



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
DECEMBER 7, 2021 - 7:00 PM
HYBRID TEAMS & OPEN MEETING
COUNCIL CHAMBERS**

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

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 December 7, 2021 be approved.

4. Minutes of Previous Meetings

Recommended Resolutions:

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

THAT the minutes from the Special Council meeting (Strategic Planning session) held on November 20, 2021 be adopted.

5. Petitions and Delegations - None

6. Correspondence

a) Hon. Josie Osborne, Ministry of Municipal Affairs, re: Clean BC Roadmap

b) Lavinia Rojas, re: fireworks petition

c) Andrea Cragg, re: Community to Community Forum

d) SD72 Board News

e) Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs, re: October 2021 Regional Meetings

f) Stephanie Hendrickson, CRDCEH Coordinator, re: Rural and Remote SRD Housing and Service Needs

g) Cpl. Chris McMillan, Sayward RCMP, re: July to Sept 2021 Policing Report

h) Eric Stubbs, Assistant Commissioner, BC RCMP re: BC Supreme Court Injunction Enforcement – Coastal GasLink

i) Lisa Dennis, Manager of Legislative Services re: CVRD 2022 meetings calendar

j) Nancy Matthews, Royal Canadian Legion Campaign Office, re: 17th Annual Military Service Recognition Book

k) UBCM re: 2022 Convention hotel block

7. Council Reports - None

8. Reports of Committees - None

9. Mayor's Report - verbal

a) Shared Fire Service

10. Unfinished Business - None

11. Staff Reports

a) 2022 Strategic Plan

Recommended Resolution:

THAT Council approves the 2022 Strategic Plan.

b) 2022 – 2026 Financial Plan

Recommended Resolution:

THAT Council schedule the following Committee of the Whole meetings for Financial Planning purposes:

Tuesday January 11, 2022

Tuesday January 25, 2022

Tuesday February 8, 2022

12. Bylaws

a) 2021-2025 Five Year Financial Plan Amendment Bylaw

Recommended Resolution:

THAT Five Year Financial Plan Amendment Bylaw No. 478, 2021 be given fourth and final reading.

13. New Business

a) Council Appointments and Portfolios - The Mayor usually makes appointment recommendations at this meeting and Council as a whole decides the appointments.

Recommended Resolutions:

All appointments take effect December 8, 2021

1.) THAT _____ be appointed to the Strathcona Regional District Board and _____ be appointed as alternate; _____ to attend the Comox Strathcona Regional Hospital District Board and the Comox Strathcona Waste Management Committee.

2.) THAT _____ be appointed to the Sayward Community Tourism Committee and _____ be appointed as alternate.

3.) THAT _____ be appointed to the Community Garden Portfolio and _____ be appointed as alternate.

4.) THAT _____ be appointed as the Healthy Communities and Age Friendly Representative and _____ be appointed as alternate.

5.) THAT _____ be appointed to the First Nations Relations and Community Forest Committee and _____ be appointed as alternate.

6.) THAT _____ be appointed to the Mid Island Forestry Lands Advisory Group.

7.) THAT _____ be appointed as Deputy Mayor.

8.) THAT staff bring back all appointments in November 2022.

14. Public Question Period (maximum 15 minutes)

Mayor: "The purpose of the public question period is to enable citizens to ask questions of Council about issues that are important to the citizen asking the question. Speakers are asked 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. Citizens will be asked to state their name and address."

15. 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.

16. Adjournment

Recommended Resolution:

THAT the Regular Meeting of Council for December 7, 2021 be adjourned.



**VILLAGE OF SAYWARD
MINUTES
REGULAR COUNCIL MEETING
NOVEMBER 16, 2021
HYBRID TEAMS & OPEN MEETING
COUNCIL CHAMBERS**

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

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

1. Call to Order

Meeting was called to order at 7:00 PM.

2. Introduction of Late Items

a) Appointment of Acting Corporate Officer, added to Item 13. New Business

3. Approval of Agenda

MOTION R21/276

MOVED AND SECONDED

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

CARRIED

4. Minutes of Previous Meetings

MOTION R21/277

MOVED AND SECONDED

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

THAT the minutes from the Committee of the Whole meeting held on November 10, 2021 be adopted.

CARRIED

5. Petitions and Delegations

a) Area A Director Gerald Whalley and SRD CAO Dave Leitch, Shared Fire Service Presentation/ Discussion

b) M. Adama and McElhanney re: Development at 18 Sayward Rd.

6. Correspondence

a) Association of Vancouver Island Coastal Communities Workshop Topic Suggestions

b) Association of Vancouver Island Coastal Communities Hotel Reservations April 1 -3, 2022.

c) UBCM Emergency Operations Centre & Training final report letter

d) November 5, 2021 Correspondence from Executive Branch #147 R.C. Legion

Note: this item is included in Staff Report 11 (d)

MOTION R21/278

MOVED AND SECONDED

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

CARRIED

7. Council Reports - None

8. Reports of Committees - None

9. Mayor's Report

a) The Mayor provided a verbal report on the deferral of logging of old growth forests recently announced by the Province. He noted that the North Island Mayor's will be penning a letter to the Province to voice their concerns, and requested a motion from Council that he be authorized to sign on behalf of the Village of Sayward.

MOTION R21/279

MOVED AND SECONDED

THAT the Mayor be authorized to sign the North Island Mayor's letter to the provincial government regarding the deferral of logging of old growth forests.

CARRIED

b) Staff Appreciation Dinner – Verbal Report

10. Unfinished Business - None

11. Staff Reports

a) Regional Grant Opportunity – Emergency Support Services

MOTION R21/280

MOVED AND SECONDED

THAT Council approve application to the UBCM 2022 Community Emergency Preparedness Program grant in collaboration with the Strathcona Regional District; and,

THAT the Strathcona Regional District be authorized to provide overall grant management on behalf of the Village of Sayward if the application is successful.

CARRIED

b) 2022 Regular Council Meeting Schedule

MOTION R21/281

MOVED AND SECONDED

THAT Council approves the attached 2022 Regular Council Meeting Schedule as presented noting that June, July, August, and December meetings are varied from Council Procedure Bylaw No. 416, 2015 to one meeting per month.

CARRIED

c) Request for Financial Support from R.C. Legion Branch #147

MOTION R21/282

MOVED AND SECONDED

THAT staff be directed to send a letter to the R.C. Legion Branch #147 requesting that a Legion delegate be invited to a future Council meeting to provide specific information on financial needs.

CARRIED

12. Bylaws

a) 2021-2025 Five Year Financial Plan Amendment Bylaw

MOTION R21/283

MOVED AND SECONDED

THAT Five Year Financial Plan Amendment Bylaw No. 478, 2021 be given first, second and third readings in order that the initiatives referenced in the November 16, 2021 staff report be included in the 2021-2025 financial plan.

CARRIED

13. New Business

MOTION R21/284

MOVED AND SECONDED

THAT Lisa Clark, CFO be appointed Acting Corporate Officer until a new Chief Administrative Officer is hired.

CARRIED

13. Public Question Period - None

14. In-Camera - None

15. Adjournment

The meeting was adjourned at 8:41 PM.

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
MINUTES
SPECIAL COUNCIL MEETING
NOVEMBER 20, 2021
HYBRID TEAMS & OPEN MEETING
COUNCIL CHAMBERS**

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

Regrets: Councillor Norm Kirschner

In Attendance: Ann MacDonald, CAO

1. Call to Order

Meeting was called to order at 10:20 AM.

2. Introduction of Late Items - None

3. Approval of Agenda

MOTION S21/10

MOVED AND SECONDED

THAT the agenda for the Special Meeting of Council for November 20, 2021 be approved.

CARRIED

4. Minutes of Previous Meetings - None

5. Petitions and Delegations - None

6. Correspondence - None

7. Council Reports - None

8. Reports of Committees - None

9. Mayor's Report

a) The Mayor provided a verbal report regarding the truck parade scheduled for December 17th, 2021 and discussed the lighting of a Christmas tree at the Village gazebo at the end of the parade.

MOTION S21/11

MOVED AND SECONDED

THAT the Village allocates \$1,500 towards the lighting of a Christmas tree on December 17, 2021.

CARRIED

10. Unfinished Business - None

11. Staff Reports - None

12. Bylaws - None

13. New Business

a) 2022 Strategic Planning Session

14. Public Question Period - None

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

MOTION S21/12

MOVED AND SECONDED

THAT in accordance with Section 92 of the *Community Charter*, this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with Section 90(1)(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 interest of the municipality.

CARRIED

16. Rise & Report

MOTION IC21/36

MOVED AND SECONDED

THAT the acquisition of 280 MacMillan Drive for the sum of \$48,000 be finalized.

CARRIED

17. Adjournment

The meeting was adjourned at 3:30 PM

Mayor

Corporate Officer



October 29, 2021

Ref: 268537

Mayors and Regional District Chairs of British Columbia

Dear Mayors and Chairs:

I am pleased to announce that the Province of British Columbia recently launched the CleanBC Roadmap to 2030. Building on actions in our 2018 CleanBC plan, the Roadmap to 2030 is a stronger, more ambitious climate plan to reach our 2030 emissions reductions targets and build a strong, low-carbon economy.

The Roadmap to 2030 includes actions across eight pathways including: low-carbon energy; transportation; buildings; communities; industry; agriculture, aquaculture and fisheries; forest bioeconomy; and negative emissions technologies. Highlights of the Roadmap include:

- New requirements to make all new buildings net-zero emissions by 2030
- A nation leading adoption of zero-emission vehicles with 90 percent ZEVs by 2030 and 100 percent by 2035
- An accelerated shift towards active transportation and public transit
- A commitment to increase the price on carbon pollution to meet or exceed the federal benchmark, with supports for people and businesses
- Requirements for new industry projects to have enforceable plans to reach net-zero emissions by 2050
- Stronger regulations that will nearly eliminate industrial methane emissions by 2035
- Increased clean fuel and energy efficiency requirements
- A Clean Transportation Action Plan will support emission reductions by focusing on efficiency-first transportation options

Local governments across B.C. have consistently shown leadership and commitment to taking action on climate change. Continuing the partnership between local governments and the province is key to achieving our shared goals. The Roadmap to 2030 highlights the prominent role that communities have in reaching those goals and commits to establishing a new program in 2022 to support local government climate actions through flexible, predictable funding.

.../2

The expanded climate actions in the Roadmap to 2030 will accelerate our transition to a net-zero future and ensure we meet B.C.'s legislated greenhouse gas target of 40 percent below 2007 levels by 2030. To learn more and to read the CleanBC Roadmap to 2030, please visit: www.cleanbc.gov.bc.ca and read the news release.

I would also like to share with you the [2021 Climate Change Accountability Report](#). The report includes detailed information on CleanBC progress over the 2020-2021 period to reduce carbon pollution, prepare for climate impacts and create low-carbon economic opportunities for people across B.C. It also includes emissions data for the 2019 reporting year.

Sincerely,



Josie Osborne
Minister

pc: Chief Administrative Officers

Dear Mayors and members of Council of all 162 municipalities in BC.

I am writing to ask you to consider supporting a petition that calls on the federal government to take legislative action on consumer fireworks.

Each year on holidays such as Halloween and New Year's, many municipalities are stretched thin responding to calls about fireworks, even with local restrictions or bans in place. This diverts important resources away from other public safety concerns. In some cases, fireworks have been mistaken for gunfire, and I understand that there are police departments looking for ways to reduce these calls for service so that their officers can focus on the most serious public safety priorities.

Asking the federal government to take greater responsibility for consumer fireworks would help to alleviate this burden for you, as well as significantly improve the well-being of your communities.

As you may know, fireworks put the health of animals, people, and the environment at risk. They can frighten and injure pets, farm animals, and wildlife, maim and even kill people, pollute the soil and water, and cause wildfires. Restricting their use by the general public would go a long way to protecting all members of your communities.

The federal petition, available at <https://petitions.ourcommons.ca/en/Petition/Details?Petition=e-3591>, already has significant support from British Columbians. Please consider adding your voice to this important issue.

Thank you for your time and consideration.

Lavinia Rojas

Victoria, BC

V8V 1S9

Lisa Clark

Subject: FW: Community to community Forum
Attachments: Reconciliation for Sayward.pdf

From: Andrea Cragg
Sent: November 17, 2021 8:31 PM
To: Ann MacDonald <cao@saywardvalley.ca>
Subject: Community to community Forum

Attached is a letter that I wish Village staff and council to review in reference to yesterday's meeting. I have cc'd those representatives that attended yesterday's meeting in the hopes that the K'omoks First Nations does not judge the entire community of Sayward based on the inadequacies of our leaders.

Andrea Cragg, BA

To the Village of Sayward & K'omoks First Nations Representatives
RE: Community-to-Community Forum November 16, 2021

As someone who identifies as both First Nations and Canadian it is incumbent upon me to express my extreme disappointment with the Village of Sayward's November 16, 2021 meeting with the K'omoks First Nations which included discussions towards reaching reconciliation. It is extremely obvious that the leaders of the Village of Sayward have no interest in this topic, or they could have easily availed themselves of the many resources available towards beginning the conversation of reconciliation and inclusivity. Of considerable concern was the lack of suggestions towards the first steps the Village of Sayward could have already begun doing and indeed should already be doing. We are decades behind most communities that have made it standard practice to offer signage in native language and First Nations artwork displays throughout the community. A mere 80km away we can see a myriad of First Nations culture embraced in murals, totem poles, artwork and language. It is extremely disappointing that the Mayor and Village staff could not have simply done a bit of basic research before their meeting.

To give you some background:

Indigenous peoples have a special constitutional relationship with the Crown. This relationship, including existing Aboriginal and treaty rights, is recognized and affirmed in section 35 of the *Constitution Act, 1982*. Section 35 contains a full box of rights, and holds the promise that Indigenous nations will become partners in Confederation on the basis of a fair and just reconciliation between Indigenous peoples and the Crown (Government of Canada).

With this in mind local governments such as the Village of Sayward have been mandated to begin conversations that will begin the process of reconciliation. But also to embrace the communities of the indigenous peoples within which we live. For a community to get started, there are extremely simple and, honestly, obvious, components to inclusiveness. First and foremost is our language - as most other communities do these days - we can offer our gratitude to the Indigenous Peoples upon whose land we reside. This also includes offering a traditional greeting in both written and oral traditions for all correspondence and meetings. Secondly, it is incumbent upon government officials and staff to recognize the unceded territory upon which they operate and implement policy. The K'omoks First Nation have even provided us with their recommended greeting "*We/ I respectfully acknowledge that the land we gather on is on the Unceded traditional territory of the K'omoks First Nation, the traditional keepers of this land.*" Thirdly, embracing the culture and offering traditional

ceremonial components in not only ongoing events, but also creating new and relevant activities upon which the community can grow and support one another are pivotal to building stronger relationships. One popular initiative is Orange Shirt Day, but of course we now also have September 30th to be marked as a day of reconciliation - of which there was no ceremony or even virtual recognition of during this past September 2021.

Of utmost importance to comprehend is that at any forum or discussion: it is not incumbent upon the Indigenous Peoples to explain to the colonists the best way in which to offer reconciliation - that is up to the colonists. According to Merriam-Webster a Peace-Offering is defined as "a gift or service for the purpose of procuring peace or reconciliation". There is no one right way to offer a gift, but there most certainly is a wrong way, as was illustrated throughout the meeting between the Village of Sayward and K'omoks First Nations. When you offer a gift and offer to open the conversation towards working together in a fair and just way, you can not expect that the Indigenous People will provide the road map for which you follow - that is disrespectful and naive.

To offer support towards this process there are significant resources in place. Since the Government of Canada has mandated working towards reconciliation, it is not terribly difficult to obtain basic starting blocks towards that conversation - something which was clearly not done prior to the meeting on November 16, 2021. The BC Provincial Government also offers resources to support communities working towards reconciliation.

A simple place to start is following the Government's guidelines, set out here:



You can find the full-size poster here to have it printed and posted for the public and staff to see regularly: <https://www.justice.gc.ca/eng/csj-sjc/principles-principes.html>

A significant next step in this process is creating a mission statement that envelopes the importance of not only working with the K'omoks First Nations and other Indigenous Peoples, but that actively involves both sides in the decision-making process. Making claims for water rights with no grounds for discussion or previous treaties in place does not generally offer a positive initiation of a sensitive discussion, such as was done at the meeting on November 16th. It is also not acceptable to assume that any peoples truly own those natural resources which flow so beautifully around us. Our abundance is something to be grateful for and protected, not possessed and harnessed.

The Federal Government has agreed to follow the United Nations Declaration on the Rights of Indigenous Peoples, which includes "implementing the UN Declaration through the review of laws and policies, as well as other collaborative initiatives and actions" (Government of Canada). In fact, our own Provincial Government made history when they enacted the Declaration on the Rights of Indigenous People in 2019. "Key to reconciliation is building government-to-government relationships with Indigenous peoples that are based on recognition of rights, respect, co-operation and partnership" (Government of BC). Therefore, the Village of Sayward must begin by reviewing not only the bylaws and Official Community Plan but also offering a larger role throughout the governing process. In order to do this a more transparent and honest system must be followed, along with the initiation of inclusive and open conversation that offers a path towards reconciliation. After what I witnessed during the aforementioned meeting, it is abundantly clear that not only is there no comprehension of the importance of reconciliation, there is no plan and no interest in beginning the conversation, nor in following those laws set out by our Constitution and our Provincial governing body.

Here are some simple references for you, which should be reviewed by your staff in order to fully implement and embrace reconciliation:

1. Government of Canada relationship with Indigenous People's
<https://www.justice.gc.ca/eng/csj-sjc/principles-principes.html>
2. British Columbia: Building relationships with Indigenous peoples
<https://www2.gov.bc.ca/gov/content/governments/indigenous-people/new-relationship>
3. Truth and Reconciliation Commission of Canada
<https://www.rcaanc-cirnac.gc.ca/eng/1450124405592/1529106060525>
4. United Nations Declaration on the Rights of Indigenous Peoples
<https://www.un.org/development/desa/indigenouspeoples/declaration-on-the-rights-of-indigenous-peoples.html>
5. K'omoks First Nation <https://komoks.ca/>

I can only hope that future meetings between the Village of Sayward and any Indigenous Peoples will come with more respect and better preparation on the part of all delegates at the meeting. As a

representative for our community I would expect not only better planning, but significantly more respect for the entire process.

Sincerely,

Andrea Cragg, BA

School District 72 Board News

MEETING OF
NOV. 16, 2021

November 17, 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/wy3nxCfUkVw>

Kerr and Eddy Re-Elected as Board Chair and Vice-Chair

John Kerr is back as chairperson of the School District 72 Board of Education and Kat Eddy also retains her position as vice-chairperson for the last year of this board's term. Both were elected by acclamation from their fellow trustees at the November 16 public board meeting.

"Thank you for your faith in me to carry on in this position for another year. It has certainly been a learning experience over the last year, but I think that this board has been an absolutely terrific board that, in pretty well every case, moves in the same direction. And the core purpose of this board, that has been emphasized so many times, is the health, wellbeing and learning of our students. This board has done everything it possibly can to support our staff and support our students and I would like to see that continue for the upcoming year; I have no doubt that it will," said John Kerr following his re-election.

"I would like thank the team that sits around this table, our senior leadership team, our senior management team, our CUPE (support staff) and district teachers for supporting me in my personal learning on the journey of becoming a good governor for the children of our school district. It is a very positive and supportive environment in which to learn, and I hope that translates into the education of our children from K-12," said Vice-Chair Kat Eddy.

Watch this segment: 0:00:11

Chairperson Remarks

Chairperson John Kerr started his remarks by speaking to the process the board followed in reaching its recent unanimous decision not to implement a vaccine mandate for

district staff. He shared that the board reached its decision after consulting with North Island Medical Health Officer Dr. Charmaine Enns, who provided vaccination rates for the communities the board serves and transmission rates in district schools, as well as addressed trustees' individual questions on the necessity of a mandate.

The high rates of vaccination in the North Island, BCTF's indication of a 94% vaccination rate of teachers province-wide, adherence to public health measures in schools, and the fact that there have been no known incidents of transmission in schools were the basis for the board's decision not to currently implement a vaccine mandate.

He shared that while members of the board have received letters filled with pseudo-legal terms that threaten legal action and personal liability from those opposed to vaccination, the letters were not a factor in his personal decision and that the scientific information provided by Dr. Enns was the sole determiner on his part. He also stated that COVID vaccination for children was never part of the provincial direction to boards in considering a vaccine mandate and the board has had no conversations on the matter.

While there is no vaccine mandate for staff, Chair Kerr still encouraged all staff members who have not yet been vaccinated to get vaccinated as the most effective way to protect themselves, their families, and the students we serve.

Switching topics, Chairperson Kerr shared that members of the Cedar replacement committee, along with Superintendent Jeremy Morrow and Secretary-Treasurer Kevin Patrick have gotten a meeting with Education Minister Jennifer Whiteside on November 25. He thanked all who have sent letters of support to MLA Babchuk and Minister Whiteside and encouraged anyone, who hasn't already, to lend their voice to the calls for a new Cedar Elementary by

downloading and sending a letter from
www.sd72.bc.ca/newcedar.

He closed his remarks by acknowledging that these are trying times for everyone and particularly thanked district staff for their efforts in maintaining a sense of normalcy for students.

Watch this segment: 0:04:58

Superintendent Remarks

In opening his remarks, Superintendent Morrow shared that the Battle of the Books, the district's annual reading trivia competition to encourage more students to read for pleasure, started on November 1.

Speaking to other events around the district, he acknowledged the upcoming student-led conferences and encouraged parents to participate and receive updates on their children's progress, as well as offered his congratulations to the Carihi senior boys' soccer team on their Island championship win and wished them luck in the upcoming provincial championship.

He shared that he had also had the privilege of watching the senior girls' volleyball teams from Carihi and Timberline compete in the North Island tournament and how great it was to have parents and spectators once again in the gym watching our student athletes compete. Superintendent Morrow expressed gratitude to all the coaches and staff who give their time and care in affording students these opportunities and shared some anecdotes from recent school visits to highlight the ways staff are transforming even the ordinary into special experiences for our students.

Lastly, Superintendent Morrow shared that since the November 1 district-wide Pro-D day he has heard from several staff that the sessions deepened their personal commitment to truth and reconciliation. The Pro-D day was for all staff to further their understanding and learning around Indigenous peoples' perspectives and worldviews.

Watch this segment: 0:11:18

Surge Narrows Students Work with Community to Create Nature Trail and Guide

Surge Narrows students of multiple ages joined forces with the adults of their community to combine their learning with a community project to create a nature trail and accompanying trail guide.

Surge Narrows is the district's most remote school. Located on Read Island, the school has 17 students from kindergarten to grade 9 who all learn together in one classroom and under the direction of one teacher, Susanne Hrybko. Susanne shared details of the project and a video prepared by students with the Board of Education.

Three years ago, a family on the island was selling a portion of land and the community mobilized when they heard that a logging company was interested in purchasing the property. Community members decided to fundraise to try to purchase the land with the long-term vision of turning it into a shared community space.

Students have worked alongside the adults in the community on this shared project. First in designing, producing, and selling screen printed tea towels as a fundraiser through to designing and helping to build the finished trail.

Over the course of three years, students measured distances and tree circumference, researched First Nations languages of the area, made trail markers, flagged and researched the most interesting parts of the trail, as well as wrote, edited, designed and produced an accompanying trail guide, and much more. By being hands-on with this community project, students applied aspects of the Ministry of Education's applied design skills and technologies curriculum and core competencies.

Watch this segment: 0:22:51



District Asked to Create Early Years Coordinator Position to Expand Connection to Early Learning Community

The Campbell River Area Family Network has asked the Board of Education to consider creating an early years coordinator position to work with the early years community as the Ministry of Education has schools working to create integrated childcare by 2024.

The Campbell River area has higher averages of vulnerability than provincial data and increasing overall vulnerability rates across all neighbourhoods as indicated on the recent Early Development Index (EDI). The hope is that by having a dedicated early years coordinator there could be increased collaboration between the school district and the early learning programs and family outreach, as well as for a community working group in planning for childcare.

The network would also like the school district to increase StrongStart's engagement with the early years community and for there to be more shared professional development opportunities between the school district and the early learning community.

Other school districts in the province, including the Comox Valley School District and Vancouver Island West School District, have created similar positions.

Research shows that the early years of a child's life play a critical role in brain development and a child's educational achievement and lifelong success.

Watch this segment: 0:35:41

Board to Review Surplus Policy to Align with Ministry Requirements

The board's audit committee will be reviewing the district's current surplus policy to ensure that it aligns with recent changes to the Ministry of Education's requirements for accumulated surplus.

Secretary-Treasurer Patrick informed the board that current district practice aligns with many of the ministry requirements but some district practices, such as using the budget

feedback and strategic plan to identify restrictions and the board's review and approval of these restrictions, had not yet been formally reflected in board policy.

The audit committee will review the current district policy and the new requirements and bring a draft revision back to the board in an upcoming meeting.

Watch this segment: 1:02:16

Quarterly Financial Report Shows Deficit Due to Start-Up Costs

Secretary-Treasurer Kevin Patrick presented the board with a quarterly financial report as of September 30, 2021. Revenues were up due receipt of one-time Ministry grants, but expenses were overspent by approximately \$760,000 due to summer work and the ordering of supplies for school start-up. The district reported a deficit of \$2 million for the quarter, but this is expected to be reduced during the year as these are seasonal costs related to school start-up.

Watch this segment: 1:10:51

Cedar Replacement Committee to Meet with Education Minister

Members of the board's Cedar replacement committee, along with Superintendent Jeremy Morrow and Secretary-Treasurer Kevin Patrick, will have a 20-minute Zoom meeting on November 25 with Education Minister Jennifer Whiteside to discuss Cedar Elementary.

In providing this update, Chairperson Kerr said that this will be the board's chance to make the case for Cedar Elementary and again called for anyone, who hasn't already, to support the request for a new Cedar Elementary by downloading and sending a letter from www.sd72.bc.ca/newcedar.

Watch this segment: 1:19:53





November 16, 2021

Ref: 268752

Mayors and Regional District Chairs of British Columbia

Attendees of October 2021 Regional Meetings with Minister Josie Osborne and UBCM President Laurey-Anne Roodenburg

Dear Mayors and Chairs,

Thank you for taking the time to join Minister Josie Osborne and UBCM President Laurey-Anne Roodenburg for the October 2021 regional meetings. Hearing from UBCM directly on some of its key interests and issues was very much appreciated. As Minister Osborne and President Roodenburg said during the call, these meetings continue to be a great opportunity to hear from you about the key issues and opportunities you are working on in your communities now and in 2022 (in addition to COVID-19).

I first wish to acknowledge the many people and communities in B.C. currently facing emergencies due to severe weather and flooding. I know that in many places you and your residents are under intense stress, facing evacuation orders and alerts and doing everything possible to stay safe. Please know that our thoughts and support are with you, along with our deep gratitude for the courage, tireless work and dedication to community demonstrated by you and your staff in this emergency situation.

There were a number of themes that came up during the meetings, including guidance regarding the implementation of vaccine mandates for local governments, local government finance review, rising infrastructure costs, and protection of old growth forests. This email provides links and resources to some of the topics raised.

COVID-19 Update

Federal COVID-19 proof of vaccination for travel

The Government of Canada has created a [federal COVID-19 proof of vaccination](#) document for travel within Canada and internationally. As of October 30, 2021, the federal government requires all travellers 12 years and 4 months of age and older to be fully vaccinated and show proof of vaccination to use federally regulated methods of travel. Note that BC Ferries does not require proof of vaccination.

Ministry of Municipal Affairs Local Government

Mailing Address:
PO Box 9490 Stn Prov Govt
Victoria BC V8W 9N7
Phone: 250 356-6575
Fax: 250 387-7973

Location:
6th Floor, 800 Johnson Street
Victoria BC V8W 1N3
www.gov.bc.ca/muni

People who live in BC have 3 options to get Canada's COVID-19 proof of vaccination for travel:

- Access online through Health Gateway (gov.bc.ca/covidtravel)
- Request by phone ([1-833-838-2323](tel:1-833-838-2323), translators are available)
- Visit most Service BC offices (Vancouver, Burnaby and Surrey locations don't offer printed copies)

The federal government has indicated that it will allow British Columbians to use the BC Vaccine Card to travel within the country until November 30, while the national proof of vaccination is implemented.

More information is available at gov.bc.ca/covidtravel.

PHO Order on gatherings and events

On October 25, an updated [PHO order on gatherings and events](#) was released. Under the updated order, there are no capacity restrictions for indoor or outdoor personal gatherings (unless specified in specific regional health orders).

There is no capacity limit for indoor organized gatherings, including sporting events, concerts, live theatres, movie theatres, dance and symphony events, art events, weddings, funeral receptions outside of funeral homes, and other gatherings such as parties. [Proof of vaccination](#) is required for organized gatherings for more than 50 people. The requirement that individuals must remain seated in pubs and restaurants has been removed in order to allow for more freedom of movement. Note that some organized gatherings have some capacity restrictions and seats must be provided at some events with more than 50 people.

Other public health restrictions remain in place, including [indoor mask requirements](#). Capacity limits also remain in effect where regional orders are in place, including Fraser East and part of Northern and Interior Health regions. More information on provincial and regional restrictions can be found [here](#).

Local governments are not required to obtain proof of vaccination from individuals attending meetings or engaging in essential local government business – including at council/board meetings and public hearings. This means that individuals are not required to show a vaccine card to attend these essential functions. However, local governments must continue to follow their communicable disease plans and applicable provisions of Provincial and Local Orders on Gatherings and Events to ensure health and safety in respect of meetings. In addition, the proof of vaccination requirements for many [non-essential indoor recreational activities](#) remain in place.

While capacity limits no longer apply to council/board meetings or public hearings, local governments may choose to place limits on specific spaces based on their own communicable disease plans. Local governments that place capacity limits on meeting spaces must continue to ensure they are meeting legislated open meeting requirements.

The new legislative framework providing local governments with the authority to authorize electronic regular and committee meetings in their procedure bylaws came into force on September 29. The electronic meetings framework requires local governments to provide a place for the public to attend to hear or watch meetings held electronically to support the principles of accessibility and transparency.

Local governments who want to continue to meet electronically must go through the process of amending their procedure bylaw. The ministry has produced [guidance](#) to assist local governments to understand the new rules and process for amending procedure bylaws.

Note that electronic public hearings are not the same as electronic meetings. Procedures for public hearings are not required in a local government procedure bylaw; however, those local governments that have included public hearing procedures in their procedure bylaw are encouraged to review and update it as necessary to accommodate the new authorities.

Keep watching [BC's Response to COVID-19](#) website for updates, and please encourage your residents to do the same. We will continue to work with you, so that you have the support and information you need to move forward based on the Provincial Health Officer and Medical Health Officer's most recent Orders.

Vaccine mandates for local government elected officials and staff

There is no public health order requiring proof of vaccination for employees outside of health care settings. Local governments may choose to adopt their own corporate vaccination policies for local government employees and elected officials, taking into consideration the labour and legal contexts within which they operate, including workplace safety, privacy law and employment law.

Several B.C. local governments have implemented policies for staff requiring proof of vaccination by a specific date as a condition of employment (e.g., Victoria, Kamloops, Vancouver, and the Capital Regional District). Other local governments have put in place policies recommending vaccination and in a few cases the vaccination policies implemented by council also apply to locally elected officials (e.g., Penticton). Some councils have "self-declared" that all members are vaccinated (e.g., Victoria, Saanich) where a vaccination mandate policy only applies to employees.

We welcome these employers' leadership, and I would encourage you to connect with your colleagues in communities that have implemented vaccination policies to learn more about the approach they have taken and advice they have received.

2021 UBCM Convention

Minister Osborne would like to thank the UBCM team for putting on another excellent convention this year. Key topics identified at Convention included the Financial Resiliency Report, responsible conduct, and modernizing forest practices -- which are all of interest to both the province and local governments.

Premier Horgan announced at Convention that the Province will work with UBCM to establish an MOU to review the local government finance system in BC and he has asked Minister Osborne and Minister of Finance, Selina Robinson, to direct respective ministry staff to undertake this work. Work on the MOU is underway, and we will keep you updated in the process.

Infrastructure Funding

The governments of Canada and B.C. are committing up to \$270 million towards the third and final intake of the Environmental Quality (EQ) Program, under the Investing in Canada Infrastructure Program (ICIP), which was announced on October 8. Program information can be found [here](#). The third intake of the EQ Program is now open, and the **application deadline is January 26th, 2022, 4:00 pm PST**.

The Environmental Quality Program is focused on infrastructure that will support quality and management improvements for drinking water, wastewater, and stormwater. It will also support projects that remediate contaminated sites and divert solid waste from landfill. Applicants are encouraged to consider projects that add value around environmental protection, resource recovery and reuse, climate change adaptation and mitigation and energy efficiency, generation, and recovery. A water conservation plan is a requirement for any drinking water and wastewater projects.

Please email infra@gov.bc.ca to get connected to a program team member who can respond to your questions.

Municipal Affairs Statutes Amendment Act (No. 2), 2021 – Bill 26

The Municipal Affairs Statutes Amendment Act (No. 2), 2021, [Bill 26](#), was introduced by Minister Osborne in the B.C. Legislature on October 26, 2021 and passed 3rd reading on November 3, 2021. Upon receiving Royal Assent in the coming weeks, the bill will officially come into effect. Bill 26 proposes amendments to various pieces of provincial legislation including the *Community Charter* and the *Local Government Act* among other Acts. Progress of Bill 26 in the B.C. Legislature can be tracked [here](#).

The amendments address a variety of topics including new tools to help local governments support housing supply by streamlining their development approval processes, modernized public notice requirements, the requirement for councils and boards to consider codes of conduct, and community specific amendments including allowing the dissolution of the Jumbo Glacier Mountain Resort Municipality.

Together, the changes in this bill will have meaningful impact by providing authorities that support efficient and effective local government operations. These amendments address issues not contemplated by existing legislation, and they will enable local governments to respond to circumstances in their community and provide new tools to increase the efficiency and timelines of housing development, allowing for more homes to be built, faster.

I sent a more detailed communication regarding Bill 26 to you on October 26, 2021 and a circular with further technical details on the amendments to local government Chief Administrative Officers and Corporate Officers on October 29, 2021.

If you have any questions regarding the proposed amendments to public notice provisions or the new requirement to consider a code of conduct, please contact our Governance and Structure Branch. You

can reach the Governance and Structure Branch by phone or email at: 250 387-4020 or LGGovernance@gov.bc.ca.

If you have any questions about the proposed changes to public hearings and delegation of development variance permits, please contact our Planning and Land Use Management Branch. You can reach the Planning and Land Use Management Branch by phone or email at: 250 387- 3394 or PLUM@gov.bc.ca.

Forestry Announcement

On November 2, the Province announced its intention to work in partnership with First Nations to defer the harvest of ancient, rare and priority large stands of old growth within 2.6 million hectares of BC's most at risk old-growth forests.

These logging deferrals are a temporary measure – recommended by 2020's Old Growth Strategic Review – to prevent irreversible biodiversity loss while the Province, First Nations, and other partners, including local governments, develop a new approach to sustainable forest management that prioritizes ecosystem health and community prosperity throughout British Columbia.

At the same time, the Province is listening to communities, understanding their concerns, and working for them to find the best, feasible, long-term solutions. On November 8, the Minister of Forests, Lands, Natural Resource Operations and Rural Development held regional calls with local governments in forestry regions to share details of the announcement, listen to community concerns and answer questions about the deferral process.

The Province is bringing together strategically co-ordinated and comprehensive support to offset job and economic impacts that may follow the new harvest restrictions and has committed to working in collaboration with First Nations, local governments, and industry to provide people and communities affected by the upcoming temporary old-growth deferrals with a comprehensive suite of supports.

Programs include for example:

- An employment program aimed at creating short-term employment opportunities for workers
- Skills training and educational opportunities to support workers for new careers
- Supporting forestry workers 55 and older interested in bridging to retirement
- A community rapid response team that will provide in-community support and will co-ordinate with ministries and organizations to ensure supports are in place for individuals and communities
- Supports for job creation in rural British Columbia through value-added forestry and other manufacturing
- Supports for infrastructure and economic development projects that promote diversification and resilience in communities

Ministry of Forests, Lands, Natural Resource Operations and Rural Development staff will reach out to communities once specific deferrals are identified to find the best feasible solutions as the Province recognizes that local governments are important partners in sustainable forest management and will benefit from secure, innovative forestry for generations to come.

The next regional meetings with Municipal Affairs will be in December and Minister Rankin will join Minister Osborne to talk about Indigenous relationships and reconciliation. Minister Osborne's office will be in touch about the December date, time, and meeting information. If you are unable to attend the minister's meeting, please feel free to send an alternate elected official or staff member to attend on your behalf.

Sincerely,

A handwritten signature in dark ink, appearing to read 'T. Faganello', with a stylized, cursive script.

Tara Faganello
Assistant Deputy Minister

pc: Chief Administrative Officers
Laurey-Anne Roodenburg, President, UBCM
Gary MacIsaac, Executive Director, UBCM
Nancy Taylor, Executive Director, LGMA
Todd Pugh, Executive Director, CivicInfo BC

Subject: FW: Rural and Remote SRD Housing and Service Needs

From: CRDCEH Coordinator <info@crhousing.net>
Sent: November 12, 2021 11:40 AM
To: Melissa Coates <village@saywardvalley.ca>
Subject: Rural and Remote SRD Housing and Service Needs

Good morning Village of Sayward rep,

I'm contacting you to inform you that the Campbell River & District Coalition to End Homelessness, in collaboration with the Rural Development Network (RDN) and Urban Indigenous Housing & Wellness Coalition, will be undertaking a rural and remote homelessness, housing, and service needs survey in the new year.

This data collection will be done using the RDN's methodology as found [here](#). The data collection is done via a Housing and Services Needs Survey and our aim is to find the following folks in each region of the SRD to survey:

- 1) Unhoused People
- 2) Hidden Homelessness (couch surfing, living in boats, vehicles, etc...)
- 3) People in unsuitable homes (unaffordable, in need of major renovations, etc...)
- 4) People sharing homes because they have no other option (more than one family in a house not because of choice but need)
- 5) People who may become homeless (those who are one paycheck or an eviction away from being homeless)

We have already begun to reach out to various agencies/organizations in the region who work or volunteer with these types of populations, but we're wondering if you would be able to provide a list of organizations/businesses/agencies that we should be reaching out to in your region. This may be things like (but not limited to):

- Emergency Services contacts
- Non-profit or charitable organizations or service groups
- Rural and remote commuting workers (nurses, mental health, etc...)

Our regional contacts will make up our 'Task Force' (the people, on the ground, letting people know about the surveys and/or assisting them in filling out surveys during the survey period - we estimate this to begin in March 2022 for approximately 1 month).

With this data, we hope to gain a better picture of what housing security looks like in the larger SRD area. This will help for advocacy to various levels of government, access to possible funding opportunities (including important federal funding through Reaching Home), and increased communication across the region regarding housing and service needs.

Thank you for your time and support. Please let me know if you have any questions or concerns and I would be happy to set up a phone or zoom meeting to chat more.

All the best,

--

Stefanie Hendrickson

(she/her)

CRDCEH Coordinator

<https://www.crhousing.net>

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

<https://www.instagram.com/crdcoalitionhomelessness/>

Stefanie Hendrickson Consulting

Office: 250-914-0919

My office is located on the traditional and unceded territories of the Laich-kwil-tach (Ligwilda'xw) people.



**COALITION TO
END
HOMELESSNESS**
CAMPBELL RIVER & DISTRICT

If you wish to be removed from the Campbell River and District Coalition to End Homelessness mailing list, please reply to this email and let us know.



Sayward Policing Report

Royal Canadian Mounted Police
Gendarmerie Royal du Canada

To: Mayor, Council, and Regional District

Policing Report for July – September 2021

Dear Mayor Baker and Councilors, Regional District Representative,

Please find enclosed the policing report that reflects the crime statistics for the months of July till September 2021. During these months, Sayward RCMP had a total of 148 calls for service, down from 178 for the same time period last year.

Report statistics July 1st – September 20th 2021:	Village	Rural
911-FALSE/ABANDONED CALLS: 3	1	2
Abandoned Vehicles: 3	0	3
Animal Calls: 1	0	1
Assault: 3	0	3
Breach of Peace: 0	0	0
Breach Bail: 0	0	0
Cause a Disturbance: 0	0	0
Check Wellbeing: 0	0	0
Checkstop Program / Road Block: 0	0	0
Children, Family & Community Services: 0	0	0
Collision Damage under \$10,000: 7	0	7
Coroner's Act: 0	0	0
False Alarms: 2	1	1
Firearms Act: 0	0	0
Impaired OP Motor Veh: 3	1	2
Mental Health Act: 1	0	1
Mischief: 5	0	5
Missing Persons: 2	0	2
Other Permit Issue - Provincial: 0	0	0
Property – Lost & Found: 12	2	10
Sex Assault / Interference: 1	1	0
Theft: 5	0	5
Traffic-Other Moving including Bulk VT's & Warnings: 16	1	15
Unspecified Assist: 11	0	11

Traffic Stats for the period:

- 66 written Warnings
- 103 written Violation Tickets

Community Interactions:

- Due to COVID19 pandemic very little interaction with public

Boat Patrols for the period:

- No vessel patrols were conducted during this period

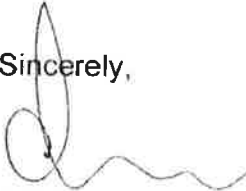
Significant files and police interactions:

- None

Staffing:

Cst Francois VEILLETTE is transferring out in the near future and Cst Amber ROSSI will replace him just before or after the Christmas break.

Sincerely,



Cpl Chris MCMILLAN
Detachment Commander
Sayward RCMP
2021-02-04



Royal Canadian Mounted Police Gendarmerie royale du Canada
Commanding Officer Commandant divisionnaire

November 18, 2021

Province of British Columbia
Mayors and Chief Administrative Officers

Dear Respected Colleagues / Community Partners,

Subject: BC Supreme Court Injunction Enforcement – Coast GasLink

As you are aware, on December 31st, 2019, BC Supreme Court Judge Madam Justice Church issued an Interlocutory Injunction and Enforcement Order (*Coastal GasLink Pipeline Ltd. V. Warner Naziel et al*) requiring that all members of the public refrain from blocking the Morice River Forest Service Road (FSR) and, generally speaking, otherwise engaging in activities inhibiting Coastal GasLink Pipeline Ltd. from completing work on the expansion of a natural gas pipeline. Since that time, the BC RCMP have been frequently called upon to enforce this injunction. In some instances, this has required largescale police operations and the re-deployment of RCMP resources situated throughout the Province of BC.

On November 14th, 2021, a number of blockades were erected along the Morice River FSR which have jeopardized the safety of more than 500 Coastal GasLink (CGL) employees. These blockades have had the effect of denying food, fresh water, and other life sustaining supplies and critical services to approximately 530 CGL employees and as such, represent a significant threat to their ongoing safety.

As required by the BC Supreme Court, and considering the safety and well-being of the public, an appropriate and measured policing response will be urgently required to re-establish access and freedom of movement on the Morice River FSR and to re-establish the supply chain which provides essential goods and services to CGL work camps affected by the blockades. The BC RCMP is in the process of developing an operational strategy and operational plan to achieve this.

While a current emergency has not been declared pursuant to the *Emergency Program Act*, the ever-evolving and intensifying situation meets the definition of an emergency as outlined in the Police Service Agreements, as it is, "*an urgent and critical situation of a temporary nature that requires a deployment of additional police resources*". Local jurisdictional police do not have sufficient resources to deal with the situation at hand within their geographical boundaries.

As an urgent and critical situation of a temporary nature requiring additional resources, pursuant to Article 9.1 of the Provincial Police Service Agreement (PPSA), Minister Farnworth authorized the internal redeployment of resources within the Provincial Police Service to the extent necessary to maintain law and order, and to ensure the safety of persons, property, and communities in the area. Redeployment is

inclusive of BC Municipal resources, pursuant to article 9.1 under the Municipal Police Service Agreement (MPSA). The purpose of this letter is to formalize our communications on this matter and any impact it may have on the municipal policing unit.

Pursuant to Article 8.1(a) under the Municipal Police Unit Agreement (MPUA), part of your Municipal Police Service may be redeployed to provide additional police resources as is reasonably necessary to maintain law and order, keep the peace and protect the safety of persons, property or communities. The actual timing and number of resources will be left to the discretion of the designated commander. In accordance with Article 8.1(b), the Province is responsible for paying the costs of any redeployment including salary, transportation and maintenance, at the applicable cost-sharing ratio set out in sub-article 11.1 MPUA.

Any deployment from your detachment will be in consultation with the District and Detachment Commander. While it is important to address emergencies such as this, it is also essential that your community continues to receive adequate policing. The District and Detachment Commander will ensure this balance is maintained and will continue to update and consult with you on any resourcing requests relating to this operation.

Regards,



Eric Stubbs
Assistant Commissioner
Acting Commanding Officer, BC RCMP

14200 Green Timbers Way
Mailstop #308
Surrey, B.C. V3T 6P3

cc: Mr. Wayne Rideout, Assistant Deputy Minister & Director of Police Services
Chief Superintendent John Brewer, Deputy Criminal Operations Officer – Core Policing
Mr. Max Xiao, Corporate Management Officer, RCMP Pacific Region

Lisa Clark

Subject: FW: 2022 Meetings Calendar - CVRD
Attachments: 2022 meeting schedule LIST.pdf; 2022 colour calendar TABLE.pdf

From: Lisa Dennis <ldennis@comoxvalleyrd.ca>
Sent: Monday, November 29, 2021 11:10 AM
To: Lia Pesklevits (Exec Asst-Comox) <lpesklevits@comox.ca>; Jesse Humphreys (SRD) <jhumphreys@srd.ca>; Brad McRae (Gold River) <bmcrae@goldriver.ca>; Clayton Postings (CAO-Cumberland) <cpostings@cumberland.ca>; Dave Leitch (CAO-SRD) <dleitch@strathconard.ca>; Elle Brovold (City Clerk-Campbell River) <elle.brovold@campbellriver.ca>; Geoff Garbutt (CAO-Courtenay) <ggarbutt@courtenay.ca>; Jordan Wall (CAO-Comox) <jwall@comox.ca>; Lisa Clark <cfo@saywardvalley.ca>; Mark Tatchell (CAO-Tahsis) <mtatchell@villageoftahsis.com>; Michelle Mason (CFO, D/CAO - Cumberland) <mmason@cumberland.ca>; Rachel Parker (Dep/CO - Cumberland) <rparker@cumberland.ca>; Shannon Carlow (CAO-Zeballos) <Cao@zeballos.com>; Shelly Russwurm (CO - Comox) <russwurm@comox.ca>; Tom Yates (SRD) <tyates@strathconard.ca>; Wendy Sorichta (CO-Courtenay) <wsorichta@courtenay.ca>
Cc: Jake Martens <jmartens@comoxvalleyrd.ca>; James Warren <jwarren@comoxvalleyrd.ca>; Russell Dyson <rdyson@comoxvalleyrd.ca>; Antoinette Baldwin <abaldwin@comoxvalleyrd.ca>
Subject: 2022 Meetings Calendar - CVRD

Please be advised that CVRD 2022 meetings calendar has been approved. Attached you will find the list of meetings and the colour calendar for your reference.

As a new practice, we will be sending out Outlook calendar invites for meetings to the directors and senior staff. We will also continue to send out agenda notification emails as we have done, but the Outlook invites will allow us to provide updates directly into individual calendars. We will begin this process this week, as well as updating the CVRD website.

We will send out the advisory meeting dates in separate emails to each committee.

Please let me know if you spot any conflicts or issues as you review the calendar.

Regards,

Lisa Dennis
Manager of Legislative Services
Comox Valley Regional District
770 Harmston Avenue
Courtenay, BC V9N 0G8
Tel: 1-250-334-6052

The Comox Valley Regional District respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

Board – 4:00 pm (unless otherwise noted) Civic Room

- Tuesday, January 11, 2022
- Tuesday, January 25, 2022
- Tuesday, February 15, 2022
- Tuesday, March 15, 2022
- Tuesday, March 29, 2022 - three readings of financial plan
- Tuesday, March 31, 2022 - adopt financial plan
- Tuesday, April 12, 2022
- Tuesday, April 26, 2022
- Tuesday, May 10, 2022
- Tuesday, May 24, 2022
- Tuesday, June 14, 2022
- Tuesday, June 28, 2021
- Tuesday, July 12, 2022
- Tuesday, July 26, 2022
- Tuesday, August 9, 2022
- Tuesday, August 30, 2022
- Tuesday, September 20, 2022
- Tuesday, November 15, 2022 – inaugural meeting, election of chair
- Tuesday, November 22, 2022 – 2:00 pm orientation
- Tuesday, December 6, 2022
- Tuesday, December 20, 2022

Board (Comox Strathcona Waste Management) – 9:30 am

Due to the need for access to video conferencing resources, meetings have been scheduled in the CVRD Civic Room. Consideration may be given for meetings to be held in Campbell River in the latter half of the year, depending on available resources.

- Thursday, January 20, 2022
- Thursday, February 17, 2022 – financial planning
- Thursday, March 17, 2022
- Thursday, April 21, 2022
- Thursday, May 19, 2022
- Thursday, September 1, 2022
- Thursday, November 24, 2022

Black Creek-Oyster Bay Services Committee - 9:00 am - Civic Room

- Monday, January 31, 2022 – election of chair, financial planning
- Monday, February 14, 2022 – financial planning
- Monday, March 14, 2022
- Monday, May 9, 2022
- Monday, July 11, 2022
- Monday, September 19, 2022
- Monday, December 5, 2022

Electoral Areas Services Committee – 10:00 am - Civic Room

- Monday, January 10, 2022 - election of chair
- Monday, January 31, 2022 - financial planning
- Monday, February 14, 2022 – financial planning
- Monday, February 28, 2022 – financial planning
- Monday, March 14, 2022
- Monday, April 11, 2022
- Monday, May 9, 2022
- Monday, June 13, 2022
- Monday, July 11, 2022
- Monday, August 8, 2022
- Monday, September 19, 2022
- Monday, December 5, 2022

Committee of the Whole – 2:00 pm - Civic Room

- Tuesday, February 1, 2022 – Elected Officials Forum
- Tuesday, April 5, 2022 - Elected Officials Forum
- Tuesday, June 21, 2022 - Elected Officials Forum

Sewage Commission – 1:30 pm (time may be subject to change based on agenda content) Civic Room

- Tuesday, February 15, 2022 – election of chair, financial planning
- Tuesday, February 22, 2022
- Tuesday, March 15, 2022
- Tuesday, April 12, 2022
- Tuesday, May 10, 2022
- Tuesday, June 14, 2022
- Tuesday, July 12, 2022
- Tuesday, August 9, 2022
- Tuesday, September 20, 2022
- Tuesday, December 6, 2022

Comox Valley Water Committee – 2:15 pm (time may be subject to change based on agenda content) Civic Room

- Tuesday, February 22, 2022 – election of chair, financial planning
- Tuesday, March 15, 2022
- Tuesday, April 12, 2022
- Tuesday, May 10, 2022
- Tuesday, June 14, 2022
- Tuesday, July 12, 2022
- Tuesday, August 9, 2022
- Tuesday, September 20, 2022
- Tuesday, December 6, 2022

Comox Valley Regional District

Comox Valley Recreation Commission – 3:15 pm (time may be subject to change based on agenda content) Civic Room

- Tuesday, January 11, 2022 – election of chair
- Tuesday, February 15, 2022 – financial planning
- Tuesday, March 15, 2022
- Tuesday, May 10, 2022
- Tuesday, July 12, 2022
- Tuesday, September 20, 2022
- Tuesday, December 6, 2022

Economic Development Select Committee

- Meetings to be scheduled at the call of the chair.

Comox Strathcona Solid Waste Advanced Technology Select Committee – 1:30 pm - Civic Room

- Thursday, September 1, 2022

Parcel tax roll review panel – 9:30 am - Civic Room

- Thursday, February 23, 2022 - election of chair

Comox Strathcona Regional Hospital District – 9:30 am

Due to the need for access to video conferencing resources, meetings have been scheduled in the CVRD Civic Room. Consideration may be given for meetings to be held in Campbell River in the latter half of the year, depending on available resources.

- Thursday, January 27, 2022 – election of chair
- Thursday, February 24, 2022 – financial planning
- Thursday, March 24, 2022
- Thursday, April 28, 2022
- Thursday, June 9, 2022
- Thursday, September 8, 2022
- Thursday, December 1, 2022

Lisa Clark

Subject: FW: Mark--- BC/YUKON COMMAND OF THE ROYAL CANADIAN LEGION- 17th Annual Military Service Recognition Book
Attachments: letter&rates.pdf

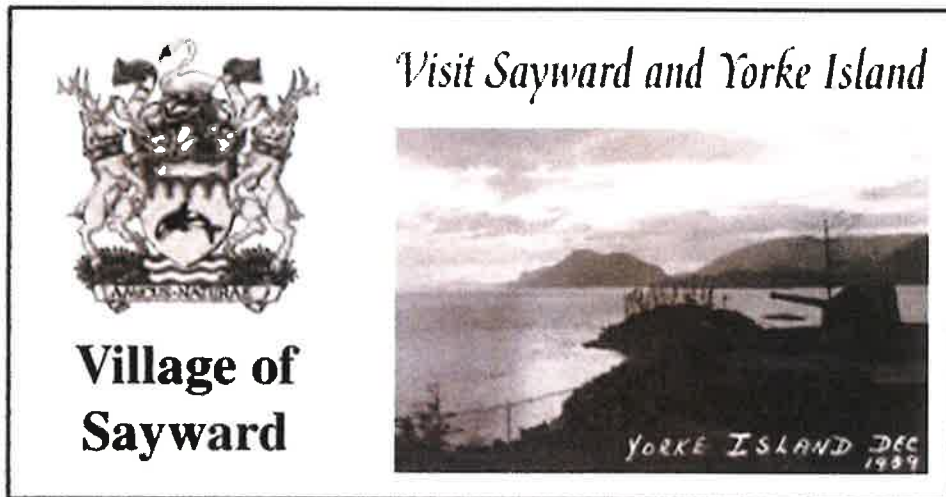
From: Mark Baker <mark.baker@saywardvalley.ca>
Sent: Tuesday, November 30, 2021 9:28 AM
To: Lisa Clark <cfo@saywardvalley.ca>
Subject: Fwd: Mark--- BC/YUKON COMMAND OF THE ROYAL CANADIAN LEGION- 17th Annual Military Service Recognition Book

Please add as correspondence for Council. Thank you

Get [Outlook for iOS](#)

From: Nancy Matthews <nmatthews@campaign-office.com>
Sent: Tuesday, November 30, 2021 9:25:13 AM
To: Mark Baker <mark.baker@saywardvalley.ca>
Subject: Mark--- BC/YUKON COMMAND OF THE ROYAL CANADIAN LEGION- 17th Annual Military Service Recognition Book

Thank you Mark for your **very kind** support for our local Veterans! Please allow me to tell you about the **British Columbia Yukon Command of The Royal Canadian Legion's 17th Annual Military Service Recognition Book** to honor and recognize our Veterans. May we run your ad again please?



This unique remembrance publication includes past and present day Veterans biographies and photographs. With the help of our Veterans, their families and friends, submissions are collected at local legion branches and our next edition is scheduled for release in **November 2021**, in advance of our Annual Remembrance Day Ceremonies.

It is available for all to see at local legion branches and online at the BC/Yukon Command Legion's website: <https://www.legionbcyukon.ca/what-we-do/military-service-recognition-book> It helps us, and our younger

generations, appreciate and never forget the Sacrifices made by our Veterans for the freedoms we enjoy today.

We would sincerely appreciate your support and appreciation for our Veterans by purchasing an advertisement in our next edition.

If you require any additional information, please reply to this email or phone me at our toll-free number below.

Thank you for your consideration and/or support.

Sincerely,

Nancy Matthews

Advertising Rep/ Military Service Recognition Book

BC/Yukon Command

Royal Canadian Legion Campaign Office

1-866-354-6277

bccl@fenety.com



This e-mail and any attachment(s) is for authorized use by the intended recipient(s) only. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or any other use of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately and delete this e-mail and any attachment(s). Thank you.



www.legionbcyukon.ca

British Columbia / Yukon Command The Royal Canadian Legion

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in the **BC/Yukon Command / The Royal Canadian Legion**, representing **British Columbia** and the **Yukon’s Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

Our **BC/Yukon Command Legion** is very proud to be printing another **5,000 copies** of our 17th Annual **“Military Service Recognition Book”**, scheduled for release by Remembrance Day 2022, to help identify and recognize many of the brave **Veterans** of British Columbia and the Yukon who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the **“Keepers of Remembrance”**, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization’s support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”** Proceeds raised from this important project will allow us to fund the printing of this unique publication and will also help our Command to improve our services to **Veterans** and the more than 150 communities that we serve throughout British Columbia and the Yukon. The Legion is recognized as one of Canada’s largest “Community Service” organizations, and we are an integral part of the communities we serve. This project ensures the Legion’s continued success in providing these very worthwhile services.

Please find enclosed a rate sheet for your review, along with a detailed list of some of the many community activities in our **149 Branches and 80 Ladies Auxiliaries** in the **BC/Yukon Command**. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **BC/Yukon Command Office** toll free at **1-866-354-6277**.

Thank you for your consideration and/or support.

Sincerely,

Val MacGregor
President of BC/Yukon Command of The Royal Canadian Legion



www.legionbcyukon.ca

British Columbia / Yukon Command The Royal Canadian Legion

"Military Service Recognition Book"

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All typesetting and layout charges are included in the above prices.

A complimentary copy of this year's publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the BC/Yukon Command.



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(Campaign Office)
P O Box 5555
Vancouver, BC V6B 4B5





BC/Yukon Command

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Surrey, BC V3S 1L3
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info@legionbcyukon.ca

legionbcyukon.ca

Dear Valued Supporter,

Thank you very much for your pledge of support of The BC/Yukon Royal Canadian Legion's Military Service Recognition Book Project. This annual publication recognizes the Veterans and Service Personnel of BC and the Yukon who have so honourably served our country. This keepsake book helps us to remember their selfless contributions. Your vital and generous contribution makes it possible to print 5,000 copies of this book free of charge to distribute to communities throughout BC and the Yukon.

The Royal Canadian Legion plays an active role in communities throughout BC and the Yukon. There is barely a citizen within our Command whose life isn't touched by The Royal Canadian Legion. Often times the public isn't aware of the extent of our work.

Who we are and what do we do?

The Royal Canadian Legion receives no Government funding for our operations. We rely on our member's dues, donations from the public and in-house fundraising activities. The over 45,000 Legion members in BC/Yukon are dedicated to assisting Veterans and local communities. Here are some ways we give back:

- \$1,000,000 to sponsor the Veterans' transition and trauma counseling program at UBC for Veterans.
- The Legion has contributed to the education of over 200 rural family doctors through UBC Chair of Family Practice.
- \$250,000 commitment to providing education transition services for Veterans at BCIT.
- Over \$600,000 donated annually for Veterans' hospitals and extended care facilities.
- Over \$350,000 donated to Youth Programs, sponsoring a variety of sports teams.
- Over \$275,000 in Bursaries and Scholarships.
- Sponsor over 5,000 cubs, scouts, guides and cadet groups.
- \$25,000 donated annually to send youth athletes to National Athletic Camps.
- Over \$500,000 from poppy funds in direct assistance to Veterans and their dependents in need.

Again, we thank you for your sponsorship and support of this very important project. Consider the Legion for your charitable giving, volunteer opportunities and even for a great place to meet new friends when you join as a member of your friendly local branch!

Sincerely,

Valerie MacGregor,
President of BC/Yukon Command of The Royal Canadian Legion

P.S. Check out our organization at www.legionbcyukon.ca

Join The Legion to be part of a welcoming organization:

Where Belonging Matters

Legion Branches in 150 communities in British Columbia and the Yukon are open for new members and look forward to welcoming you! Legion membership is open to all Canadian citizens 18 and over.

If you'd like to be referred to a local Branch - call, email or go online.

Call: 604.575.8840 or 1.888.261.2211

Email: info@legionbcyukon.ca

legionbcyukon.ca





2022 UBCM Convention hotel block

Publishing Date: November 30, 2021

The 2022 UBCM Convention will be held in Whistler, BC the week of September 12th – 16th. UBCM has secured hotel blocks with the following hotels: The Hilton Whistler, The Westin Whistler, The Aava Whistler, The Crystal Lodge, The Delta Whistler Village Suites, and the Fairmont Whistler.

Reservations for the 2022 hotel blocks will open at 9:00 am (Pacific Standard Time) on Thursday, December 9th, 2021. Pre-reservations and waitlists **will not be** accepted by the hotels. Please do not try to make reservations prior to the opening date and time. Further details regarding the hotels and rates within the block will be made available over the next week. Please visit our convention **webpage** for the latest details.

All reservations must be guaranteed with a major credit card at the time of booking and require a non-refundable deposit of one night's room and tax. Reservations are the sole responsibility of the local government. Please be aware of any reservation policies, cancellation dates, fees and deposits for each hotel property.

Safety is a top priority for UBCM and we will follow all of the public health orders that are in place at the time of the 2022 Convention. The UBCM Executive will also be considering additional guidelines and policies regarding vaccine requirements to

ensure the health and safety of our delegates at the Convention including the Public Health Orders in place.

Home › About the UBCM › Latest News › 2022 UBCM Convention hotel block



STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO
Subject: **Strategic Plan 2022**
Meeting date: December 7, 2021

BACKGROUND

On Saturday November 20th, members of Council met with Staff to discuss the 2022 Strategic Plan and to identify key priorities to be undertaken during the upcoming year and beyond. The session built on an earlier successful planning session held at the end of 2019. Strategic Planning involves setting goals or objectives, determining strategic actions to achieve the goals (priorities) and mobilizing resources to execute the actions. A strategy describes how the end (goals) will be achieved by the means (resources).

DISCUSSION

Next steps:

- Strategic Plan presented to Council at the December 7th Council meeting. Council is asked to review the Plan for accuracy and completeness.
- The Plan will be used to guide the Financial Plan process and will be available to Council at the Financial Plan meetings in 2022.
- Results of the annual review of the strategic plan will be broadly communicated by way of the Annual Report.

ATTACHMENTS

- 2022 Strategic Plan

STAFF RECOMMENDATIONS

Recommended Resolution:

THAT Council approves the 2022 Strategic Plan.

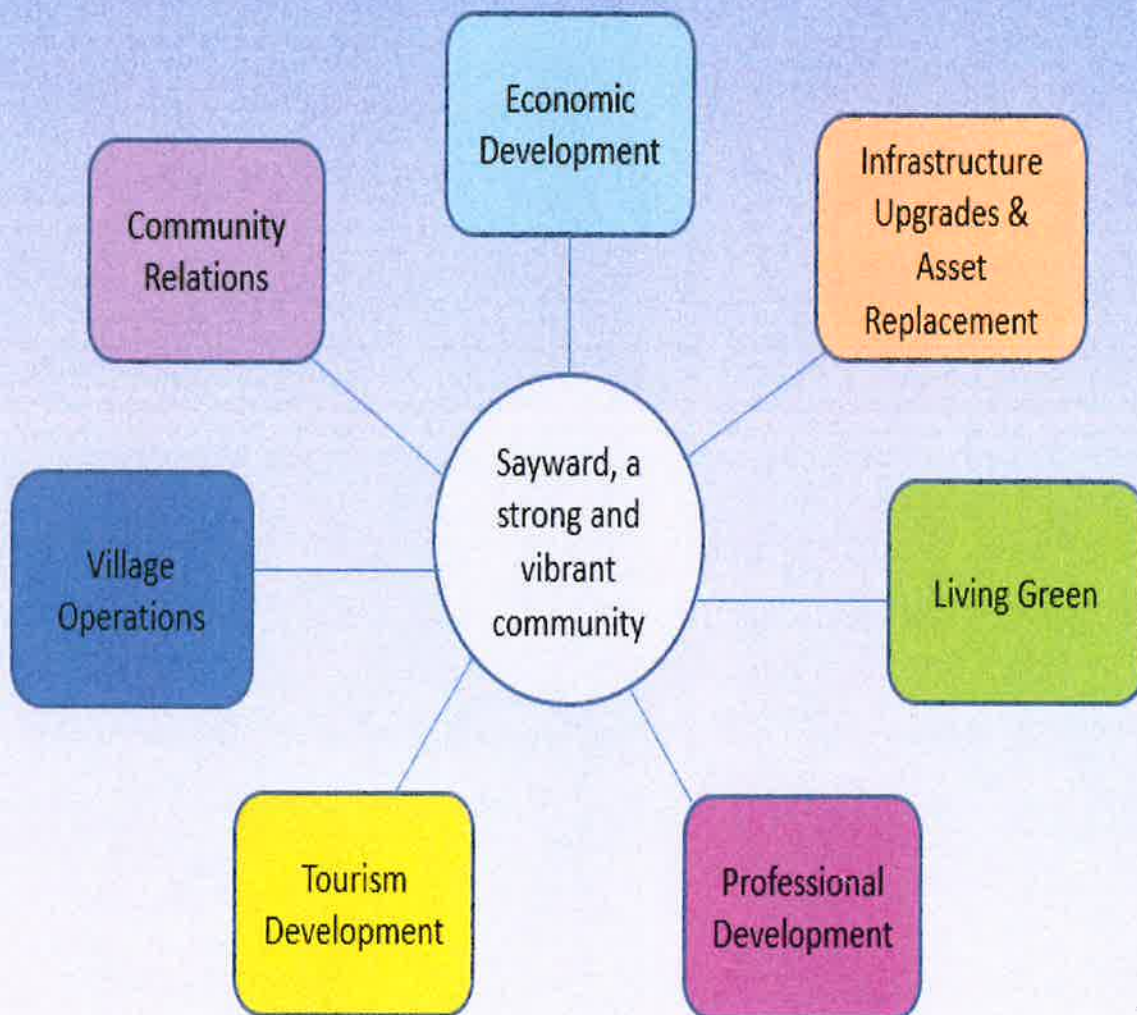
Respectfully submitted,

Lisa Clark, CFO



**Village of Sayward
2022 Strategic Plan**

Strategic Plan – Priorities 2022



Community Relations

Priorities	Progress Measures	Timeline
<ul style="list-style-type: none"> Show progress toward reconciliation with K'omoks First Nation and other First Nations 	<ul style="list-style-type: none"> Acknowledge meetings occur on unceded territory; steps taken to provide for visual and physical recognition of First Nation habitation in the Sayward area 	January 2022
	<ul style="list-style-type: none"> Interpretive signage installed at KFN totem Pole and at other key Village locations 	Summer 2022
<ul style="list-style-type: none"> Continue to negotiate a Framework Agreement with Western Forest Products (WFP) regarding the operations at the log sort 	<ul style="list-style-type: none"> Legal Agreement in place to clarify terms and communications around early start times of WFP and measures in place to manage dust and noise 	Spring 2022
	<ul style="list-style-type: none"> Noise Bylaw amended to permit agreement terms 	
<ul style="list-style-type: none"> Continue to work with SRD to clarify Shared Fire Service 	<ul style="list-style-type: none"> New Shared Fire Services agreement with SRD or other terms, and clarification of assets 	Summer 2022
<ul style="list-style-type: none"> Develop stronger working relationship with The Nature Trust of BC 	<ul style="list-style-type: none"> BC Nature Trust reps invited to a Council meeting and projects and initiatives such as interpretive signage established 	2022
<ul style="list-style-type: none"> Finalize Fireworks Bylaw 	<ul style="list-style-type: none"> Household survey results summarized and presented to Council; Fireworks Bylaw in place 	2022
<ul style="list-style-type: none"> Build a collaborative relationship with Sayward residents by working together with Council and staff 	<ul style="list-style-type: none"> Collaborative leadership demonstrated Annual Town Hall meeting with citizens held, and issues of importance to citizens discussed 	2022

<ul style="list-style-type: none"> Resolve deficiencies with 794 and 765 Sayward Road properties in accordance with legal advice 	<ul style="list-style-type: none"> Building permit deficiencies and encroachment of properties resolved as per legal advice 	2022
<ul style="list-style-type: none"> Village to submit bi-monthly update to Sayward residents for information and updates of Village initiatives and goals 	<ul style="list-style-type: none"> Bi-monthly submissions from Village staff or Council included the Sayward News 	ongoing
<ul style="list-style-type: none"> Work with SRD on funding for services jointly used by all valley residents - Recreation, Fire, Health, Comox Strathcona Waste Management and Comox Strathcona Regional Hospital Board 	<ul style="list-style-type: none"> Data collected and presented to Council early 2022; new agreements in place, funding obtained from SRD for Recreation and Health Clinic 	2022
<ul style="list-style-type: none"> Make arrangements for community cooling centre for community safety during hot summer periods 	<ul style="list-style-type: none"> Measures for cooling centre in place 	2022

Economic Development

Priorities	Progress Measures	Timeline
<ul style="list-style-type: none"> Encourage and support new housing initiatives 	<ul style="list-style-type: none"> Updated development framework including updated Zoning Bylaw and building permit calculation process; access to additional staff resources to administer new building and development applications 	Summer 2022
<ul style="list-style-type: none"> Finalize Official Community Plan (OCP) 	<ul style="list-style-type: none"> OCP Bylaw adopted 	2022
<ul style="list-style-type: none"> Revise and update Zoning Bylaw 	<ul style="list-style-type: none"> New Zoning Bylaw in place 	Summer 2022

<ul style="list-style-type: none"> • Support prospective businesses interested in locating to the Sayward area 	<ul style="list-style-type: none"> • Investment in Village of new business services, increased campground usage, more tourist traffic, and more businesses advertising in the Tourist Info Centre 	2022
<ul style="list-style-type: none"> • Work with local organizations and the Tourism Committee to promote tourism and attract business investment to the Sayward area 	<ul style="list-style-type: none"> • Businesses promoted using business licence directory and promotion incentives 	2022
<ul style="list-style-type: none"> • Support existing businesses 	<ul style="list-style-type: none"> • Progress made on the Working Waterfront Project in accordance with Part 3.4 of the OCP 	2022
	<ul style="list-style-type: none"> • Existing business continue to thrive 	

Infrastructure Upgrades & Asset Replacement

Priorities	Progress Measures	Timeline
<ul style="list-style-type: none"> • Complete Water Master Plan 	<ul style="list-style-type: none"> • Water Master Plan completed 	Summer 2022
<ul style="list-style-type: none"> • Complete Sewage Capacity Study 	<ul style="list-style-type: none"> • Sewage Capacity Study completed 	Summer 2022
<ul style="list-style-type: none"> • Use Asset Management Plan to identify projects for the Financial Plan 	<ul style="list-style-type: none"> • Report to Council with plan for asset replacement strategy 	Ongoing
<ul style="list-style-type: none"> • Plan for full replacement of water, sewer, drainage, and road infrastructure 	<ul style="list-style-type: none"> • Use information from Water Master Study and Sewage Capacity Study to apply for grant funding and establish 8–10-year Infrastructure Replacement Strategy 	2023-2032
<ul style="list-style-type: none"> • Continue to seek grant funding to implement the 2021 Drainage Plan 	<ul style="list-style-type: none"> • Funding obtained and 2021 Drainage Plan gradually and steadily implemented 	2022-2026
<ul style="list-style-type: none"> • Make progress toward investing in Reserve Funds in accordance with new Reserve Policy 	<ul style="list-style-type: none"> • Progress made with annual investments in Reserve Funds per policy 	ongoing

<ul style="list-style-type: none"> • Completion of removal of Newcastle Dam and construction of Newcastle Weir 	<ul style="list-style-type: none"> • Newcastle Weir in place and dam removed 	Fall 2022
<ul style="list-style-type: none"> • Identify short and long-term projects for the Kelsey Centre and include in budget discussions 	<ul style="list-style-type: none"> • Recommended short-term safety upgrades and equipment replacement presented to Council; issues identified and upgrades completed 	2022
<ul style="list-style-type: none"> • Continue to apply for infrastructure grants 	<ul style="list-style-type: none"> • Grant applications submitted, approved and funds used for repairs and upgrades to Village infrastructure to improve citizen's lives 	2022

Living Green

Priorities	Progress Measures	Timeline
<ul style="list-style-type: none"> • Continue to pursue the goal of becoming a carbon neutral community 	<ul style="list-style-type: none"> • Solar panels for Kelsey Centre installed 	2022
<ul style="list-style-type: none"> • Install Electric Vehicle Charging station 	<ul style="list-style-type: none"> • Substitute fleet vehicles with hybrid or electric models at time of replacement 	
	<ul style="list-style-type: none"> • Electric-Vehicle Charging station installed 	Fall 2022
<ul style="list-style-type: none"> • Establish Water Meter Bylaw for all commercial and industrial development and all new development 	<ul style="list-style-type: none"> • Water Meter Bylaw in place and Village able to collect more information regarding water use 	Fall 2022
<ul style="list-style-type: none"> • Continue to work with the Provincial Government and K'omoks First Nation to secure an economically viable community forest 	<ul style="list-style-type: none"> • Community Forest secured with KFN and Provincial Government 	2023
<ul style="list-style-type: none"> • Continue to develop the Village trail system 	<ul style="list-style-type: none"> • Improvements and additions to existing trail system completed 	2023
<ul style="list-style-type: none"> • Continue to expand the Community Garden and flower gardens throughout the Village 	<ul style="list-style-type: none"> • Community Garden revitalized 	2022

Professional Development

Priorities	Progress Measures	Timeline
<ul style="list-style-type: none"> Ensure Village Council, staff and volunteers receive adequate emergency management training and the village has an emergency response plan in place Continue Village Council, staff and volunteer professional development through various municipal and professional associations ensuring the Village continues to receive good value for the resources expended 	<ul style="list-style-type: none"> Staff and EOC representative reports to Council regarding quarterly meetings with stakeholders. Emergency response plan in place Training for all Council, Staff and volunteers scheduled, and training taken 	<p>ongoing</p> <p>2022</p>

Tourism Development

Priorities	Progress Measures	Timeline
<ul style="list-style-type: none"> Continue the Village beautification program including upgrading signage, cleaning and painting Village buildings and structures, and enhancing the Village gardens Work with local organizations and the Regional District to enhance signage and way finding in Sayward Support and work with the Tourism Committee 	<ul style="list-style-type: none"> Off Road Vehicle (ORV) signage installed indicating the location of the designated ORV route Work with the Tourism Committee to promote Trails; additional signage installed Meetings attended and joint initiatives completed Host an annual meeting with the Tourism Committee to identify initiatives to be included in the Financial Plan 	<p>2022</p> <p>ongoing</p> <p>2022</p> <p>Early 2022</p>

Village Operations

Priorities	Progress Measures	Timeline
<ul style="list-style-type: none"> Review and update Village internal policies 	<ul style="list-style-type: none"> Additional Policies and Bylaws approved by Council 	2022
<ul style="list-style-type: none"> Create and staff Public Works on call back up position 	<ul style="list-style-type: none"> Public Works back up hired 	Early 2022
<ul style="list-style-type: none"> Review tax ratios 	<ul style="list-style-type: none"> Updated tax ratio system 	Early 2022
<ul style="list-style-type: none"> Revise building permit fees in the Fees & Charges Bylaw to adopt Marshall & Swift estimator for building permit fees and construction costs 	<ul style="list-style-type: none"> Efficient and fair billing system in place for new building permits with Marshall & Swift estimator in use 	Spring 2022
<ul style="list-style-type: none"> Establish Risk Management Strategy to address possible gaps in infrastructure funding 	<ul style="list-style-type: none"> Risk Management Strategy in place 	2022
<ul style="list-style-type: none"> Participate in food security initiatives and support the Strathcona Food Hub 	<ul style="list-style-type: none"> Meetings attended and initiatives completed that address homelessness, community connections, mental health, and socialization 	Fall 2022
<ul style="list-style-type: none"> Determine the ownership and responsibility of breakwater ships and develop strategies to reduce risk 	<ul style="list-style-type: none"> Plan in place to manage breakwater 	2022



STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO
Subject: Financial Plan 2022-2026
Meeting date: December 7, 2021

BACKGROUND

The five-year Financial Plan is developed by Council through their strategic planning process and the Council approved Strategic Plan. This document identifies for staff, and the public, what types and quality of services are to be provided by the Village.

The most recent strategic planning session was held on November 20th and an updated Strategic Plan was presented to Council for approval on December 7th.

DISCUSSION

The Financial Plan bylaw and Tax Rate bylaw must be approved by Council before May 15 of each year as set out in the *Community Charter*.

Due to the current CAO vacancy, Staff recommend that the 2022 – 2026 financial planning sessions begin in January after the new CAO has had some time to review the Strategic Plan and familiarize themselves with the existing and upcoming projects and initiatives.

Staff recommend the following dates be set aside for the financial plan process (Committee of the Whole meetings):

Tuesday January 11, 2022

Tuesday January 25, 2022

Tuesday February 8, 2022

The following suggested timetable for working towards the 2022-2026 Financial Plan has been updated below:

	Item		Timeline
1	Staff reviews 2021-2025 Financial Plan and existing Strategic Plan	Staff Report with timetable to Council	October 5 th Regular meeting - DONE
2	Full Strategic Planning session		November 20 th Special meeting - DONE
3	2022 Strategic Plan presented to Council		December 7 th Regular meeting
4	Staff continue to work on Financial Plan and Capital Plan for 2022		December 2021
5	Financial Plan Process: A. COW Council Meeting January 11,		January 11, 2022

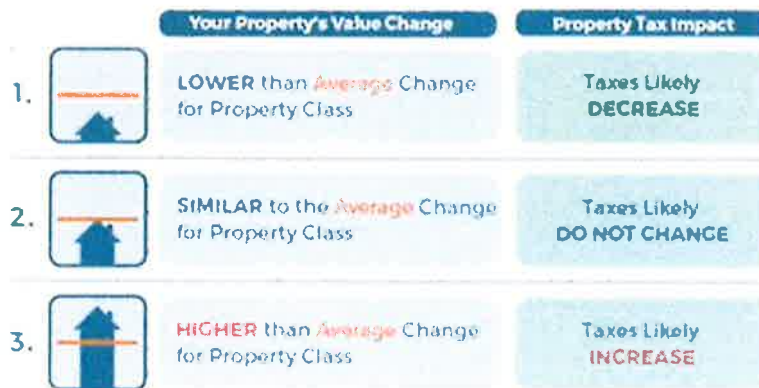
FINANCIAL PLAN 2022-2026

	2022. Detailed review of Financial Plan/Capital Projects B. COW Council Meeting January 25, 2022. Detailed review of Financial Plan/Capital Projects C. COW Council Meeting February 8, 2022. Final review of Financial Plan/Capital Projects D. Council Meeting March 15, 2022. First three readings of the Financial Plan Bylaw E. Council Meeting April 5, 2022. Final reading of the Financial Plan Bylaw	Each meeting will refine the Financial and Capital Plans and provide time for public input and questions. The timeline will also allow for research and reporting on identified issues. Adopt Financial and Capital Plan	January 25, 2022 February 8, 2022 March 15, 2022 April 5, 2022
6	Tax Rate Bylaw, Fees & Charges Amendment Bylaw (for water, sewer, solid waste fees)	Bylaw	Adopted by Mid May, first 3 readings April 19, 2022, Final reading May 3, 2022.

Assessment preview for 2022:

Every year BC Assessment reviews market sales activity to set the majority of the annual assessment roll. In 2021 a low supply of residential properties and a high demand resulted in higher than average sale prices for properties throughout the Sayward area. The preliminary assessments for 2022 show an average increase of approximately 23% for residential properties located in the Village. Valley assessments show an average increase of approximately 43%.

An increase of this size does not mean higher taxes and if Council receives questions from taxpayers in January about their assessment values they can be directed to www.bcassessment.ca. The following graphic provided by BC Assessment may also help:



Non-Market Change for 2022:

Preliminary non-market change (NMC) for 2022 is approximately \$905,000 or an increase of 2.08% of the total assessment roll. NMC is generally related to growth – new developments and construction. This means new tax revenue for the Village; more details on this will be presented to

Council during the financial planning sessions. The chart below summarizes the preliminary assessment changes:

Table 1: Overall Change in Assessed Value

	Assessed Value	% Change
2021 (Cycle 8)	43,456,050	
Increase due to NMC	905,100	2.08%
Increase due to Market	53,310,400	22.68%
2022 Total	54,215,500	24.76%

STAFF RECOMMENDATIONS

THAT Council schedule the following Committee of the Whole meetings for Financial Planning purposes:

Tuesday January 11, 2022

Tuesday January 25, 2022

Tuesday February 8, 2022

Respectfully submitted,

Lisa Clark
CFO



**VILLAGE OF SAYWARD
BYLAW NO. 478**

A BYLAW TO PROVIDE FOR THE AMENDMENT OF THE FINANCIAL PLAN (2021-2025)

WHEREAS pursuant to Section 165 of the *Community Charter*, "Five Year Financial Plan Bylaw No. 472, 2021" was adopted on April 6, 2021;

AND WHEREAS pursuant to Section 165 (2) of the *Community Charter*, the financial plan may be amended by bylaw at any time;

NOW THEREFORE, the Council of the Village of Sayward in open meeting assembled ENACTS AS FOLLOWS:

1. This Bylaw may be cited as "**Five Year Financial Plan Amendment Bylaw No. 478, 2021**"
2. "Five Year Financial Plan Bylaw No. 472, 2021" is hereby amended by deleting Schedule "A" in its entirety and replacing it with Schedule "A" attached to and forming part of this Bylaw.

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

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

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

Adopted on the ____ day of _____ 2021.

Certified a true copy of Bylaw
No. 478 this ____ day of

_____, _____

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

Village of Sayward
2021 - 2025 Financial Plan Bylaw No. 472, 2021
Schedule A

	2021	2022	2023	2024	2025
REVENUES					
Taxation					
Property Value Taxes	345,834	354,480	363,342	372,425	381,736
Parcel Taxes	8,108	8,108	8,108	8,108	8,108
Utilities/Payments in Lieu of Taxes	10,783	10,999	11,219	11,444	11,672
Total Taxation	364,725	373,587	382,669	391,976	401,516
Fees and Charges					
Recreation	14,800	14,870	14,941	15,014	15,089
Licences/Permits	6,000	6,000	6,000	6,000	6,000
Sewer Utility	69,383	71,811	74,325	76,926	79,618
Water Utility	131,279	140,468	150,301	160,822	172,080
Solid Waste Fees	37,982	39,881	41,875	43,968	46,167
Other Revenue	77,596	72,905	73,223	73,551	73,888
Total Fees and Charges	337,039	345,935	360,665	376,282	392,842
Other Revenue					
Federal Government Grants	139,783	71,562	75,143	75,143	75,143
Provincial Government Grants	393,370	401,237	409,262	417,447	425,796
Capital Asset Grants	100,228	366,000	1,081,000	539,500	0
Other Grants	465,217	404,500	123,500	115,000	4,500
Total Other Revenue	1,098,598	1,243,299	1,688,905	1,147,090	505,439
Proceeds From Borrowing	0	0	0	0	0
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	749,152	123,050	14,000	14,000	0
TOTAL REVENUE	2,549,514	2,085,870	2,446,238	1,929,348	1,299,797
EXPENSES					
Municipal Purposes					
General Government Services	605,598	415,211	415,389	421,301	427,378
Fire, Emergency & Protective Services	223,394	53,503	53,412	54,804	54,804
Public Works, Roads, Drainage	138,606	111,489	113,639	115,873	118,195
Parks & Recreation	290,266	274,636	280,744	287,105	293,738
Sewer Utility	82,897	71,265	72,682	74,152	75,678
Water Utility	129,055	131,648	134,342	137,144	140,062
Solid Waste Operations	43,000	43,000	43,000	43,770	44,555
Interest Payment on Municipal Debt	2,337	2,337	2,337	2,337	1,480
Amortization	195,803	195,803	195,803	195,803	195,803
Annual Surplus/(Deficit)	838,559	786,978	1,134,890	597,059	-51,897

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

Capital Expenditures					
General Capital Expenditures	79,000	289,000	1,214,000	664,000	0
Sewer Capital Expenditures	120,000	200,000	0	0	0
Water Capital Expenditures	677,594	395,000	0	0	0
Principal Payment on Municipal Debt	17,400	17,400	17,400	17,400	6,628
Adjustment for Non-Cash Items (Amortization)	-195,803	-195,803	-195,803	-195,803	-195,803
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	140,368	81,382	99,293	111,462	137,278
FINANCIAL PLAN BALANCE	0	0	0	0	0