



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
APRIL 5, 2022 - 7:00 PM
OPEN MEETING - IN PERSON
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 April 5, 2022 be approved.

4. Minutes of Previous Meetings

Recommended Resolution:

THAT the minutes from the Regular Council meeting held on March 15, 2022, be adopted.

5. Petitions and Delegations - None

6. Correspondence

- a) Liz Cookson, ED AVICC, March 18 2022, Email; 2022 AVICC Annual Report and Resolutions Package and 2021 AVICC AGM and Convention Minutes Draft – ***printed copies available upon request.***
- b) Derek Nighbor, President and CEO, Forest Products Association of Canada, March 18, 2022, Email to Mayor Baker; Fighting Climate Change Through Canadian Forestry.
- c) Madison Stewart, Coordinator, Strathcona Community Food Hub, Email to CAO for Village Council; Proposal to Village Council - ***(see 11. Staff Reports (b)).***
- d) Ginger Lester, EA and Communications Coordinator, City of Nelson, Email March 15, 2022; City of Nelson Challenges BC Local Governments to Donate to the Red Cross for Ukraine
- e) Alisa Thompson, Corporate Administrator, Deputy CAO, City of Terrace, March 15 2022, Email; Resolution for Consideration at the NCLGA Convention
- f) Jessica Brooks, Assistant Deputy Minister, March 22, 2022, Email; Attendees of the March 2022 Regional Meetings with Minister Cullen, Minister Beare, and Minister Osbourne
- g) Todd Boychuck, Director Intergovernmental Relations, K'ómoks First Nation, Email; Sayward-Guardian Support; Letter from Hegus Nicole Rempel, RE: Support for the K'ómoks Guardian Watchman Program - ***(see 11. Staff Reports (e))***
- h) District of Ucluelet, March 25 ,2022, Email; District of Ucluelet Bans Plastic and Bio-Plastic Utensils

- i) Minister Lisa Beare, March 28, 2022 Email; Re: Initiation to Join Roundtable-Expansion of Internet Services to all Rural BC
- j) Rebecca Bishop, Program Officer, UBCM, January 28, 2022 Re: 2022 CRI FireSmart Community Funding & Supports, approval of grant funding for the Wildfire Fighter Training & Residential Fuel Reduction project.

7. Council Reports - None

8. Reports of Committees - None

9. Mayor's Report

10. Unfinished Business - None

11. Staff Reports

a) EV Charging Station

Recommended Resolution:

THAT Council receive the EV Charging Station Staff Report for information and discussion.

b) School District and Strathcona Community Food Hub Proposal

Recommended Resolutions:

THAT Council designate all open and available beds at the Sayward community gardens to the care and oversight of Sayward Elementary School for educational purposes and in line with the goals and mission of the Strathcona Community Food Hub; and,

THAT Staff notify by means of newsletter, the community about this designation at no cost to Strathcona Food Hub or the School District so residents of the Village of Sayward are aware of this program; and

THAT the gardens be secured with access given to the operators of this program, along with Public Works; and

FINALLY THAT future consideration after the 2022 season be granted to this program pending measured success of the program, and community feedback.

c) Federation of Canadian Municipalities (FCM) Asset Management Grant

Recommended Resolutions:

THAT Council approve \$5,908 (tax not included) for Urban Systems to apply for the Municipal Asset Management Program (FCM) Grant of \$50,000 for the purposes of funding a more fulsome Asset and Risk Management Program and if funding allows, Asset Management System in line with the 2022 Strategic Plan; and,

THAT Council approve the CFO to designate \$5,000 towards the FCM Asset Management Grant program as the Village's contribution at 10% as per grant guidelines; and;

FINALLY, THAT Council approve, IF successful in the grant application, Urbans Systems to complete a full Asset Management Plan for the Village, replacing the 2016 adopted and 2019 unadopted plans.

d) Final Reporting- ICIP Municipal Raw Water Intake and Dam Decommissioning Project #C40255

Recommended Resolution:

THAT Council approve \$15,000 (tax not included) from contract labour for the purposes of contracting Urban Systems to do all reporting to satisfy the mandatory grant reporting (allows for up to a \$5,000 contingency).

e) K'omoks First Nation Guardian Watchmen Program

Recommended Resolution:

THAT Council consider a contribution of \$2,000 per year, for 4 years towards the KFN Guardians Program for work in the Sayward Estuary.

f) Councillor Cragg Resignation

Recommended Resolutions:

THAT Council accept Councillor Cragg's resignation effective April 8, 2022; and,

THAT Council waives a by-election in accordance with Section 54 (3) of the *Local Government Act*; and,

THAT the following Committee appointments take effect April 9, 2022:

_____ as the primary for the Sayward Tourism Committee

_____ as the alternate for the Community Garden Portfolio

_____ as the alternate for the Healthy Communities and Age Friendly Representative

_____ as the alternate for the First Nations Relations and Community Forest Committee

g) Sayward Legion Service Agreement - Share Shed

Recommended Resolutions:

THAT Council receive the Sayward Legion Service Agreement - Share Shed Staff report for information and discussion; and,

THAT Council approve the Sayward Legion and Village of Sayward Working Agreement - Share Shed for signing from both Village and Legion to satisfy Resolution R22/54.

h) LGMA 2022 Annual Conference, June 21-23, 2022

Recommended Resolution:

THAT Council approve CAO attendance at the 2022 LGMA Conference and applicable expenses for registration, per diem (as per Village policy), attendance and accommodation estimated to be \$2500.

i) Oscar Daze

Recommended Resolutions:

THAT Council approve the concessions 1-4 inclusive as listed in the Oscar Daze Staff Report; and,

THAT Council direct the staff to solicit two (2) bins at no charge from Comox Strathcona Waste Management Committee for use at this event; and,

THAT Council consider concession 6 as listed in the Oscar Daze Staff Report and direct staff as to the rate for serviced and un-serviced camping site during this event (Friday, July 29 – Monday, August 1 inclusive); and,

FINALLY, THAT Council receives concession 7 for discussion and directs staff accordingly.

j) Plan H Grant

Recommended Resolutions:

THAT Council receive the Plan H Grant Staff Report for information and discussion.

k) Sayward Projects and Initiatives Template (SPIT)

Recommended Resolution:

THAT Council receive the Sayward Projects and Initiatives Template (SPIT) for review and discussion.

l) Financial Plan 2022-2026 Final

Recommended Resolution:

THAT Council approves the 2022-2026 Financial Plan.

12. Bylaws

a) Fireworks Regulation Bylaw No. 481, 2022

Recommended Resolution:

THAT Fireworks Regulation Bylaw No. 481, 2022 be given fourth and final reading.

13. New Business - None

14. Public Question Period (maximum 15 minutes)

Mayor: "The purpose of the public question period is to enable citizens to ask questions 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 accordance with Section 90(1)(e) of the *Community Charter* that Council may give consideration related to the acquisition, disposition or expropriation of land or improvements.

16. Adjournment



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
MARCH 15, 2022 - 7:00 PM
HYBRID TEAMS & OPEN MEETING
COUNCIL CHAMBERS**

Present: Mayor Mark Baker
Councillor Norm Kirschner (left due to sickness at 7:43 PM)
Councillor Sue Poulsen
Councillor Tom Tinsley

Regrets: Councillor Wes Cragg

In Attendance: Jason Johnson, CAO
Lisa Clark, CFO
Melissa Coates, Finance/Admin Clerk

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

Meeting was called to order at 7:01PM

2. Introduction of Late Items - None

3. Approval of Agenda

MOTION R22/45

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for March 15, 2022 be approved.

CARRIED

4. Minutes of Previous Meetings

MOTION R22/46

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on March 1, 2022, be adopted as amended.

CARRIED

NOTED: Staff directed to report back the cost of each Lifeguard course offered to the public to offset training expense.

5. Petitions and Delegations

- a) Pauline Govaert-Dog off leash areas (see correspondence)

NOTED: Staff directed to compile a staff report on the cost of a fence for a dog park in the area to the right of the tennis courts and what might be involved for the establishment of a dog park should there be funds and approvals to move forward at a future date.

6. Correspondence

- a) Pauline Govaert March 6, 2022; Email to CAO, Mayor and Council, Dog Off Leash Areas and Park
b) Amy Jonsson, February 25, 2022, March 7, 2022; Email to CAO, Mayor; Invitation to attend Grieg Seafood Operation Update on March 22, 1pm-2pm via Zoom

MOTION R22/47

MOVED AND SECONDED

THAT Council receives correspondence 6a and 6b for review and discussion.

CARRIED

7. Council Reports - None

8. Reports of Committees

- a) Healthy Communities - Councillor Sue Poulson gave a verbal report as Representative for the Healthy Communities Committee regarding the Community Food Table and initiatives through the new owners of the Cable House and Loaves and Fishes Community Food Bank.

9. Mayor's Report

- a) Council Meetings - In Person Format Beginning April

MOTION R22/48

MOVED AND SECONDED

THAT Council meetings will move from Hybrid to In - Person meetings starting April 5, 2022; and,

THAT special consideration will be made to witnesses, legal representatives, delegations or other parties outside Mayor and Council called upon to attend meetings that cannot reasonably attend in person (granted by CAO or Mayor); and,

THAT Council Members requesting attendance electronically due to sickness, travel for Village related business or other concession will require approval by Mayor.

CARRIED

10. Unfinished Business - None

11. Staff Reports

- a) OCP Review - Timing and Schedule of Final Approval Process

MOTION R22/49

MOVED AND SECONDED

THAT Council proceed with the legal review of the plan and then schedule First and Second Reading of the bylaw and set the date for a Public Hearing; and,

THAT Council provides a summary of the revisions to KFN following and provide for opportunities to continue to invest in the relationship with KFN; and,
FINALLY, THAT following a legal review of the official community plan, Council commences with the formal readings to adopt the new bylaw.

CARRIED

b) Co-op Community Spaces Grant Update

MOTION R22/50

MOVED AND SECONDED

THAT Council receive the Co-op Community Spaces Grant Submission Staff Report for information and discussion.

CARRIED

c) Council Social Media Policy #100-05 for Approval

MOTION R22/51

MOVED AND SECONDED

THAT Council Social Media Policy #100-05 be approved.

CARRIED

d) Amended Policy - Respectful Workplace Policy #200-03 (Red Line Edits complete)

MOTION R22/52

MOVED AND SECONDED

THAT the edits to the Respectful Workplace Policy #200-03 be approved.

CARRIED

e) Christmas Tree Proposal

MOTION R22/53

MOVED AND SECONDED

THAT Council receive the Christmas Tree Staff Report for information and discussion.

CARRIED

f) Share Shed

MOTION R22/54

MOVED AND SECONDED

THAT Council approve the transfer of \$9,000 from the Covid-19 Restart Reserve after signing of the service agreement is complete for the purposes of refurbishing the Share Shed, and;

THAT Council appoint the Sayward Legion to run the Share Shed through volunteer labour, and that a service agreement be signed establishing set opening hours and opening days in conjunction with collaboration from the CAO, and;

THAT Council approve any revenue obtained from the operations of the Share Shed subject to the terms and conditions of a service agreement at a 80/20 split with Sayward Legion to allocate 80% at their discretion and the Village to use the 20% to cover costs.

CARRIED

12. Bylaws

a) Fireworks Regulation Bylaw No. 481, 2022

MOTION R22/55
MOVED AND SECONDED

THAT Fireworks Regulation Bylaw No. 481, 2022 be given first, second and third reading.

CARRIED

13. New Business - None

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

15. In-Camera

MOTION R22/56
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 accordance with Section 90(1)(i) of the *Community Charter* that Council may give consideration to the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

16. Rise & Report

MOTION IC22/24
MOVED AND SECONDED

THAT the OCP Budget Overage Staff Report be received for Council Review; and,

THAT the 2021 OCP Budget Overage Inquiry be considered a closed matter: and,

THAT Council approve \$1,250 out of Contract Labour for 2022 for Urban Systems to conclude the OCP process, including readings, the public hearing, and any corrections to the OCP as a result.

CARRIED

17. Adjournment

The meeting was adjourned at 9:27 PM

Mayor

Corporate Officer

Lisa Clark

Subject: FW: AVICC Annual Report and Resolutions Package for 2022 AGM & Convention, April 1-3
Attachments: 2022 AVICC Annual Report and Resolutions Package.pdf; 2021 AVICC AGM and Convention Minutes - Draft.pdf

From: AVICC <avicc@ubcm.ca>
Sent: March 17, 2022 5:54 PM
To: AVICC <avicc@ubcm.ca>
Subject: AVICC Annual Report and Resolutions Package for 2022 AGM & Convention, April 1-3

The Annual Report and Resolutions Package, and the 2021 AGM Minutes were sent out to delegates registered for the Convention.

This information is also being sent to your local government to ensure its distribution to elected officials who are not registered for the Convention.

From: Liz Cookson <lcookson@ubcm.ca>
Date: Thursday, March 17, 2022 at 5:47 PM
To: AVICC <avicc@ubcm.ca>
Subject: AVICC Annual Report and Resolutions Package for 2022 AGM & Convention, April 1-3

This information is being sent to you because your email address was provided for a delegate registered for the AVICC Convention. If you are the staff support person, please ensure this email is forwarded to the delegate that will be attending the Convention.

Dear Delegate:

The AVICC AGM and Convention is being held from April 1-3, 2022 at the Victoria Conference Centre, 720 Douglas Street, Victoria.

The Annual Report and Resolutions Package to be considered at the AGM & Convention is attached to this email. The draft minutes from the 2021 AGM and Convention are also attached to this email. Both documents are available on the AVICC website to view and/or download. Printed copies of these documents will **not** be available on-site at the convention.

The convention program is included in the Package. It is marked draft to allow for any last minute adjustments, and the final version will be available just before the convention.

Voting on resolutions at the convention will be done by holding up your voting card, and you will receive your card at the registration desk on-site. Voting in the election for Executive Committee candidates will be on-line, and will require a smart phone, tablet or laptop. Each delegate who is eligible to vote will be emailed a login to the election voting system. The elections will not open until the convention, please see the times specified in

the program and nomination report. Candidate videos will be available to view before the convention through the AVICC website from March 25th. There will not be any live candidate speeches at the convention.

The Late Resolutions Report will be provided on-site at the Registration Desk. The deadline for Late Resolutions is noon on Wednesday, March 30th. After that, members have the opportunity to introduce an "Off the Floor Resolution" at the resolution session on Sunday morning, after the late resolutions have been considered. Rules for Late and Off the Floor Resolutions are included in the attached package under Convention Rules.

The Background Material for the resolutions will be uploaded to the AVICC website for members to review. This is the information that member local governments submitted to support their resolutions. It will be available in the 2022 Convention section of the website.

Please remember that the Provincial Health Officer's order requires proof of vaccination and ID for this event, so delegates will need to bring this information to show at registration. There will be volunteers helping at the registration desk and during the convention, so your patience and consideration is appreciated.

Thank you,

Liz Cookson, MBA
Executive Director, Association of Vancouver Island and Coastal Communities (AVICC)
Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8
lcookson@ubcm.ca
(250) 356-5122

Lisa Clark

Subject:

FW: Fighting Climate Change Through Canadian Forestry / La foresterie canadienne pour lutter contre les changements climatiques

From: Sahithi Bollu <sbollu@fpac.ca>

Sent: March 18, 2022 9:14 AM

To: Melissa Coates <village@saywardvalley.ca>

Subject: Fighting Climate Change Through Canadian Forestry / La foresterie canadienne pour lutter contre les changements climatiques

Dear Mayor Baker,

Canada's forest sector is ready and willing to be part of the post-pandemic, green recovery in your community and across the country. We are quite excited about the future and the environmental, social, and economic opportunities before us.

Our sector and its people also recognize, in the face of worsening pest outbreaks and more catastrophic fire patterns, through sustainable forest management we can also support forest health and resilience and community safety.

Over the last few months, Forest Products Association of Canada (FPAC) has been working to raise the public's awareness about forestry's solutions through our *Forestry for the Future* campaign.

Today, I wanted to share with you a new documentary exploring the role our forests and sustainably-sourced forest products can play in our collective effort to lower greenhouse gas emissions.

Told through the perspective of five individuals, *Capturing Carbon: Fighting Climate Change Through Canadian Forestry* takes you from the forest floor in BC, where foresters are facing a challenged and changing landscape to Southern Ontario where wood manufacturing and innovative architecture and engineering are helping build the sustainable cities of tomorrow.

In the coming weeks, we will be releasing a series of shorts and trailers, but we wanted you to have a look at the full documentary and help us spread the word about the role sustainable forestry and forestry workers can play in supporting a cleaner and greener future.

You can use the buttons below to watch the full documentary or pass along to family and friends via Twitter.

[Watch the Full Documentary](#) | [Share on Twitter](#)

Be safe and well and thank you in advance for your support.

Derek

Bon après-midi Mayor Baker,

Le secteur forestier canadien souhaite participer à la reprise verte postpandémie dans votre localité et ailleurs au pays. Nous sommes très enthousiastes face à l'avenir et aux possibilités environnementales, sociales et économiques qui s'offrent à nous.

Notre secteur et ses membres constatent que, devant l'aggravation des épidémies de ravageurs et la multiplication des incendies catastrophiques, nous pouvons favoriser la santé et la résilience des forêts ainsi que la sécurité des collectivités grâce à l'aménagement forestier durable.

Au cours des derniers mois, l'Association des produits forestiers du Canada (APFC) s'est efforcée de sensibiliser la population aux solutions de la foresterie par le biais de sa campagne « La foresterie pour l'avenir ».

Aujourd'hui, j'aimerais vous faire connaître un nouveau documentaire qui explore le rôle que nos forêts et nos produits forestiers d'origine durable peuvent jouer dans notre effort collectif pour réduire les émissions de gaz à effet de serre.

Par le point de vue de cinq personnes, *Capter le carbone : La foresterie canadienne pour lutter contre les changements climatiques* vous emmène des forêts de la Colombie-Britannique, où les forestiers sont confrontés à un paysage difficile et changeant, jusqu'au sud de l'Ontario, où la fabrication de produits du bois et l'esprit d'innovation en architecture et en ingénierie contribuent à construire les villes durables de demain.

Dans les prochaines semaines, nous publierons une série d'extraits et de bandes-annonces, mais nous souhaitons que vous puissiez regarder le documentaire complet et nous aider à faire connaître le rôle que la foresterie durable et les travailleurs forestiers peuvent jouer pour un avenir plus propre et plus vert.

Vous pouvez utiliser les boutons ci-dessous pour regarder le documentaire dans son intégralité, ou transmettre cet aperçu à votre famille et à vos amis par Twitter.

[Regarder le documentaire complet](#) | [Partager](#)

Merci d'avance de votre appui.

Derek

Derek Nighbor

President and Chief Executive Officer | Président et Chef de la Direction

Forest Products Association of Canada | Association des produits forestiers du Canada

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Ottawa, ON K1P 6B9



 [@fpac_apfc](#)

 [facebook.com/FPAC.APFC](#)

 [youtube.com/ForestProdsAssocCan](#)



Derek Nighbor

President | Président

International Council of Forest and Paper Associations

Conseil international des associations forestières et papetières

ICFPA supports dialogue across regional and national forest products associations from 28 countries around the world and promotes global commitments to sustainable forest management, recycling, innovation, water conservation, mitigating climate change, ensuring a safe and inclusive workplace, and optimizing the use of environmentally-friendly wood and paper-based products.



Madison Stewart, Program Coordinator
Strathcona Community Food Hub
strathconafoodhub@gmail.com

Alison Howard, Teacher
Sayward Elementary School SD72
alison.spear@gmail.com

To: The Village of Sayward Councillors

Please receive this letter of proposal from the Strathcona Community Food Hub, on behalf of Alison Howard, a teacher within School District 72 working at Sayward Elementary School. The Strathcona Community Food Hub fosters collaboration to support availability of and access to nutritious, sustainable food in a culturally appropriate manner through coordination of education, policy development, and priority projects for all communities within the Strathcona Region.

We are writing to the Village Council to request that all the open and available garden beds at the Sayward Community Garden be earmarked for the Sayward Elementary School students for the 2022 season. The Sayward Elementary School students, with Alison's leadership, have already taken strides in preparing the garden beds for the upcoming planting season. The Covid-19 pandemic has largely removed students from various opportunities to prepare meals for the community, but the students still have a strong interest to feed the community, and also grow local food.

We look forward to hearing from you,

Sincerely,

Madison Stewart
Program Coordinator, Strathcona Community Food Hub

Alison Howard
Teacher, Sayward Elementary School SD72

Lisa Clark

From: Ginger Lester <glester@nelson.ca>
Sent: Tuesday, March 15, 2022 9:15 AM
To: Ginger Lester
Subject: City of Nelson Challenges BC Local Governments to Donate to the Red Cross for Ukraine

Hello All,

Please see this short message from Mayor John Dooley at the City of Nelson.

<https://youtu.be/Z8F-z4KgiEw>

The City of Nelson donated \$1000 to the Red Cross Ukraine Humanitarian Crisis campaign and hopes that you will join our municipality in making some sort of donation.

Thank you,

Ginger

Ginger Lester, B.A. | Exec. Assistant & Communications Coordinator

Administration / Corporate Services

Suite 101-310 Ward St. Nelson, BC V1L 5S4

Tel: 250.352.8263 | Cell: 250.352.1624

City of
NELSON



The City of Nelson acknowledges that it resides and operates within the unceded traditional territories of the Sinixt, the Syilx, and the Ktunaxa peoples.

This email may contain confidential and/or privileged information. If you are not the intended recipient or have received this email in error, please notify the sender immediately and destroy this email. Any unauthorized copying, disclosure or distribution of the information contained in this email is prohibited.

Lisa Clark

Subject: FW: Resolution for all UBCM members
Attachments: NCLGA 2022 Resolution - PROLIFIC OFFENDERS.pdf

From: Alisa Thompson <athompson@terrace.ca>
Sent: March 14, 2022 1:32 PM
To: Alisa Thompson <athompson@terrace.ca>
Subject: Resolution for all UBCM members

Terrace City Council has submitted the attached resolution for consideration at the NCLGA convention. Please forward to your councils/boards. Thank you.

Alisa Thompson (she/her)
Corporate Administrator/Deputy CAO
City of Terrace

Acknowledging that it is an honour to live and work on the Laxyuubm Tsimshian, Kitsumkalum and Kitselas, toyaxsuut.

The City of Terrace is committed to doing our part to help slow the spread of COVID-19. All facilities are now open to the public; however, please be aware certain timelines or processes may be adjusted in order to maintain physical distancing and protect staff and the public. Find guidelines for visiting our facilities and more at <https://www.terrace.ca/covid19>. Thank you for your understanding.

NCLGA RESOLUTION –BC PROSECUTION SERVICE AND THE PUBLIC INTEREST

WHEREAS prolific offenders in British Columbia are routinely released without consequences or meaningful conditions imposed upon them;

AND WHEREAS the BC Prosecution Service's vision statement guides them to make impartial charge assessment decisions that promote public safety, justice, and respect for the rule of law and the BC Prosecution Service often determines not to recommend charges be pursued for criminal offences that are referred by the RCMP, as charges are not in the public interest;

THEREFORE BE IT RESOLVED that the NCLGA lobby the Provincial Government to ensure the BC Prosecution Service (Crown Counsel) live up to its vision, mission, and value statements and consider public safety and fairness when dealing with prolific offenders, and furthermore that guidelines be developed as to what constitutes "the public interest" with respect to pursuing charges for criminal offences.

BACKGROUND:

The Crown Counsel Act¹ entrusts the Criminal Justice Branch with the responsibility to approve and conduct all prosecutions of offenses in British Columbia. The Assistant Deputy Attorney General is charged with the Administration of that Branch, and with carrying out its functions and responsibilities.

In British Columbia it has been the practice of Crown Counsel to release offenders of crimes without charges or conditions, citing charges are not in the public interest. Repeat offenders are free to recommit crimes without consequences as a result. A disproportionate amount of crime, particularly property crime, is committed by a minority of habitual offenders². Unfortunately, communities, local business owners and workers, the economy, as well as the public feel the impacts of repeat offenders who commit property crimes and thefts repeatedly and without consequence. For example, in Terrace in 2021 there were 423 failure to appear in court warrants, but only two people were charged. Two individuals in Terrace failed to appear in court 26 and 21 times each from February 2021 to February 2022. Neither have been charged with Fail to Appear. There was an average of six failure to appear warrants each week which is a burden on the RCMP to administer and ultimately is fruitless as there are no consequences for not appearing in court.

The revolving door of crime, apprehension by the authorities, and then the subsequent release of these habitual offenders erodes public confidence in our legal system. Police and law enforcement agencies as well as victim services are also burdened by repeat

calls and reports of crime. Regarding youth, it has been estimated that averting a 14-year old from a path of criminality would save society \$3 to \$5 million.³

There have been numerous police-based initiatives in British Columbia as well as other jurisdictions to try to manage prolific offenders. While there are different approaches to prolific offender management, they all require the cooperation of multiple agencies to implement. For example, "Polibation" is an approach to deal with prolific offenders that involves targeted and intensive surveillance from the police and probation programs. They involve a team of service providers that deliver interventions that are specific to the individual, including substance use and mental health treatment. Any subsequent criminal activity or breaches of the sentence conditions by the individual are dealt with by prompt apprehension and conviction.⁴ Programs like these are only possible when the Crown is willing to participate, and charge repeat offenders. When the Crown is unwilling to charge offenders, they are creating a burden on others such as the public, businesses, and law enforcement agencies. The BC Prosecution Service's own vision is to be an independent prosecution service that people respect and trust. Public trust has been eroded by the Crown's reticence to press charges on prolific offenders.

Sources:

1. Crown Counsel Act
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00_96087_01
2. Croisdale, T.E. (2007). The Persistent Offender: A longitudinal analysis. PhD Dissertation, School of Criminology, Simon Fraser University.
3. Cohen, M.A., and Piquero, A. (2009) "The Monetary Value of Saving a High Risk Youth", *Journal of Quantitative Criminology*, 14: 5-33
4. Rezansoff, S., Moniruzzaman, A., Somers, J. (2008) An Initiative to Improve Outcomes Among Prolific and Priority Offenders in Six British Columbia Communities: Preliminary Analysis of Recidivism Faculty of Health Sciences, Simon Fraser University <https://www2.gov.bc.ca/assets/gov/law-crime-and-justice/about-bc-justice-system/justice-reform-initiatives/ppom.pdf>



March 22, 2022

Ref: 269899

Mayors and Regional District Chairs

Attendees of the March 2022 Regional Meetings with Minister Nathan Cullen, Minister Lisa Beare, and Minister Josie Osborne

Dear Mayors and RD Chairs:

Thank you for taking the time to join Minister Nathan Cullen, Minister Lisa Beare, and Minister Josie Osborne for the March 2022 regional meetings. As Minister Cullen indicated when he affirmed his desire to continue these meetings, they have proven to be a great opportunity to hear about key issues and initiatives in your communities and for you to hear from each other and share your experiences.

The timing of these meetings could not have been planned better for the hand-off from Minister Osborne to the new Minister of Municipal Affairs, Honourable Nathan Cullen, who took the helm of Municipal Affairs on February 25th.

Minister Cullen is committed to continuing to meet with local elected leaders on a regular basis. **If there are particular topics or themes you would like to have covered in future meetings, please share these via email to MUNI.Minister@gov.bc.ca by Friday, April 15, 2022.**

On behalf of Minister Osborne, I would like to thank all of you for your support during her time as Minister of Municipal Affairs, and I know that she is looking forward to working with you in her new role as Minister of Land, Water, and Resource Stewardship and Minister Responsible for Fisheries. Many of you shared with Minister Cullen that he has big shoes to fill, and he very much looks forward to connecting with you individually and collectively in the weeks and months ahead.

The March 2022 meetings were focused on connectivity. Our government recognizes that access to reliable high-speed internet and cellular connectivity for British Columbians is more important than ever before. Minister Beare gave feedback on some initiatives that had been requested as well as pointing to new funding announced on March 8th.

Connectivity Information and Updates

As promised in the calls, here are links to information provided by Minister Beare related to connectivity. This includes new [resources for local governments](#), [planning tools](#) and an [interactive map](#) that shows announced projects funded in part by the Province.

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

In addition, we are pleased to share the announcement of a [federal and provincial joint funding agreement of \\$830 million](#) to connect the remaining underserved rural and Indigenous communities in B.C. by 2027, including the \$289 million announced as part of Budget 2022. This funding partnership is great news for these households that will be able to look forward to connectivity projects in their community. Work on the new program has started with the Request to Participate available on [BC Bid](#) (Number 13183). We would encourage those in underserved rural and Indigenous communities to have a look and to consider providing feedback.

We will also hold information sessions on the Request to Participate process for local government:

- The Regional Connectivity Knowledge Network will host a technical session with CAOs and staff on March 30th. Look for information on the session in [UBCM's The Compass](#).
- Elected officials will be invited to join Minister Beare on April 8th to discuss the announcement and opportunities under the new Connecting Communities BC program. Invitations will be sent directly via email.

If you have any questions about any of these sessions, please email the [Connectivity team](#) at the Ministry of Citizens' Services.

COVID-19 Update

[Changes to Provincial Restrictions](#)

Provincial Health Officer Dr. Bonnie Henry recently announced changes to provincial COVID-19 restrictions because of B.C.'s lowered hospitalization and transmission rates. Masks are no longer required in public indoor settings by public health. Wearing a mask is a personal choice.

Masks are encouraged on public transit and BC Ferries, but not required. Individual businesses and event organizers can choose to continue requiring masks on their premises. Masks are still required for [federally regulated travel, like air travel](#). There are no restrictions on worship service capacity and overnight camps for children and youth are allowed. There are no visitor limits at long-term care and seniors' assisted living facilities.

When K-12 schools return from [spring break](#), masks will no longer be required for students, staff, and visitors.

On April 8, 2022, at 12:01 am, further restrictions will be lifted:

[Proof of vaccination](#) will no longer be required to access businesses, events, and services. Individual businesses and event organizers can choose to continue requiring proof of vaccination for entry. Proof of vaccination is still required for [federally regulated travel, like air travel](#).

Businesses will no longer need a COVID-19 safety plan. They must follow communicable disease guidance from WorkSafeBC. Proof of vaccination will no longer be required for post-secondary student housing.

Budget 2022 Highlights

On February 22, 2022, Finance Minister Selina Robinson tabled the 2022 provincial budget in the Legislature. Budget 2022 makes the choices needed to build a stronger BC and make life better for people by investing in our economic, environmental, and social strengths.

The Ministry of Municipal Affairs has three objectives coming out of Budget 2022 as included in our Service Plan:

- Strong, sustainably governed communities
- Economic recovery beyond the COVID-19 pandemic
- Vibrant, inclusive communities that are welcoming to newcomers

Budget 2022 includes significant new funding commitments of interest to local governments including emergency preparedness and disaster recovery, climate action, homelessness, and connectivity. More information can also be found on the [UBCM website](#).

- **Emergency Preparedness & Recovery** - investments to improve operations at EMBC and the River Forecast Centre as well as a proactive, year-round service model for BC Wildfire Services that will boost emergency preparedness, and support flood recovery in affected communities. This includes:
 - funds to help communities build critical infrastructure back better after the disastrous weather events in 2021,
 - new funding to the Community Emergency Preparedness Fund to support emergency management and preparedness, and
 - \$90 million allocated in 2021/2022 to complete FireSmart initiatives.
- **Climate Action** - investing \$1 billion in new funding for implementing the province's climate action strategies, CleanBC and the Roadmap to 2030. This includes:
 - establishing a new \$76 million Local Government Climate Action Program, administered by the Climate Action Secretariat at the Ministry of Environment to help local governments take action to reduce emissions and prepare for and adapt to climate change.
 - The Local Government Climate Action Program will be operational in Spring of 2022. More information on program specifics will be released in the coming weeks.
 - \$30 million in grants to local governments to improve active transportation infrastructure.
- **Homelessness** - investing \$633 million over three years to expand homelessness services and wrap around support services, including:
 - complex care housing to over 20 sites that will support up to 500 people with severe mental health, substance abuse issues, or traumatic and acquired brain injuries.
- **Housing** – investing an additional \$166 million over three years to accelerate progress towards building 114,000 affordable housing units in communities across BC.

- Budget 2022 also included significant investments in forestry, mental health and substance abuse, reconciliation, tourism, and childcare.

Funding Opportunities

CleanBC Communities Fund

The third intake for the **ICIP CleanBC Communities Fund** is now open for applications **until May 25, 2022, at 3:00 pm PST**. This intake supports projects starting in 2023 and must be completed by March 2027. Program information can be found [here](#).

The CleanBC Communities Fund is a collaboration between the BC Ministry of Environment and Climate Change Strategy and the Ministry of Municipal Affairs in close partnership with Infrastructure Canada. Please email infra@gov.bc.ca to get connected to a program team member who can respond to your questions.

Strengthening Communities' Services Program

The second intake for the **Strengthening Communities' Services Program** is open and **will accept applications until April 22, 2022**. This means that communities can continue to respond to peoples' unique needs, especially those who are most vulnerable.

The fund is open to all local governments and modern Treaty Nations to support unsheltered homeless populations and address community impacts caused by COVID-19. For the second intake, the program guidelines have been updated to clarify that supports to address extreme weather events, such as temporary warming and cooling centers, are eligible for funding. Although these services were eligible during the program's first intake, the guidelines did not specifically mention them. UBCM is administering the program on behalf of the Province. For more information visit the [UBCM website](#).

Community to Community Forums (C2C)

[Community to Community Forum funding](#) is again available this year for First Nations and local governments to gather for dialogue to build on opportunities, support reconciliation efforts, resolve issues of common responsibility, interest or concern, and advance tangible outcomes.

Since 1999, the Ministry of Municipal Affairs and Indigenous Services Canada have provided funding for the C2C program. In this time, more than 680 C2C Forums have been held in communities across the province. Funding permitting, the C2C program can contribute a maximum of 100% of the cost of eligible activities – to a maximum of \$5,000.00. Communities can apply to more than one intake and a “forum” doesn't have to be one stand-alone event. For example, a forum can be a re-occurring series of meetings.

Application Deadlines:

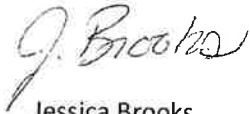
April 8, 2022, for events between April 22, 2022, and March 31, 2023

September 2, 2022, for events between September 26, 2022, and March 31, 2023

December 2, 2022, for events between January 1 and March 31, 2023

I appreciate you communicating back information from the Province to your councils and boards, to your local government staff, and to your communities. The next regional meetings will be in May, and Minister's Office staff will be in contact with you about the date, time, and meeting information.

Sincerely,



Jessica Brooks

A/Assistant Deputy Minister

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

Lisa Clark

From: Todd Boychuk <todd.boychuk@komoks.ca>
Sent: Tuesday, March 8, 2022 2:25 PM
To: Jason Johnson
Cc: Emily Shopland
Subject: Introduction
Attachments: Sayward - Guardian Support.pdf

Hello Jason,

My name is Todd Boychuk. I am the Director of Inter-Governmental Relations for K'ómoks First Nation. First let me congratulate you on your new role! Both KFN and I believe the Village of Sayward want to work toward strengthening our partnership and building strong ties as we move toward reconciliation together. To that end I would like to set up an introductory meeting if you would be interested. I do have some good availability next week on the 15th and 16th if that works for you. Let me know a time and I can send out a zoom invite.

That said please also find attached a letter from Hegus Nicole Rempel regarding the K'ómoks Guardian Watchman Program and the great work they do to the benefit of all who live in and around the Sayward estuary.

Looking forward to connecting...

Best Regards
Todd

Todd Boychuk
Director Intergovernmental Relations
K'ómoks First Nation
3330 Comox Road
Courtenay, BC V9N 3P8
Phone: 250-339-4545 Fax: 250-339-7053



K'ómoks First Nation



K'ómoks First Nation

3330 Comox Rd., Courtenay BC, V9N 3P8 | Ph: 250.339.4545 | F: 250.339.7053 | E: reception@komoks.ca

March 7th, 2022

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

RE: Support for the K'ómoks Guardian Watchman Program

Dear Jason Johnson,

The K'ómoks Guardian Watchmen are the eyes and ears of the K'ómoks First Nation on the lands and waters within the Traditional Territory of the Nation. The Guardians not only protect these lands from those who would do them harm but actively engage in many activities to enhance or restore habitat and ecosystems. The majority of the work the Guardians undertake revolves around activities in the southern "Core" area of the Traditional Territory which includes the Comox Valley and the Sayward/Salmon River watershed. Protecting and enhancing the Tsolum River, conducting restoration work in the Comox and Sayward estuaries, enhancing habitat at Comox Lake are just a few examples of many activities that the Guardian Watchman Program have conducted to not only to continue KFNs relationship since time immemorial as stewards of its lands but to also the benefit all who live in the Comox Valley. Currently the Guardian Program is self funded by the Nation.

As you may know, the City of Campbell River recently, recognising the value of the Wei Wai Kum Guardians program to their jurisdiction and community provided (5K per year over 4 years) directly to support the programmes work in the Campbell River Estuary, dealing with Canada Goose impacts. The KFN Guardians do the exact same work in the K'ómoks Estuary, which again benefits all who reside in the Valley. Based on the fantastic work that the Guardians do for the benefit of all in the Comox Valley, would there be financial support from your government for the KFN Guardian Program to continue and enhance the great work the programme carries out in the Comox Valley.

Respectfully,

Nicole Rempel
Hegus (Chief)
K'ómoks First Nation

Lisa Clark

Subject: FW: Press Release - District of Ucluelet
Attachments: Press Release - District of Ucluelet.pdf

From: Paula Mason <pmason@ucluelet.ca>
Sent: Friday, March 25, 2022 10:14 AM
To: Paula Mason <pmason@ucluelet.ca>
Subject: Press Release - District of Ucluelet

Good morning,

It is with great pride that I forward you the attached announcement, regarding a ban on Plastic Utensils as adopted by the District of Ucluelet Council on March 15, 2022.

Regards,



Paula Mason
Manager of Corporate Services

Box 999, 200 Main Street
Ucluelet, BC, V0R 3A0
Phone: 250-726-7744



FOR IMMEDIATE RELEASE
March 25, 2022

DISTRICT OF UCLUELET BANS PLASTIC AND BIO-PLASTIC UTENSILS

Taking the next step towards the responsible stewardship of the lands we are grateful to operate within, the District of Ucluelet bans single-use plastic utensils.

UCLUELET, B.C. - On March 15, 2022 District of Ucluelet Council adopted Single-Use Item Regulation Amendment Bylaw No. 1298, 2022 which adds Plastic and Bio-Plastic Utensils to the list of items being regulated within the municipality.

On July 26, 2021 Ministerial Order M309, provided municipalities the authority to make a bylaw to regulate, prohibit and impose requirements in relation to the protection of the natural environment.

The District of Ucluelet, situated in the traditional territory of the Yuułuʔiłʔatḥ acknowledges that the relationship the Yuułuʔiłʔatḥ have to the land and surrounding sea, goes deeper than the typical land use issues encountered by a municipality. With this in mind, we are committed to the respectful and responsible stewardship of its natural resources and to the preservation of the local environment for future generations to come. As such, it is with pride that we bring into effect a ban on plastic utensils.

As defined in Ministerial Order M309, the word utensil "includes a spoon, fork, knife, chopstick or stir stick". Enforcement of the ban on plastic utensils will come into effect on September 15, 2022, allowing a six-month transitional time-period for the business community to adjust their current practices, educate staff, use up any existing stocks of plastic utensils they may have on hand, and source out appropriate and available product alternatives. During this six-month transitional time-period, staff will continue to work with [Surfrider Pacific Rim](#) to ensure their "Cut the Cutlery" campaign becomes a familiar and welcome addition to our business and residential community.

"With the recent ban of plastic utensils in our neighbouring municipality, we are proud to take this next step in empowering our West Coast communities to transition to a culture of environmental protection and stewardship. We are extremely grateful for the support of Surfrider Pacific Rim, as we roll-out an awareness campaign that will encourage behavioural change and help businesses prepare for, comply with, and communicate the upcoming requirements to their staff, customers, and visitors to the area." said Paula Mason, District of Ucluelet's Manager of Corporate Services.

"Collaboration is the key to creating a culture shift with single-use plastic items. The local businesses, the District of Ucluelet, and the residents have all been so supportive of this initiative. We are very grateful

for all the work everyone has done to create this positive change in behavior. The tides are turning on eliminating single-use items so let's keep the momentum going for the sake of the health of our bodies and the ocean!" Laurie Hannah, Chapter Coordinator, Surfrider Pacific Rim.

As shown on the Government of BC's [Environmental Protection and Sustainability](#) website page, the District of Ucluelet will be one of the first municipalities in British Columbia to regulate all single-use items suggested in the July 2021 Ministerial Order. The continued regulation of these items (and future items) by our Council, supports the ongoing efforts of CleanBC's [Plastics Action Plan](#) as well as initiatives brought forth in the District of Ucluelet's recently adopted [Climate Change Adaptation Plan](#) and [Official Community Plan](#). Visit our [Ucluelet.ca](#) to read the background on the development of the Single-Use Item Regulation Bylaw.

"The lands of the Yuułuʔiłʔatḥ and the District of Ucluelet are very closely linked, in that we all share close ties to the area's forests, waters and natural resources. Placing a ban on plastic utensils and other single-use items, is a huge step towards doing everything in our power to protect and preserve these lands. In doing so, we aim to create the type of sustainable community our citizens can enjoy for future generations to come. We truly appreciate all the support we've already seen from our business and residential community and look forward to sharing this common goal with all who visit our region." said Mayco Noel, Mayor, District of Ucluelet.

About Ucluelet

A true West Coast working harbour, home to approximately 2,000 residents, Ucluelet is a place rich in tradition and natural beauty. Located at the entrance to Barkley Sound on the West Coast of Vancouver Island, just south of the Long Beach unit of the Pacific Rim National Park Reserve, Ucluelet is on the edge of the Wild Pacific Ocean. It offers visitors and residents the opportunity to live in and explore one of the world's most pristine coastlines.



PACIFIC RIM, BC

About Surfrider Pacific Rim

Surfrider Pacific Rim is dedicated to the protection and enjoyment of the world's ocean, waves, and beaches, for all people, through a powerful activist network. Living seaside or landlocked, regenerating this blue planet is essential for all of humanity to thrive. Surfrider's focus is divided into 3 pillars: eliminating single-use plastics, finding the end-of-life solutions for hard to recycle petroleum products, as well as engaging youth, individuals, businesses, local First Nations, and government in their Ocean Friendly initiatives. Through their "beach to boardroom" systems approach, they address the root of the plastics pollution crisis with the vision of achieving clean water and healthy beaches. Through this approach, Surfrider has removed over 50 metric tonnes of marine debris from the West Coast, supported the implementation of plastic bans, and achieved numerous coastal victories.

For Media Inquires contact:

Samantha McCullough
District of Ucluelet
smccullough@ucluelet.ca
250-726-7744

District of Ucluelet *Life on the Edge*®
(250) 726-7744 • info@ucluelet.ca • www.ucluelet.ca

Lisa Clark

Subject: FW: Invitation: Local Government Calls re: Connecting Communities BC Program
Attachments: Minister Letter Invite.pdf

From: Minister, CITZ CITZ:EX <CITZ.Minister@gov.bc.ca>

Sent: March 28, 2022 2:43 PM

Cc: Russell, Roly FLNR:EX <Roly.Russell@gov.bc.ca>; Connected Communities BC CITZ:EX <ConnectedCommunitiesBC@gov.bc.ca>; Minister, CITZ CITZ:EX <CITZ.Minister@gov.bc.ca>

Subject: Invitation: Local Government Calls re: Connecting Communities BC Program

Good afternoon,

Please find attached an invitation from Minister Lisa Beare.

Sincerely,

Honourable Lisa Beare's Office | Minister of Citizens' Services

PO Box 9044 Stn Prov Gov, Victoria, BC, V8W 9E2 | Ph: 250-387-9699



March 28, 2022

Ref: 117088

Dear Mayors, Chairs, and Chief Administrative Officers:

I am writing to invite you to join me and Parliamentary Secretary for Rural Development, Roly Russell in a roundtable discussion regarding our Government's plans to expand internet services to all rural areas of B.C. with internet speeds of less than 50/10 Mbps. This call will be an opportunity to discuss the details of the new Connecting Communities BC program and may be of particular interest to local governments in areas of the province that are underserved, but all are welcome.

I had the privilege of engaging with many of you who attended the March local mayors and regional district representatives virtual meeting with my colleagues Honourable Josie Osborne and Honourable Nathan Cullen, Minister of Municipal Affairs, where we were able to share information on connectivity investments to date, including the \$289 million announced in the Province's Budget 2022. On March 8, the [Governments of British Columbia and Canada announced a partnership to invest up to \\$830 million](#) to support connectivity infrastructure projects that will improve access to high-speed internet for underserved rural communities and First Nations in B.C. Our goal is to maximize these funds and expand high-speed internet services to every household in the province by 2027.

This is exciting news, but we know the areas left that require expansion are more challenging and it will take all levels of government and service providers to work together to make connectivity a reality for all British Columbians.

We want to move quickly and efficiently to make the most of every dollar and finish the job we started. That work has begun as we prepare for our first Connecting Communities BC program intake this the summer. As such, we have launched a Request to Participate (RTP) process which is an opportunity for the Province to obtain regional and market information, validate cost assumptions, and gauge potential market interest in providing connectivity services to underserved regions of the province. The RTP is listed publicly on [BC Bid](#), Item 13183. We encourage you to input into this process; however, please note that it is not essential to do this, nor is this part of an application or intake process.

.../2

On our April 8 call, I will share details about the launch of our Connecting Communities BC program and how our new community-focused approach will benefit your regions. I would like to hear from you on how we can best work together through this new program to connect the remaining underserved areas of rural B.C. to high-speed internet services, and how we can help you work more effectively with service providers in your area.

An invitation for a virtual meeting on April 8 will be sent shortly. I hope you will be able to join the conversation. If you have any questions prior to the session, please do not hesitate to reach out to Ministry staff in the Connectivity Division.

Together, I am confident we can identify collaborative options to advance connectivity to all communities in B.C., and I very much look forward to the opportunity to connect with you again.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lisa Beare', written in a cursive style.

Lisa Beare
Minister

pc: Roly Russell
Parliamentary Secretary for Rural Development

Connected Communities
communityinsights@gov.bc.ca

January 28, 2022

Ann MacDonald, CAO
Village of Sayward
652 H'Kusam Way
Sayward, BC, V0P 1R0

Reference: CRI-516

Re: 2022 CRI FireSmart Community Funding & Supports – CONFIDENTIAL
Approval Agreement & Terms of Conditions of Funding

Dear Ms. MacDonald,

Thank you for submitting an application under the Community Resiliency Investment program for 2022 FireSmart Community Funding & Supports funding.

I am pleased to inform you **in confidence** that the Evaluation Committee and the BC FireSmart Committee recommended your project, *Wildfire Fighter Training & Residential Fuel Reduction*, for funding. A grant in the amount of \$11,090.00 has now been approved.

As outlined in the Program & Application Guide, grant payments will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

The Ministry of Forests, Lands, Natural Resource Operations and Rural Development has provided funding for this program and the general Terms & Conditions are attached. In addition, and in order to satisfy the terms of the contribution agreement, the following requirements must be met in order to be eligible for grant payment:

- (1) This approval agreement is required to be signed by the CAO or designate and returned to UBCM within 30 days;
- (2) To provide the Province of BC with the opportunity to make announcements of funding approvals under this program, please keep information regarding this funding approval in confidence until March 7, 2022;
- (3) A post-grant approval meeting with the local BCWS Wildfire Prevention Officer or FNESS Fuel Management Liaison/Specialist must be completed prior to commencing work. Please contact Tony Botica at the Coastal Fire Centre to schedule this meeting.
- (4) The funding is to be used solely for the purpose of the above-named project and for the expenses itemized in your approved application;

The Community Resiliency Investment program is funded by the Province of BC

- (5) All expenditures must meet eligibility and funding requirements as defined in the Program & Application Guide (refer to Sections 6);
- (6) All project activities must be completed within one year of the date of this letter and no later than January 31, 2023;
- (7) The final report is required to be submitted to UBCM within 30 days of project end date and no later than February 28, 2023. Refer to Attachment 1 for final report requirements;
- (8) Any unused funds must be returned to UBCM within 30 days following the project end date;
- (9) Projects that include the development of a Community Wildfire Resiliency Plan must use the 2020 CWRP Template and follow the 2020 CWRP Supplemental Instruction Guide, including the guidance for establishing an area of interest and determining the wildland-urban interface;
- (10) Projects that include the development of a fuel management prescription must be consistent with BC Wildfire Service 2020 Fuel Management Prescription Guidance document;
- (11) Projects that include the development of a burn plan must use the template identified in the Program & Application Guide;
- (12) For projects that include a FireSmart rebate program, the requirements identified in Appendix 2 of the Program & Application Guide must be met;
- (13) Local FireSmart Representative training workshops are virtual this year and do not have a registration fee. Only costs related to travel due to access to Internet or required technology will be considered for funding;
- (14) FireSmart™ and FireSmart logos are registered trademarks of the Canadian Interagency Forest Fire Centre, and FireSmart BC is governed by the BC FireSmart Committee. Use of the word FireSmart and associated logos is administered through licensing agreements. Any products/materials that are created using FireSmart brands must be reviewed and approved by the BC FireSmart Committee as the provincial agency representing FireSmart Canada. Request permission to use FireSmart brands here.

Please review the attached FireSmart BC Information Sheet. It is expected that applicants will make use of available and free FireSmart resources and, for all in-school education activities, use education kits that are available from local Fire Centres or can be purchased from FireSmartBC.ca.

Please note that descriptive information regarding successful applicants will be posted on the UBCM and/or provincial government websites, and all interim, progress and/or final report materials will be made available to the provincial government.

On behalf of the Evaluation Committee and BC FireSmart Committee, I would like to congratulate you for responding to this opportunity to reduce the risk and impact of wildfires in your community.

If you have any questions, please contact the undersigned at 250 387-4470 or cri@ubcm.ca.

Sincerely,



Rebecca Bishop, Program Officer

Encls.

cc. Lisa Clark, CFO

John Hanson, Fire Chief

Reference: CRI-516

Approval Agreement (to be signed by the CAO, Band Manager, or designate)

I, Lisa Clark, have read and agree to the general Terms & Conditions, requirements for funding under the 2022 FireSmart Community Funding & Supports program and the reporting requirements (Attachment 1).



Signature

28 Jan 22

Date

Please return a scanned copy of the signed Approval Agreement within 30 days to cri@ubcm.ca



STAFF REPORT

To: Mayor and Council
From: Jason Johnson, CAO
Subject: EV Charging Station
Meeting date: April 5, 2022

BACKGROUND

In the 2022 Village of Sayward Strategic Plan, Living Green, Installing an Electric Charging Station for vehicles was listed as a priority for 2022.

This was later removed as a 2022 priority in a COW focused on the Financial Plan.

On March 18, 2022, the CAO was made aware that an electric vehicle charging station was installed in Gold River. The CAO then reached out to Michael Roy the CAO for Gold River to inquire how this program evolved and what costs were associated with the project.

DISCUSSION

In Gold River, BC Hydro reached out to the Village about the charging station and this station and installation was 100% funded by BC Hydro.

BC Hydro worked with the Village for an appropriate site for the station however and the Village then approved the site, the project and had no further responsibility past this.

The CAO then reached out to Ted Olynyk, Community Relations Regional Manager for our area to inquire about a station for the Village of Sayward.

Mr. Olynyk indicated that the Co-op gas station at the junction was approved for a quick charge station, and this will be installed in the upcoming few months. These stations are for a quick charge to get people to the next level 2 station.

At this time there are no further plans for stations in the Sayward area, but this is subject to funding announcements and Mr. Olynyk indicated he will keep our interest in mind. Further, he indicated that a level 2 station is in and around the \$10K spend level should the Village wish to proceed independently however he will look at funding grants for us when and if available in the future.

RECOMMENDATIONS

THAT Council receive the EV Charging Station Staff Report for information and discussion.

Sincerely,

Jason Johnson
CAO



STAFF REPORT

To: Mayor and Council
From: Jason Johnson, CAO
Subject: School District and Strathcona Community Food Hub Proposal
Meeting date: April 5, 2022

BACKGROUND

The Sayward Community Gardens were established in an area located behind the Public Works Yard. This area was formally a batting cage, going back several years and the fencing was donated when this batting cage was decommissioned for the repurposing of the space to a community garden.

While the community garden has been used by some community members, there was a noticeable decline in users over the past couple of years.

The Strathcona Community Food Hub fosters collaboration to support availability of and access to nutritious, sustainable food in a culturally appropriate manner through coordination of education, policy development, and priority projects for all communities within the Strathcona Region.

Madison Stewart, Program Coordinator with the Strathcona Community Food Hub together with Alison Howard, a Teacher with Sayward Elementary School have forwarded a proposal to Mayor and Council for review and approval for use of these established beds.

DISCUSSION

In the correspondence sent, Madison Stewart and Alison Howard propose Village Council Consider approving that all the open and available garden beds at the Sayward Community Garden be earmarked for the Sayward Elementary School students for the 2022 season.

The Sayward Elementary School students, with Alison's leadership, have already taken strides in preparing the garden beds for the upcoming planting season. The Covid-19 pandemic has largely removed students from various opportunities to prepare meals for the community, but the students still have a strong interest to feed the community and grow local food.

RECOMMENDATIONS

THAT Council designate all open and available beds at the Sayward community gardens to the care and oversight of Sayward Elementary School for educational purposes and in line with the goals and mission of the Strathcona Community Food Hub; and,

THAT Staff notify by means of newsletter, the community about this designation at no cost to Strathcona Food Hub or the School District so residents of the Village of Sayward are aware of this program; and

THAT the gardens be secured with access given to the operators of this program, along with Public Works; and

FINALLY THAT future consideration after the 2022 season be granted to this program pending measured success of the program, and community feedback.

Sincerely,

Jason Johnson
CAO



STAFF REPORT

To: Mayor and Council
From: Jason Johnson, CAO
Subject: Federation of Canadian Municipalities (FCM) Asset Management Grant
Meeting date: April 5, 2022

BACKGROUND

The Village of Sayward contracted Onsite Engineering in 2016 to build out an Asset Management program. There were originally three parts completed in 2016, being Roads Infrastructure, Storm Drainage Infrastructure and Linear Water Infrastructure together with the Asset Management Strategy. These were all adopted. In 2019, Buildings, Equipment and Fleet were done and seems were never adopted.

While some of these studies may be current in terms of content, new infrastructure like the weir and water treatment plant were not included in the study and there is no evidence that the information in any previous reporting was updated year over year.

Additionally, there is no asset management software in place to easily update and store information. Further, current Asset Management information is often a requirement for funding as recently witnessed for the Dam Decommissioning reporting requirement when claims exceeded 75% of funding.

DISCUSSION

Our Grant tracking program approved by council has flagged a possible opportunity for Council's consideration that has favourable contribution weighting.

The Federation of Canadian Municipalities (FCM) Asset Management Grants for Municipalities is a grant that:

- Funds 90% of total eligible project costs, to a maximum of \$50,000 for applications with 1,000 citizens or less
- Eligible projects include:
 - o Asset management assessments
 - o Development of asset management plans, policies, and strategies
 - o Asset-related data collection and reporting
 - o Asset management training and organizational development
 - o Knowledge transfer around asset management
- Projects must be completed within 12 months of receiving funding

- Availability is subject to funding availability (so the sooner the better)

More information can be found:

<https://fcm.ca/en/funding/mamp/asset-management-grants-municipalities>

Urban Systems has quoted \$5,908 plus tax for all the separate steps to apply for full funding.

Urban Systems has quoted \$20,000 or less plus tax for a full infrastructure study to be done with Risk Management added as per the 2022 Strategic Plan.

Remaining funds would be directed to go to an Asset Management Software that can store information, reports, invoices, and work orders as well as may be able to track RFPs and vendor information. This is something strongly advised for a growing community to maintain records and keep information current.

RECOMMENDATIONS

THAT Council approve \$5,908 (tax not included) for Urban Systems to apply for the Municipal Asset Management Program (FCM) Grant of \$50,000 for the purposes of funding a more fulsome Asset and Risk Management Program and if funding allows, Asset Management System in line with the 2022 Strategic Plan; and,

THAT Council approve the CFO to designate \$5,000 towards the FCM Asset Management Grant program as the Village's contribution at 10% as per grant guidelines; and,

FINALLY, THAT Council approve, IF successful in the grant application, Urbans Systems to complete a full Asset Management Plan for the Village, replacing the 2016 adopted and 2019 unadopted plans.

Sincerely,

Jason Johnson
CAO

Attachments:

- **2022-03-11 FCM Work Program**

March 11, 2022

File: 2906.0006.01

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

Attention: Jason Johnson, Chief Administrative Officer

RE: Grant Writing Services - Municipal Asset Management Program (FCM)

We appreciate this opportunity to continue to build our relationship with the Village of Sayward and assist in sourcing funding for this important infrastructure risk assessment work.

Context and Project Understanding

We understand that the Village of Sayward is requesting assistance to apply for the Federation of Canadian Municipalities Municipal Asset Management Program to complete an Infrastructure Risk Assessment. We understand that the Infrastructure Risk Assessment will involve a complete assessment of all existing infrastructure to gain a better understanding of where to prioritize investment and evaluate future work. The work program below outlines the necessary steps to completing the funding application.

Work Program

We have developed the following work program to help the Village submit an application based on our understanding of the context:

1. Project Management and Communication
We aim for the preparation of this application to be a collaborative process between the Urban Systems project team and Village staff. We will coordinate regular meetings and/or check-in calls to ensure we are capturing the goals as set out by staff and Council.
2. Workplan and Budget Preparation
We will prepare a detailed workplan and associated budget using the provided templates to complete the work. We will submit the Workplan and Budget to Village staff prior to the April 5th Council meeting in order to receive Council approval for funding.
3. Asset Management Readiness Scale
We will conduct an assessment of the Village's asset management practices using the provided Asset Management Readiness Scale. The goal of this process is to determine the current state of the Village's asset management program and provide proposed outcomes as part of the funding.
4. Application Assembly
We will complete the required application questions using the application form and assemble all necessary documents for submission.
5. Submission to Staff
We will submit the draft application and all mandatory documents to Village staff for review and discuss any remaining items to be completed.

6. Final Revisions

We will make any final revisions based on staff feedback and prepare the final application for submission.

Budget, Schedule and Closure

Our budget estimate to complete this work is **\$5,908**. This total includes disbursements, but it does not include taxes. We have prepared a proposed project schedule based on our preliminary discussions and experience with similar assignments in the table below.

Task	Proposed Timeline	Cost
1. Project Management and Communication	Ongoing	\$702
2. Workplan and Budget Preparation	March 21-25	\$1,328
3. Asset Management Readiness Scale	March 21-25	\$1,404
4. Application Assembly	March 28-April 1	\$1,350
5. Submission to Staff	April 4	-
6. Final Revisions	April 11-15	\$1,123
Total Cost		\$5,908

We are prepared to begin work on this project immediately upon your written approval and look forward to helping the Village of Sayward in receiving funding for this important initiative. Please let us know if you have any comments, questions, or concerns.

Sincerely,

URBAN SYSTEMS LTD.



Sydney Rankmore
Community Planner



STAFF REPORT

To: Mayor and Council
From: Jason Johnson, CAO
Subject: Final Reporting- ICIP Municipal Raw Water Intake and Dam Decommissioning Project #C40255
Meeting date: April 5, 2022

BACKGROUND

On February 16, 2022, the Village Office received an email from Jyoti Upadhyaya, Program Lead, ICIP, Local Government Infrastructure and Finance, Ministry of Municipal Affairs. The letter was to advise that the most recent claim against funding has triggered the 100% funding contract conditions and payment from this last claim would then exhaust all grant funding.

DISCUSSION

As the recent claim has exceeded 75% of available funding, additional reporting will now be required. These additional requirements are:

Water Conservation Plan

Prior to payment in excess of 75% of approved funding amount, the Recipient must do one of the following:

1. Provide an up-to-date, succinct, effective, council or board endorsed water conservation plan, which covers the entire water system, to the Province; or
2. In the situation that a water conservation plan has been previously submitted to the Province and/or is more than 5 years old, the Recipient is required to submit an updated outline of that plan that identifies actions that are complete, in process and any new actions planned. An effective water conservation plan may include the completion of a Water Conservation Calculator report (see: www.waterconservationcalculator.ca) and the following:
 - Identify current water consumption (e.g. 600 L/capita/day);
 - Set a water reduction target (e.g. 350 L/capita/day by xxxx year);
 - Outline the communities current and planned water conservation actions/measures (e.g. universal metering, inclined block water rates, conservation plumbing fixtures, leakage reduction, rebate programs, education programs, xeriscaping, etc.);

- Identify current and planned mitigation and adaptation strategies to address climate change (e.g. installing water meters to secure water supply, lowering demand to reduce pumping requirements, etc.);
- Detail how strategies/initiatives will be implemented (e.g. schedule, funding, staff responsibility, etc.); and,
- Link the plan to other regulatory mechanisms, policies and plans (e.g. Official Community Plan, water master plan, wastewater management strategy, BC Living Water Smart, Climate Action Plan, etc.).

Note that the CAO has reached out to NHC to see if the above is part of their scope OR if they can complete the report easily considering having ownership of the data points needed to complete such a report. Village staff will not be able to complete a report like this and there is no current viable water conservation plan in place.

Water Quality Requirements

Prior to payment in excess of 75% of approved funding amount, the Recipient must provide the following to the Province:

Confirmation that:

- The domestic water system has been classified by the British Columbia Environmental Operations Certification Program (BCEOCP); and
- The operator(s) of the domestic water system are either
 1. certified to the level required by the waterworks system classification under the BCEOCP; or
 2. a plan is in place and is submitted to the Province to ensure operators will receive their required training (includes both education and experience) to enable BCEOCP certification.

The CAO reached out to Public Works and the Village has now been able to satisfy this part of the reporting requirement.

Asset Management

Prior to payment in excess of 75% of approved funding amount, the Recipient must submit to the Province the following:

- A summary of the current state of asset management practice within the organization as related to the asset group which corresponds with the project (ex. for a water supply project, the asset group would be 'all water assets'); and
- A summary of the activities (related to the same asset group) that the organization intends to carry out to improve asset management practice within the organization.

The Asset Management BC Roadmap and/or AssetSMART 2.0 can be referred in the resources section at <http://www.assetmanagementbc.ca>. Responses relying upon different formats or resources may also be accepted at the discretion of the program lead.

Note that while the Village of Sayward has several components to Village Asset Management Plan (roughly half of the sections are adopted and ranging from 2016-2019), the weir, new water treatment centre and surrounding infrastructure has never been done. In the 2022 Strategic Plan, Risk Assessment was noted to address, and this is part of an Asset Management Plan. We will need to contract this report out to a third party and Urban Systems has been contacted for quote and has quoted \$10K-\$15K for all work needed to satisfy this grant reporting. While this work is a requirement of the grant, work done will also feed into the greater asset management project.

Asset Renewal Profile

Prior to final payment, the Recipient must complete and submit an asset renewal profile for the asset group which corresponds with the project for which the grant was awarded (ex. for a water supply project, the asset group would be 'all water assets'). A renewal profile attempts to forecast the time of failure of assets and project when they will require financing for replacement.

The profile should show the annual expenditures required to renew existing assets, including those assets constructed as part of the project, over the next 30 (or more) years. The renewal profile should be in the form of a vertical bar graph (year on the x axis and total replacement costs on the y axis) and should draw on data regarding expected remaining life and replacement value for individual assets from the community's asset data register.

Final Report

Complete the final report which can be found here: https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/environmental-infrastructure/cwwf_final_report.xlsx. Complete the final report and make sure to include total project costs, necessary signatures and few representative pictures. Complete the Benchmark data in the Water Projects - Outcomes Reporting Tab and submit the completed benchmark data as an excel and signed final report as a pdf document.

Again, this section of reporting is tied directly to the Asset Management Plan

RECOMMENDATIONS

THAT Council approve \$15,000 (tax not included) from contract labour for the purposes of contracting Urban Systems to do all reporting to satisfy the mandatory grant reporting allowing for up to a \$5,000 contingency.

Sincerely,

Jason Johnson
CAO



STAFF REPORT

For: Mayor and Council
Prepared by: Jason Johnson
Subject: **KFN Guardian Program**
Meeting date: April 5, 2022

BACKGROUND

Prior to the current CAO starting the role, a Community to Community (C2C) meeting took place with Mayor and Council and members of the K'omoks First nation (KFN). While this meeting was founded on good intentions, the outcome did not achieve closer working relationships.

The current CAO reached out to the K'omoks First Nation for an introduction as he had not met any staff or Council from the Nation since starting the role and it is incredibly important to meet Title Holders, Stakeholders, and the community as part of the duties for CAO.

On March 8th, 2022, Todd Boychuck, Director for Inter-Government Relations reached out to the Village office in response and from there, a meeting was set up with the CAO.

Part of this meeting was an introduction to the Guardian Program (Letter from Hegus Nicole Rempel added to Correspondence) and the CAO was forwarded a letter that spoke to the great work that the KFN are doing through the Guardian Watchmen at the estuary as well as other areas of the KFN Traditional Territory.

DISCUSSION

The K'ómoks Guardian Watchmen are the eyes and ears of the K'ómoks First Nation on the lands and waters within the Traditional Territory of the Nation. The Guardians not only protect theses lands from those who would do them harm but actively engage in many activities to enhance or restore habitat and ecosystems. Most of the work the Guardians undertake revolves around activities in the southern "Core" area of the Traditional Territory which includes the Comox Valley and the Sayward/Salmon River watershed. Protecting and enhancing the Tsolum River, conducting restoration work in the Comox and Sayward estuaries, enhancing habitat at Comox Lake are just a few examples of many activities that the Guardian Watchman Program have conducted to not only to continue KFNs relationship since time immemorial as stewards of its lands but to also the benefit all who live in the Comox Valley. Currently the Guardian Program is self funded by the Nation.

As Council may be aware, the City of Campbell River recently, recognising the value of the Wei Wai Kum Guardians program to their jurisdiction and community provided (5K per year over 4 years) directly to support the programmes work in the Campbell River Estuary, dealing with Canada Goose impacts. The KFN Guardians do the exact same work in the K'ómoks Estuary, which again benefits all who reside in the Village and Valley.

The K'ómoks First Nation, through Hegus (Chief) Nicole Rempel has inquired in her letter dated March 7th if the Village of Sayward could offer financial support to support work that the Guardians do.

The CAO also reached out to Director Whalley, SRD Area A to share the funding request as well as information on the Guardian Program through KFN.

To learn more about the Guardian Watchmen program:

<https://komoks.ca/departments/guardian-watchmen/>

"Our team of environmental stewards works on a number of initiatives to ensure the ecological protection of our habitat. We do regular patrols of our reserve lands, looking for anything that could be damaging the area, such as invasive plants, illegal dumping, or other harmful activities. Our projects include activities such as:

- Eco-cultural restoration (i.e. goose enclosure fences)
- Fish counts in local streams and rivers
- Wildlife surveys (checkerspot butterflies, seals, shellfish, etc.)
- Goose harvests
- Hunting ground and fishing area patrols (enforcing regulation compliance)
- Traditional village site mapping"

RECOMMENDATIONS

THAT Council consider a contribution of \$2,000 per year, for 4 years towards the KFN Guardians Program for work in the Sayward Estuary.

Respectively submitted,

Jason Johnson
CAO



STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CFO/Corporate Officer
Subject: Cllr. Cragg resignation
Meeting date: April 5, 2022

BACKGROUND

Councillor Wes Cragg has submitted his resignation to the Corporate Officer effective April 8, 2022 (attached).

DISCUSSION

In accordance with Section 54 (3) of the *Local Government Act*, Council may decide to not hold a by-election as the resignation has occurred after January 1 in the year of a general local election, and the number of remaining Council members is at least one greater than the quorum for the Council (quorum is 3):

By-elections

54 (1) Subject to this section, an election must be held to fill a vacancy in an elected local government office that occurs in any of the following circumstances:

- (a) the person elected or appointed to the office dies before taking office;
- (b) the office is declared vacant on an application under section 153 [*application to court respecting validity of election*], or a candidate affected by the application renounces claim to the office under subsection (9) of that section;
- (c) the person holding the office dies;
- (d) the person holding the office resigns from office;
- (e) the office becomes vacant under Division 7 [*Challenge of Council Member Qualification for Office*] of Part 4 of the *Community Charter* as it applies in relation to that office;
- (f) the office becomes vacant under any of the following sections of the *Local Elections Campaign Financing Act*:
 - (i) section 64 (2) (a) [*candidate penalties for failure to disclose*];
 - (ii) section 65 (1) (a) [*candidate penalties for false or misleading disclosure*];
 - (iii) section 65.1 (1) [*endorsed candidate penalties for elector organization failing to file disclosure documents or disclosing false or misleading information*];

(iv)section 68.01 (3) [candidate penalties for exceeding expense limits or amount available].

(2)A local government may decide that a by-election is not to be held if the vacancy occurs after June 1 in the year of a general local election that will fill the office.

(3)In addition to the authority under subsection (2), a council may decide that a by-election is not to be held if all the following circumstances apply:

(a)the vacancy occurs after January 1 in the year of a general local election that will fill the office;

(b)the vacancy is not in an office elected on the basis of a neighbourhood constituency;

(c)the number of remaining council members is at least one greater than the quorum for the council, as set under section 129 (1) [quorum for conducting business] of the *Community Charter*.

Cllr. Cragg's committee appointments are listed below – these will need to be addressed and reassigned:

- Sayward Tourism Committee - primary
- Community Garden Portfolio – alternate (Cllr. Kirschner primary)
- Healthy Communities and Age Friendly Representative – alternate (Cllr. Poulsen primary)
- First Nations Relations and Community Forest Committee – alternate (Mayor Baker primary)

STAFF RECOMMENDATIONS

THAT Council accept Councillor Cragg's resignation effective April 8, 2022; and,

THAT Council waives a by-election in accordance with Section 54 (3) of the *Local Government Act*; and,

THAT the following Committee appointments take effect April 9, 2022:

_____ as the primary for the Sayward Tourism Committee

_____ as the alternate for the Community Garden Portfolio

_____ as the alternate for the Healthy Communities and Age Friendly Representative

_____ as the alternate for the First Nations Relations and Community Forest Committee

Respectfully submitted,

Lisa Clark, CFO/Corporate Officer

Attached: Cllr Cragg resignation letter dated March 27, 2022

Lisa Clark

From: Wes Cragg
Sent: Sunday, March 27, 2022 3:30 PM
To: Jason Johnson; Lisa Clark
Subject: Wes Cragg Resignation from Council
Attachments: Village of Sayward Resignation letter.doc

Good afternoon Jason and Lisa,

Please find attached my official written resignation from Council effective April 8th, 2022.

I hope you are well and wish you all the best.

Sincerely,

Wes Cragg

March 27, 2022

Village of Sayward
652-A H'Kusam Way
PO Box 29
Sayward, BC V0P 1R0
250-282-5512

Attention: Village of Sayward Corporate Officer

Jason Johnson
Chief Administrative Officer

Lisa Clark, CPA, CGA
Chief Financial Officer

RE: NOTICE OF COUNCIL RESIGNATION

Good afternoon Jason and Lisa,

As I am currently no longer a resident of the Village of Sayward and in accordance of Section 121 of the BC Community Charter, please accept this as my formal, written notification of my resignation from The Village of Sayward Council, effective April 8th, 2022.

I still have some final duties to attend to as a member of Council up until the official date of my resignation but I wish the Staff and Management of the Village, all the best going into the future.

Sincerely,

Wesley Cragg
Councillor,
Village of Sayward



STAFF REPORT

To: Mayor and Council
From: Jason Johnson, CAO
Subject: Sayward Legion Service Agreement - Share Shed
Meeting date: April 5, 2022

BACKGROUND

On March 15, Regular Council Meeting, Council approved:

MOTION R22/54

MOVED AND SECONDED

THAT Council approve the transfer of \$9,000 from the Covid-19 Restart Reserve after signing of the service agreement is complete for the purposes of refurbishing the Share Shed, and;

THAT Council appoint the Sayward Legion to run the Share Shed through volunteer labour, and that a service agreement be signed establishing set opening hours and opening days in conjunction with collaboration from the CAO, and;

THAT Council approve any revenue obtained from the operations of the Share Shed subject to the terms and conditions of a service agreement at a 80/20 split with Sayward Legion to allocate 80% at their discretion and the Village to use the 20% to cover costs.

CARRIED

DISCUSSION

Staff was directed to script a new Service Agreement that would frame responsibilities for both the Village of Sayward and the Sayward Royal Legion, Branch 147 as it pertains to the operation of the Share Shed. Further, the agreement makes clear the division of revenues between the Village of Sayward and the Sayward Royal Legion Branch 147.

The signed agreement then would trigger the funds transfer from the Covid Restart Reserve, the work to refurbish the shed and coordination of labour to restart this important community service.

The proposed working agreement is attached for Council review and consideration.

RECOMMENDATIONS

THAT Council receive the Sayward Legion Service Agreement - Share Shed Staff report for information and discussion; and,

THAT Council approve the Sayward Legion and Village of Sayward Working Agreement - Share Shed for signing from both Village and Legion to satisfy Resolution R22/54.

Sincerely,

Jason Johnson
CAO

Attachment:

- ***DRAFT Service Agreement***



Village of Sayward

Service Agreement

March 23, 2022

Sayward Royal Canadian Legion
Branch 147
699 Sayward Road
Sayward, BC
V0P 1R0
(250) 282-5591

The Village of Sayward (the "Village") Mayor and Council would like to thank the Sayward Royal Canadian Legion Branch 147 (the "Legion") for your kind offer to run the Community Share Shed (the "Shed"). Historically the Shed was a place where Village and Valley residents could donate items in reasonable condition or better to volunteers, then volunteers would offer those items to the public by donation or set price. Reopening the Shed has been a long-standing goal for the Village and provides good usable items to be reused by others, diverting them from landfill. This letter serves to underpin the details of this agreement between the Legion and Village for 2022.

A) LEGION RESPONSIBILITIES

1. The Legion will provide staffing for the Shed to maintain at least three (3) days a week of service with hours of operation not less than four (4) hours per day. Any changes to the schedule that would alter a three (3) day/ four (4) hour per day operational week to be confirmed with the Chief Administrative Officer for the Village.
2. The Legion will take every reasonable opportunity to maintain the Shed in terms of cleanliness and ensure all items that do not meet requirements for resale are efficiently recycled or failing this, disposed of in a timely manner.
3. The Legion agrees to adhere to all safety protocols, not blocking any exits and to ensure all staff/ volunteers are knowledgeable on their role of working safely.
4. The Legion agrees that the Shed is secured when not staffed or open and only staff as appointed by the Legion to be working in the Shed.
5. The Legion will be responsible for providing a safe work environment for volunteers and workers and will advise the Village as to any safety concerns that need to be addressed for the safe operation of the Shed.
6. All volunteers and staff and (by nature of being Village property), the public, are accountable to Policy 200-03 Respectful Workplace Policy.
7. The Legion will take all reasonable means to ensure accounting is accurate and give a

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

written monthly report to the CAO, outlining proceeds, submission of any funds under section C of this agreement and reporting any concerns, recommendations, or opportunities. Ideally the report would also include measures for diversion of waste to landfill. The CAO will then prepare a Staff Report for Mayor and Council.

B) VILLAGE RESPONSIBILITIES

8. The Village will provide the necessary funds, estimated to be \$9,000, for the refurbishment of the Shed inclusive to new doors for entry, interior re-sheeting and new insulation and any other reasonable work required to reopen the Shed at a one-time disbursement for the 2022 year. The Village, through its Public Works department will be charged with the execution of this work.
9. The Village will be responsible for funding the utilities of the Shed, the ongoing maintenance of the Shed and will provide advanced notice of not less than four (4) business days to the Legion when general work is required at the Shed.
10. The Village will, at its own cost, advertise the hours of the Shed in the Village Newsletter and through social media sites at reasonable intervals.

C) DISTRIBUTION OF REVENUE

11. Revenues will be divided into a 80/20 split with 80% of all proceeds going to the Legion to be allocated at their own discretion. 20% of all proceeds will go to the Village for cost recovery for renovations and other expenses such as utilities, garbage and recycling fees and ongoing maintenance.
12. At the close of this agreement, the Village will audit the proceeds versus costs to ensure that proceeds did not exceed true costs. If proceeds at 20% outweigh costs as indicated in section 11 of this agreement, the overage will be forward to the Legion to allocate at their discretion.

D) TERM

13. The term of this agreement shall be one (1) year commencing on April 1, 2022, and expiring March 31, 2023.
14. The Legion will contact the Village in terms of renewal of the agreement not later than March 1, 2023, and the Village will give the Legion first right of refusal, provided either party did not exercise their rights under section 15 of this agreement AND the terms of this agreement have been satisfied in year one of this agreement.
15. Either party may end their responsibilities under this agreement by providing to the other written notice of not less than two (2) months. In the case of major breach of the agreement or safety concern, the Village can give immediate notice to the Legion and reserves the right to shut down operations as the landowner until the conditions are made safe.

In closing, the Village looks forward to working with the Legion providing this important service to the community.

Sincerely,

For Royal Canadian Legion

X _____

Jason Johnson
Chief Administrative Officer

X _____

Name
Title



STAFF REPORT

To: Mayor and Council
From: Jason Johnson, CAO
Subject: LGMA 2022 Annual Conference, June 21-23, 2022
Meeting date: April 5, 2022

BACKGROUND

Established in 1919, the LGMA is dedicated to supporting excellence in local government through training, professional development, and networking for local government professionals in BC. Elements of the conference program are built around the trade show ensuring one-on-one time with local government attendees.

The LGMA Conference is designed for both new and existing local government management professionals in terms of content, but the connections made at events like this are equally important.

The 2022 LGMA Conference, Shifting the Lens: Bringing Opportunity into Focus is planned as an in person experience this year. The Conference will be held in Penticton, BC June 21 to June 23 inclusive.

DISCUSSION

Keynote speakers this year include Ryan McMahon and will speak to Indigenous Conversations-Getting Comfortable with Being Uncomfortable. Author and Coach Michelle Cederberg will discuss the Success-Energy Restart-How to Regain Focus and Recharge Work and Life in a Post Pandemic World. Stuart Ellis-Myers will speak to Mental Health for Life-LGMA Unstoppable Resilience.

The LGMA trade show also returns this year with 15 Exhibitor Booths and three new Connection Corners.

Agenda

TUE, June 21 - 8:30 a.m. - 4:00 p.m. (Pre-Con Workshop) Leading Change for Resilient Communities (A, L)

TUE, June 21 - 1:00 - 4:00 p.m. (Pre-Con Workshop) Strategic Leadership: Navigating the Post-Covid/ Post-Disaster Recovery (L)

TUE, June 21 - 4:15 - 5:00 p.m. (Pre-Con Workshop) First-Time Attendees Meet & Greet

TUE, June 21 - 5:00 - 7:00 p.m. - President's Welcome Reception & Trade Show Kick-Off

WED, JUNE 22 - 6:30 - 7:15 a.m. - Early Risers' Club - Guided Run or Walk

WED, JUNE 22 - 8:30 a.m. - 4:30 p.m. - Pension Consulting with Jerry Woytack

WED, June 22 - 7:30 - 8:30 a.m. - Networking Breakfast

WED, JUNE 22 - 8:30 - 8:40 a.m. - Welcome & Announcements

WED, JUNE 22 - 8:40 - 9:40 a.m. - KEYNOTE - An Indigenous Conversation...Getting Comfortable with Being Uncomfortable (A)

WED, JUNE 22 - 9:40 - 10:25 a.m. - Networking Break / Meet the Exhibitors

WED, JUNE 22 - 10:30 - 11:20 a.m. - Best Practices for Climate Action and Resilience (C)

WED, JUNE 22 - 10:30 - 11:20 a.m. - Public Participation in our Brave New World (I)

WED, JUNE 22 - 10:30 - 11:20 a.m. - Structuring Your Organization for Success (I)

WED, JUNE 22 - 11:30 - 12:25 p.m. - Annual General Meeting

WED, JUNE 22 - 12:30 - 1:30 p.m. - Luncheon

WED, JUNE 22 - 1:40 - 2:50 p.m. - Building Community and Corporate Resiliency: A Multidisciplinary Approach to Emergency Management (C,L)

WED, JUNE 22 - 1:40 - 2:50 p.m. - Transitioning to a Digital Workforce (I)

WED, JUNE 22 - 1:40 - 2:50 p.m. - Finding the Balance: Homelessness, Housing, and Legitimate Community Concerns (C, R)

WED, JUNE 22 - 2:50 - 3:20 p.m. - Networking Break / Meet the Exhibitors

WED, JUNE 22 - 3:30 - 4:30 p.m. - The Duty to Accommodate Invisible Disabilities (A)

WED, JUNE 22 - 3:30 - 4:30 p.m. - Public Libraries: Your Good News Story (R)

WED, JUNE 22 - 3:30 - 4:30 p.m. - What Does Psychological Safety have to do with Asset Management? (L)

THUR, JUNE 23 - 6:30 - 7:15 a.m. - Early Risers' Club - Guided Run or Walk

THUR, JUNE 23 - 8:30 - 4:30 p.m. - Pension Consulting with Jerry Woytack

THUR, JUNE 23 - 7:15 - 8:15 a.m. - Networking Breakfast

THUR, JUNE 23 - 8:15 - 9:30 a.m. - KEYNOTE: Mental Health For Life: LGMA Unstoppable Resilience (L)

THUR, JUNE 23 - 9:40 - 10:30 a.m. - The Joys and Perils of Working From Home: The “Gig Economy” and Alternate Work Arrangements (I, L)

THUR, JUNE 23 - 9:40 - 10:30 a.m. - The Primer on Parks: Acquiring, Managing and Disposing of Park Lands (C)

THUR, JUNE 23 - 9:40 - 10:30 a.m. - WorkSafeBC - Supports for Local Governments to Help Communities (R)

THUR, JUNE 23 - 10:30 - 11:00 a.m. - Networking Break

THUR, JUNE 23 - 11:00 - 12:15 p.m. - Legal Update 2022 (L)

THUR, JUNE 23 - 11:00 - 12:15 p.m. - Mentoring is Where the Magic Happens: Creating a Mentoring Program for Powerful Workplace Transformation (L)

THUR, JUNE 23 - 11:00 - 12:15 p.m. - The Often-Overlooked Practicalities of Termination: Best Practices to Avoid Liability (L)

THUR, JUNE 23 - 12:15 - 1:15 p.m. - Luncheon

THUR, JUNE 23 - 1:15 - 2:15 p.m. - First Nations and Local Governments: the Future of Collaborative Governance (A)

THUR, JUNE 23 - 1:15 - 2:15 p.m. - Old Stock, New Pop(ulation): Why Housing in Non-Metropolitan BC Doesn’t Cut it Anymore (C)

THUR, JUNE 23 - 1:15 - 2:15 p.m. - Striving for Excellence in Fire and Emergency Service Delivery through Engagement (C)

THUR, JUNE 23 - 2:25 - 3:15 p.m. - Managing Project Disputes and Delays Where Resiliency is the New Normal (C,I)

THUR, JUNE 23 - 2:25 - 3:15 p.m. - What’s the Problem with Bias? (L)

THUR, JUNE 23 - 2:25 - 3:15 p.m. - Unlocking the Potential of Local Government Reserves: Options for Socially Responsible and Long-Term Investing (C,I)

THUR, JUNE 23 - 3:15 - 3:45 p.m. - Networking Break

THUR, JUNE 23 - 3:45 - 4:45 p.m. - KEYNOTE - The Success-Energy Reset: How to Regain Focus + Recharge Work and Life in a Post-Pandemic World (L)

THUR, JUNE 23 - 6:30 p.m. - Gala Dinner and Awards

Financials

Registration for the event is \$745.50 inclusive to tax (\$710 plus 35.50 tax)

Transportation would be driving to this event and CAO would cover one way of travel. (699.3 KM at \$0.50) \$349.65

Hotel Rates are \$169-\$203 per night if booked prior to April 19, 2022 (Conference Rate Block)

4 nights (Monday, Tuesday, Wednesday and Thursday) \$676 - 812 plus tax

6 days (two of travel) Per Diem as per Village policy \$570 less \$35 for gala dinner

TOTAL BUDGET APROX \$2500.00

RECOMMENDATIONS

THAT Council approve CAO attendance at the 2022 LGMA Conference and applicable expenses for registration, per diem (as per Village policy), attendance and accommodation estimated to be \$2500.

Respectfully Submitted,

Jason Johnson
CAO



STAFF REPORT

To: Mayor and Council
From: Jason Johnson, CAO
Subject: Oscar Daze 2022
Meeting date: April 5, 2022

BACKGROUND

Oscar Daze has been a community event in the Village of Sayward stretching back several years during August Long Weekend. The event was not able to proceed within the last two (2) owing to Covid-19. The event is designed to be a fundraiser to support the clinic as well as the PAC with our local school.

Typically, the event sees Fourteen (14) teams play softball in the fields in the Village of Sayward and the event brings upwards of three hundred (300) people to the community. There are concessions stands (largely food trucks), a licenced beer garden, and portable toilets are brought in to offset existing facilities for the larger crowds.

Almost all organizational components are controlled by the group itself with some concessions made on the part of the Village. Extra enforcement and safety measures are in place for these events, again organized by the event organizers in conjunction with Sayward emergency services.

The CAO was approached by Aggie Stewart on March 23rd regarding the groups desire to restart this event for the 2022 season.

DISCUSSION

Staff deem the event good for the community and would like to see the event proceed for 2022. While almost all planning and execution of the event falls to the event organizers, there are some concessions from the Village required for the success of this event.

For Village concessions, the Village has historically supplied:

1. The field at no charge for the explicit use of the Oscar Daze Tournament
2. Notice in Sayward Newsletter and social media advising residents of the event as well as how it may affect them
3. Closure of the road directly in front of the field for use during the event for food truck staging.
4. Access to showers in the Kelsey Centre (Four (4) hours in the mornings and two (2) at night)

5. Bins for waste (typically two (2)) during the event but this can be leveraged through Comox Strathcona Waste and likely donated.
6. Access to all available camping spots as a block reservation. Note this has been done at free or favourable terms in some years.
7. Bylaw adjustment/permit or variance permit to accommodate event end times of 12am on the Friday, 1:00 am on the Saturday, 1:00am on the Sunday and no adjustment for the Monday.

Note that there are currently no permits in place for the Village of Sayward (Permit for Use, Event Permit, Noise Variance Permit) to proactively address these requests currently.

Currently there are provisions in the Noise Bylaw 342 (2005) to include exceptions around approved permits:

“5.1.12 any parade, procession, performance, concert, ceremony gathering or meeting in or on any street, or public place, when duly authorized or permitted under the provisions of any bylaw in force in the Village.”

For the purposes of this event and to be able to provide timely information back to organizers, staff's recommendations are based around what is currently in place to help facilitate this event moreover what work is being done towards permitting.

RECOMMENDATIONS

THAT Council approve the concessions 1-4 inclusive as listed in the Oscar Daze Staff Report; and, THAT Council direct the staff to solicit two (2) bins at no charge from Comox Strathcona Waste Management Committee for use at this event; and,

THAT Council consider concession 6 as listed in the Oscar Daze Staff Report and direct staff as to the rate for serviced and un-serviced camping site during this event (Friday, July 29 – Monday, August 1 inclusive); and,

FINALLY, THAT Council receives concession 7 for discussion and directs staff accordingly.

Respectfully Submitted,

Jason Johnson
CAO



STAFF REPORT

To: Mayor and Council
From: Jason Johnson, CAO
Subject: Plan H Grant
Meeting date: April 5, 2022

BACKGROUND

In June of 2021, the Village received a Funding Agreement with the BC Healthy Communities Society for \$5,000 based on an established and approved work plan. This plan involved matching volunteers with seniors in need to do odd jobs around senior's homes or aid seniors where and when needed. The former CAO, Ann MacDonald submitted the complete grant project and is credited with working the process through until approval.

While the intent was good and the work plan satisfied the conditions of the grant, the work plan was not able to be realized due to the potential for liabilities for both those offering to help and those receiving it.

Our local area seniors wanted to know how volunteers were being vetted by the Village of Sayward from a safety perspective, considering they are in a vulnerable sector and what insurance potential volunteers carried in the event of mishap either injury or damage to the property. Further, volunteers wanted to know how they were covered against injury for working at seniors' homes, how seniors were being vetted from a safety perspective and how would they be covered in the event of injury, mishap, or accidental damage to the property.

The current CAO quickly realized that the program could not be executed as designed and reached out to the funders to inquire about other ways of meeting the goals of the program but doing so in a safe, efficient, and measurable way, achieving objectives of the funding, and ensuring seniors still had benefit as intended.

DISCUSSION

The CAO presented the idea that funds could be redirected to restart Senior Dinners and Socials. The details of this plan are below:

OVERVIEW

- Senior Dinners at the Kelsey Centre would be offered once to twice per month and open to both Valley and Village Seniors. The goal would be twice per month pending existing and planned programming at the Centre.

- Ingredients for dinners would largely be from in-kind sponsorship through the Sayward Food Hub (Loaves and Fishes) thereby allowing this program to have more longevity than possible prior to this funding.
- Preparation of meals would be done through volunteers where possible and this too would allow this program a longer life span through this funding. Meals would be prepared at the Kelsey Centre, and this would be after the Kelsey Centre is given full VIHA approval. If:
 - a) Volunteers are not available in quantity or ability to prepare meals or supervise the preparation of meals in accordance with VIHA requirements being the minimum
 - b) There is not the ability to prepare meals at Kelsey Centre due to programming overlap or delay to approvals or access to Kelsey Centre kitchen
 then the event can be cancelled or still proceed with catering support from our local restaurant at the discretion of the CAO. This practise however would not be the norm as it would exhaust funding in a much shorter period.
- Grant funding through Plan H would be used to fund the staff needed to execute the dinners and to maintain the facility while the event is in progress (setup/ taken down and service), gas required for the Kelsey Centre Van to offer transportation as required, and any promotion of the events.

FINANCIALS

Expenditure	Each	HOURS	RATE	
Kelsey Center Staff-service (set/break/serve)	2	6	16.75	201.00
Kelsey Centre Staff-janitorial	1	4	17.05	68.20
Food Cost (outside Food Hub)	50		5.00	250.00
Transportation Expenses	1		25.00	25.00
Advertising (owned and earned)	1		50.00	50.00
Feature speaker or guest	1		150	150.00
Estimated per event				\$744.20

Funding could facilitate at least 7 Senior Dinner functions factoring in variance for food costs and the mandate to have feature guests or speakers at little to no costs. Any event executed in an underbudget situation would go towards keeping the series going for a longer period of time.

GOALS

- Providing a safe environment for seniors to meet and socialize after isolation experienced through PHO protocols around Covid-19, something identified as an immediate need by our community Nurse-Practitioner.
- To utilize the Loaves and Fishes /Food Hub program to offset costs to facilitate the program and reduce food waste noted to be as high as 68% on their island network.

- To allow a forum for seniors to help shape programming at the Kelsey Centre.
- To provide healthy meals to seniors that may be experiencing financial hardships or mobility issues and to educate seniors on other programs that may be available to them like the Food Hub for a long-term cure to those in need.
- To invite speakers or guests that would benefit seniors by giving them valuable information on other assistance programs in place they may be able to access or other informational sessions.
- Allow for seniors to connect with youth while providing youth with training in meal preparation, hospitality service, and community service. *The CAO has reached out to see if the School District is interested in participating.* Youth could also explain their part to the food hub and community garden program (if approved).
- To introduce seniors to Mayor and Council by having them attend when possible and practical.
- To introduce seniors to members of emergency services and to have local services give talks relative to Senior's health and well being.

TIMELINES

- The first dinner would be planned for April 2022 and would then run two per month starting in May and running through until August at the earliest and likely September pending expenditures and access to in-kind donations.

PLANNED PARTNERS *(Unconfirmed but in progress at time of report)*

- Sayward School District 72 (possible youth training and volunteer program and potential guest speakers)
- Sayward Primary Clinic (organization, cross funding and guest speaker)
- Sayward Volunteer Fire Department (guest speakers)
- Sayward RCMP detachment community outreach (guest speakers)
- Sayward Food Hub/ Food Security (food ingredients in kind)
- Kelsey Centre (facility and staffing)
- Sayward Futures Society (other funding opportunities and organization)
- Sayward Garden Club (possible guest speaker)
- Sayward Royal Legion (possible guest speaker and call to action for Share Shed)

RECOMMENDATIONS

THAT Council receive the Plan H Grant Staff Report for information and discussion.

Sincerely,

Jason Johnson
CAO



STAFF REPORT

To: Mayor and Council
From: Jason Johnson, CAO
Subject: Sayward Projects and Initiatives Template (SPIT)
Meeting date: April 5, 2022

BACKGROUND

As part of the 2022 Strategic Plan, Community Relations, Council has a goal of “building a collaborative relationship with Sayward residents by working together with Council and Staff.”

On March 15th, a conversation took place about a rolling template that was in place during the previous CAO’s tenure, and this was a tool that was used to keep Council and the public more up to date on projects and ongoing initiatives in the interest of transparency.

DISCUSSION

The new Sayward Projects and Initiatives Template (SPIT) is now updated and in a new format, designed for this purpose. It is a living document meaning that it is subject to continual updates, often several times daily.

While Mayor and Council can request to get the most current version at any time, the template will be shared with Council once per month, at the first Council Meeting of the month for discussion. Note that the SPIT will not have any in camera details or information about in-camera projects and that the audience for this report is Mayor, Council and through minutes, the public.

RECOMMENDATIONS

THAT Council receive the Sayward Projects and Initiatives Template (SPIT) for review and discussion.

Sincerely,

Jason Johnson CAO

Attachment:

- *Sayward Projects and Initiatives Template*



Sayward Projects and Initiatives Template (SPIT)

Brief overview of Projects or Initiatives that staff are current working on or flagged to commence work on and current status of this work.
Note that this is not an exhaustive list of all projects and Initiatives but rather an Executive Summary of major projects

Status Key	
C-COMplete	OG-ONGOING C-CANCELLED
D-DELAYED	NS-Not Started
Priority Key	
1-Priority to 5-Non Priority	

NUMBER	PART	ASSIGNED	PROJECT	DESC	DATE	UPDATE	COMMENT	STATUS	STRAT PLAN PART	PRIORITY
1) INFRASTRUCTURE										
1			DAM-Construction and completion	NHC 2022 WORK PLAN	Feb 10 2022	CFO and CAO had a meeting with NHC to talk 2022 work plan and budget. Discrepancies in numbers have been resolved and draft work plan has been submitted. Project is scheduled for completion this year.	CAO sifted through 6 years of data to get caught up on project	C	Infrastructure Upgrades and Asset Replacement	1
	A	CAO/CFO								
	B	CAO/CFO		HNC 2022 WORK PLAN/BUDGET	March 9 2022	CAO, CFO, NHC met again to discuss budget and vendor charges for the completion of the project. Findings will go before Council March 15th, in Camera. Staff identified some challenges with proposed budget.		C	Infrastructure Upgrades and Asset Replacement	1
2				Progress report	March 23 2022	Awaiting information from NHC regarding subcontractor. Told to expect further delays due to vacations and in field work.			Infrastructure Upgrades and Asset Replacement	1
	C	CFO NHC						OG		1
			DAM-Grant Reporting	ICP Request for more reporting (75% threshold)	Feb 16 2022	Min of Mun Affairs sent email to office with additional reporting requirements that need to be completed. These additional reports are inclusive to water conservation plan, asset management plan and asset renewal profile. This is in process		OG	Infrastructure Upgrades and Asset Replacement	1
3	A	CAO/CFO		Third party selection-Dam Reporting	March 11 2022	Quote is now in to create plans and other requirements that would satisfy reporting requirements for the grant. Final selection will go before council April 5th		OG	Infrastructure Upgrades and Asset Replacement	1
	B	CAO/CFO								
			DRAINAGE PROJECT	Grant application for 2023 work plan	Feb 18 2022	Urban Systems completed the complex grant application and submitted in ahead of deadline. Urban Systems will advise on status of the grant application.			Infrastructure Upgrades and Asset Replacement	1
4	A	CAO/CFO		Funding for phases	March 15 2022	CAO working through the Drainage Plan and will work with Mayor and Council on the recommended 3 phases of the project (short, medium and long term) strategies and prework needed for larger project.		OG	Infrastructure Upgrades and Asset Replacement	1
	B	CAO/CFO								
			Strategic Planning Reports	To find funding for Major reports needed to effectively plan responsible growth for the community.	Mar-22	The CAO is actively seeking grant funding that would cover expenses for creating reports that would allow the village to plan the repair or replacement of major infrastructure (water, sewer, drainage), have data sets required for rezoning and subdivisions applications and allow for multi year financial planning.			Infrastructure Upgrades and Asset Replacement	1
5	A	CAO/CFO	Master Water Plan	A Water System Master Plan is needed to determine the capacity of the new system, what the system will support, the conditions of linear lines, planning for future development and recommendations for phased work.	TBA	Estimated at \$15-25K. Will be offset by the Asset management Report. There has not yet been work towards this report. Drainage was deemed to be a priority.		OG	Infrastructure Upgrades and Asset Replacement	1
								NS		1

6	A	CAO	Sewage Capacity Study	A Sewage Capacity Plan is needed to determine current capacity, condition of the system, upgrades needed in both short and long term and recommendations for phased work.	TBA	Estimated at \$5-10K. Will be offset by the Asset Management Report. There has not yet been work towards this report. Drainage as deemed to be a priority.		NS	Infrastructure Upgrades and Asset Replacement	2
7	A	CAO	Asset Management Plan	While there has been some work towards an asset management program in the past (water, sewage, roads 2016-adopted) (buildings, fleet and vehicles 2019 not adopted), the new water treatment centre and weir are not accounted for and other information is stale dated due to building values, replacement costs and other updates needed. This report is generally needed for grant funding requests and is considered a higher priority	April 5 2022	The CAO will be submitting a staff report to Council about a grant for \$50k that can be used to fund the report as well as a asset management program that can be implemented for public works use.		OG	Infrastructure Upgrades and Asset Replacement	1
8	B	CAO	Water Conservation Plan	UPDATE	March 31 2022	In a call with Urban Systems, The CAO went over scope of the Asset Management and Risk Assessment plan, pitting this against what we have adopted and unadopted currently. There are several missing assets that the Village owns that has no inclusion in reports currently ("Kelly's" Bridge, weir, water plant) and other material does not go deep enough into assets or has become outdated. The completion of this series of studies will be foundational to work and maintenance plans for each asset, developing a phased repair/replacement strategy for each asset and to prioritize work based on risk. It will also offset some other major studies that are needed as parts to this will already be complete (Master Water, Sewage and Water Conservation). Request for funds to be allocated for the application of the \$50K grant, the Village portion of the grant (10% or \$5k) will be put before Council April 5, 2022		OG	Infrastructure Upgrades and Asset Replacement	1
1	A	CAO	ADAMA SUBDIVISION	2) DEVELOPMENT	Feb 8 2022	ADAMA files were discussed with the SRD with plans to transfer to their office for review.		NS	Infrastructure Upgrades and Asset Replacement	5
2	B	SRD		Rezoning application	February	SRD was given all working files and permissions to contact the applicant and any and all authors of reports or findings related to this project.		C	Economic Development	2
3	C	SRD		SRD Oversight	March 11 2022	Inquiry from one of the contractors that facilitated mandatory reports required for the rezoning application-redacted to SRD. Second contractor also told to follow up with SRD.		C	Economic Development	1
4	D	SRD		Contractor Feedback	23-Mar	Mike Adama phoned the CAO and was redirected to SRD for progress report. CAO followed up with SRD and some reporting required for rezoning can no longer be used or is absent from the application.		C	Economic Development	3
5	A	CAO	VanBrocklin Subdivision	Encroachment Issue-MoTI Row	Feb 10 2022	IN PROCESS		OG	Economic Development	1
6	A	CAO			Feb 16 2022	Building Inspector unable to obtain files needed for building permit review. Reported back to proponents.		C	Economic Development	1

6	A	CAO/ CFO/KC MANAGER	Kelsey Center Short/Long Term Planning	Priority is short term solutions to ensure a successful restart for the centre and in particular, the pool.	March/April	CAO is working with KC Manager to review current programs, rates and offerings as well as staffing, hours and needed for a successful restart after closures and limited services as a result of health orders in and around Covid. Also being addressed is a very limited scope of work to reach out to municipalities that are similar to the Village with similar challenges. This will be comparison of rates, offerings and programming. Further, there is dialogue with Village and Valley user groups to better understand what the community is wanting so see for programming. For long term strategy, the CAO is working with SRD Area A and awaiting reports from the SRD on Recreation Centres for review and discussion. Also, major upgrades are being quoted for the consideration of grant funding and other financing options.		OG				2
4) POLICY/BYLAW												
1	A	CAO/CFO	OCP-Official Community Plan	Final Draft of the Plan	March 7 2022	Final Draft of OCP goes to Council March 15 2022 for review, approval of next steps				Economic Development		1
	B			Next Steps to Adopt the Plan	March 15 2022	Next steps would be a legal review of the plan then schedule first and second readings. Then a public hearing would be scheduled. Then formal readings to adopt the new bylaw. Following will be the need to update the Zoning Bylaw to match OCP and this is estimated to cost \$30K		C		Economic Development		
	C			Financials Related to the Plan		Budget for the Plan was \$68,617.00 and comprised of 4 grants (Age Friendly \$25K, Housing Needs,\$15K, CRI Fire smart \$15K, and Active Transportation, \$18, 617)Spent to date is \$81K. Overage on account of broadened scope, KFN input, and other work past original scope and a full audit was done finding no fault to the third party charged with the OCP. There will be charges for Public Hearing (\$1250.00) and Legal review (\$5000.00) for adoption. \$30K will be required to facilitate the Zoning Bylaw review as a mandatory step after the adoption of the OCP and this will need to be budgeted. Former CAO is doing all necessary reporting for grants.		OG		Economic Development		1
	D			Legal Review related to the plan	March 24 2022	SMS Law estimate was \$3K Estimate coming from Carvello was \$5-\$10K. March 28 SMS was approved to do the legal review.			OG	Economic Development		
2	A	CFO/CAO	Fireworks Bylaw	Fireworks Bylaw- Final Draft completion	March 15 2022	Final Draft of the Fireworks Bylaw has been completed and a full legal review has been completed. Final reading of bylaw April 5		C		Community Relations		
	B	CFO/CAO		Amend Ticketing Bylaw-Fireworks content		This bylaw will be updated once the Fireworks bylaw has been adopted (after April 5 2022)		OG		Community Relations		2
	C	CFO/CAO		Amend Fees and Charges Bylaw		This bylaw will be updated once the Fireworks bylaw has been adopted (after April 5 2022)		NS		Community Relations		2
			Fees and Charges Bylaw	Amend Fees and Charges Bylaw		Fees and Charges Bylaw to get full review, incorporating new rates for subdivisions, building permits, and other much needed updates as part of a full review. Target is First 3 readings of Fees & Charges amendment bylaw set for April 19th, final reading May 3rd.		NS		Multiple		2
3	A	CAO/CFO		Amend the current bylaw to for wider coverage and to include more content	March 15 2022	Revisions go to council March 15th for approval and then this policy will be adopted. UPDATE: Approved and in effect		OG		Village Operations		1
4	A	CAO	Respectful Workplace Policy		March 16 2022	Adopted by Council and this policy is now in effect.		C		Village Operations		1
	B							C		Village Operations		1

5	A	CAO	Council Social Media Policy	New Policy for approval	March 15 2022	New Policy go to council March 15th for approval and then this policy will be adopted.			Village Operations	1
	B				March 16 2022	Adopted by Council and this policy is now in effect.			Village Operations	1
			Backyard Burning Bylaw	Amend Current Bylaw as per council direction	NOT STARTED	R19/89 THAT staff revamp and revise the Village's backyard burning bylaw and bring back before Council for consideration. R19/153 - THAT Council, in collaboration with the Sayward Fire Chief/Deputy Fire Chief, amend the Fire Burning by-law; and THAT the Village of Sayward add provision in our burning bylaw 272 as follows: 1) New provision in bylaw to include a Recreational Backyard firepits, Special Occasion/Ceremonial Fires, Outdoor Cooking Stations, and wood fired Saunas & Hot Tubs each to have a separate and distinct permit process, which may be required to have measurements and current photographs showing placement of the apparatus and/or fire pit, 2) Backyard recreational fire pits would be yearly permits based on the calendar year with a cost of \$50.00 per year or part thereof.			Community Relations	1
6	A	CAO	Public Nuisance Bylaw	Amend Current Noise Bylaw as per council direction	Started-in Draft form but no other work done	R19/94 THAT third reading of Public Nuisance Bylaw No. 417, 2019 be rescinded to permit an amendment to the Bylaw to allow the running of backup generators (24 hours a day) in the event of power interruptions to the Village; and THAT Public Nuisance Bylaw No. 417, 2018 be amended at second reading; and THAT Public Nuisance Bylaw No. 417, 2018 remain at second reading to allow the gallery to send comments to the CAO. R20/63 - THAT Village of Sayward Public Nuisance Bylaw No. 417, 2018 be tabled to the April 7th regular meeting of Council. (Direction to Staff: That Public Nuisance Bylaw No. 417, 2018 be posted on the Village of Sayward website and advertised on social media to engage residents for their feedback.)	Bylaw still o/s (sitting at 2nd reading) was not posted to the website in April 2020 due to staffing changes and Council resignations. Public input still needed. Bring back to Council in 2022?? Need to	OG	Community Relations	4
7	A	CAO	Building Bylaw	Amend current Bylaw to be more in line with SRD municipalities, adjust rates and simplify package		CAO has reached out to SRD to review current offerings, rates and is currently reviewing other municipality bylaws. SRD was planning to streamline building packages across municipalities and this work is ongoing.		OG		4
8	A	CAO, SRD	Adama Rezoning Application	Application to amend Zoning Bylaw: to amend Village of Sayward Zoning Bylaw, portion of lot 304, 14-hectare portion of a 24.53-hectare parcel situated at Kelsey Bay, Sayward, from Forestry One (F-1) to Residential One (R-1) and Commercial Two (C-2) to allow the development of 31 residential serviced lots	(See section 2-development)	Staff have identified a series of concerns to pose to developer's agent through the SRD. Studied done include traffic impacts study and requirement for archaeological assessment. RAPR work completed. RV Park design guidelines, turning radius and access to the area and lots by the fire and rescue equipment, details of amenities being offered as compensation for increased density, generally negotiated between the developer and the local government, such as parks, funds to support infrastructure and other negotiated amenities. All files for the Adama subdivision have been transferred to the SRD for review to see what (if anything) is left for the developer to do towards this rezoning application.		OG	Economic Development	1
9	A	CAO/SRD	Zoning Bylaw update (OCP required updates)	A full review of the Zoning Bylaw once the OCP has been adopted	Defined date can happen after march 15th Council meeting re: OCP	Estimated costs to have this study and update done is \$30K			Economic Development	1
10	A	CAO, Urban Systems						OG		2

11	A	CAO/BCSPI	Procurement Policy (social procurement under investigation)	Amend the current procurement policy here needed, add social procurement. RFP process to be updated.	Ongoing	CAO has starting meetings with BCSPI to address procurement policies and the RFP process.	multiple	2
12	A	CAO/CFO	Water Meter Bylaw	Create a water meter bylaw for any new residential builds and any existing corporate or industrial operations	TBA	There is a lot of work needed to research best solutions, cost implications for installation of meters, rates for water, enforcement, added staffing requirements, water conservation wins and available grant funding.	Living Green	5
13	A	CAO/CFO	Bylaw and Policy Review	Prioritize policy and bylaws that need review		Review of all policy and bylaw as part of ongoing project started. Immediate needs are: Building Bylaws, Subdivision Bylaw, Local Voting Day (Election Prep), Council Orientation, Fees and Charges, Permissive Tax, OCP, Zoning, Bylaw enforcement, Traffic and Highways, Business Licence,	Village Operations	2
5) EXTERNAL RELATIONS								
1	A	CAO/SRD	Fire Services-Shared services agreement. Service and funding mechanism	Explore findings in recent SRD report and determine the best way forward so both SRD Area A and the Village receive best services possible.	TBA-awaiting SRD Report	Prior to current CAO, there was ongoing discussion of what right looks like for fire services. There is shared equipment and cost sharing agreements, individually owned assets and overly complex service agreements in place currently. The SRD released part 1 of a 2 part Fires Services Study and next steps is to review findings with all stakeholders and begin to chart a path forward ensuring Sayward Village and Valley are well protected, department(s) are well staffed and there are clear and concise mutually beneficial agreements in place.	Community Relations	2
2	A	CAO/SRD	Recreation Services Agreement	To effectively plan a way forward for Kelsey Centre	TBA-awaiting SRD Report	Kelsey Centre is important to the community and surrounding areas but is in need of an effective funding model and approach to deal with renovations and upgrades. The SRD is currently looking to do a study of all recreation centres in the district and findings will be reviewed once released.	Community Relations	2
3	A	CAO	Nature trust of BC	To introduce new CAO to the Nature Trust and discussion around shared goals and projects	NOT STARTED		Community Relations	2
4	A	CAO	K'omoks First Nation (KFN) C2C	To introduce new CAO to KFN, staff Chief and Council.	Mar-22	CAO and KFN Director of Intergovernmental Relations have connected and plans are in place for an introductory meeting as time permits.	Community Relations	1
5	A	CAO	KFN Community Forest	To discuss the possibility of a community forest with the KFN as it relates to the draft OCP	NOT STARTED	First priority is for mayor and Council to meet with Chief and Council	Community Relations	4
6	A	CAO	WFP	To introduce new CAO to the WFP team and discussion around shared goals and projects	Mar-22	CAO attended MIFLAG meeting and has met a variety of people with WFP.	Community Relations	1
7	A	CAO	MOSAIC	To introduce new CAO to the MOSAIC and discussion around shared goals and projects	NOT STARTED		Community Relations	2
9	A	CAO	COOP	To introduce new CAO to the COOP and discussion around shared goals and projects	NOT STARTED	CAO did apply to grant funding with the Co-op but as yet has not connected with the leadership team	Community Relations	2
10	A	CAO	MASCON	To introduce new CAO to MASCON and discussion around shared goals and projects	NOT STARTED		Community Relations	2
6) Grants								
UPDATE								
STATUS								
COMMENT								
STRAT PLAN PART								
PRIORITY								

1	A	CAO/EPC	2021 CRI Fire Smart Community Funding- Wildfire Risk Reduction Project	\$44,100 was approved Feb 2021 with \$10k approved for OCP.	Reporting due May 2022	This is a 2021 Grant that has been extended once already. CAO reached out to Shaun K March 15 to inquire about the grant and if earmarked projects are nearing completion. Proceeds earmarked to the OCP are known and work was done in the final draft of OCP as a result. Shaun K has taken the full lead on this project.	Shaun K has lead on this grant and applicable reporting	C	0
2	A	CAO, SCF	Co-Op Community Spaces	Submission of Grant- Kelsey Centre Revitalization	March 1 2022	The CAO became aware of this grant and worked with Sayward Community Futures on the application. The focus of the grant is for some much needed projects for Kelsey Centre inclusive to HVAC, Door replacement, Weight Room upgrades, Gym kitchen and paint and a allocation for programming. While other areas were quoted, the need outweighed the available funds (pool change rooms, pool, gym floor, lobby bathrooms to accessible and gym replacement floor). Grant has been submitted and received and we await outcome. Note that this grant is available to non profits across Canada so there is some competition for this funding.	Grant is submitted and awaiting notice	OG	1
3	A	CAO/CFO	Covid 19-Safe Restart Grant	Allocation of funds	March 15 2022 Update	This grant has been received and on Feb 14, the CAO asked the Recreation Manager to start looking into costs associated with restart of the Kelsey Centre with focus on the pool and aquatic program. Restart includes staffing costs, equipment, advertising, safety protocols aligned with PHOs and other associated costs. Quotes have been incoming from then and the CAO is compiling the information in order to present to Council asap. This will be a request to divert funds from the Covid Restart Program to the Kelsey Centre as well as other areas of village operations that have been impacted.	Grant funds received and Allocation will be March/April	OG	1
4	A	CAO	Kindling Community Kindness Project (Plan H) Grant	Allocation of funds and rethink on original application.	March 15 update.	The Village successfully applied for \$5000 in grant funding for the purposes of connecting seniors with volunteers or other people willing to work for stipend, assisting seniors with tasks and projects around the house. This application was submitted prior to the current CAO and there are challenges identified now with the deliverables of this program as defined in the application. Seniors are asking that volunteers are vetted and/or bonded and volunteers want assurances against liability for work done and to ensure they are working in a safe and respectful environment. The CAO contacted the program lead to see if the plan could be altered to either 1) award grants to those seniors demonstrating need of up to \$250 OR to divert funding to Seniors social events at the Kelsey Centre. Plan H liked the idea of Seniors Dinners and the plan submitted by the CAO was approved. Just awaiting Approval Letter from Plan H	Grant has been replanned and awaiting final approval and then execution	OG	2
5	A	CAO	ASSET MANAGEMENT PROGRAM	Grant submission request-Urban Systems	April 5 2022	CAO has created a staff report on an available grant that could fund the Asset Management and risk assessment program and a proper Asset management Software program and will present to Council April 5	Request to Council April 5 for grant writing	OG	1

6	A	CAO	ICIP Grant (Drainage)	Grant submission			\$1,743,076 in grant funding was submitted for both phase 1 and 2 of the drainage project. The Village contribution to this project is \$464,878. There is on component to the Phase 3 project that may offset the phase 2 costs that the CAO has reached back out to Urban Systems on to see if this can be added to the ask. We have not yet received word back on whether the grant will be approved so awaiting response.	Grant submitted and awaiting response. Additional planning in progress	OG	Infrastructure Upgrades and Asset Replacement	1
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STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CFO
Subject: Financial Plan 2022-2026 Final
Meeting date: April 5, 2022

BACKGROUND

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*. Council has held several meetings to discuss the 2022-2026 Financial Plan and has allowed time at each meeting for public input as required by legislation. Staff have modified the Plan as directed at each meeting and adjustments to the Plan have been made based on additional financial information received over the last several weeks.

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.

Amendments to the Financial Plan are allowed for by way of an amendment bylaw, this is usually done near the end of the fiscal year to encompass all amendments made by Council resolution during the year.

ATTACHMENTS

- Strategic Plan - Priorities 2022
- FINAL Financial Plan 2022-2026

DISCUSSION

The Financial Plan process/timetable is below for information purposes.

	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 - DONE
4	Staff continue to work on Financial Plan and Capital Plan for 2022		December 2021 – March 2022
5	Financial Plan Process: A. COW Council Meeting January 11, 2022. Detailed review of Financial Plan/Capital Projects B. COW Council Meeting January 25,	Each meeting will refine the Financial and Capital Plans and provide time for public input and questions. The timeline	January 11, 2022 - CANCELLED January 25, 2022 - DONE

FINANCIAL PLAN 2022-2026

	<p>2022. Detailed review of Financial Plan/Capital Projects</p> <p>C. COW Council Meeting February 8, 2022. Detailed review of Financial Plan/Capital Projects</p> <p>D. COW Council Meeting February 22, 2022. Final review of Financial Plan/Capital Projects</p> <p>E. Council Meeting April 5, 2022. Staff report outlining F/P amendments due to year-end adjustments and carry forwards.</p> <p>F. Council Meeting April 19, 2022. First three readings of Financial Plan Bylaw.</p> <p>G. Council Meeting May 3, 2022. Final reading of Financial Plan Bylaw.</p>	<p>will also allow for research and reporting on identified issues.</p> <p>Adopt Financial and Capital Plan</p>	<p>February 8, 2022 - DONE</p> <p>February 22, 2022 DONE</p> <p>April 5, 2022 – Bylaw moved to April 19th</p> <p>April 19, 2022</p> <p>May 3, 2022</p>
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.

This is the final version of the 2022-2026 Financial Plan.

Community Relations

Item	Budget	Source of Funds	Comments
Interpretive signage at KFN totem pole and at other key Village locations *	\$3,000	Operating	<i>Possible collaboration with Tourism Committee and KFN</i>
Legal Agreement to clarify terms and communications around early start times of WFP and measures in place to manage dust and noise *	\$1,000	Operating	
Measures for cooling centre in place *	n/a		Staff to look at alternate cooling options during heat events i.e. extended pool hours, misting stations at Fire Hall

Economic Development

Updated development framework including updated Zoning Bylaw and building permit calculation process; access to additional staff resources to administer new building and development applications *	\$10,000	Operating	<i>Additional contract labour/consultant to work on increased volume of BP's and DPA's</i>
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FINANCIAL PLAN 2022-2026			
Progress made on the Working Waterfront Project in accordance with Part 3.4 of the OCP *	TBD	2023	<i>Future project to be looked at during next Strategic Planning session</i>

Infrastructure Upgrades & Asset Replacement

Item	Budget	Source of Funds	Comments
Water Master Plan *	\$25,000	CWF Reserve	<i>Estimated cost added to F/P</i>
Sewage Capacity Study *	\$10,000	CWF Reserve	<i>Estimated cost added to F/P</i>
Drainage Improvements Project	\$1,788,000	Government of Canada: 40% Prov. of BC: 33% Village: 27%	<i>Sayward portion \$464,880 - \$400,000 funded from long term debt, remainder funded from CWF Reserve (Note 1 below)</i>
Newcastle Dam project	Carry fwd	Various	<i>Carry forward from 2021</i>
Short and long-term projects for the Kelsey Centre *	TBD	TBD	<i>More info to be presented to Council at future meeting</i>
Fire – replace volume pump engine #4	\$3,500	Operating	<i>carry forward from 2021</i>
Fire – SCBA (Self Contained Breathing Apparatus)	\$5,000	Operating	<i>carry forward from 2021</i>
Fire – Bunkergear	\$5,000	Operating	<i>carry forward from 2021</i>

Living Green

Solar panels for Water Treatment Plant *	n/a		<i>Not feasible</i>
Water Meter Bylaw in place *	\$3,000	Operating	
Electric-Vehicle Charging station installed *	TBD	2023	<i>Staff report April 5th</i>
Community Garden revitalized *			<i>Staff report April 5th</i>

FINANCIAL PLAN 2022-2026

Tourism Development

Upgraded signage, cleaning and painting Village buildings and structures, and enhancing the Village gardens (includes ORV signage) *	\$12,500	Operating	<i>Possible collaboration with Tourism Committee</i>
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Village Operations

Item	Budget	Source of Funds	Comments
Create and staff Public Works on call back up position *	\$30,000	Operating	<i>CAO to bring info to Council at future date</i>
Risk Management Strategy/Asset Management *	\$5,000	CWF Reserve	<i>FCM grant – staff report April 5th</i>

* taken from 2022 Strategic Plan approved by Council Dec 9, 2021

1. As directed by Council in previous financial planning sessions, the municipal tax increase has been set at 8%.

In 2021 a representative house in the Village has an assessed value of \$243,935 compared to \$236,455 and \$213,193 for 2020 and 2019 respectively. This represents a change of 3% between 2020 and 2021. The preliminary assessments for 2022 show an average increase of 28% for residential properties. A representative house in 2022 has an assessed value of \$313,221.

In 2021 that representative house paid approximately \$3,018 in property taxes and user fees. This includes general municipal taxes, parcel taxes, other government taxes (such as library, school and hospital) and user fees (water/sewer/solid waste). For 2022 the average home will see an increase of \$105 on the municipal portion of taxes and an increase of \$46 on user fees for a total increase of \$152 on the municipal portion of their tax bill. This equates to an increase of \$0.42 per day over a one-year period.

	Dollar increase (average)					
	2021 per household	3%	5%	7%	8%	Total
Municipal taxes (average)	1,318				105	105
Water user fees	388		19			19
Sewer user fees	284			20		20
Solid Waste user fees	239	7				7
		Increase on average home				152

2. The capital items currently budgeted for 2022 are listed below:

Project	Budget	Source of Funds
Newcastle Dam		Carry-forward from 2021
Gensets for liftstations		Carry-forward from 2021
Snow and salting truck (5 yr loan through MFA)	14,000	General Surplus
Replace Rescue #33	250,000	TBD - grant funding?
Genset for Fire Hall #1	50,000	TBD - shared cost with SRD, possible grant

3. COVID-19 Reserve: Eligible costs for this funding stream (COVID-19 Safe Restart Grant received in 2020) include the following:

- addressing revenue shortfalls
- facility reopening and operating costs
- emergency planning and response costs
- bylaw enforcement and protective service like fire protection and police
- computer and other electronic technology costs (to improve interconnectivity and virtual communications)
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities, and
- other related costs.

In order to finalize the Financial Plan, fulfill strategic objectives, and complete delayed projects and mandatory municipal tasks (finalization of OCP, updated zoning bylaw, bylaw enforcement, subdivision approvals, etc.) Staff recommend Council earmark and approve a transfer of \$98,500 from the COVID-19 Reserve Fund for the 2022 year. Funding will be used for facility reopening (Kelsey Centre, Share Shed), covering lost revenues due to facility closures, information technology costs, and other costs in clearing the back log of projects in the Admin office. With this transfer approximately \$90,000 will remain in the COVID-19 Reserve Fund for future expenditures. Staff will report on specific COVID-19 Reserve expenditures in detail later in the year – this information is also required as a schedule in the annual financial statements.

4. Reserves and Surpluses – Staff have **estimated** the 2021 ending balances of each main reserve, note that the reserves that Council approved with the new Reserve Policy have yet to be funded and this will be discussed with Council at a later date in 2022 in anticipation of the 2023 budget.

Reserve/Surplus	Balance January 1, 2021	2021 Withdrawals	2021 Additions	Balance December 31, 2021
General	273,735	120,000 (a)	85,000	238,735
Sewer	306,308	100,000 (b)	13,171	219,479

FINANCIAL PLAN 2022-2026				
Water	269,016	120,000 (a)	28,803	177,819
CWF (gas tax)	277,247	127,000 (c)	139,789	290,036
COVID-19	262,340	73,692 (d)		188,648

- (a) Dam and fencing for water treatment plant
- (b) Lift station generator project (partial, total cost \$177k)
- (c) Dam and master drainage plan
- (d) Council approved COVID-19 related expenditures

STAFF RECOMMENDATIONS

THAT Council approves the 2022-2026 Financial Plan.

Respectfully submitted,

Lisa Clark
CFO

Attached:

- **2022-2026 Financial Plan**

FINAL 2022-2026 Financial Plan

Summary		2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
OPERATING REVENUE								
Taxation - General Municipal Purpose		345,834	349,321	377,266	414,993	444,043	475,126	508,384
Other taxes		10,783	11,297	11,725	11,960	12,199	12,443	12,692
Federal Community Works Fund Grant		139,783	139,790	71,562	75,143	75,143	75,143	75,143
COVID-19 Safe Restart Grant		0	0	0	0	0	0	0
Provincial Govt Grants		393,370	377,000	375,000	375,000	375,000	375,000	375,000
CARIP Grant		2,000						
Interest & Tax Penalties		6,500	10,763	9,000	9,000	9,000	9,000	9,000
Unrealized Gain (Loss)		0	(576)	0	0	0	0	0
General Investment Income		5,000	8,103	7,500	7,500	7,500	7,500	7,500
Other Revenue		10,250	12,193	13,400	8,400	8,400	8,400	8,400
Licences, Permits & Fines		6,000	7,099	8,700	8,700	8,700	8,700	8,700
General Operating Grants		303,217	254,799	42,065	2,500	2,500	2,500	2,500
Sale of Service - Recreation Centre		14,800	8,521	14,550	14,620	14,691	14,764	14,839
Sale of Service - Other		16,500	15,969	17,750	18,110	18,481	18,863	19,256
RCMP Rent		25,200	24,000	24,000	24,000	24,000	25,000	25,000
RCMP Maintenance		10,236	9,435	9,748	9,748	9,748	9,748	9,748
Sewer Revenue		76,268	81,898	81,185	83,815	86,538	89,355	92,272
Water Revenue		135,685	141,445	142,365	146,574	150,909	155,374	159,973
Solid Waste Revenue		39,981	43,856	41,063	42,920	44,871	46,919	49,069
Total Operating Revenue		1,541,407	1,495,487	1,246,879	1,252,983	1,291,722	1,333,835	1,377,476
OPERATING EXPENDITURES								
Legislative Services		84,260	58,430	72,760	60,277	60,294	60,312	60,330
Administration		508,763	415,349	441,550	357,682	362,169	366,784	371,534
Election		2,525	0	7,100	2,525	2,525	2,525	2,525
Recreation Centre		238,801	195,465	276,439	227,486	232,537	237,796	243,278
Parks		51,464	32,176	40,903	34,954	35,521	36,107	36,710
Public Works		84,017	87,900	93,177	94,890	96,426	84,458	86,277
Roads		38,052	36,000	48,472	43,621	44,284	44,960	45,649
Drainage		28,166	22,416	6,789	37,364	37,441	37,520	37,601
Planning		9,000	8,498	24,000	22,000	22,000	22,000	22,000
Police		12,136	9,434	12,619	10,621	10,922	11,241	11,579
Fire		40,658	26,674	43,021	34,853	35,865	35,456	35,786
Emergency		170,600	168,021	8,100	8,100	8,100	8,100	8,100
Health Clinic		550	2,112	1,000	1,000	1,000	1,000	1,000
Bylaw		500	133	3,000	3,000	3,000	3,000	3,000
Solid Waste		43,000	42,066	53,806	45,612	46,435	47,273	48,129
Sewer Operations		88,929	79,003	98,501	81,968	83,485	85,055	86,682
Water Operations		131,131	112,642	162,405	140,257	143,227	146,324	149,557
Total Departmental Expenditures		1,532,552	1,296,319	1,393,644	1,206,211	1,225,231	1,229,909	1,249,737
Surplus/(Deficit) Before Amortization		8,855	199,168	(146,765)	46,772	66,491	103,925	127,739

FINAL 2022-2026 Financial Plan

Summary		2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Amortization Expense - General		69,834	76,279	76,279	76,279	76,279	76,279	76,279
Amortization Expense - Sewer		36,799	36,799	36,799	36,799	36,799	36,799	36,799
Amortization Expense - Water		89,170	93,457	93,457	93,457	93,457	93,457	93,457
Annual Operating Surplus/(Deficit)		(186,949)	(7,367)	(353,300)	(159,763)	(140,044)	(102,610)	(78,796)
Transfer to CARIP Reserve	01-02-00-0597	2,000	0	0	0	0	0	0
Transfer to CWF Reserve (gas tax)	01-02-00-0598	139,783	139,790	71,562	75,143	75,143	75,143	75,143
Transfer to Election Reserve		2,525	2,525	0	2,525	2,525	2,525	2,525
Transfers from Reserve Accounts:								
Transfer from CARIP Reserve		(10,000)		(23,500)				
Transfer from Operating Surplus		(38,750)						
Transfer from COVID-19 Reserve		(67,346)	(57,777)	(98,500)				
Transfer from CWF Reserve		(16,690)	(16,690)	(40,000)				
Transfer from Election Reserve				(7,100)				
Net contributions to (from) Reserves		11,522	67,848	(97,538)	77,668	77,668	77,668	77,668
Annual Operating Surplus before amortization adjustment		(198,471)	(75,214)	(255,761)	(237,431)	(217,711)	(180,277)	(156,464)
Adjust for Non-Cash Items (Amortization)		195,803	206,535	206,535	206,535	206,535	206,535	206,535
Annual Operating Surplus/(Deficit) adjusted		(2,668)	131,321	(49,226)	(30,896)	(11,177)	26,257	50,071
Transfer to/(from) Sewer Surplus/Reserves		339	13,171	(7,316)	1,847	3,052	4,300	5,590
Transfer to/(from) Water Surplus/Reserves		4,554	28,803	4,960	6,317	7,682	9,050	10,416
Transfer to/(from) General Surplus/Reserves		(7,561)	89,347	(46,870)	(39,060)	(21,911)	12,907	34,065
NET		0	0	0	0	0	0	0

2022 - 2026 CAPITAL BUDGET

2022 - 2026 CAPITAL BUDGET												
		Funding Source										
		Budget/Funds to be spent	Gov't grants	Other Rev/Grants	Roads Reserve	General Surplus	Water Surplus	Sewer Surplus	CWF Reserve			
GENERAL CAPITAL FUND	2026											
	Total General Capital Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
WATER CAPITAL FUND	2026											
	Total Water Capital Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
SEWER CAPITAL FUND	2026											
	Total Sewer Capital Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
	Total Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			

Description	Account Codes	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
GENERAL REVENUE								
Revenue								
Taxation - General Municipal Purpose	01-01-00-0100	345,834	349,321	377,266	414,993	444,043	475,126	508,384
Taxation - NMC								
Total Taxes		345,834	349,321	377,266	414,993	444,043	475,126	508,384
Utilities Tax - B.C. Hydro	01-01-00-0110	3,348	3,348	3,832	3,909	3,987	4,067	4,148
Utilities Tax - Telus	01-01-00-0111	1,522	1,522	1,493	1,523	1,554	1,585	1,616
Utilities Tax - Cable	01-01-00-0112	0	540	500	510	520	531	541
Total Utilities Taxes		4,869	5,409	5,825	5,942	6,061	6,182	6,306
Federal Grant-in-lieu-of Taxes	01-01-00-0130	5,914	5,887	5,900	6,018	6,138	6,261	6,386
Federal Community Works Fund Grant	01-01-00-0136	139,783	139,790	71,562	75,143	75,143	75,143	75,143
Provincial Govt Grants	01-01-00-0140	393,370	377,000	375,000	375,000	375,000	375,000	375,000
HOG Administration Fee	01-01-00-0145	0	2,107	2,100	2,100	2,100	2,100	2,100
Revenue - Other	01-01-00-0192	1,400	1,736	1,700	1,700	1,700	1,700	1,700
Unrealized Gain (Loss)	01-01-00-0258	0	(576)	0	0	0	0	0
Interest Income General	01-01-00-0259	5,000	8,103	7,500	7,500	7,500	7,500	7,500
Interest & Tax Penalties	01-01-00-0260	6,500	10,763	9,000	9,000	9,000	9,000	9,000
Tax Sale Revenue	01-01-00-0275	0	0	0	0	0	0	0
Total Other General Revenue		553,967	544,808	472,762	476,461	476,581	476,704	476,829
Total General Revenue		904,671	899,538	855,853	897,396	926,685	958,012	991,519

Description	Account Codes	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
OTHER GOVERNMENTS								
Revenue								
Comox Strathcona Waste Management	01-01-00-0119	10,000	8,106	8,500	8,500	8,500	8,500	8,500
School Tax	01-01-00-0120	83,000	91,417	95,000	95,000	95,000	95,000	95,000
Regional Hospital	01-01-00-0121	30,000	20,560	25,000	25,000	25,000	25,000	25,000
BC Assessment Authority	01-01-00-0122	2,400	2,259	2,300	2,300	2,300	2,300	2,300
Municipal Finance Authority	01-01-00-0123	15	11	15	15	15	15	15
Regional District	01-01-00-0124	14,500	16,276	17,500	17,500	17,500	17,500	17,500
Regional Library	01-01-00-0125	13,500	13,968	13,479	13,479	13,479	13,479	13,479
Police Tax	01-01-00-0126	18,000	17,149	18,000	18,000	18,000	18,000	18,000
Total Other Governments Revenue		171,415	169,746	179,794	179,794	179,794	179,794	179,794
Expenditure								
Requisitions - School Tax	01-02-00-0577	83,000	91,417	95,000	95,000	95,000	95,000	95,000
Requisitions - Regional Hospital	01-02-00-0578	30,000	20,560	25,000	25,000	25,000	25,000	25,000
B.C. Assessment Authority	01-02-00-0579	2,400	2,259	2,300	2,300	2,300	2,300	2,300
Municipal Finance Authority	01-02-00-0580	15	11	15	15	15	15	15
Regional District	01-02-00-0581	14,500	16,276	17,500	17,500	17,500	17,500	17,500
Regional Library	01-02-00-0582	13,500	13,968	13,479	13,479	13,479	13,479	13,479
Requisitions - Police Tax	01-02-00-0583	18,000	17,149	18,000	18,000	18,000	18,000	18,000
Comox Strathcona Waste Management	01-02-00-0584	10,000	8,106	8,500	8,500	8,500	8,500	8,500
Total Other Governments Expenditure		171,415	169,746	179,794	179,794	179,794	179,794	179,794
Net Other Governments		0	0	0	0	0	0	0

Description	Account Codes	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
MAYOR & COUNCIL								
Revenue								
Transfer from Reserves		21,000		12,500	0	0	0	0
Total Legislative Revenue		21,000	0	12,500	0	0	0	0
Expenditure								
Honorarium - Mayor	01-02-02-0365	9,360	9,360	9,360	9,360	9,360	9,360	9,360
Honorarium - Councillors	01-02-02-0366	28,800	28,800	28,800	28,800	28,800	28,800	28,800
Payroll Costs - Mayor & Council (CPP)	01-02-02-0370	900	894	900	900	900	900	900
Travel & Education - Council	01-02-02-0380	16,800	6,265	11,850	11,850	11,850	11,850	11,850
Information Technology	01-02-02-0414	2,500	3,507	4,000	4,000	4,000	4,000	4,000
COVID-19 Expenses	01-02-02-0452	21,000	5,734	12,500	0	0	0	0
Council - Economic Development Projects	01-02-02-0501	2,500	1,330	2,500	2,500	2,500	2,500	2,500
Council - Office Supplies/Expenses	01-02-02-0510	1,500	1,659	2,000	2,000	2,000	2,000	2,000
Telephone & Internet	01-02-02-0540	900	880	850	867	884	902	920
Total Legislative Expenditure		84,260	58,430	72,760	60,277	60,294	60,312	60,330
Net Legislative		(63,260)	(58,430)	(60,260)	(60,277)	(60,294)	(60,312)	(60,330)

Item	# of participants	Budget	
		2022	2021
Travel, Training & Education	5	\$ 2,750	\$ 6,000
UBCM	2	\$ 5,600	\$ 6,000
AVICC	2	\$ 2,000	\$ 1,200
LGLA	3	\$ 1,500	\$ 3,600
		\$ 11,850	\$ 16,800

Description	Account Codes	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
ADMINISTRATION								
Revenue								
Grants - Admin	01-01-03-0140	138,217	89,821	32,090	0	0	0	0
First Nations Relations Revenue	01-01-03-0144	5,000	1,666	5,000	0	0	0	0
Area A Fire Administration Fee	01-01-03-0150	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Business Licenses	01-01-03-0165	3,000	3,250	3,000	3,000	3,000	3,000	3,000
Dog Licenses & Fines	01-01-03-0166	500	698	700	700	700	700	700
Photocopies & Fax	01-01-03-0190	200	50	50	50	50	50	50
Sayward News Revenue	01-01-03-0191	4,500	3,147	3,200	3,200	3,200	3,200	3,200
Revenue - Other	01-01-03-0192	100	1,538	100	100	100	100	100
Transfer from Reserves		42,346	0	31,000	0	0	0	0
Total Administration Revenue		196,363	102,670	77,640	9,550	9,550	9,550	9,550
Expenditure								
Salaries - Admin	01-02-03-0350	166,311	171,442	179,767	181,564	183,380	185,214	187,066
Wages - Custodian	01-02-03-0353	1,834	2,240	1,979	2,018	2,059	2,100	2,142
Salaries - Public Works	01-02-03-0360	2,874	1,943	2,684	2,737	2,792	2,848	2,905
Payroll Costs: Admin & PW	01-02-03-0370	42,664	39,081	51,221	52,246	53,291	54,356	55,444
Employee Benefits	01-02-03-0378	0	2,750					
Travel & Education - Admin	01-02-03-0380	7,500	5,518	7,500	7,500	7,500	7,500	7,500
Advertising	01-02-03-0400	500	871	750	750	750	750	750
First Nations Relations Expenses	01-02-03-0403	5,000	1,666	5,000	0	0	0	0
Tourism - Tourism Committee	01-02-03-0404	2,200	2,200	2,200	2,200	2,200	2,200	2,200
Sayward News	01-02-03-0405	5,200	4,002	4,000	4,000	4,000	4,000	4,000
Internet	01-02-03-0406	1,248	1,116	1,150	1,173	1,196	1,220	1,245
Postage	01-02-03-0409	1,785	1,570	1,600	1,632	1,665	1,698	1,732
Audit	01-02-03-0410	15,277	9,929	15,735	16,207	16,694	17,194	17,710
Legal	01-02-03-0411	10,000	9,836	12,500	12,500	12,500	12,500	12,500
Information Technology	01-02-03-0414	13,500	12,098	16,500	16,500	16,500	16,500	16,500
Bank Charges, Fees & Interest	01-02-03-0420	2,500	3,538	3,500	3,500	3,500	3,500	3,500
Tax Sale Fees	01-02-03-0421	0	439	500	500	500	500	500
Dues, Memberships & Subscriptions	01-02-03-0435	4,000	4,243	4,200	4,200	4,200	4,200	4,200
Insurance - Building	01-02-03-0445	1,721	4,329	2,528	2,781	3,059	3,365	3,701
Insurance - Liability	01-02-03-0447	2,685	2,947	3,302	3,632	3,995	4,394	4,834
Maintenance & Repairs - Admin Office	01-02-03-0450	39,846	1,907	2,000	2,000	2,000	2,000	2,000
COVID-19 Expenses	01-02-03-0452	2,000	1,057	1,000	0	0	0	0
Cleaning Supplies - Office	01-02-03-0454	500	393	500	500	500	500	500
Office Supplies	01-02-03-0510	5,000	3,815	5,000	5,000	5,000	5,000	5,000

Description	Account Codes	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Tax Printing	01-02-03-0514	400	471	500	400	400	400	400
Business Travel/Meetings	01-02-03-0518	500	231	250	250	250	250	250
Economic Development Projects	01-02-03-0525	18,000	10,050	0	0	0	0	0
Equipment - Admin Office	01-02-03-0529	1,000	1,511	1,500	1,500	1,500	1,500	1,500
Contract Labour	01-02-03-0532	132,217	93,688	92,135	10,000	10,000	10,000	10,000
Copier - Rent & Supplies	01-02-03-0538	5,500	5,512	5,550	5,661	5,774	5,890	6,007
Telephone & Cell Phone	01-02-03-0540	5,000	3,535	5,000	5,000	5,000	5,000	5,000
Heating Fuel	01-02-03-0550	7,500	8,269	8,300	8,466	8,635	8,808	8,984
Utilities	01-02-03-0555	4,500	3,153	3,200	3,264	3,329	3,396	3,464
Total Administration Expenditure		508,763	415,349	441,550	357,682	362,169	366,784	371,534
Net Administration		(312,400)	(312,679)	(363,910)	(348,132)	(352,619)	(357,234)	(361,984)

Description	Account Codes	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
ELECTION								
Revenue								
Transfer from Reserves				7,100				
Total Election Revenue		0	0	7,100	0	0	0	0
Expenditure								
Salaries - Admin	01-02-04-0350	420	0	420	420	420	420	420
Salaries - Public Works	01-02-04-0360	140	0	140	140	140	140	140
Payroll Costs - Admin & PW	01-02-04-0370	40	0	40	40	40	40	40
Election Expense	01-02-04-0520	1,925	0	6,500	1,925	1,925	1,925	1,925
Total Election Expenditure		2,525	0	7,100	2,525	2,525	2,525	2,525
Net Election		(2,525)	-	-	(2,525)	(2,525)	(2,525)	(2,525)

Description RECREATION CENTRE	Account Codes	2021		2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
		Budget							
Revenue									
Grants - Recreation	01-01-06-0140	0	0	0	7,475	0	0	0	0
Kelsey Centre Gift Certificates	01-01-06-0167	0	0	0	0	0	0	0	0
Age Friendly Program Revenue	01-01-06-0168	0	0	0	0	0	0	0	0
Swim Lesson Fees	01-01-06-0169	500	0	0	500	500	500	500	500
Ten Pack	01-01-06-0171	2,000	1,360	0	2,000	2,000	2,000	2,000	2,000
Single User - Pool	01-01-06-0173	2,000	954	0	1,500	1,500	1,500	1,500	1,500
Single User - Gym	01-01-06-0174	350	104	0	350	350	350	350	350
Drop In Fitness Fees	01-01-06-0177	150	5	0	150	150	150	150	150
Drop In Weight Room Fees	01-01-06-0178	150	54	0	150	150	150	150	150
Monthly Passes	01-01-06-0179	250	0	0	500	500	500	500	500
Shower Fees	01-01-06-0181	250	8	0	250	250	250	250	250
After School Program/Day Care Fees	01-01-06-0182	1,000	257	0	1,000	1,020	1,040	1,061	1,082
Concession Sales	01-01-06-0183	2,500	905	0	2,500	2,550	2,601	2,653	2,706
Pool Rental	01-01-06-0185	200	0	0	200	200	200	200	200
Gym Rental	01-01-06-0186	500	1,587	0	1,000	1,000	1,000	1,000	1,000
Room Rental	01-01-06-0187	400	0	0	400	400	400	400	400
Rentals - Tables and Chairs	01-01-06-0188	150	0	0	150	150	150	150	150
Birthday Party/Event Revenue	01-01-06-0189	400	128	0	400	400	400	400	400
Kelsey Centre Van Donations	01-01-06-0270	2,500	2,904	0	2,500	2,500	2,500	2,500	2,500
Special Event Revenue/Donations	01-01-06-0271	1,500	256	0	1,000	1,000	1,000	1,000	1,000
After School Program Donations	01-01-06-0272	0	0	0	0	0	0	0	0
Transfer from Reserves		20,000	35,126	0	44,500	0	0	0	0
Total Recreation Centre Revenue		34,800	43,647		66,525	14,620	14,691	14,764	14,839
Expenditure									
Operating Expenses									
Salaries - Admin	01-02-06-0350	37,538	30,644	0	35,179	35,883	36,601	37,333	38,079
Wages - Recreation	01-02-06-0352	21,221	15,769	0	35,565	36,276	37,002	37,742	38,497
Wages - Custodian	01-02-06-0353	8,559	4,079	0	6,431	6,560	6,691	6,825	6,962
Wages - Lifeguards	01-02-06-0354	22,404	10,013	0	19,916	20,315	20,721	21,135	21,558
Payroll Costs: Admin & PW	01-02-06-0370	19,273	15,161	0	17,395	17,743	18,097	18,459	18,829
Travel & Education - Recreation	01-02-06-0380	1,500	1,251	0	15,000	2,000	2,000	2,000	2,000
Advertising	01-02-06-0400	250	250	0	250	250	250	250	250

Description	Account Codes	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Information Technology	01-02-06-0414			750	750	750	750	750
Bank Charges, Fees & Interest	01-02-06-0420		46	450	450	450	450	450
Dues, Memberships & Subscriptions	01-02-06-0435	500	274	500	500	500	500	500
Afterschool Supplies/Expenses	01-02-06-0437	500	336	500	500	500	500	500
Concession	01-02-06-0438	1,500	677	1,500	1,500	1,500	1,500	1,500
Special Events Expense	01-02-06-0440	1,500	1,756	1,500	1,500	1,500	1,500	1,500
Swim Lesson Expenses	01-02-06-0442	300	0	0	0	0	0	0
Age Friendly Programming Expenses	01-02-06-0443	0	0	0	0	0	0	0
COVID-19 Expenses	01-02-06-0452	15,000	19,126	1,000	1,000	1,000	1,000	1,000
M & R, Gas & Oil - Age Friendly Van	01-02-06-0480	2,500	2,904	2,750	2,750	2,750	2,750	2,750
Office Supplies	01-02-06-0510	1,000	1,290	1,000	1,000	1,000	1,000	1,000
Chemicals & Maintenance - Pool	01-02-06-0515	4,000	1,518	2,750	2,750	2,750	2,750	2,750
Rec Centre Supplies	01-02-06-0516	2,000	1,308	2,000	2,000	2,000	2,000	2,000
Business Travel/Meetings	01-02-06-0518	250	360	350	350	350	350	350
Community Wellness Project expenses	01-02-06-0524	0	0	4,975	0	0	0	0
Equipment - Recreation Centre	01-02-06-0529	3,500	1,245	7,500	2,000	2,000	2,000	2,000
Telephone & Internet	01-02-06-0540	2,965	2,027	3,000	3,060	3,121	3,184	3,247
Sub Total Operating Expenses		146,260	110,033	160,262	139,136	141,533	143,978	146,471
Building Expenses								
Salaries - Public Works	01-02-06-0360	9,836	9,018	10,646	10,859	11,076	11,298	11,524
Payroll Costs: Admin & PW	01-02-06-0370	1,925	0	2,060	2,102	2,144	2,186	2,230
Insurance - Building	01-02-06-0445	13,407	10,852	10,371	11,408	12,549	13,804	15,184
Insurance - Liability	01-02-06-0447	873	959	1,376	1,513	1,665	1,831	2,014
Maintenance & Repairs - Recreation	01-02-06-0450	16,500	17,498	43,333	13,000	13,000	13,000	13,000
Cleaning Supplies	01-02-06-0454	2,000	1,254	1,300	1,300	1,300	1,300	1,300
Heating Fuel	01-02-06-0550	30,000	32,933	33,591	34,263	34,948	35,647	36,360
Utilities	01-02-06-0555	18,000	12,918	13,500	13,905	14,322	14,752	15,194
Sub Total Building Expenses		92,542	85,432	116,177	88,350	91,004	93,818	96,807
Total Recreation Centre Expenditure		238,801	195,465	276,439	227,486	232,537	237,796	243,278
Net Recreation Centre		(204,001)	(151,818)	(209,914)	(212,866)	(217,845)	(223,032)	(228,440)

Description		Account Codes	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
FIRE DEPARTMENT									
Revenue									
Fire Protection - Area A Share		01-01-07-0156	43,641	33,799	48,332	39,287	40,571	39,704	39,926
Fire Protection - Village Share		01-01-07-0157	29,094	22,533	32,221	26,192	27,047	26,469	26,617
Grants - Fire Dept.		01-01-07-0140	0		0	0	0	0	0
Rescue Revenue		01-01-07-0158	0		0	0	0	0	0
Misc. for Fire Dept		01-01-07-0190	0	485	0	0	0	0	0
Transfer from Reserves			3,750		0	0	0	0	0
Total Fire Department Revenue			76,485	56,816	80,554	65,479	67,618	66,173	66,543
Expenditure (Shared)									
Stipends - Fire Chief/Deputy		01-02-07-0362	7,200	6,300	7,200	7,200	7,200	7,200	7,200
Volunteer Fire Dept Grant		01-02-07-0363	3,600	3,900	3,600	3,600	3,600	3,600	3,600
WorkSafeBC		01-02-07-0375	223	236	240	245	250	255	260
Travel, Training & Education - Fire Dept		01-02-07-0380	8,000	9,263	10,000	10,000	10,000	10,000	10,000
Dues, Memberships & Subscriptions		01-02-07-0435	500	853	1,000	1,000	1,000	1,000	1,000
Insurance - Equipment		01-02-07-0445	1,091	1,223	1,697	1,731	1,765	1,800	1,836
Firefighters Insurance (Disability and Life)		01-02-07-0446	3,900	3,280	4,500	4,500	4,500	4,500	4,500
Insurance - Liability		01-02-07-0447	760	888	917	1,009	1,110	1,221	1,343
Insurance & License - Vehicles		01-02-07-0448	4,000	2,352	2,400	2,448	2,497	2,547	2,598
Maintenance & Repairs - Hall #2		01-02-07-0451	0	0	0	0	0	0	0
Cleaning Supplies		01-02-07-0454	250	117	250	250	250	250	250
M & R, Gas & Oil - Equipment		01-02-07-0470	2,500	2,392	2,500	2,500	2,500	2,500	2,500
M & R, Gas & Oil - Engine #4 (2007 model at #1 Firehall)		01-02-07-0471	6,000	1,860	6,000	2,500	3,400	2,500	2,500
M & R, Gas & Oil - Engine #3 (1997 model at #2 Firehall)		01-02-07-0472	3,500	1,307	3,400	2,500	3,400	2,500	2,500
M & R, Gas & Oil - Rescue #33 (1990 Rescue Truck)		01-02-07-0473	1,500	1,097	1,500	1,500	1,500	1,500	1,500
M & R Communications		01-02-07-0475	1,000	817	1,000	1,000	1,000	1,000	1,000
M & R, Gas & Oil - Rescue #22 (2015 Rescue Truck)		01-02-07-0476	750	2,304	1,500	1,000	1,000	1,000	1,000
Office Supplies		01-02-07-0510	250	566	1,000	500	500	500	500
Information Technology		01-02-07-0414	0	0	750	750	750	750	750
Firefighter Supplies		01-02-07-0511	7,500	7,178	8,000	8,000	8,000	8,000	8,000
Fire Prevention		01-02-07-0513	500	0	750	750	750	750	750
Equipment - Fire Dept		01-02-07-0529	11,500	3,677	15,000	5,000	5,000	5,000	5,000
Telephone & Internet - Hall #1		01-02-07-0540	1,650	1,515	1,545	1,576	1,608	1,640	1,672
Telephone - Hall #2		01-02-07-0541	1,137	938	957	976	995	1,015	1,035
Utilities - Hall #1		01-02-07-0555	3,260	2,658	2,711	2,765	2,820	2,877	2,934
Utilities - Hall #2		01-02-07-0556	2,164	2,095	2,137	2,180	2,224	2,268	2,313
Total Fire Department Expenditure (Shared)			72,735	56,816	80,554	65,479	67,618	66,173	66,543
Expenditure (Village)									
Custodian		01-02-07-0353	611	384	495	505	515	525	536
Salaries - Public Works		01-02-07-0360	809	592	810	826	842	859	876
Payroll Costs: Admin & PW		01-02-07-0370	137	126	134	136	139	142	145

Description	Account Codes	2021		2021 Actual	2022		2023 Budget	2024		2025 Budget	2026	
		Budget			Budget			Budget			Budget	
Fire Inspections	01-02-07-0412	3,000		0	3,000		3,000	3,000		3,000	3,000	
Maintenance & Repairs - Hall #1	01-02-07-0450	5,250		1,518	4,783		2,500	2,500		2,500	2,500	
Village Share - Fire Department	01-02-07-0530	29,094		22,533	32,221		26,192	27,047		26,469	26,617	
Insurance - Building (Hall #1)	01-02-07-0533	1,196		1,010	1,057		1,163	1,279		1,407	1,548	
Fire Truck Insurance - Village Share	01-02-07-0573	562		511	522		532	543		554	565	
Total Fire Department Expenditure (Village)		40,658		26,674	43,021		34,853	35,865		35,456	35,786	
Total Fire Department Expenditure		113,393		83,490	123,575		100,332	103,484		101,628	102,329	
Net Fire Department		(36,908)		(26,674)	(43,021)		(34,853)	(35,865)		(35,456)	(35,786)	

Description	Account Codes	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
POLICE SERVICES								
<i>Revenue</i>								
RCMP Rent	01-01-08-0198	25,200	24,000	24,000	24,000	24,000	25,000	25,000
RCMP Maintenance	01-01-08-0199	10,236	9,435	9,748	9,748	9,748	9,748	9,748
Total Police Services Revenue		35,436	33,435	33,748	33,748	33,748	34,748	34,748
<i>Expenditure</i>								
Salaries - Public Works	01-02-08-0360	3,683	1,270	2,696	2,750	2,805	2,861	2,918
Payroll Costs: Admin & PW	01-02-08-0370	681	308	470	480	489	499	509
Insurance - Building	01-02-08-0445	1,853	1,175	1,165	1,281	1,409	1,550	1,705
Insurance - Liability	01-02-08-0447	182	178	183	202	222	244	269
Maintenance & Repairs - Police	01-02-08-0450	1,500	2,041	3,783	1,500	1,500	1,500	1,500
Municipal Services Expense	01-02-08-0573	4,237	4,463	4,322	4,409	4,497	4,587	4,678
Total Police Services Expenditure		12,136	9,434	12,619	10,621	10,922	11,241	11,579
Net Police Services		23,300	24,001	21,129	23,127	22,826	23,507	23,169

Description	Account Codes	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
ROADS								
Revenue								
Snow Removal Revenue	01-01-09-0190	1,000	2,160	1,750	1,750	1,750	1,750	1,750
Total Roads Revenue		1,000	2,160	1,750	1,750	1,750	1,750	1,750
Expenditure								
Salaries - Public Works	01-02-09-0360	5,749	7,441	7,484	7,634	7,786	7,942	8,101
Payroll Costs: Admin & PW	01-02-09-0370	1,205	1,008	1,564	1,595	1,627	1,660	1,693
Maintenance & Repairs - Roads	01-02-09-0450	5,000	3,485	7,500	5,000	5,000	5,000	5,000
Sand & Salt	01-02-09-0531	3,000	2,627	4,000	4,000	4,000	4,000	4,000
Contract Labour	01-02-09-0532	1,500	0	4,500	1,500	1,500	1,500	1,500
Utilities - Street Lighting	01-02-09-0555	21,598	21,438	23,424	23,892	24,370	24,858	25,355
Total Roads Expenditure		38,052	36,000	48,472	43,621	44,284	44,960	45,649
Net Roads Services		(37,052)	(33,840)	(46,722)	(41,871)	(42,534)	(43,210)	(43,899)

Description	Account Codes	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
DRAINAGE								
<i>Revenue</i>								
Transfer from Reserves	01-01-10-0315	16,690	0	0	0	0	0	0
Total Drainage Revenue		16,690	0	0	0	0	0	0
<i>Expenditure</i>								
Salaries - Public Works	01-02-10-0360	2,874	1,305	3,144	3,207	3,271	3,336	3,403
Payroll Costs: Admin & PW	01-02-10-0370	602	243	645	658	671	685	699
Maintenance & Repairs - Drainage	01-02-10-0450	24,690	20,868	3,000	3,000	3,000	3,000	3,000
Drainage Principal B/L #XXX					15,659	15,659	15,659	15,659
Drainage Interest B/L #XXX					14,840	14,840	14,840	14,840
Total Drainage Expenditure		28,166	22,416	6,789	37,364	37,441	37,520	37,601
Net Drainage		(11,476)	(22,416)	(6,789)	(37,364)	(37,441)	(37,520)	(37,601)

Description	Account Codes	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
SEWER								
Revenue								
Frontage Tax - Sewer Kelsey	01-01-11-0107	6,032	6,032	6,032	6,032	6,032	6,032	6,032
Sewer User Fees	01-01-11-0170	70,236	72,512	75,152	77,783	80,505	83,323	86,239
Sewer Connection Fees	01-01-11-0175	0	900	0	0	0	0	0
Revenue - Other	01-01-11-0192	0	0	0	0	0	0	0
Actuarial Adjustment sewer	01-01-11-0250	0	2,454	0	0	0	0	0
Transfer from Reserves		13,000	10,276	10,000				
Total Sewer Revenue		89,268	92,175	91,185	83,815	86,538	89,355	92,272
Expenditure								
Salaries - Admin	01-02-11-0350	20,789	21,879	22,471	22,920	23,379	23,846	24,323
Salaries - Public Works	01-02-11-0360	17,247	19,321	19,783	20,179	20,583	20,994	21,414
Payroll Costs: Admin & PW	01-02-11-0370	8,850	8,477	10,330	10,536	10,747	10,962	11,181
Travel & Education - Sewer	01-02-11-0380	1,000	199	500	500	500	500	500
Insurance - Building	01-02-11-0445	2,208	2,025	2,130	2,343	2,577	2,835	3,118
Insurance - Liability	01-02-11-0447	538	533	459	504	555	610	671
Maintenance & Repairs - Sewer	01-02-11-0450	5,500	5,398	13,000	5,000	5,000	5,000	5,000
COVID-19 Expenses	01-02-11-0452	13,000	10,276	0	0	0	0	0
Sewer Connection Costs	01-02-11-0495	0	0	0	0	0	0	0
Equipment - Sewer	01-02-11-0529	1,000	215	1,000	1,000	1,000	1,000	1,000
Contract Labour	01-02-11-0532	4,500	975	14,500	4,500	4,500	4,500	4,500
Sewer Lease Fees	01-02-11-0535	480	941	480	480	480	480	480
Utilities - Agitator, Lift Stations	01-02-11-0555	7,784	7,663	7,817	7,973	8,132	8,295	8,461
Sewer Principal B/L #338	01-02-11-0561	4,931	0	4,931	4,931	4,931	4,931	4,931
Sewer Interest B/L # 338	01-02-11-0571	1,101	1,101	1,101	1,101	1,101	1,101	1,101
Total Sewer Expenditure		88,929	79,003	98,501	81,968	83,485	85,055	86,682
Net Sewer		339	13,171	(7,316)	1,847	3,052	4,300	5,590

Description	Account Codes	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
WATER								
Revenue								
Frontage Tax - Water Kelsey	01-01-12-0107	2,075	2,075	2,075	2,075	2,075	2,075	2,075
Government Grants	01-01-12-0140	0	874	0	0	0	0	0
Water User Fees	01-01-12-0170	133,609	135,552	140,290	144,498	148,833	153,298	157,897
Water Connection Fees	01-01-12-0175	0	2,100	0	0	0	0	0
Revenue - Other	01-01-12-0192	0	0	0	0	0	0	0
Actuarial adjustment	01-01-12-0250	0	844	0	0	0	0	0
Transfer from Reserves				25,000				
Total Water Revenue		135,685	141,445	167,365	146,574	150,909	155,374	159,973
Expenditure								
Salaries - Admin	01-02-12-0350	20,789	21,879	22,471	22,920	23,379	23,846	24,323
Salaries - Public Works	01-02-12-0360	28,745	31,411	31,439	32,067	32,709	33,363	34,030
Payroll Costs: Admin & PW	01-02-12-0370	11,259	11,314	12,759	13,014	13,275	13,540	13,811
Travel & Education	01-02-12-0380	1,500	199	1,000	1,000	1,000	1,000	1,000
Insurance - Building	01-02-12-0445	5,623	7,031	7,136	7,849	8,634	9,497	10,447
Insurance - Liability	01-02-12-0447	525	621	550	605	666	732	806
Maintenance & Repairs - Water	01-02-12-0450	12,500	2,298	10,000	10,000	10,000	10,000	10,000
Maintenance & Repairs - Plant	01-02-12-0452	5,000	8,145	8,500	8,500	8,500	8,500	8,500
Chemicals - Water	01-02-12-0515	28,000	16,221	25,000	25,500	26,010	26,530	27,061
Equipment - Water	01-02-12-0529	2,500	1,090	1,500	1,500	1,500	1,500	1,500
Contract Labour	01-02-12-0532	2,500	110	27,500	2,500	2,500	2,500	2,500
Water Lease Fees	01-02-12-0535	614	613	626	639	651	664	678
Telephone & Internet	01-02-12-0540	500	342	349	356	363	371	378
Utilities	01-02-12-0555	9,000	10,988	11,500	11,730	11,965	12,204	12,448
Water Principal B/L #337	01-02-12-0561	1,697	0	1,697	1,697	1,697	1,697	1,697
Water Interest B/L #337	01-02-12-0571	379	379	379	379	379	379	379
Total Water Expenditures		131,131	112,642	162,405	140,257	143,227	146,324	149,557
Net Water		4,554	28,803	4,960	6,317	7,682	9,050	10,416

Description	Account Codes	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
PARKS								
Revenue								
Grants - Parks	01-01-13-0140	0	0	0	0	0	0	0
Camping Revenue	01-01-13-0190	10,300	12,521	12,000	12,360	12,731	13,113	13,506
Revenue - Other	01-01-13-0192	0	0	0	0	0	0	0
Park Bench Revenue	01-01-13-0195	1,500	0	1,500	1,500	1,500	1,500	1,500
Transfer from Reserves		5,000	0	0	0	0	0	0
Total Parks Revenue		16,800	12,521	13,500	13,860	14,231	14,613	15,006
Expenditure								
Wages - Custodian	01-02-13-0353	1,223	427	989	1,009	1,029	1,050	1,071
Salaries - Public Works	01-02-13-0360	26,601	15,603	17,224	17,569	17,920	18,279	18,644
Payroll Costs: Admin & PW	01-02-13-0370	4,926	2,693	2,993	3,053	3,114	3,177	3,240
Advertising	01-02-13-0400	275	0	275	275	275	275	275
Insurance - Building	01-02-13-0445	0	355	717	788	867	954	1,049
Cleaning Supplies	01-02-13-0454	375	297	300	300	300	300	300
M & R - Equipment	01-02-13-0475	1,500	2,038	5,000	1,500	1,500	1,500	1,500
Diesel & Oil - Kubota Mower	01-02-13-0477	364	945	1,000	1,020	1,040	1,061	1,082
Supplies - Parks	01-02-13-0516	5,000	2,937	4,000	4,000	4,000	4,000	4,000
Equipment - Parks	01-02-13-0529	6,500	5,161	4,500	1,500	1,500	1,500	1,500
Contract Labour	01-02-13-0532	1,500	0	750	750	750	750	750
Park Bench Expense	01-02-13-0534	1,400	0	1,400	1,400	1,400	1,400	1,400
Utilities	01-02-13-0555	1,800	1,720	1,754	1,789	1,825	1,862	1,899
Total Parks Expenditure		51,464	32,176	40,903	34,954	35,521	36,107	36,710
Net Parks		(34,664)	(19,654)	(27,403)	(21,094)	(21,290)	(21,494)	(21,704)

Description	Account Codes	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
SOLID WASTE								
Revenue								
Solid Waste Collection	01-01-14-0170	36,071	40,371	37,153	39,010	40,961	43,009	45,159
Recycling Revenue	01-01-14-0190	500	0	500	500	500	500	500
Revenue - Other	01-01-14-0192	3,410	3,485	3,410	3,410	3,410	3,410	3,410
Transfer from Reserves				9,000				
Total Solid Waste Revenue		39,981	43,856	50,063	42,920	44,871	46,919	49,069
Expenditure								
Contract Labour	01-02-14-0532	4,500	2,550	13,500	4,500	4,500	4,500	4,500
Waste Disposal & Tipping Fees	01-02-14-0536	38,500	39,516	40,306	41,112	41,935	42,773	43,629
Total Solid Waste Expenditure		43,000	42,066	53,806	45,612	46,435	47,273	48,129
Net Solid Waste		(3,019)	1,790	(3,744)	(2,692)	(1,564)	(355)	940

Description	Account Codes	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
PUBLIC WORKS								
Revenue								
Revenue - Other	01-01-15-0192	250	487	250	250	250	250	250
Transfer from Reserves		8,000	0					
Total Public Works Revenue		8,250	487	250	250	250	250	250
Expenditure								
Salaries - Public Works	01-02-15-0360	24,647	42,299	37,941	38,700	39,474	40,264	41,069
Payroll Costs: Admin & PW	01-02-15-0370	5,340	7,787	7,881	8,039	8,199	8,363	8,531
Travel & Education - Public Works	01-02-15-0380	750	0	750	750	750	750	750
Dues, Memberships & Subscriptions	01-02-15-0435	500	554	500	500	500	500	500
Insurance - Building	01-02-15-0445	1,798	1,208	1,158	1,274	1,401	1,541	1,696
Insurance - Liability	01-02-15-0447	2,777	2,750	2,384	2,623	2,885	3,174	3,491
Insurance & Licenses - Vehicles	01-02-15-0448	6,867	4,452	4,541	4,632	4,724	4,819	4,915
Maintenance of Buildings	01-02-15-0450	9,000	7,905	2,000	2,000	2,000	2,000	2,000
M & R - Tractor and Dump Truck	01-02-15-0475	1,200	998	1,200	1,200	1,200	1,200	1,200
Diesel & Oil - Tractor and Dump Truck	01-02-15-0477	1,530	1,036	1,250	1,275	1,301	1,327	1,353
Gas & Oil - Public Works Trucks	01-02-15-0478	4,590	6,692	7,000	7,140	7,283	7,428	7,577
M & R - Public Works Trucks	01-02-15-0480	2,500	1,583	1,750	1,750	1,750	1,750	1,750
Office Supplies	01-02-15-0510	250	854	750	750	750	750	750
General Supplies	01-02-15-0516	3,400	2,673	3,400	3,400	3,400	3,400	3,400
Business Travel/Meetings	01-02-15-0518	500	265	500	500	500	500	500
Equipment	01-02-15-0529	1,000	1,600	1,500	1,500	1,500	1,500	1,500
Telephone & Internet	01-02-15-0540	2,497	2,288	2,333	2,380	2,428	2,476	2,526
Utilities	01-02-15-0555	3,243	2,509	2,559	2,610	2,662	2,716	2,770
MFA Principal - Truck Loan	01-02-15-0561	10,772	0	13,422	13,650	13,642	0	0
MFA Interest - Truck Loan	01-02-15-0571	856	448	357	218	76	0	0
Total Public Works Expenditure		84,017	87,900	93,177	94,890	96,426	84,458	86,277
Net Public Works		(75,767)	(87,413)	(92,927)	(94,640)	(96,176)	(84,208)	(86,027)

Description	Account Codes	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
PLANNING & BUILDING INSPECTION								
<i>Revenue</i>								
Building Permits	01-01-16-0160	2,500	3,151	5,000	5,000	5,000	5,000	5,000
Planning Fee Revenue	01-01-16-0161	0	250	1,000	1,000	1,000	1,000	1,000
Total Planning Revenue		2,500	3,401	6,000	6,000	6,000	6,000	6,000
<i>Expenditure</i>								
Building Inspections	01-02-16-0413	2,500	6,800	7,500	7,500	7,500	7,500	7,500
Rezoning & OCP Expenses	01-02-16-0517	1,500	0	6,500	4,500	4,500	4,500	4,500
Contract Labour	01-02-16-0532	5,000	1,698	10,000	10,000	10,000	10,000	10,000
Total Planning Expenditure		9,000	8,498	24,000	22,000	22,000	22,000	22,000
Net Planning		(6,500)	(5,097)	(18,000)	(16,000)	(16,000)	(16,000)	(16,000)

Description	Account Codes	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
EMERGENCY PLANNING								
Revenue								
Grants - Emergency Program	01-01-17-0140	165,000	164,978	2,500	2,500	2,500	2,500	2,500
Revenue - Other	01-01-17-0192	0	0	0	0	0	0	0
Total Emergency Planning Revenue		165,000	164,978	2,500	2,500	2,500	2,500	2,500
Expenditure								
Stipend - Municipal Emergency Program	01-02-17-0364	3,600	3,600	3,600	3,600	3,600	3,600	3,600
Payroll Costs - Emergency Program	01-02-17-0370	0	119					
Travel & Education - Emergency Program	01-02-17-0380	2,000	0	2,000	2,000	2,000	2,000	2,000
Municipal Emergency Program Expenses	01-02-17-0522	2,500	1,824	2,500	2,500	2,500	2,500	2,500
Equipment - Emergency Program	01-02-17-0529	0	0	0	0	0	0	0
Emergency Program Projects	01-02-17-0532	162,500	162,478	0	0	0	0	0
Total Emergency Planning Expenditure		170,600	168,021	8,100	8,100	8,100	8,100	8,100
Net Emergency Planning		(5,600)	(3,043)	(5,600)	(5,600)	(5,600)	(5,600)	(5,600)

Description	Account Codes	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
HEALTH CENTRE								
Revenue								
Revenue - Other	01-01-20-0192	0	870	0	0	0	0	0
Total Health Centre Revenue		0	870	0	0	0	0	0
Expenditure								
Maintenance and Repairs - Health Clinic	01-02-20-0450	550	2,112	1,000	1,000	1,000	1,000	1,000
Total Health Centre Expenditure		550	2,112	1,000	1,000	1,000	1,000	1,000
Net Health Centre		(550)	(1,242)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)

Description	Account Codes	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
BYLAW SERVICES								
Revenue								
Ticketing Revenue	new G/L	0	0	0	0	0	0	0
Total Bylaw Services Revenue		0	0	0	0	0	0	0
Expenditure								
Travel and Education	01-02-21-0380	0	0	0	0	0	0	0
Misc. Supplies	01-02-21-0516	500	133	500	500	500	500	500
Contract Labour				2,500	2,500	2,500	2,500	2,500
Total Bylaw Services Expenditure		500	133	3,000	3,000	3,000	3,000	3,000
Net Bylaw Services		(500)	(133)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)



VILLAGE OF SAYWARD

BYLAW NO. 481

A BYLAW TO REGULATE, PROHIBIT AND IMPOSE REQUIREMENTS IN RELATION TO FIREWORKS

WHEREAS Section 8 of the *Community Charter* authorizes a Council, by bylaw, to regulate, prohibit and impose requirements in relation to firecrackers, fireworks and explosives;

AND WHEREAS, pursuant to Section 66 of the *Community Charter*, Council may, by bylaw, authorize the municipal Fire Chief to enter on property and inspect premises for conditions that may cause a fire, increase the danger of a fire or increase the danger to persons or property from a fire, take measures to prevent and suppress fires, require an owner or occupier of real property to undertake any actions directed by the Fire Chief or other authorized person for the purpose of removing or reducing anything or condition that person considers is a fire hazard or increases the danger of fire, and exercise some or all of the powers of the fire commissioner under section 25 of the *Fire Services Act*, RSBC 1996 c 144;

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

1 CITATION

This bylaw may be cited as "**Fireworks Regulation Bylaw No. 481, 2022**".

2 DEFINITIONS

Schedule "A" contains definitions of terms used in this Bylaw.

3 SALE, POSSESSION AND DISCHARGE

- (1) No Person shall offer for sale, sell, give, or trade Fireworks within the boundaries of the Village.
- (2) No individual under the age of 18 shall possess, detonate, discharge, apply for a Fireworks Permit or otherwise use Fireworks, within the Village.
- (3) No individual being the parent or guardian of any individual under the age of 18 years shall allow that individual to possess, detonate, discharge, or otherwise use Fireworks within the Village.
- (4) No Person shall possess Fireworks within the boundaries of the Village unless that Person holds a valid Fireworks Permit issued under this bylaw.

4 FIRE OR DISCHARGE OF FIREWORKS

No individual shall explode, light, activate, fire or discharge Fireworks within the boundaries of the Village unless that individual is authorized to do so under a valid Fireworks Permit issued under this Bylaw.

5 FIREWORKS PERMIT

A Fireworks Permit will only be issued for the following types of events:

- (1) Community events that are open to the general public;
- (2) Film and television events requiring the use of special effects pyrotechnic fireworks;
- (3) Halloween between the hours of 6pm and 10pm; and
- (4) New Year's Eve between the hours of 6pm and 12am.

A Person may apply, using the permit application form in Schedule "B", to the Fire Chief for a Fireworks Permit to possess, explode, light, activate, fire, or discharge Fireworks. Every application for a Fireworks Permit under this Bylaw shall be made by the individual who will explode, light, activate, fire, or discharge the Fireworks.

6 FIREWORKS PERMIT REQUIREMENTS

Every holder of a Fireworks Permit must:

- (1) possess, explode, light, activate, fire, or discharge only those Fireworks specified in the Fireworks Permit;
- (2) possess, explode, light, activate, fire, or discharge the Fireworks in accordance with the terms and conditions of the Fireworks Permit;
- (3) ensure that the Fireworks are possessed, exploded, lit, activated, fired, or discharged only by the holder of the Fireworks Permit, the individual identified as the holder of the Fireworks Operator Certificate (Display Supervisor) or an individual under the direct supervision of the holder of the Fireworks Operator Certificate (Display Supervisor); and
- (4) present the Fireworks Permit for inspection immediately upon demand by a Peace Officer.

7 FIREWORKS CERTIFICATES

Upon application for a Fireworks Permit, a Person shall provide the Fire Chief with a copy of:

- (1) a valid and current Fireworks Operator Certificate (Display Supervisor) that qualifies the applicant to light, activate, explode, fire or discharge the Fireworks proposed to be lit, activated, exploded, fired or discharged under the Fireworks Permit unless the Fire Chief determines that the Fireworks being used are consumer fireworks that are classified as "Class F.1" low hazard fireworks designed for recreational use under the *Explosives Regulations* such as fireworks showers, fountains, golden rain, lawn lights, pin wheels, Roman candles, and volcanoes;
- (2) in the event that the Person has applied to light, activate, explode, fire or discharge Firecrackers, a valid and current Firecracker Use Certificate that qualifies the Fireworks Display Supervisor to light, activate, explode, fire or discharge the Firecrackers proposed

to be lit, activated, exploded, fired or discharged under the Permit.

8 POWER TO GRANT PERMITS

The Fire Chief is authorized and empowered to grant a Fireworks Permit provided that the applicant satisfies the requirements in this Bylaw.

9 POWER TO IMPOSE CONDITIONS ON PERMITS

The Fire Chief is authorized to impose terms and conditions on the Permit:

- (1) that allow the Fire Chief to enter the property at which the Person proposes to light, activate, explode, discharge, or fire Fireworks, and inspect the property for conditions that may cause a fire, increase the danger of a fire or increase the danger to persons or property from a fire;
- (2) that require the payment of an inspection fee for an inspection carried out in accordance with section 13 of this Bylaw;
- (3) that the Fire Chief considers are necessary to prevent and suppress an Incident;
- (4) that require an owner or occupier of the property at which the Person proposes to light, activate, explode, discharge, or fire Fireworks to undertake any actions directed by the Fire Chief for the purpose of removing or reducing any thing or condition that the Fire Chief considers is a fire hazard or increases the danger of fire.

10 POWER TO REFUSE PERMITS

The Fire Chief is authorized to refuse to issue a Fireworks Permit where satisfied that the application for a Fireworks Permit does not meet the requirements of this Bylaw, or any other statute or regulation that applies to Fireworks including but not limited to the *Explosives Act*, the *Explosives Regulations*, the *Fire Services Act*, and the *British Columbia Fire Code*.

11 POWER TO SUSPEND OR REVOKE PERMITS

The Fire Chief is authorized and empowered to suspend or revoke any Fireworks Permit in the following circumstances:

- (1) in the opinion of the Fire Chief, weather or other site conditions present an undue risk of an Incident; or
- (2) the Fire Chief determines or becomes aware that the holder of the Fireworks Permit has contravened or has permitted or suffered the contravention of any provision of this Bylaw or condition of the Fireworks Permit.

12 FEE ESTABLISHED

Every applicant for a Fireworks Permit shall pay the Permit Fee prescribed in the Fees and Charges Bylaw.

13 SITE INSPECTION

Before issuing any Fireworks Permit the Fire Chief may, at the expense of the Person applying for the Fireworks Permit, conduct one or more site inspections. The fee for such inspection or inspections is established in accordance with Fees and Charges Bylaw.

14 TIME FOR APPLICATION

Every application for a Fireworks Permit shall be made to the Fire Chief at least 14 days before the date of the event using the permit application form in Schedule "B".

15 CONTENTS OF APPLICATION

Every application for a Fireworks Permit, except as provided in 1), shall include:

- (1) Where the exception is applied under (5), permit info required is limited to subsection (3), (6), (9), (10), and (11) below;
- (2) the deposit of security with the Village in the form of a cash deposit, irrevocable letter of credit, or other form of security acceptable to the Village, in the amount of \$1,000, to be used for the purposes of paying any costs and expenses incurred or suffered by the Village, including but not limited to costs arising or resulting from damage to Village property or enforcement costs, caused by or arising from the applicant's failure to comply with the requirements of this bylaw and all other applicable laws, provided that, any amount of security not required for the foregoing purposes shall be returned to the holder of the Fireworks Permit;
- (3) payment of the applicable Permit Fee prescribed in the Fees and Charges Bylaw.
- (4) proof of public liability insurance in the name of the applicant and the Village, such insurance to be with one or more insurance companies registered to do business in the Province of British Columbia and in a form acceptable to the Village, and the insurance shall provide coverage in an amount not less than five million dollars (\$5,000,000) per occurrence;
- (5) proof of a valid Fireworks Supervisor's Certificate (Display Supervisor); except where the Fire Chief determines that a Fireworks Supervisor's Certificate (Display Supervisor) is not required under section 7(1) of this Bylaw;
- (6) if applicant has applied to light, activate, explode, fire or discharge Firecrackers, proof of a valid Firecracker Use Certificate;
- (7) a fire safety plan that includes:
 - (i) a site plan, drawn to scale with the direction of firing;
 - (ii) separation distances;
 - (iii) positions of ramps and mortars, if any;
 - (iv) description of any significant ground features, rights of way, buildings or structures, or overhead obstructions;
 - (v) parking areas or spectator viewing areas;
 - (vi) fallout zone
 - (vii) a north arrow; and
 - (viii) traffic control plans and locations for emergency vehicles;
- (8) an event description that includes:
 - (i) a time schedule for the event;
 - (ii) attendance estimates;
 - (iii) a list of all Fireworks to be used;

- (iv) firing procedures;
- (v) emergency response procedures;
- (vi) a list of crew members;
- (9) the name, address and telephone number of the applicant;
- (10) the name, address and telephone number of each wholesaler or retailer from whom the applicant will obtain the Fireworks; and
- (11) the name, address and telephone number of the owner of the property on which the Fireworks will be used, along with a written statement signed by the property owner indicating that the property owner has granted permission for the use of Fireworks on the property.

16 INDOOR & OUTDOOR MOVIE/TELEVISION/CONCERT PYROTECHNICS

If, in the opinion of the Fire Chief, the use of Fireworks at an indoor or outdoor film or television shoot, concert or stage production, or any other event will require on-site fire protection, then the Fire Chief may require the site to be attended by such Fire Rescue Department equipment and personnel as the Fire Chief considers necessary or desirable for the protection of persons, property or safety generally, and the cost for the attendance of the Fire Rescue Department, equipment and personnel shall be paid to the Village by the holder of the Fireworks Permit in accordance with the rates established in accordance with the Fees and Charges Bylaw.

17 COST RECOVERY

Every person who directly causes an Incident because of that person's misuse of Fireworks, including but not limited to the failure to comply with this Bylaw, a Fireworks Permit or an applicable statute or regulation, must pay a fee equal to the expenses incurred by the Village in supplying Fire Department personnel and equipment necessary to respond to the Incident, such fee to be calculated in accordance with the Fees and Charges Bylaw.

18 OFFENCES AND PENALTIES

Every person that contravenes or violates any provision of this bylaw or any term or condition of a Fireworks Permit, or who suffers or permits any act or thing to be done in contravention or in violation of any provision of this Bylaw or any term or condition of a Fireworks Permit, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw or any term or condition of a Fireworks Permit, commits an offence and shall be liable, on summary conviction, to a fine of not more than \$20,000 and any other penalty or order imposed pursuant to the *Community Charter* or the *Offence Act* RSBC 1996 c 338. Where the offence is a continuing one, each day that the offence continues shall be a separate offence.

19 ENFORCEMENT AND SURRENDER OF FIREWORKS

A Peace Officer is duly authorized by the Village to enter onto any property at any reasonable time to ascertain whether provisions of this Bylaw are being observed.

Any person who possesses Fireworks in violation of this Bylaw shall immediately surrender the Fireworks to a Peace Officer and the Peace Officer may dispose of them without compensation.

20 SEVERABILITY

If any section or subsection of this bylaw is found to be invalid by a court of competent jurisdiction, the section or subsection may be severed from the bylaw without affecting the validity of the remainder of the bylaw.

21 SCHEDULES

All Schedules attached to this bylaw form part of this bylaw.

Read a first time on the 15th day of March 2022.

Read a second time on the 15th day of March 2022.

Read a third time on the 15th day of March 2022.

Adopted on the ____ day of _____ 2022.

Certified a true copy of Bylaw No. 481
this ____ day of _____, _____

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

Schedule "A"

DEFINITIONS

BYLAW means this Fireworks Regulation Bylaw No. 481, 2022.

FEES AND CHARGES BYLAW means the Village of Sayward, Fees and Charges Bylaw No. 451, 2019, as may be amended or replaced from time to time.

FIRE CHIEF means the person appointed by Council as the Fire Chief, or his or her designate.

FIRE RESCUE DEPARTMENT means the regularly constituted Fire Rescue Department of the Village of Sayward.

FIRECRACKER means a firework with or without entwined fuses that is primarily intended to be used as a noise maker, rather than for visual effect, and without limitation includes bottle rockets, screechers, screecharoos, humaroos, supersonic bang, butterfly thunder and air bombs and items that are similarly named, or in the same noise producing category.

FIRECRACKER USE CERTIFICATE means a valid and current certificate issued under the Explosives Regulation that authorizes the individual who holds the Firecracker Use Certificate to explode Firecrackers.

FIREWORKS means one or more of the following:

- a) consumer fireworks that are classified as "Class F.1" low hazard fireworks designed for recreational use under the Explosives Regulations and includes, but is not limited to, sparklers, fountains, volcanoes, mines, and snakes;
- b) display fireworks that are classified as "Class F.2" high hazard fireworks designed for professional use under the Explosives Regulations and includes, but is not limited to, aerial shells, cakes, Roman candles, waterfalls, lances, and wheels;
- c) special effect pyrotechnic fireworks that are classified as "Class F.3" high hazard fireworks designed for professional use under the Explosives Regulation and includes gerbs, mines, comets and crossettes as well as special purpose pyrotechnics made for live stage performances and the film and television industry;
- d) Firecrackers.

but does not include sparklers, Christmas crackers, caps for toy guns, model rocket engines as specified in Subdivision 3, Division 2, Class 7 of the *Explosives Regulation*, or highway flares or other small distress signals used exclusively for that purpose.

FIREWORKS PERMIT means a permit to possess, explode, light, activate, fire and discharge Fireworks issued by the Fire Chief and includes the fire safety plan required in section 15(7) of this bylaw.

FIREWORKS SUPERVISOR'S CERTIFICATE (DISPLAY SUPERVISOR) means either a Level 1 Supervisor or Level 2 Supervisor's Certificate issued by the Explosives Branch of Natural Resources Canada but does

not include a fireworks operator certificate (display assistant) or a fireworks operator certificate (display visitor).

INCIDENT means a fire, an explosion, a situation where a fire or explosion has occurred or is imminent or any other situation presenting a danger or possible danger to life or property and to which the Fire Rescue Department has responded or will respond.

OWNER shall have the meaning assigned to it under the *Community Charter* of British Columbia and includes the authorized agent of the Owner.

PEACE OFFICER means the Fire Chief or his or her Deputy, of the Volunteer Fire Department of the Village of Sayward, acting as a Local Assistant to the Fire Commissioner as defined under the *Fire Services Act* (RSBC 1996, c.144), or any person employed by the Village of Sayward as a Bylaw Enforcement Officer, or any person carrying out the duties of a Police Officer for the Village of Sayward.

PERMIT FEE means the permit fee as set forth in the Village of Sayward Fees and Charges Bylaw.

PERSON includes an individual, and a firm or partnership, association, company, society, body corporate.

VILLAGE means the Village of Sayward.

Schedule "B"



Village of
Sayward

APPLICATION FOR FIREWORKS PERMIT

Name of Applicant _____ Age _____

Mailing Address of Applicant _____

Telephone: _____ Email Address: _____

I hereby make application for a Fireworks Event on behalf of:

Myself _____ or Organization _____

Address location of display: _____

Date of Event: _____ Time: _____

Describe event:

Fireworks source (wholesaler/retailer)

Name: _____

Address: _____ Phone: _____

Description of Fireworks being used: _____

Name, telephone number, address and signature of Owner where event to be held:

(signature)

If Fireworks Operator Certificate (Display Supervisor) is required:

Name of holder of Fireworks Operator Certificate (Display Supervisor):

Statement and signature of holder of Fireworks Operator Certificate (Display Supervisor):

I hereby certify that I am duly authorized under the *Explosives Regulations* to discharge the Fireworks described in this application; that I have read, understand and will act in accordance with all applicable laws, regulations, safety standards and manufacturers instructions applicable to the discharge of Fireworks; and further that I will comply with all requirements of the Fireworks Permit and the Fireworks Regulation Bylaw No. 481, 2022.

(signature)

Signature of Applicant

Date

Office use only:

Security deposit?	Y/N
Liability insurance?	Y/N
Fireworks Supervisor's Certificate	Y/N
Fire Safety Plan?	Y/N
Event description?	Y/N

Fee: _____

PAYMENT OF FEES: _____(check if paid)