feasibility of a single Area A fire protection service, and determine that to be the best option for Area A.
3. Clarify again to the SRD that the Village supports the option to promote and strengthen the current model by working together in collaboration and by commencing with financial planning for 2022 and a new shared services agreement to replace the one about to expire. This can occur with or without the Area Director in attendance, unfortunately, as he has declined to participate.

RECOMMENDATIONS

THAT the Shared Fire Service staff report be received for information and discussion; and,

THAT Council consider any next steps if the SRD completes its own work on costs and feasibility of a single Area A fire protection service, and determines that to be the best option for Area A; and,

FINALLY THAT the Village clarify again to the SRD that the Village supports the option to promote and strengthen the current model by working together in collaboration toward a new shared services agreement to replace the one about to expire.

Respectfully submitted,

Ann MacDonald
CAO

Attachments:

- **Fire Service Review (Sayward Valley)**



Strathcona Regional District

Fire Service Review

Sayward Valley

aegis risk management ltd., April 2021



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1. EXECUTIVE SUMMARY

The Strathcona Regional District (SRD) contracted Aegis Risk Management Ltd. to conduct a *Fire Services Administrative Review* of fire protection in the Sayward Valley portion of Electoral Area 'A'. The review included an assessment of the current contracted service, the potential to establish a new fire department solely for the portion of Electoral Area 'A', and explored other alternative solutions. The objective is to enhance the SRD's role in the oversight and decision making of the service.

The Current Service Arrangement

Fire protection for the Sayward Valley Fire Protection Service Area is provided by the Village of Sayward Volunteer Fire Department (SVFD) by contract. The contract incorporates a complex funding model that has evolved over time to include cost sharing of operational and capital budgets, and joint ownership of some capital assets. The last contract term expired in 2019 and was extended for an additional 2 years.

Response is from two fire stations – one owned by and located within in the Village of Sayward, the other owned by and located within Sayward Valley. The majority of the fire and emergency incidents occur within the much larger SRD Sayward Valley area, however the Village of Sayward operates the fire department and has administrative oversight. The SRD participates in some budgetary decisions however the Village determines how the services will be provided with limited SRD consultation.

Operational decisions are largely made by the Village of Sayward as the service provider and administrator of the fire department. While opportunity does exist for input from the SRD, there have historically been few discussions outside of the annual budget process. There is no formal mechanism to discuss operational, administrative, and strategic issues for the benefit of both parties. The cost for fire protection is shown in Figure 1.1 below.

Figure 1.1
2019 Actual Cost of Fire Protection

| Expense (2019 Actual) | SRD - Valley | Village |
|--------------------------------------|---------------------|----------------|
| Internal Expenditures | \$5,054.00 | \$4,338.00 |
| Portion of Shared Operating Costs | \$35,840.00 | \$22,226.53 |
| Reserve Transfers, other | \$16,700.00 | \$0.00 |
| Total Budget | \$57,594.00 | \$26,564.53 |
| Total Cost of Fire Protection | \$84,158.53 | |

The tax rates per \$1,000 of assessed property value for both areas are the normal range for similar communities on Vancouver Island (approximately \$0.5000 to \$1.000 per \$1,000 of assessed value):

- SRD Sayward Valley - \$0.8400 per \$1,000 of assessed value
- Village of Sayward - \$0.5600 per \$1,000 of assessed value

The Fire Underwriters Survey (FUS) grading for insurance purposes is Dwelling Protection Grade (DPG) 3A and 3B for the Village of Sayward while the Sayward Valley has a combination of some DPG 3A/3B and a lower level of DPG 5 mostly due to the lack of fire hydrants. Adopting a new governance model would

likely not affect the FUS grading or insurance rates. However, the DPG 5 could be improved to DPG 3B with the implementation of a water shuttle program which would require additional tanker trucks and rely on mutual aid partners. This may result in a reduction to insurance rates and should be studied further.

Option A - Potential to Establish a New Fire Department for the Sayward Valley Portion of Area 'A'

As one of the driving questions for the impetus of this *Review*, the consultants were asked to analyze this option in the greatest detail. Under this alternative, the Strathcona Regional District would end its Fire Protection service contract with the Village of Sayward and recommend to the Regional Board that the the SRD govern and operate the Sayward Valley Fire Protection Service. The alternative would result in two separate services: the Village of Sayward Fire Protection Service, which would provide service to the Village of Sayward; and the Sayward Valley Fire Protection Service, which would service only the Sayward Valley.

Implementing this option would require the SRD to establish a fire department virtually the same as the one currently serving both areas. The minimum requirements to retain current FUS grading requires 15 volunteer firefighters. These volunteers would need to be trained to meet the minimum level of service of "Exterior Operations" under the mandatory *BC Structure Firefighters Competency and Training Playbook*¹ (OFC Playbook). The main difference is that the new fire service would operate from one fire station, serve a slightly smaller area, and use slightly fewer apparatus and equipment than the current arrangement.

Annual operating costs would increase under this model and there are additional one-time start-up costs including the purchase of a second used fire truck (water tender) given that the current fire truck (2007 model) will continue to meet FUS requirements for another 11 years. Figure 1.2 below summarizes cost projections. A full cost analysis is included in Section 4.

Figure 1.2
Projected Costs for New Fire Service

| BUDGET ITEM | CURRENT SRD COST | PROJECTED NEW COST |
|--|---------------------|-----------------------|
| Annual Operating Budget | \$57,494.00 | \$70,876.00 |
| Annual Cost per \$1,000 of Assessed Value | \$0.8450 | \$0.9617 |
| One-time Capital Start-up Costs ² | n/a | \$176,500.00 |

Transition to a new service would take approximately 2- 3 years to wind down the current agreement and create new legal and operational capacity. Critical steps include:

- Establishing bylaws and legal framework.
- Recruiting and training new volunteers.
- Acquiring an additional fire truck (water tender) to meet FUS requirements for two fire trucks.
- Reprogramming mapping and dispatch procedures through North Island 911 (NI-911).

¹ <https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/fire-safety/playbook.pdf>

² Debt servicing of Start-up Costs is not included in the Annual Operation Budget or Cost per \$1,000 of Assessed Property Value.

Alternative Governance and Administrative Options

The report describes and assesses two additional service alternatives:

- *Option B, Establish SRD Local Service* — Under this alternative, the existing contract Village of Sayward Fire Protection Service would be terminated and re-established as an SRD governed Service for the Sayward Valley Fire Protection Area. The SRD, as the local government for Area 'A', would provide the service to the existing fire service area in the Sayward Valley portion of Area 'A'. The service would be provided to the Village of Sayward by the SRD through a fee-for-service contract.

In essence, this alternative would take the existing service arrangement and "flip it" to make SRD the service provider, and the Village of Sayward the purchaser of the service.

- *Option C, Establish SRD Sub-Regional Service* — The Village of Sayward and Strathcona Regional District would agree in this alternative to provide fire protection to the Village and the Sayward Valley through a shared, sub-regional service of the SRD. Funding for the service would be levied by the SRD. The service would be administered and governed by the SRD. Decisions on the operation and administration of the service would be made by the Directors representing the two jurisdictions only; decisions on finances, contracts and other matters would be made by the full board.

The three alternatives are described in detail and evaluated against four assessment criteria, including fairness, cost effectiveness, the role in decision-making (i.e., governance) for Area 'A', and the anticipated level of support. The service alternative that calls for the establishment of an SRD sub-regional service, in place of the existing service arrangement, emerges from the evaluation as the preferred model.

In the consultant's opinion, there are significant economies of scale benefiting both jurisdictions in a shared service under any model. While the concept of operating two separate services is attractive from a decision-making perspective, costs would increase for both parties and it is clear that recruitment and retention for a single fire department is a primary challenge.

2. METHODOLOGY

The Strathcona Regional District sought qualified consultants to review the current service arrangements for fire protection in the Sayward Valley which is a portion Electoral Area 'A'. The consultants submitted a proposal with three progressive and optional stages. The SRD selected stages 1 and 2, with stage 3 remaining an option for a later date.

Stage 1 - Internal SRD review with recommendations for options.

This stage included an internal review of the current fire services, administration and governance through engagement with SRD Staff and stakeholders to fully understand the current situation and jointly reach viable options for consideration.

Stage 2 (Optional) – Additional review with Village of Sayward:

This stage included consultation with the Village of Sayward Staff and Fire Department personnel to understand the situation from their perspective, and to explore options to shift from the current model.

Stage 3 (optional) - Facilitated dialogue between the SRD and Village of Sayward with the intent of reaching a new agreement:

This stage would include both consultants attending the region, face to face, to facilitate approximately two days of discussions with SRD and Village of Sayward representatives with the intent of transforming the findings and recommendations from stages 1 and 2 into a new agreement which may include a new governance model. The consultants would work towards facilitating a new agreement including drafting new contract terms and providing a guidance framework for how the parties would approach any potential realignment of governance through their respective local government processes.

Beginning in late October, the consultants conducted a comprehensive document review including letters patent, agreements, policies, financial statements, and budgets. The document review informed a series of face to face and remote interviews with SRD Staff, and the Village of Sayward staff who provided data and information about their contributions to the service arrangement. The consultants then turned to a research and analysis of the information to assess the current service and identify any alternatives to improve on the current model. Those finding are reported herein.

3. REVIEW OF CURRENT FIRE PROTECTION ARRANGEMENT

The purpose of this review is to explore governance and administrative models for the delivery of fire service in the Village of Sayward and the Sayward Valley. Understand the current services with respect to costs, service levels, and demands for service (incidents) will inform the SRD's assessment of the consultant's presented options; and will also help understand where operational improvements could be made regardless of which governance model is adopted.

The Sayward Valley receives fire protection from the Village of Sayward Volunteer Fire Department (SVFD) under contract. The arrangement dates back to an agreement signed by the now dissolved Strathcona-Comox Regional District (SCRD) and has carried forward ever since. Some minor changes have taken place with the addition of a second fire station in the 1980's located in the Sayward Valley area, the inclusion of First Medical Responder medical response within the last decade, and the most recent dissolution of a Road Rescue Society which turned equipment assets over to the fire department.

The last contract term expired in 2019 and was extended for an additional 2 years by mutual agreement. Some amendments were made in 2015 including the addition of a Service Partnership clause which states *"The parties agree to work together to find and evaluate potential efficiencies related to the operation, management, and governance of the service during the term of this agreement"*.³

Operational decisions are largely made by the Village of Sayward as the service provider and administrator of the fire department. While opportunity does exist for input from the SRD, there have historically been few discussions outside of the annual budget process which requires the Village to submit an annual budget to the SRD no later than November 30 each year. There is no formal mechanism to discuss operational, administrative, and strategic issues for the benefit of both parties.

While the SVFD delivers fire services under the contract, the arrangement is more complex than a simple fee for service. Each party owns and maintains one fire station and the assorted capital assets such as equipment and trucks. Some assets are jointly owned. Operating costs for the department, excluding equipment and facilities maintenance, are cost shared with the SRD contributing 60% and the Village 40% of the jointly approved budget. Capital expenses are cost shared at 50% by each party. Figure 3.1 below outlines the major assets and distribution

Figure 3.1
Major Capital Asset Distribution

| Village of Sayward | Sayward Valley (SRD) | Shared |
|--|---|--|
| <ul style="list-style-type: none"> Fire Station #1 Rescue 33 - 1990 International Rescue Truck Engine 3 - 1997 Ford Superior Fire Engine Rescue equipment transferred from the Road Rescue Society | <ul style="list-style-type: none"> Fire Station #2 Engine 4 - 2007 Freightliner Fire Engine | <ul style="list-style-type: none"> Rescue 22 - 2015 Ford F350 Pick-up Truck |

³ Modification Agreement between Strathcona Regional District and Village of Sayward, 2015



Engine 3 - 1997 Ford Superior Fire Engine



Rescue 22 – 2015 Ford F350 Pick-up Truck



Engine 4 – 2007 Freightliner Fire Engine



Rescue 33 – 1990 International Rescue Truck

The Village of Sayward has approximately 201 taxable land parcels and a population of approximately 300 residents. There are some large buildings including a school and some light commercial/industrial. The majority of the community has fire hydrants. Fire Station #1 is an older wood framed, two-storey building with two garage bays for fire apparatus. The British Columbia Emergency Health Services (BCEHS) leases a portion of the fire station for the provision of ambulance service in the region.

The Sayward Valley Fire Protection Area has approximately 374 taxable land parcels and a population of around 1000 residents. The area is comprised of mostly rural residential properties with no fire hydrants. Water supply for firefighting is achieved through static water sources including two drafting wells – one located at Fire Station #2 and the other near the gas station at the Junction of Highway 19 and Sayward Road.

Fire Station #2 is a wood framed single storey building built in 1980's with two garage bays for fire apparatus. A building assessment was conducted in 2016 by the Municipal Insurance Association that identified several structural and safety related problems⁴. Most importantly is the location which sits between two waterways that are prone to flooding in the rain seasons often making the facility and equipment inaccessible. Exact records are unavailable at the time of this report. In addition, the report highlighted a variety of maintenance issues. Repairs have been deferred pending this fire service review however the foundation has been repaired.

⁴ Risk Control Survey, Risk management Services Inc., 2016

Sayward Volunteer Fire Department

The current service provided by the SVFD is basic, but fairly typical for similar communities in the region. The *BC Structure Firefighters Competency and Training Playbook*⁵ (OFC Playbook) requires the Authority Having Jurisdiction (AHJ) to set one of three Service Levels summarized below:

- Exterior Operations – firefighters will combat the fire from the exterior without making entry into a burning structure to perform firefighting and rescue actions.
- Interior Operations – firefighters will enter burning structures to perform firefighting and rescue actions.
- Full Service Operations – includes Interior Operations plus a variety of other services such as a road rescue and emergency medical response.

The Village of Sayward has selected “Exterior Operations” which is the minimum level of service.

Approximately 14 volunteers are currently on roster who respond from both stations for every emergency incident. The fire chief reported that turnover of volunteers is high which makes it difficult to maintain a roster of trained firefighters. Until recently, the volunteers have received no compensation, but low attendance rates have caused the Village to approve a payment program for fire practices and training sessions. This is estimated to add approximately \$7,000 to the shared annual budget. These challenges are typical in similar-sized communities and the department is maintaining basic fire protection that is likely the highest achievable for the available budget and small population to fulfill volunteer membership.

Incident Workload

The fire department responds to a variety of incident types including fire, medical and rescue. The volunteers also provide road rescue response to motor vehicle incidents outside of the fire protection boundaries where the Province has jurisdiction. Expenses for these responses are reimbursed through agreement with Emergency Management British Columbia (EMBC) Road and Medical Rescue Policy⁶.

In the last five years, the fire department has responded to 385 incidents which averages to approximately 77 incidents per year. The volume of incidents has remained steady as has the distribution between the two fire protection areas. As with most fire departments providing First Medical Responder services, the majority of the incidents are medical in nature. Call volume is down significantly in 2020 which could be attributed to modifications to the BCEHS dispatch protocols related to COVID-19 pandemic where reliance upon Fire Department First Medical Responders was scaled back in March. Figures 3.2, 3.3 and 3.4 below summarize the incident workload over the last five years⁷.

Dispatch services are provided by North Island 9-1-1 Corporation (NI911) however the incident records and response data are not automatically segregated between the two fire protection service areas. Moving forward, it would be worthwhile to have that data segregated to determine the location and type of incidents that are occurring to inform future planning and decisions.

⁵<https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/fire-safety/playbook.pdf>

⁶ Emergency Management BC Policy 7.07 Road and Medical Rescue

⁷ Incident response data provided by North Island 9-1-1 Corporation (NI911) and SVFD

Figure 3.2
Incident Responses by Type of Incident, 2016 - 2020

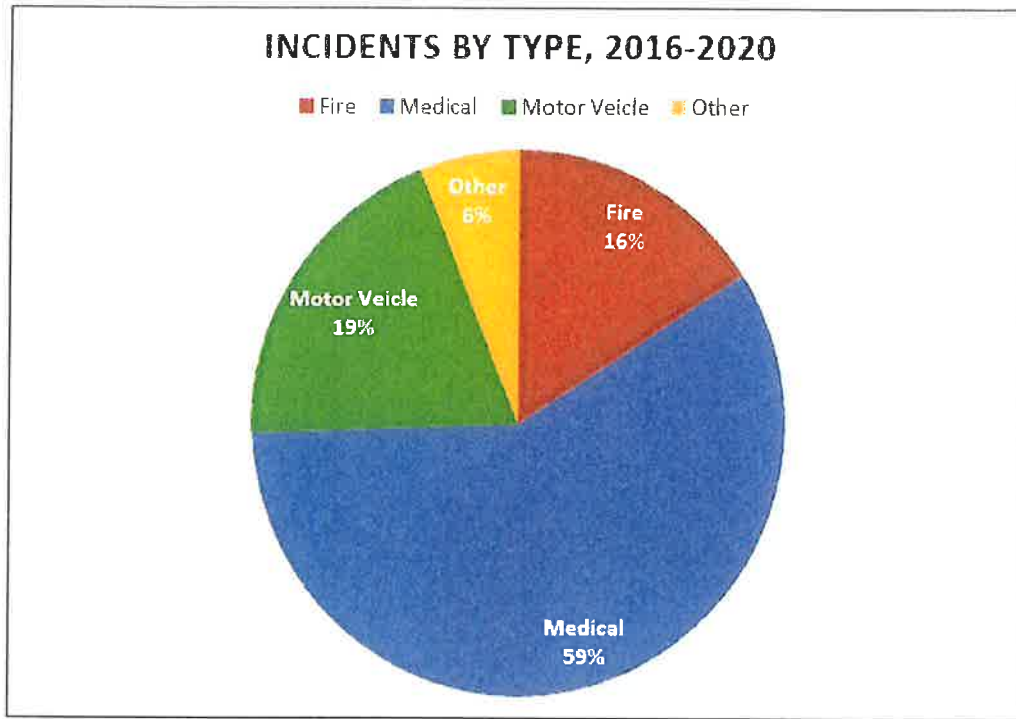


Figure 3.3
Annual Incident Distribution by Area, 2016 - 2020

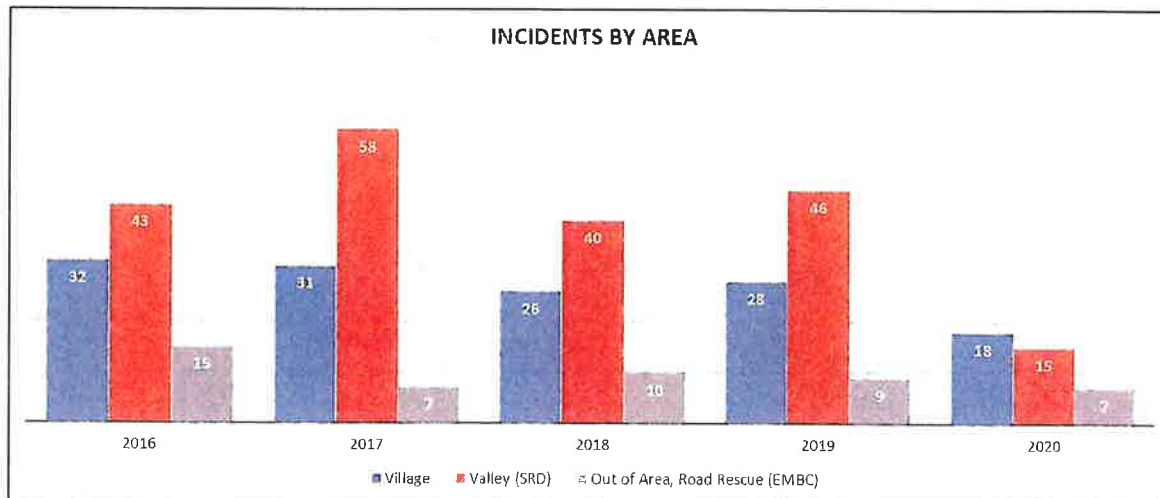
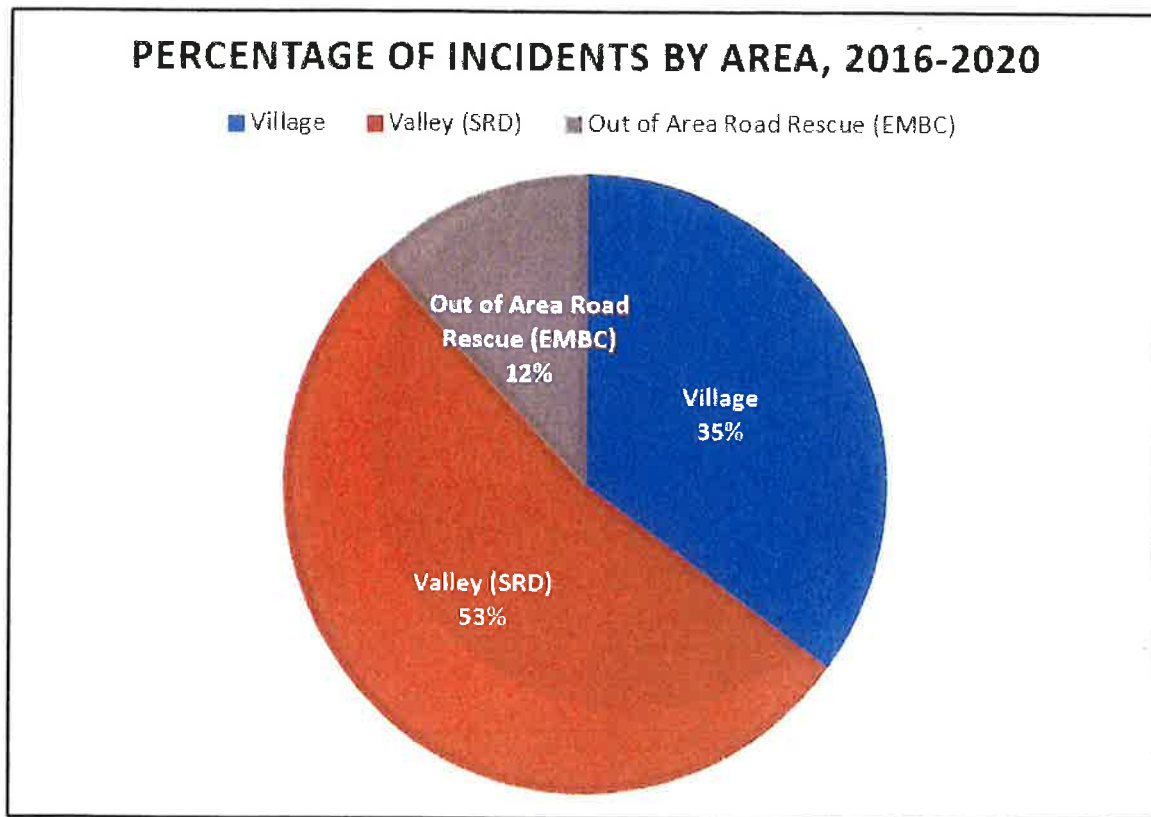


Figure 3.4
Incident Distribution by Percentage, 2016 - 2020



Fire Protection Budget

The funding formula for the SVFD has each party responsible for the repairs and maintenance of its own assets, and a cost sharing model for all other expenses. Operating expenses are portioned at 60% paid by the SRD - Valley and 40% paid by the Village of Sayward. Capital expenditures are shared 50/50. The total cost to operate the fire department under this model are shown in Figure 3.5 below.

Figure 3.5
2019 Actual Cost of Fire Protection

| Expense (2019 Actual) | SRD - Valley | Village |
|--------------------------------------|--------------------|-------------|
| Internal Expenditures | \$5,054.00 | \$4,338.00 |
| Portion of Shared Operating Costs | \$35,840.00 | \$22,226.53 |
| Reserve Transfers, other | \$16,700.00 | \$0.00 |
| Total Budget | \$57,594.00 | \$26,564.53 |
| Total Cost of Fire Protection | \$84,158.53 | |

Another common metric for reporting and comparing the cost of fire services to other jurisdictions is the tax rate per \$1,000 of assessed property value that is collected to fund the service. While this can provide a high-level generalization of the cost of fire service, it does not take into account the uniqueness of each community in terms of the services provided, the structure of the fire department, or the geography of the region. Rates are typically lower in small communities with higher density where service can be provided to the maximum number of occupants with the fewest resources. As communities spread out, fire services tend to be more costly. Additionally, some communities have very high property values, such as Nanoose Bay in the Regional District of Nanaimo, which can cause the rate to appear to be lower.

The rates for the Sayward Valley, Village of Sayward, and similar areas in the region are provided in Figure 3.6 below for the purpose of identifying two general trends:

1. The rates are within the normal range for similar communities on Vancouver Island (approximately \$0.5000 to \$1.0000 per \$1,000 of assessed property value).
2. That the rate in the Sayward Valley is slightly higher than the Village.

Figure 3.6
Tax Rates per \$1,000 of Assessed Property Value

| Fire Protection Area | Tax Rate per \$1,000 of Assessed Property Value |
|--|--|
| SRD – Sayward Valley | \$0.8450 |
| Village of Sayward | \$0.5600 |
| SRD - Area 'D' protected by the Campbell River Fire Department | \$0.8520 |
| SRD - Area 'D' protected by the Oyster River Fire Department | \$0.6604 |
| City of Campbell River | \$0.8783 |
| SRD – Cortes Island | \$0.7941 |
| Regional District of Nanaimo (range) ⁸ | \$0.2993 to \$0.9376 |

*Nanoose Bay

Insurance and Fire Underwriters Survey Grading

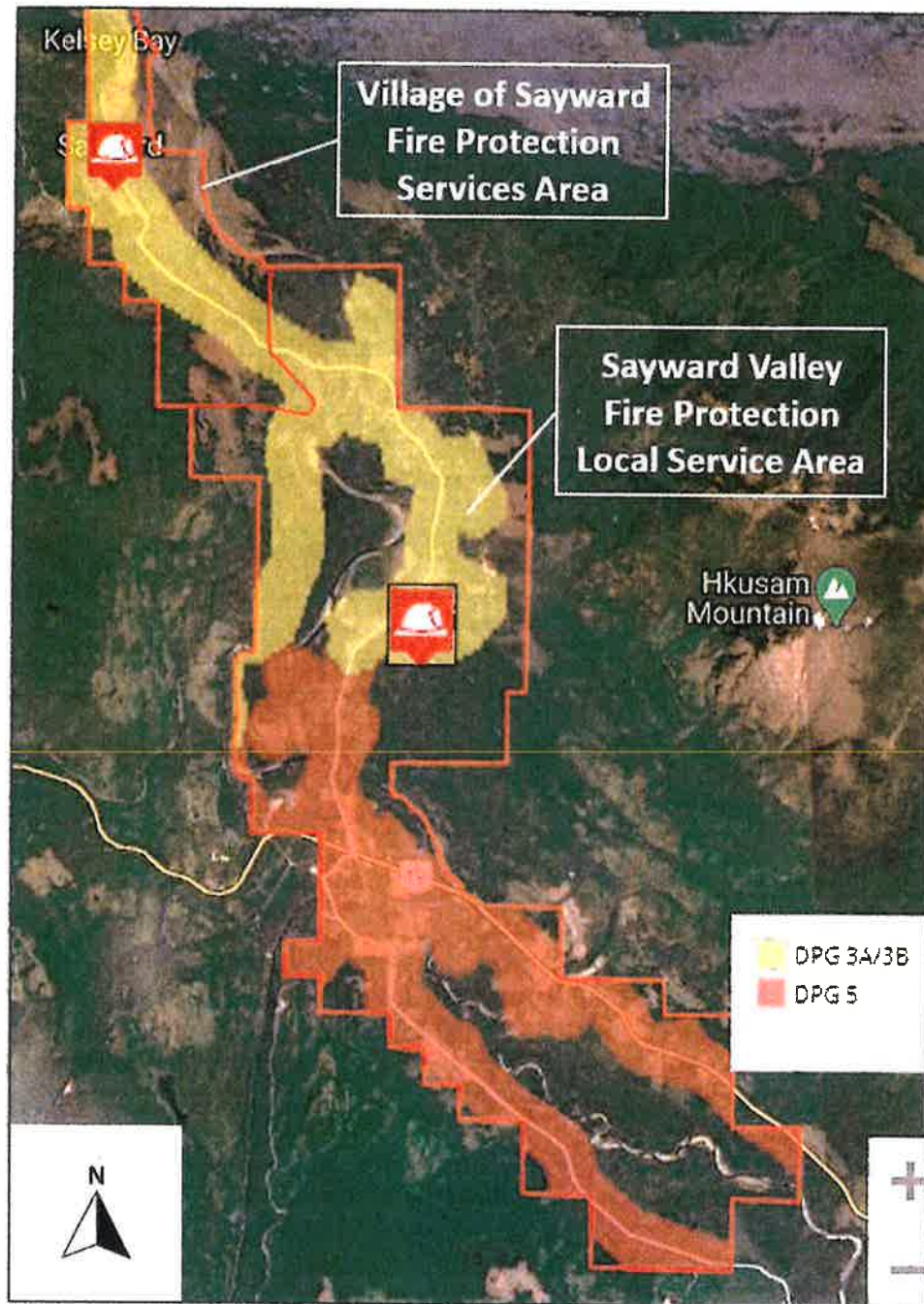
The Fire Underwriters Survey⁹ (FUS) assesses fire protection within communities and assigns a grading that is used by insurers to determine fire insurance rates. The main factors include the water works system; fire department location, apparatus, and personnel; and emergency communications. Grades are assigned as Public Fire Protection Classification (PFPC) for public and commercial buildings, and a Dwelling Protection Grade (DPG) for residential occupancies.

This report will focus upon the DPG given that the areas are predominantly residential. Grades range from 1 to 5, with 1 being the highest, and 5 the lowest. The current DPG for the Village of Sayward is DPG 3A and 3B while the Sayward Valley has a combination of some DPG 3A/3B and some DPG 5 (See Figure 3.7 below). These gradings are typical for similar communities and would be unaffected by any governance change. The portion that is graded at DPG 5 is most likely due to the lack of water supply and fire hydrants.

⁸Nanaimo Regional District, Fire Department Governance Review, Dave Mitchell & Associates Ltd., 2020

⁹<https://fireunderwriters.ca/>

Figure 3.7
Fire Underwriters Survey Dwelling Protection Grade



4. OPTION A - POTENTIAL TO ESTABLISH SEPARATE SAYWARD VALLEY SERVICE

The consultants were asked to analyze the potential to establish a new fire service to serve only Sayward Valley Electoral Area 'A' and separately from the Village of Sayward. This option is presented in this section in some detail. Alternatives for comparison are presented in Section 5 of this report.

Under this option, the Strathcona Regional District would end its Fire Protection service contract with the Village of Sayward and ask the SRD Board to establish a new Sayward Valley Fire Protection Service. The alternative would result in two separate services: the Village of Sayward Fire Protection Service, which would provide service to the Village of Sayward; and the Sayward Valley Fire Protection Service, which would service only the Sayward Valley.

The current structure of the SVFD is already established at the minimum standard to meet OFC Playbook Exterior Operations level of service and to retain FUS grading levels for insurance purposes. Therefore, a newly established fire department, serving only the Sayward Valley Fire Protection area, would need to mirror the current service including volunteers, equipment, and costs.

Dissolution of the Current Arrangement

The current arrangement integrates a combination of functions and asset ownership which would need to be deconstructed through the terms of the agreement and perhaps some negotiations between the parties. Each party owns and maintains a fire station and ownership of most major equipment and apparatus is defined in the agreement (see Figure 3.1 above) however many details would need to be agreed upon with respect to other shared equipment.

After the assets were distributed, the SRD would not have sufficient equipment and apparatus to operate a fire service independently from the Village and including all current services. For example, the Village of Sayward owns all of the Road Rescue equipment so the SRD would need to acquire that equipment if the SRD were to continue to provide additional services such as first responder and road rescue.

Capital Assets

The SRD currently owns a fire station and a 2007 model year fire truck which is the newest vehicle in the current arrangement. The estimated service life is up to the year 2032 when it reaches 25 years of service and has potential to impact FUS grading. One fire truck is not sufficient to operate a fire department. The SRD would need to acquire a second fire apparatus capable of transporting and pumping water for two main reasons. First is the need to have redundancy to maintain fire response if the primary truck breaks down or is undergoing repairs and maintenance. Secondly, it would provide the ability to shuttle water to and from a fire scene where the main fire truck would be supporting fire attack crews. The consultants would recommend acquiring a used high-capacity water tender (tanker) truck for this purpose.

The fire station is suitable to support a new fire department however its location in a flood zone is seasonally problematic. Contingency plans to relocate apparatus in those times would be required. The consultants would recommend increasing reserve funding for fire station repairs and apparatus replacement.

Staffing/Volunteers

Volunteer membership under the current arrangement is already strained with recruitment and retention drawing from the population of both jurisdictions. This presents a significant challenge to consider staffing two separate fire departments from this same population base. While most of the current volunteers are residents of the SRD, the newly created fire department would need to recruit and retain a team of at least 15 volunteers (see Figure 7.1 below) to maintain the current FUS grading and associated insurance rates. It is possible that the current volunteers would want membership in both the SVFD and the newly created SRD fire service, however it is likely that many would not. Any vacancies would require brand-new members who would need training and to be fitted with personal protective equipment.

Mutual Aid

If a separate department were established, it would be wise to secure mutual aid agreements with neighbouring jurisdictions which may include the Village of Sayward. While this would be effective and efficient from an operating perspective, the dissolution of the current arrangement could make such negotiations politically awkward.

Response Performance

Assuming the newly created fire service was equipped and staffed with a minimum of 15 trained volunteers, service levels could likely remain the same as would FUS grading. Response times and incident volume would likely trend in a similar fashion as they are now.

Level of service would likely remain at Exterior Operations under the OFC Playbook; however, the SRD would need to determine whether to continue with the Road Rescue and First Medical Responder programs each of which would require additional equipment and training costs.

An additional challenge is that the dispatch and 911 services provided by North Island 911 do not currently distinguish between the Village and the SRD. This would require additional electronic mapping work to separate the addresses into two zones, and the need to establish separate paging and radio systems for each area. While SRD residents are already funding these services, there could be some additional one-time expenses for this customization.

Budget

Because a newly established fire service would be virtually the same as the existing arrangement the costs would be virtually the same only without the cost of maintaining an additional fire station and having fewer fire apparatus. The current operating budget (combined) is \$84,158.53 with the SRD's portion being \$57,549 (see Figure 3.5 above). To estimate an annual operating budget for a newly established SRD service, the consultants have included all SRD current costs plus 50% of the Village of Sayward current costs to project an annual operating budget of \$70,876.27 which would be borne entirely by the SRD (see Figure 4.1 below).

In the consultant's opinion, there are significant economies of scale benefiting both jurisdictions in a shared service under any model. While the concept of operating two separate services is attractive from a decision-making perspective, costs would increase for both parties and it is clear that recruitment and retention for a single fire department is a primary challenge.

Figure 4.1
Option A - Estimated Annual Cost of Fire Protection

| Expense (2019 Actual) | SRD – Valley | Village |
|--|---------------------|----------------|
| Internal Expenditures | \$5,054.00 | \$4,338.00 |
| Portion of Shared Operating Costs | \$35,840.00 | \$22,226.53 |
| Reserve Transfers, other | \$16,700.00 | \$0.00 |
| Total Budget | \$57,594.00 | \$26,564.53 |
| Total Combined Cost of Current Arrangement | \$84,158.53 | |
| Estimated SRD Cost for a New Service 100% Valley Current Costs | \$57,594.00 | n/a |
| Plus 50% of the Village Costs (50% of \$26,564.53) | \$13,282.27 | n/a |
| Total Estimated Cost of a New SRD Service | \$70,876.27 | n/a |

There are also some one-time expenses associated with starting a new fire service. The process would not be an immediate transition for the current arrangement and would require advanced planning. Figure 4.2 below shows a projected timeline and budget.

Figure 4.1
Option A - Estimated Timelines and Start-up Budget

| YEAR | ITEM | BUDGET ESTIMATE |
|-------------------------------|---|------------------------|
| 1 | Negotiate termination of current arrangement | n/a |
| | Establish bylaws for new fire service and establish levels of service | n/a |
| | Establish administrative/governance model | n/a |
| | Acquire additional used water tender (tanker) truck | \$100,000.00 |
| | Realignment of response zones and dispatch procedures (NI-911) ¹⁰ | \$5,000.00 |
| | Recruitment and retention of new volunteers including a fire chief | \$1,000.00 |
| 2 | Purchase additional radios and pagers | \$7,500.00 |
| | Purchase additional PPE for new volunteers | \$15,000.00 |
| | Train any new (inexperienced) volunteers to OFC Exterior Operations | \$20,000.00 |
| | Establish operating guidelines, policies, and procedures | \$3,000.00 |
| 3 | Consider implementation of Road Rescue and First Medical Responder program, equipment, and training | \$25,000.00 |
| TOTAL ESTIMATED BUDGET | | \$176,500.00 |

Establishing a new fire service is one of three options researched and analyzed by the consultants. However, the option to establish a new fire department was the impetus for this study and as such a greater analysis was conducted. For ease of comparison, Figure 4.3 below summarizes this option in a similar format to the two alternative options presented in Section 5 of this report.

¹⁰ Estimate only. It is unknown if these costs would be included under the terms of the existing service agreement with NI-911.

Figure 4.3
Option A - Summary Establish Separate Sayward Valley Fire Service

| Service Element | Description |
|------------------------------------|---|
| Local Government Service Provider | Under this option, the Village of Sayward would be the local government service provider responsible for the Village Fire Protection Service Area. The SRD would be the service provider responsible for the Sayward Valley Fire Protection Local Service Area. |
| Legal Framework | <p>Each local government service — the Village of Sayward service and the SRD's Sayward Valley service — would have a legal framework defined by the following documents:</p> <ul style="list-style-type: none"> > <i>Provincial Legislation</i> — The SRD's authority to provide fire protection as a regional district service is conferred by section 332(1) of the <i>Local Government Act</i>. The Village of Sayward's authority for its fire service is conferred by section 8(2) of the <i>Community Charter</i>. > <i>Service Establishing Bylaw</i> — Under section 349(1) of the <i>Local Government Act</i>, the SRD would amend the existing <i>Sayward Valley Fire Protection Service Local Service Area Establishment Bylaw, 1990</i> to exercise the Regional District's service provision authority. The amended bylaw would describe the service as one that provides fire protection throughout the Sayward Valley Fire Protection Local Service Area. <p>The Village of Sayward, similar to all municipalities, does not require or use service establishing bylaws.</p> <ul style="list-style-type: none"> > <i>Fire Services Bylaw</i> — The SRD would create a <i>Fire Services Bylaw</i> to confer specific authorities on the Chief of the Sayward Valley Volunteer Fire Department, and to set out regulations and restrictions that must be followed within the service area, which would be limited to the Sayward Valley. The Village would amend its existing <i>Fire Services Bylaw</i> to set out authorities and requirements in the Village of Sayward. <p>There would be <u>no</u> <i>Fire Protection Service Agreement</i> in this alternative since each party would provide its own fire service.</p> |
| Service Participating Jurisdiction | Electoral Area 'A' would be the sole participating jurisdiction in the SRD's service establishing bylaw. The Village of Sayward would be the sole participating jurisdiction in the Village of Sayward Fire Protection Service. |
| Service Area | The service area set out in the SRD establishing bylaw would be limited to the portion of Electoral Area 'A' that is within the Sayward Valley Fire Protection Local Service Area. The service area in the Village's service would be the Village of Sayward. |

| Service Element | Description |
|---|---|
| Service Governance | <p>The governing body for the SRD's service would be the SRD Board of Directors. Since the service establishment bylaw would identify only one service participating area (i.e., Electoral Area 'A'), all decisions for the service would be made by the full Board of Directors (see section 207(5) of the <i>Local Government Act</i>). Day-to-day operational decisions would be made by the Chief of the (new) Sayward Valley Volunteer Fire Department.</p> <p>The governing body for the Village's service would be Village Council. Day-to-day operational decisions would be made by the Chief of the (new) Village of Sayward Volunteer Fire Department.</p> |
| Service Cost, Cost Recovery and Cost Allocation | <p>Each local government would be fully responsible for all operating and capital costs incurred to provide its own Fire Protection Service. Costs in both jurisdictions would be recovered through property value taxes. In the Sayward Valley, the tax would be levied by the SRD. In the Village of Sayward, Village Council would levy the required tax.</p> <p>Under this service alternative there would be no costs to share.</p> |
| Service Delivery | <p>The existing Sayward Volunteer Fire Department would be broken into two separate departments: the Sayward Valley Volunteer Fire Department, which would deliver service to the Sayward Valley Fire Protection Local Service Area; and the Village of Sayward Volunteer Fire Department, which would deliver service to the Village of Sayward.</p> <p>It would be anticipated that the two separate departments, through their respective local governments, would enter into a mutual aid agreement to provide assistance to one another, as required, in responding to events. Mutual aid agreements between adjacent fire departments are common.</p> |

5. ALTERNATIVE FIRE PROTECTION SERVICE MODELS

This section of the report describes and assesses three service alternatives:

- *Option B, Establish SRD Local Service* — Under this alternative, the existing Sayward Fire Protection Service would be dissolved and re-established as an SRD Local Service for Electoral Area 'A'. The SRD, as the local government for Area 'A', would provide the service to the existing fire service area in the Sayward Valley portion of Area 'A'. The service would be provided to the Village of Sayward by the SRD through a fee-for-service contract.

In essence, this alternative would take the existing service arrangement and "flip it" to make SRD the service provider, and the Village of Sayward the purchaser of the service.

- *Option C, Establish SRD Sub-Regional Service* — The Village of Sayward and Electoral Area 'A' would agree in this alternative to provide fire protection to the Village and the Sayward Valley through a shared, sub-regional service of the SRD. Taxes to support the service would be levied by the SRD. The service would be administered and governed through the SRD structure. Decisions on the operation and administration of the service would be made by the Directors representing the two jurisdictions only; decisions on finances, contracts and other matters would be made by the full board.

Service Alternative Profiles

The three service alternatives are profiled in greater detail in Figures 4.1, 4.2 and 4.3.

Figure 5.1
Option B - Establish SRD Local Service

| Service Element | Description |
|------------------------------------|--|
| Local Government Service Provider | The Fire Protection Service would be established as a service of the Strathcona Regional District. SRD would be the service provider. |
| Legal Framework | <p>The service's legal framework would consist of a number of key documents:</p> <ul style="list-style-type: none"> > <i>Local Government Act</i> — The SRD's authority to provide fire protection is conferred by section 332(1) of the <i>Local Government Act</i>. > <i>Service Establishing Bylaw</i> — Under section 349(1) of the <i>Local Government Act</i>, the SRD would amend the existing <i>Sayward Valley Fire Protection Service Local Service Area Establishment Bylaw, 1990</i> to exercise the Regional District's service provision authority.¹¹ The amended bylaw would describe the service as one that provides fire protection throughout the Sayward Valley Fire Protection Local Service Area,¹² and to areas outside of the service area with which the SRD has a contract to deliver the service. > <i>Sayward Valley Fire Services Bylaw</i> — The SRD would create a <i>Fire Services Bylaw</i> to confer specific authorities on the Chief of the Sayward Volunteer Fire Department (appointed by the Regional Board), and to set out regulations and restrictions that must be followed within the Sayward Valley Fire Protection Local Service Area. > <i>Fire Protection Services Agreement</i> — The existing <i>Services Agreement</i> would be re-worked to identify the Strathcona Regional District as the service provider, and the Village of Sayward as the contract service recipient. |
| Service Participating Jurisdiction | Electoral Area 'A' would be the sole participating jurisdiction set out in the service's <i>Establishment Bylaw</i> . The Village of Sayward, as a purchaser of services, would not be a participating area in the service as defined under the <i>Local Government Act</i> . |
| Service Area | <p>The service area set out in the SRD <i>Establishment Bylaw</i> would be the portion of Electoral Area 'A' that is within the Sayward Valley Fire Protection Local Service.</p> <p>The Village of Sayward would receive service on contract from the SRD. This service area would be identified in a new <i>Fire Protection Services Agreement</i> between the local governments.</p> |

¹¹ The *Establishment Bylaw* in place today exists to requisition property taxes to pay the Village of Sayward for fire protection.

¹² This service area is set out in the existing *Fire Protection Services Agreement* between the Village of Sayward and the SRD.

| Service Element | Description |
|---|--|
| Service Governance | <p>The governing body for the service would be the SRD Board of Directors. Since the service establishing bylaw would identify only one service participating area (i.e., Electoral Area 'A'), all decisions for the service would be made by the full Board of Directors (see section 207(5) of the <i>Local Government Act</i>).</p> <p>Day-to-day operational decisions would be made, as at present, by the Chief of the Sayward Volunteer Fire Department.</p> <p>The new <i>Fire Protection Services Agreement</i> could provide a clause, similar to section 21 of the (modified) existing <i>Agreement</i>, to seek ways to include the Village of Sayward in discussions on governance of the service.</p> |
| Service Cost, Cost Recovery and Cost Allocation | <p>The following points outline the treatment of costs under this service alternative:</p> <ul style="list-style-type: none"> > <i>Service Cost</i> — The service cost would be determined by the SRD Board of Directors, based on recommendations from the Sayward Volunteer Fire Department Chief, and SRD's Protective Services Department. > <i>Cost Recovery</i> — Costs would be recovered from Electoral Area 'A' properties in the Sayward Valley Fire Protection Local Service Area using a property value tax. <p>Costs incurred to service the Village of Sayward would be recovered through a contract payment from the Village to the SRD, as set out under the <i>Services Agreement</i>.</p> <ul style="list-style-type: none"> > <i>Cost Allocation</i> — The contract fee paid each year by the Village to the SRD would be negotiated by the two parties. Negotiations would take into account: <ul style="list-style-type: none"> — the level of cost-sharing in place today under the current <i>Agreement</i> — the level of service provided, measured in part by the data on incidents — changes to ownership over facilities, equipment and vehicles <p>Presumably, the starting point in negotiations would be the cost allocation framework in place under the current service arrangement which assigns operating costs on the basis (approximately) of incident numbers. New equipment costs are split evenly in recognition of the two service areas' equal reliance on a properly-equipped single Volunteer Fire Department. Each jurisdiction is responsible for maintaining its own fire hall, which is required in order to provide timely response to each</p> |

| Service Element | Description |
|------------------|--|
| | service area, and home insurance cost reductions to residents of each area. |
| Service Delivery | The Sayward Volunteer Fire Department would deliver the service on behalf of the Regional District. The Fire Department would be identified in the <i>Sayward Valley Fire Service Bylaw</i> as the designated fire department. |

Figure 5.2
Option C - Establish SRD Sub-Regional Service

| Service Element | Description |
|------------------------------------|--|
| Local Government Service Provider | Similar to the previous alternative, the Fire Protection Service would be established as a service of the Strathcona Regional District under this option as well. SRD would be the service provider. |
| Legal Framework | <p>The service's legal framework would consist of a number of key documents:</p> <ul style="list-style-type: none"> > <i>Local Government Act</i> — The SRD's authority to provide fire protection is conferred by section 332(1) of the <i>Local Government Act</i>. > <i>Service Establishing Bylaw</i> — Under section 349(1) of the <i>Local Government Act</i>, the SRD would amend the existing <i>Sayward Valley Fire Protection Service Local Service Area Establishment Bylaw, 1990</i> to exercise the Regional District's service provision authority. The amended bylaw would describe the service as one that provides fire protection throughout the Sayward Valley Fire Protection Local Service Area, the Village of Sayward, and to any areas outside of the service area with which the SRD has a contract to deliver the service. The inclusion of the Village in the establishing bylaw's service area is a key difference between this alternative and the previous one. > <i>Sayward Fire Services Bylaw</i> — The SRD would create a <i>Fire Services Bylaw</i> to confer specific authorities on the Chief of the Sayward Volunteer Fire Department (appointed by the Regional Board), and to set out regulations and restrictions that must be followed within the broader service area, including the Sayward Valley and the Village of Sayward. <p>There would be <u>no</u> <i>Fire Protection Service Agreement</i> in this alternative since neither party would receive the service on contract.</p> |
| Service Participating Jurisdiction | Electoral Area 'A' and the Village of Sayward would be the two participating jurisdictions set out in the service's establishing bylaw. |
| Service Area | <p>The service area set out in the SRD establishing bylaw would include:</p> <ul style="list-style-type: none"> > the portion of Electoral Area 'A' that is within the Sayward Valley Fire Protection Local Service Area > the Village of Sayward <p>As the local government service provider, the SRD would be responsible for providing the service to all properties within this broader service area.</p> |

| Service Element | Description |
|---|--|
| Service Governance | <p>The governing body for the service would be the SRD Board of Directors. The full Board would make decisions related to service finances, land matters, contracts and borrowing for the service, as required under section 210 of the <i>Local Government Act</i>.</p> <p>Decisions on the administration and operation of the service, including votes on the provisions of the <i>Sayward Fire Services Bylaw</i>, would be made by the participating jurisdictions' directors — namely, the Electoral Area 'A' Director and the Village of Sayward Municipal Director — on the Board. Votes on these decisions would be made as weighted stakeholder votes which, based on current populations and the SRD's voting unit, would assign one vote to each Director.</p> <p>Day-to-day operational decisions would be made, as at present, by the Chief of the Sayward Volunteer Fire Department.</p> |
| Service Cost, Cost Recovery and Cost Allocation | <p>The following points outline the treatment of costs under this service alternative:</p> <ul style="list-style-type: none"> > <i>Service Cost</i> — The service cost would be determined by the SRD Board of Directors, based on recommendations from the Electoral Area 'A' and Village of Sayward Directors (as well as input from the Fire Chief and the SRD's Protective Services Department). > <i>Cost Recovery</i> — Costs would be recovered by the SRD from Electoral Area 'A' properties in the Sayward Valley Fire Protection Local Service Area, and from Village of Sayward properties within the Village Fire Protection Service Area, using a property value tax. <p>Under this option, it should be emphasized, both local jurisdictions would be taxed by the SRD to provide the service. The Village would not pay a fee-for-service contract.</p> <ul style="list-style-type: none"> > <i>Cost Allocation</i> — The method of cost-allocation, would be determined by the two participating jurisdictions. Costs could be divided based on any factor or combination of factors, including number of incidents per jurisdictions, converted assessment, population, or other measures. <p>As with the previous alternative, the starting point in negotiations would be the cost allocation framework in place under the current service arrangement which assigns operating costs on the basis (approximately) of incident numbers. New equipment costs are split evenly in recognition of the two service areas' equal reliance on a properly-equipped single Volunteer Fire Department. Each jurisdiction is responsible for</p> |

| Service Element | Description |
|------------------|--|
| | <p>maintaining its own fire hall, which is required in order to provide timely response to each service area, and home insurance cost reductions to residents of each area.</p> <p>The overall approach to cost-sharing would be detailed in the service establishing bylaw.</p> |
| Service Delivery | The Sayward Volunteer Fire Department would deliver the service on behalf of the Regional District. The Fire Department would be identified in the <i>Sayward Fire Service Bylaw</i> as the designated fire department. |

6. EVALUATION OF SERVICE MODELS

Assessment Criteria

Each of the service model alternatives could be made to work for Electoral Area 'A' and the Village of Sayward, the two jurisdictions that currently receive fire protection from the Sayward Volunteer Fire Department. Which specific alternative, should the jurisdictions consider developing? To answer this question, it is helpful to evaluate the alternatives against a set of factors that includes the following assessment criteria:

- *Fairness* — The preferred model is the alternative in which the amount paid each year by taxpayers of the Sayward Valley and by those in the Village of Sayward is appropriate given the each group's level of relative benefit (i.e., the level of benefit relative to that received by the other).
- *Cost Effectiveness* — The preferred service model is the one that is most cost-effective for taxpayers in the Sayward Valley, as well for those in the Village of Sayward.
- *Role in Decision-Making (i.e., Governance)* — The preferred model is the alternative that would give the Director for Electoral Area 'A', on behalf of the residents of the Sayward Valley, meaningful input into decisions on service scope, service level, service budgets and other important matters. The preferred model would give both jurisdictions a voice in decision-making.
- *Anticipated Level of Support* — The preferred model is the one that would be supported by the Sayward Valley community, the Village of Sayward and the Sayward Volunteer Fire Department.

Figure 6.1 presents an evaluation of the service models against the assessment criteria.

Figure 6.1
Evaluation of the Service Models

| Assessment Criteria | Option A - Establish SRD Local Service | Option B - Establish SRD Sub-Regional Service | Option C - Establish Separate Sayward Valley (SRD) Service |
|---------------------|--|--|--|
| Fairness | <ul style="list-style-type: none"> > Fairness would depend on ability of SRD and Village of Sayward to negotiate equitable service payment from Village to SRD. | <ul style="list-style-type: none"> > Fairness would depend on ability of two jurisdictions to determine, within SRD service establishment framework, approach to cost sharing. | <ul style="list-style-type: none"> > Each party would pay full cost of its own service, and would be sole beneficiary of its service. > Over-dependence of one jurisdiction on the other through a mutual aid agreement could distort level of fairness. |
| Cost-Effectiveness | <ul style="list-style-type: none"> > Reliance on a single Sayward Valley Volunteer Fire Department would continue current high level of value-for-money. > At current service level, and under existing cost-sharing arrangement, little to suggest that service model would provide any savings to Sayward Valley taxpayers over existing service. > To achieve significant savings, would need to reduce scope or level of service, and/or shift greater amount of cost to Village of Sayward. | <ul style="list-style-type: none"> > Reliance on a single Sayward Valley Volunteer Fire Department would continue current high level of value-for-money. > At current service level, and under existing cost-sharing arrangement, little to suggest that service model would provide any savings to Sayward Valley taxpayers over existing service. > To achieve significant savings, would need to reduce scope or level of service, and/or shift greater amount of cost to Village of Sayward. | <ul style="list-style-type: none"> > Establishment of separate Sayward Valley Volunteer Fire Department would result in duplication of local service, which would not be cost-effective. |

| Assessment Criteria | Option A - Establish SRD Local Service | Option B - Establish SRD Sub-Regional Service | Option C - Establish Separate Sayward Valley (SRD) Service |
|-------------------------|--|--|--|
| | <ul style="list-style-type: none"> > Potential to benefit from future centralized technical support through SRD Protective Services Department could make more cost-effective. | <ul style="list-style-type: none"> > Potential to benefit from future centralized technical support through SRD Protective Services Department could make more cost-effective. | |
| Role in Decision-Making | <ul style="list-style-type: none"> > Decisions on service would be made by full SRD Board on which both jurisdictions" Directors sit. Board would be guided in decisions, however, by the advice from the participating jurisdiction in the service (i.e., Electoral Area 'A'), not the jurisdiction that purchases the service (i.e., Village of Sayward). > Electoral Area 'A' and SRD could consult Village of Sayward on service matters; however, recommendations to the Board would likely come from Electoral Area 'A' only. > In all, Area 'A' would have elevated role in decision-making for the service compared to role under current service arrangement. | <ul style="list-style-type: none"> > This model would provide Electoral Area 'A' a meaningful role in decision-making for the service. Indeed, the model would provide shared control over the service by Electoral Area 'A' and the Village of Sayward. Directors from both jurisdictions would need to agree to all decisions on the administration and operation of the service. > The full Board would make decisions on financial matters, land issues and contracts based on joint recommendations from the two Directors. | <ul style="list-style-type: none"> > Decisions on the service would be made by the full SRD Board. The Board would likely be guided in its decisions, however, by recommendations from the Electoral Area 'A' Director. > Since each jurisdiction would have its own service (and Volunteer Fire Department) under this model, neither jurisdiction would expect a role in decision-making for the other's service. > Any consultation on issues would be limited to mutual aid agreements and other joint issues. |

| Assessment Criteria | Option A - Establish SRD Local Service | Option B - Establish SRD Sub-Regional Service | Option C - Establish Separate Sayward Valley (SRD) Service |
|------------------------------|--|--|---|
| Anticipated Level of Support | <ul style="list-style-type: none"> > Based on discussions with SRD to date, it is anticipated that the Electoral Area 'A' Director would support this option. > Support may depend to some degree, however, on the ability under the model to reduce the total net cost to Area 'A' taxpayers for fire protection. A reduction in the total net cost for Area 'A' would require either a decrease in the existing level of fire protection service, and/or significant fee-for-service payments from the Village of Sayward. Both of these would require the agreement of the Village of Sayward > It is not clear why the Village of Sayward would endorse this model — the model does not appear to offer any benefit to the Village. Without the Village's support, implementation of the model would be difficult. | <ul style="list-style-type: none"> > This alternative would provide the jurisdictions the ability to share decision-making for the service, while continuing to rely on a single Volunteer Fire Department. > This model would likely be supported by both the Village of Sayward and the Volunteer Fire Department — support that would enable implementation of the alternative. | <ul style="list-style-type: none"> > Support for this model may be difficult to achieve given the challenges in establishing two Volunteer Fire Departments (the existing department struggles to maintain minimum staffing), and the inherent duplication of service in the model. |

| Assessment Criteria | Option A - Establish SRD Local Service | Option B - Establish SRD Sub-Regional Service | Option C - Establish Separate Sayward Valley (SRD) Service |
|---------------------|---|---|--|
| | <p>> It is equally unclear why the Volunteer Fire Department would support this model.</p> | | |

7. ADDITIONAL OBSERVATIONS

Through the course of the review, the consultants identified a few operational items that should be noted, and that the SRD may wish to consider separately from the governance model options. These observations relate to the current arrangement and should also be considered under any new shared service arrangement in future.

Volunteers Recruitment to Maintain FUS Grading

The Fire Underwriters will not assign a grading without conducting a full assessment of the community however, they do publish the general minimum requirements for each level. The SVFD currently has only 14 volunteers which is below the required minimum of 15 to maintain a DPG 3A or 3B. The fire department should strive to recruit and retain additional members to maintain the current grading. (see Figure 5.1 below for an abbreviated summary).

Figure 7.1
Fire Underwriters Survey Minimum Requirements¹³

| DPG Grading | Water Works | Apparatus | Firefighters |
|-------------|--|---|---|
| 3A | Water supply system (fire hydrants) meeting FUS minimum requirements | Response within 8 km by road with a Pumper Truck | <ul style="list-style-type: none"> 15 auxiliary (volunteer) firefighters |
| 3B | Not required – however the department must have training and equipment to deliver water by water tender (tanker truck) to meet FUS Standard Tanker Shuttle Service | Two units required <ul style="list-style-type: none"> Pumper Truck Water Tender | <ul style="list-style-type: none"> 15 auxiliary (volunteer) firefighters |
| 4 | Reserved for communities that contract for fire protection services from fire service agencies with a DPG of 1, 2, 3A, or 3B. | | |
| 5 | Considered “unprotected” if not meeting the minimum requirements of 3B. | | |

A recruitment and retention strategy may need to consider some form of monetary reimbursement for volunteers. Some options include reimbursing volunteers for lost wages when they attend incidents and training sessions; implementing an annual grant or stipend program that could be distributed among the volunteers or fund social events; or perhaps considering a shift to a paid-on-call (POC) service. Based upon the current incident volume, the cost to shift to a POC model would likely not exceed \$25,000 annually.

Sayward Valley Fire Station 2

Given the location in a flood zone and the numerous building deficiencies, the SRD may wish to consider alternatives to investing in the current repairs and maintenance plan and instead redirect those funds toward reconstruction in a new location. A new facility could serve as the main fire station with the fire chief and deputy chief headquartered there and operating under an SRD governance model.

Additionally, there may be opportunity to incorporate space for leased to the BC Emergency Health Service (BCEHS) who may have interest in relocating from their current space at the Village of Sayward Fire Station 1. The chief and deputy chief indicated that the current space is in need of repairs and does

¹³<https://fireunderwriters.ca/Grading/Dwelling-Protection-Grade>

not provide the privacy necessary for a multi-gender crew. With a potential revenue stream, reconstruction in a new location may become a more viable option.

OFC Playbook Level of Service Declaration

The Village of Sayward has selected “Exterior Operations” as the official level of service for SVFD. This is the lowest acceptable level under the OFC Playbook and is common for similar sized and resourced communities. However, it does not permit firefighters to make entry into burning buildings to extinguish fires and rescue any occupants who may be trapped inside.

If the department shifted to the “Interior Operations” level, interior firefighting would be allowed but the training requirements would increase – both in time and cost. The SRD may wish to consider the level of service in conjunction with a volunteer recruitment and retention plan, and volunteer compensation. However, ensuring a full roster of volunteers and training them to the exterior level is a higher priority.

Regardless of whether the service level changes, the officially declared level of service should be codified in policy which was unclear at the time of this report.

Potential to Improve FUS Grading by Enhancing Water Supply

Much of the Sayward Valley has no fire hydrants, although there are some predetermined locations where water can be drafted from static water sources. This is perhaps the main reason for the lower FUS grading in that area. While it may be impractical to construct a water supply system, alternatives exist to improve water supply that could perhaps result in an improvement to the FUS grading which would likely translate to reduction in residential fire insurance rates.

Many jurisdictions on Vancouver Island have improved their FUS grading from DPG 5 to DPG 3B by demonstrating the capacity to shuttle water with water tenders (tanker trucks) and maintain a consistent flow of water as required by the FUS criteria. FUS recognizes two levels of alternative water supply.

- *Standard Water Shuttle Service* is the lowest level of FUS recognized alternative water supply.
- *Accredited Superior Tanker Shuttle Service* is the highest recognized level and offers the greatest savings if achieved.

In both scenarios, the fire department must demonstrate the ability to provide a continuous water supply and fire flow at a specified volume and duration. Typically, this is achieved with multiple water tenders which usually requires mutual aid from several neighbouring communities. Given the travel time to the two closest mutual aid fire departments (City of Campbell River and Village of Woss) is almost an hour, this may prove a difficult task but one worthwhile studying.

Even if either shuttle service above cannot be achieved, there is opportunity to make improvements to the current water supply by locating additional static water sources for drafting and installing appliances, such as dry hydrants, at those locations to expedite water access.

Oversight of a new Sub-regional Fire Protection Service

Fire services within the SRD are currently coordinated through the Protective Services Coordinator position. Should a Strathcona Regional District sub-regional fire protection service be established as recommended in this report, the SRD may also wish to review the capacity for this position to adequately oversee and support the new service alongside existing duties.

8. RECOMMENDATIONS

The Strathcona Regional District (SRD) contracted Aegis Risk Management Ltd. to conduct a *Fire Services Review* of fire protection in the Sayward Valley portion of Electoral Area 'A'. The review included an assessment of the current contracted service and explored alternative solutions. The overall aim is for the SRD to enhance its role in the oversight and decision making for the fire services.

The consultants' findings from the *Review* have been presented in this report. Based on these findings, the following recommendations, divided into different categories, are provided for the consideration of the Strathcona Regional District:

Alternative Service Models

- THAT the Board endorse the establishment of a Strathcona Regional District sub-regional fire protection service, with Electoral Area 'A' and the Village of Sayward as participants, to replace the existing service arrangement.
- THAT the current level of service is maintained or improved upon under a new service arrangement.

Fire Department Operations

- THAT the Fire Department recruit, train, and retain a continuous roster of a minimum of 20 volunteer firefighters to ensure Fire Underwriter Survey DPG 3A/3B grading is sustained.
- THAT the Board consider the establishment of a financial reimbursement program for volunteer firefighters to incentivise recruitment and retention.
- THAT the Board consider adding at least one high-capacity water tender (tanker truck) to the fleet either as an additional apparatus or when replacing the next fire engine.
- THAT the Fire Department consider conducting a feasibility study on alternative water supplies for the areas where fire hydrants are not available including:
 - Determine the potential to achieve either a Standard Tanker Shuttle Service or Superior Tanker Shuttle Service to meet the Fire Underwriters Survey criteria.
 - Determine locations for additional drafting stations from natural and manmade static water sources.
- THAT the Board consider a flood mitigation plan or long-term replacement and relocation plan for Fire Station 2.

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STAFF REPORT

For: Mayor and Council
Prepared by: Ann MacDonald, CAO
Subject: **Motion to remove Letters Patent**
Meeting date: October 19, 2021

BACKGROUND

Council passed the following motion at its regular meeting on October 5, 2021. The purpose of this staff report is to obtain Council's direction on how to frame that question and provide context to citizens to make the effort useful.

MOTION R21/231

MOVED AND SECONDED

THAT in conjunction with the Fireworks Household Survey a question be sent out for discussion among the citizens of the Village of Sayward to seek citizens' interest in the Village becoming an electoral area of the SRD.

Opposed Mayor Baker, Cllr Tinsley
CARRIED

DISCUSSION

Citizens require some context around this question to consider the question in an informed way and the attached General Features of Incorporation provide some of those answers.

They likely need to know what such a process would look like, and would there be tax savings, and what would happen to the assets of the village (i.e. sewer and water infrastructure, roads, fleet vehicles, the fire hall and equipment, the Kelsey Centre, the water treatment plant, and all of the village owned parks, etc.) And what are the benefits of removing the letters patent and becoming an electoral area of the SRD? None of these items were discussed when the motion was tabled. Finally, voters consent would be required with at least 50 plus 1 % of the eligible electors voting in favour of this initiative.

Along with this information citizens would likely want to know their alternatives, like how much would it cost to replace the water, sewer, drainage, and road infrastructure themselves, if they were to keep their village status. Assuming grant funding is available, could citizens manage

what is generally about 30% of any grant funding? What would that amount be and how much of it would be covered by increased taxes?

Compiling this information takes time and resources, and therefore, this too should form part of the question.

RECOMMENDATIONS

THAT the Motion to remove Letters Patent staff report be received for information and discussion; and,

Should Council wish to proceed with motion R21/231 staff suggest the following:

THAT citizens be asked the following question, and that the question accompany the mail out survey on a proposed new Fireworks Bylaw:

"Do citizens support Council investing resources to identify the costs, benefits and process to remove the corporate status of the village and turn it into an electoral area where water, sewer, roads and drainage services are provided by the SRD under the guidance of a single electoral area director, with taxes paid to the SRD versus the Village?"

Respectfully submitted,

Ann MacDonald
CAO

Attachments:

- **Letter to Citizens re: Removal of Letters Patent**
- **General Features of Incorporation**



October 18, 2021

Dear property owner of the Village of Sayward:

PLEASE RESPOND BY NOVEMBER 1, 2021

Attached to this page is a household survey asking citizens their views on a new Fireworks Bylaw. The survey is a way for Council to hear from villagers on how restrictive they want such a bylaw to be, and if villagers want a Fireworks Bylaw at all.

Along with this question, Council has at least one more: Would you prefer to become an electoral area within the SRD? Or maybe the question is, are you interested in Council using its resources to research and identify costs to the taxpayers and what the process and possible benefits would look like to dissolve the corporate status and become an electoral area?

Council passed the following motion at its October 5, 2021 Council meeting:

MOTION R21/231

MOVED AND SECONDED

THAT in conjunction with the Fireworks Household Survey a question be sent out for discussion among the citizens of the Village of Sayward to seek citizens' interest in the Village becoming an electoral area of the SRD.

**Opposed Mayor Baker, Cllr Tinsley
CARRIED**

To consider this in an informed manner you likely need to know what such a process would look like, and would there be tax savings to the citizens, and what would happen to the assets of the village such as the fleet vehicles, the fire hall and equipment, the Kelsey Centre, the water treatment plant and all of the village owned parks, etc. The attached sheet, *General Features of Incorporation* answers some of this.

Voters consent would be required with at least 50 plus 1 % of the eligible electors voting in favour of this initiative.

Citizens would likely want to know their alternatives, like how much would it cost to replace the water, sewer, drainage, and road infrastructure if they were to keep their village status and direct more future growth to cover those costs. Assuming grant funding is available, could citizens manage this and what would be the costs to match any grant funding, so about 30% typically. What would that amount be and how much of it would be covered by increased taxes? That too would be helpful to know.

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

The question is do citizens want Council to spend funds to identify costs and process to remove the corporate status of the village and return to an electoral area where water, sewer, roads and drainage services are provided by the SRD under the guidance of a single electoral area director and paid for as a service by its users?

Should citizens support exploring this question, the referendum would be planned to occur at the same time as the Fall 2022 municipal elections. The costs to host a referendum are much the same as those of an election: approximately \$15,000, and therefore it makes sense to hold the two votes together.

Do citizens support Council investing resources to identify the costs, benefits and process to remove the corporate status of the village and turn it into an electoral area where water, sewer, roads and drainage services are provided by the SRD under the guidance of a single electoral area director, with taxes paid to the SRD versus the Village?

Yes _____

No _____

Comments:

Thank you,

Mayor Mark Baker
Village of Sayward

Attached: Fireworks Bylaw Survey

PLEASE RESPOND BY NOVEMBER 1, 2021

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

| | <u>Before Incorporation</u> | <u>After Incorporation</u> |
|--|---|---|
| Representation | One electoral area director on the Regional Board with a number of votes (for certain purposes) depending on the population of the electoral area. | A village municipality has a mayor and four councillors. A district municipality has a mayor and six councillors. The municipality would appoint one or more of its members to the Regional Board depending on its population. |
| Administration | The Regional Board administers most regional district services but it may delegate some responsibility to local management committees. Staff required as necessary to carry out the operation and administration of the services provided or the service may be contracted. | Council administers municipal services but it may delegate some responsibilities to committees. Staff are required as necessary to carry out the operation and administration of the services provided or the services may be contracted. |
| Land-Use | Official Community Plans and zoning bylaws are established by the regional district following public hearings. | A newly incorporated municipality initially inherits the regional district land-use bylaws but can amend or repeal them where they affect the municipality following public hearings. |
| Subdivision Approval | This responsibility is with the Regional Approving Officer of the Ministry of Transportation and Infrastructure | Subdivision approval would be the responsibility of a municipal staff person. |
| Local Roads | Construction and maintenance of all roads paid by the Ministry of Transportation and Infrastructure. Work is undertaken through contractors. | Construction and maintenance costs paid by the municipality for non-arterial roads. Road network logic is a strong consideration in defining municipal boundaries. |
| "Direct" Services | Services such as community water systems, garbage collection and disposal, sewage collection systems, fire protection and street lighting, are provided primarily by the regional district with elector assent or by improvement districts. | A municipality would inherit all of the regional district's services and services provided by improvement districts. The transfer of improvement districts may be phased in. |
| Regional Services or Regulatory Services | Services such as building inspection, regional parks and regional libraries are generally provided to the entire regional district. Services such as animal control, unsightly premises and noise control are regulatory in nature. | A municipality could contract these services with the regional district, or the municipality may undertake the services on its own. |
| Grants | Eligible for conditional grants from the province (those based on particular projects or studies). Application success based on availability of provincial funds and priority in relation to other local government projects. | Eligible for unconditional and conditional grants from province. The unconditional grant (Small Community Grant) is paid annually on the basis of a formula that includes population. |
| General Taxes | Residents pay the provincial rural and police tax levies. The regional district cannot vary the burden of taxes among different classes of assessment. The Home Owner Grant is applied against the tax levy. | Residents to not pay the provincial rural tax levy. Council determines the burden of taxes on different classes of assessment. School and police taxes are unaffected by incorporation, but the municipality will be responsible for collecting the school and police tax (if applicable) and remitting it to the province. The Home Owner Grant is applied against the tax levy. |
| Farm Taxes | Farm residence is 50% exempt from taxation. | No exemption on farm residence. This loss of exemption is phased in over the first five years after incorporation. |
| Police Costs | The cost of policing is included in the general provincial tax levies. Decision on policing levels decided by the RCMP. | Municipalities with less than 5,000 population pay the provincial police tax. Municipalities between 5,000 and 15,000 pay 70%. Municipalities over 15,000 pay 90% of may have their own police force. RCMP determines policing levels where they continue to provide the service. |
| Indian Reserves | Reserve lands are outside regional district jurisdiction but they may contract to provide them with services. | Reserve lands are not included within municipal boundaries but they may contract to provide them with services. The location of Reserves would have an impact on possible municipal boundaries. |
| Boundary | Electoral area boundaries are typically large geographic areas and are set in regional district Letters Patent. Service boundaries may be smaller and are set in regional district service establishment bylaws. | Municipal boundaries do not automatically follow electoral area boundaries. Municipal boundaries are reviewed in context of services provided by the regional district, neighbouring municipalities, road network, Indian Reserves, geological features, etc. |



STAFF REPORT

For: Mayor and Council
Prepared by: Ann MacDonald, CAO
Subject: **Ticketing Bylaw No. 422, 2021**
Meeting date: October 19, 2021

BACKGROUND

For Council to consider approval of Ticketing Bylaw No. 422. This will provide for those people identified as being able to enforce bylaws being able to write a ticket for an offence. This includes the CAO, appointed village staff, the RCMP, and in some cases the Fire Chief. The bylaw has received a legal review and is very similar to a bylaw being implemented in various other small communities where bylaw enforcement training and officers are limited and where it makes sense to include others, such as the RCMP, to enforce.

DISCUSSION

The bylaw has been reviewed by the RCMP, and staff have been advised that the RCMP is ready to provide enforcement support once the bylaw has been adopted. This bylaw, once in place and approved by Council, provides an alternative method for imposing a penalty for a bylaw offence.

Prosecutions under the *Offence Act* can be time consuming and costly, and the issuance of a ticket is a more expedient way of initiating bylaw enforcement proceedings. It is entirely appropriate to have both systems in place – tickets being issued for “minor” offences, while in the appropriate circumstances a more significant penalty can be sought for more serious offences through summary conviction proceedings.

This method is faster and easier; however, the trade-off is that the maximum penalties are lower. Until recently, fines under a local government ticket bylaw had to be approved by the Chief Judge of the Provincial Court. That is no longer a requirement; however, Council must bear in mind that the fines set under Ticketing Bylaw No. 422 are in a fixed amount, and higher penalties (i.e. those approaching \$1,000) should be reserved for more serious offences.

With respect to the Noise Bylaw, once actual progress has been achieved with Western Forest Products (WFP) to resolve how to accommodate their request to operate outside the hours permitted in the bylaw, the Noise Bylaw can be revised to include a process for applying for and granting approval for noise-producing activities otherwise prohibited. Provisions like this are supported by Section 15 of the *Community Charter*, which states that when regulating under the

Community Charter or Local Government Act, Council may provide for a system of licenses, permits and approvals.

Section 15 provides that a system of licensees, permits and approvals may, among other things:

- a) prohibit an activity until a license, permit or approval has been granted.
- b) establish terms and conditions for the grant of the approval.
- c) provide that terms and conditions may be imposed as a condition of the approval, the nature of those terms and conditions, and who may impose them.

Staff suggest that work continue with WFP to ensure that the Village residents most affected by the very early start times in hot summer months, or the Village itself, receive some sort of compensation from WFP, and that once an agreement has been reached, that Council approve that and provide for notice of this agreement in the Noise Bylaw.

RECOMMENDATIONS

THAT the Ticketing Bylaw No. 422, 2021 staff report be received for information and discussion; and,

THAT Ticketing Bylaw No. 422, 2021 be given first, second and third reading.

Respectfully submitted,

Ann MacDonald
CAO



VILLAGE OF SAYWARD

BYLAW NO. 422

A BYLAW OF THE VILLAGE OF SAYWARD TO AUTHORIZE TICKETING FOR BYLAW OFFENCES

WHEREAS Sections 264 and 265 of the *Community Charter* authorize a Council, by bylaw, to:

- a. Designate a bylaw which may be enforced by means of a ticket in a form prescribed by regulation;
- b. Designate bylaw enforcement officers for the purpose of enforcing bylaws by means of a ticket;
- c. Authorize the use of any word or expression on a ticket to designate an offence against a bylaw;
- d. Establish penalties, not greater than the amount prescribed by regulation, for an offence against a designated bylaw.

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

1. This Bylaw may be cited as "**Ticketing for Bylaw Offences Bylaw No. 422, 2021.**"
2. Those bylaws listed in Schedule 1, attached to and forming part of this Bylaw, under the heading "*Designated Bylaws*" may be enforced by means of a ticket in the form prescribed under section 264(1)(a) of the *Community Charter*.
3. Those persons listed in each row of Schedule 1, attached to and forming part of this Bylaw, under the heading "*Designated Bylaw Enforcement Officers*" are designated as bylaw enforcement officers for the purpose of enforcing the Designated Bylaw listed in the same row of Schedule 1.
4. The words or expressions set forth under the heading "*Designated Offence*" in Schedules 2 through 5, attached to and forming part of this Bylaw, designate the offence committed under the section of the Designated Bylaw listed in the same row of the applicable Schedule.
5. The amounts listed in Schedules 2 through 5 under the heading "*Penalty*" designate the fines prescribed pursuant to Section 265 of the *Community Charter* for contravention of corresponding Designated Offences.
6. In the case of a continuing offence, each day that the offence continues constitutes a new

offence, and a separate ticket may be issued for each day that the offence continues.

7. If any section, subsection, sentence, clause, phrase or lesser portion of this bylaw is, for any reason, held to be invalid by decision of any court of competent jurisdiction, the invalid portion of the bylaw shall be severed, and the remaining provisions of this bylaw shall not be affected.

Read a first time on the ____ day of _____, 2021.

Read a second time on the ____ day of _____, 2021.

Read a third time on the ____ day of _____, 2021.

Adopted on the ____ day of _____, 2021.

Certified a true copy of Bylaw
No. 422 this ____ day of

_____, _____

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

SCHEDULE 1

| <i>Schedule</i> | <i>Designated Bylaws</i> | <i>Designated Bylaw Enforcement Officers</i> |
|------------------------|------------------------------------|---|
| 2 | Animal Control Bylaw No. 418, 2015 | Bylaw Enforcement Officer Chief Administrative Officer RCMP Officer |
| 3 | Noise Control Bylaw No. 342, 2005 | Bylaw Enforcement Officer Chief Administrative Officer RCMP Officer |
| 4 | Parks Control Bylaw No. 421, 2018 | Bylaw Enforcement Officer Chief Administrative Officer RCMP Officer |
| 5 | Building Bylaw No. 334, 2005 | Bylaw Enforcement Officer Chief Administrative Officer RCMP Officer |

SCHEDULE 2
ANIMAL CONTROL BYLAW NO. 418, 2015

| <i>Designated Offence</i> | <i>Section</i> | <i>Penalty (\$)</i> |
|---|-----------------------|----------------------------|
| Unlicensed dog | 4.1 | 75.00 |
| No licence tag on dog | 4.4 | 50.00 |
| Prohibited removal of licence tag | 4.5 | 50.00 |
| Unauthorized keeping of animals outdoors | 5.1 | 75.00 |
| Keep more than three dogs | 5.2 | 200.00 |
| Prohibited keeping of livestock | 5.3 | 100.00 |
| Sell wild or exotic animal | 5.4 | 100.00 |
| Display wild or exotic animal | 5.4 | 100.00 |
| Keep wild or exotic animal | 5.4 | 100.00 |
| Dog in restricted area of park | 5.5 | 100.00 |
| Dog at large | 5.6 | 100.00 |
| Fail to remove dog excrement | 5.7 | 150.00 |
| Keep dog that has killed or injured | 5.8(a) | 200.00 |
| Keep barking dog | 5.8(b) | 200.00 |
| Keep aggressive dog | 5.8(c) | 200.00 |
| Keep dog for dog fighting | 5.8(d) | 200.00 |
| Keep birds that are a nuisance or disturb | 5.9 | 100.00 |
| Keep more than three cats | 5.10 | 200.00 |
| Cat at large | 5.11 | 100.00 |
| Fail to muzzle/enclose dangerous or vicious dog | 5.12 | 200.00 |
| Interfere with impounding of animal | 6.4 | 300.00 |
| Unlawfully remove animal from Pound | 6.9 | 200.00 |
| Obstruct Animal Control Officer | 9.4 | 300.00 |

SCHEDULE 3
NOISE CONTROL BYLAW NO. 342, 2005

| <i>Designated Offence</i> | <i>Section</i> | <i>Penalty (\$)</i> |
|---|-----------------------|----------------------------|
| Continuous and persistent noise that disturbs | 4.1 | 100.00 |
| Amplified sound that disturbs | 4.2 | 100.00 |
| Noise that disturbs | 4.3 | 100.00 |
| Animal noise that disturbs | 4.4 | 100.00 |
| Construction outside permitted hours | 5.2.1 | 100.00 |

SCHEDULE 4

PARKS CONTROL BYLAW NO. 421, 2018

| <i>Designated Offence</i> | <i>Section</i> | <i>Penalty (\$)</i> |
|--|----------------|---------------------|
| Damage park vegetation or soil | 4.1(a)(i) | 200.00 |
| Remove park vegetation or soil | 4.1(a)(i) | 200.00 |
| Damage park improvement | 4.1(a)(ii) | 200.00 |
| Remove park improvement | 4.1(a)(ii) | 200.00 |
| Damage park building or structure | 4.1(a)(iii) | 200.00 |
| Remove park building or structure | 4.1(a)(iii) | 200.00 |
| Damage park fixture or equipment | 4.1(a)(iv) | 200.00 |
| Remove park fixture or equipment | 4.1(a)(iv) | 200.00 |
| Permit dog or other animal in stream or pool | 4.1(b) | 100.00 |
| Deposit garbage where not permitted | 4.1(c) | 100.00 |
| Deposit household/trade waste | 4.1(d) | 100.00 |
| Vehicle not in designated area | 4.1(e) | 100.00 |
| Animal not in designated area | 4.1(f) | 100.00 |
| Launch water vessel from undesignated area | 4.1(g) | 100.00 |
| Use object in a dangerous manner | 4.1(h) | 100.00 |
| Dump foreign material | 4.1(j) | 200.00 |
| Operate amplifying system/loudspeaker | 4.1(k)(i) | 150.00 |
| Camp overnight | 4.1(k)(ii) | 100.00 |
| Participate in unauthorized event | 4.2(a) | 100.00 |
| Unauthorized commercial activity | 4.2(b) | 150.00 |

SCHEDULE 5
BUILDING BYLAW NO. 334, 2005

| <i>Designated Offence</i> | <i>Section</i> | <i>Penalty (\$)</i> |
|--|-----------------------|----------------------------|
| Work without permit | 6.1.1 | 500.00 |
| Occupy without occupancy permit | 6.1.2 | 500.00 |
| Provide false information to building official | 6.1.3 | 500.00 |
| Tamper with official notice | 6.1.4 | 500.00 |
| Obstruct building official | 6.1.6 | 500.00 |
| Failure to comply with stop work order | 6.1.7 | 1,000.00 |
| Work contrary to bylaw | 6.1.8 | 1,000.00 |
| Demolition without permit | 6.1.9 | 1,000.00 |



VILLAGE OF SAYWARD

BYLAW NO. 477

A BYLAW TO AUTHORIZE THE TAX EXEMPTION OF CERTAIN LANDS AND IMPROVEMENTS FOR THE YEARS 2022-2024

WHEREAS Section 224 of the *Community Charter* empowers Council, by bylaw, to exempt from taxation imposed under Section 197 (1) of the *Community Charter* any land or improvements or both land and improvements, owned or held by a charitable, philanthropic or other not for profit corporation the Council considers are used for a purpose that is directly related to the purposes of the corporation;

AND WHEREAS in the opinion of the Council, the property owned by the Sayward Futures Society qualifies under Section 224 (1) and (2) of the *Community Charter*;

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

1.0 CITATION

- 1.1 This Bylaw may be cited for all purposes as “**Permissive Tax Exemption Bylaw No. 477, 2021**”.

2.0 EXEMPTIONS

- 2.1 75% of the assessed value of the following lands and improvements are exempted from the taxation imposed under Section 197(1) (a) of the *Community Charter* for the years 2022 to 2024:

a) Sayward Futures Society, 16 Sayward Rd., PID 009-664-599 District Lot 304, Sayward Land District, PT DL 304 AS SHOWN IN RED ON DD 39449I

Read a first time on the 5th day of October 2021.

Read a second time on the 5th day of October 2021.

Read a third time on the 5th day of October 2021.

Adopted on the ____ day of October ____.

Certified a true copy of Bylaw
No. 477 this ____ day of
____, 20____

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

