



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
JULY 19, 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 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 Resolutions:

THAT the agenda for the Regular Meeting of Council for July 19, 2022, be approved.

4. Minutes of Previous Meetings

Recommended Resolution:

THAT the minutes from the Regular Council meeting held on June 14, 2022, be adopted.

THAT the minutes from the Special Council meeting held on June 28, 2022 be adopted.

5. Petitions and Delegations

- a) Mary Ruth Snyder, Sayward Futures Society
- b) Bob Sampson, Sayward Valley Folk Music Society (see correspondence)

6. Correspondence

- a) Bob Sampson, Sayward Valley Folk Music Society, June 14, 2022, RE: proposal to use the Kelsey Centre for future concerts beginning August 2022
- b) Joyce Ellis, Sayward Tour de Rock Chairperson, June 27, 2022, RE: donation in kind for September 26, 2022 Tour de Rock event
- c) Aggie Pringle, Oscar Daze Committee, July 14, 2022, RE: waiver of mobile vending business licenses for Oscar Daze 2022
- d) Ardice Todosichuk, Executive Director, Corporate Policy and Priorities Branch, Ministry of Agriculture and Food, June 17, 2022, RE: amendments to the Agricultural Land Reserve Use Regulation
- e) Anna Barford, Canada Shipping Campaigner, Stand.earth, June 17 2022, RE: Motion at UBCM Protecting BC Coasts From Acidic Washwater Dumping being brought forward by Vancouver
- a) David Screech, Mayor, Town of View Royal, June 21, 2022, RE: Support for Island Rail Corridor

7. Council Reports

a) H’Kusam Park Gazebo Upgrade to Infrastructure

Recommended Resolutions:

THAT Council and Staff receive this report for review and discussion; and

THAT Staff present Council with quotes to upgrade the gazebo with a concrete walkway, at the gazebo entrance; and

THAT staff present Council with quotes to bring secured water and electrical service to the gazebo, with access at the site obtained by a key, held at the Village office; and

THAT signage be posted at the site to ensure proper conduct, rules to be followed and how to book use of the secured services at the gazebo; and any fees associated with such use, as determined by Council; and

THAT staff report back to Council at the Tuesday, August 16, 2022, regular council meeting regarding the total cost of project quotes for consideration; and

THAT everyone using the gazebo will benefit from the upgrades by reduced exposure to COVID variants in the outdoor environment; and

FINALLY, THAT COVID-19 Restart Grant funding be used to provide upgrades to the gazebo infrastructure so that access for vulnerable populations is maximized.

8. Reports of Committees - None

9. Mayor’s Report - None

10. Unfinished Business - None

11. Staff Reports

a) Annual Report

Recommended Resolution:

THAT Council approves the 2021 Annual Report.

b) Municipal Insurance Authority (MIA) Voting Delegate and Alternate

Recommended Resolution:

THAT Council appoints _____ as the voting delegate, _____ as alternate #1, and _____ as alternate #2.

c) Water, Sewer, and User Fee Exemptions

Recommended Resolutions:

THAT Council approves the rental of Site 2 at \$350/month for the Nurse Practitioner until July 31, 2023 when Council will revisit, and;

THAT Council approves a water and sewer fee exemption for 2022 for the Sayward Harbour Authority on condition that the washrooms remain available for public use.

d) Propane Consumption – Kelsey Centre and Admin Building

Recommended Resolution:

THAT Council receive the Propane Consumption - Kelsey Centre and Admin Building staff report for information and discussion.

e) Age Friendly Plan

Recommended Resolution:

THAT Council approves the Village of Sayward 2022 Age Friendly Plan.

f) Strategic Priorities Fund (UCBM) – Grant Application

Recommended Resolutions:

THAT Council authorizes the submission of an application through the UCBM Capital Infrastructure Stream – Strategic Priorities Fund 2022 for the Water System Supply and Conservation Improvements project estimated at \$3,053,280; and,

THAT the Village supports the activities included in this application and agrees to provide overall project management.

g) Age-friendly BC Program – Grant Application

Recommended Resolutions:

THAT Council authorizes the submission of an application through the 2022 Age-friendly BC Program (Stream 1) 2022 for the Village of Sayward Zoning Bylaw Update project; and,

THAT the Village supports the activities included in this application and agrees to provide overall project management.

12. Emergency Services/Public Works/Recreation Department Reports - None

13. Bylaws

a) Fees & Charges Amendment Bylaw No. 487, 2022

Recommended Resolution:

THAT Fees & Charges Amendment Bylaw (Schedules A, B, C, G, H, K) No 487, 2022 be given fourth and final reading.

b) Appointment of Officers Bylaw No. 488, 2022

Recommended Resolution:

THAT Appointment of Officers Bylaw No 488, 2022 be given first, second and third reading.

c) Subdivision Amendment Bylaw No. 489, 2022

Recommended Resolution:

THAT Subdivision Amendment Bylaw No. 489, 2022 be given first, second and third reading.

d) Zoning Amendment Bylaw No. 490, 2022

Recommended Resolutions:

THAT the report from the Corporate Officer be received; and,

THAT Village of Sayward Zoning Amendment Bylaw No. 490, 2022 be given first and second reading; and,

THAT Council waives the requirement to hold a public hearing with respect to Zoning Amendment Bylaw No. 490, 2022 pursuant to Section 464(2) of the *Local Government Act* and directs staff to give notice of the waiver of the public hearing pursuant to Section 467 of the *Local Government Act* in advance of consideration of 3rd reading of the bylaw.

14. New Business

15. 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."

16. In Camera

Recommended Resolution:

THAT in accordance with Section 92 of the *Community Charter*, this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with the following sections of the *Community Charter*:

- 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee, or agent of the municipality,
- 90(1)(c) labour relations or other employee relations,
- 90(1)(e) the acquisition, disposition, or expropriation of land or improvements, and
- 90(1)(k) negotiations and related discussion respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of council, could reasonably be expected to harm the interests of the municipality if they were help in public.

17. Adjournment



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
JUNE 14, 2022
OPEN AND HYBRID MEETING – IN PERSON
COUNCIL CHAMBERS**

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

Present: Mayor Mark Baker
Councillor Sue Poulsen
Councillor Tom Tinsley
Councillor Norm Kirschner (LATE 7:45PM)

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

1. Call to Order

Meeting was called to order at 7:00PM

2. Introduction of Late Items - None

3. Approval of Agenda

MOTION R22/105

MOVED AND SECONDED

THAT pursuant to Council Procedure Bylaw 416, section 16(2), Council resolves to move agenda item 16, In Camera ahead of item 5, Petitions and Delegations; and

THAT the agenda for the Regular Meeting of Council for June 14, 2022, be approved as amended.

CARRIED

4. In-Camera

MOTION R22/106

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)(e) of the *Community Charter* that Council may give consideration related to the acquisition, disposition or expropriation of land or improvements.

CARRIED

5. Minutes of Previous Meetings

MOTION R22/107

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on May 17, 2022, be adopted.

THAT the minutes from the Committee on the Whole (COW) meeting held on May 31, 2022, be adopted.

THAT the minutes from the Special Council meeting held on June 7, 2022 be adopted as amended.

CARRIED

6. Petitions and Delegations

- a) Sarah Cavanagh, Negotiator, Ministry of Indigenous Relations and Reconciliation - Treaty 101
- b) Stephen Watson, Stakeholder Engagement Advisor, BC Hydro
- c) Frank Morgan, Chief Sayward Volunteer Fire Department

7. Correspondence

- a) Mary Ruth Snyder, Executive Director, Campbell River Chamber of Commerce, May 21, 2022, RE: Community Meetings - Tourism Updates
- b) Frank Morgan, Fire Chief, Sayward Volunteer Fire Department, firechief@saywardvalley.ca , May 26 2022, RE: Call Report
- c) Michelle Bridge, Executive Administrator, Sayward Futures sfs@saywardvalley.net , June 2, 2022, RE: Letter of Support - Canada Day 2022
- d) Bike Rodeo Committee Member, Sayward Futures 250.282.0018, June 9, 2022, RE: Request for Donation.
- e) Audrey Ordano, Sayward Elementary School, 250.282.3314, June 8, 2022, RE: Oscar Daze Dance - request for asset use.

MOTION R22/108

MOVED AND SECONDED

THAT Correspondence a) through e) be received by Council: and,

THAT Correspondence item e) be pulled by Councillor Poulsen for clarification and discussion; and,

THAT Correspondence item c) be pulled for review and discussion; and,

THAT Council approve the PAC request to use the gym at Kelsey Centre for expressed purposes of offering a dance during Oscar Daze as outlined in their letter June 8; and,

FINALLY, THAT, Council approves all asks pertaining the Canada Day event as proposed in correspondence item c) Letter of Support, Canada Day 2022.

CARRIED

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report - None

11. Unfinished Business - None

12. Staff Reports

a) Annual Report and SOFI 2022

MOTION R22/109

MOVED AND SECONDED

THAT the 2021 Annual Report and Statement of Financial Information Staff Report be received for information and discussion; and,

THAT the 2021 Annual Report be made available for public viewing for a minimum of 14 days beginning on June 15th and ending on June 28th; and,

FINALLY, THAT Council approves the 2021 Statement of Financial Information report.

CARRIED

b) Appointment of Officers Bylaw

MOTION R22/110

MOVED AND SECONDED

THAT Council receive the Appointment of Officers Bylaw report for information and discussion; and,

THAT Council direct staff to prepare a new Appointment of Officers bylaw for the July 19th council meeting.

CARRIED

c) Permissive Tax Exemptions

MOTION R22/111

MOVED AND SECONDED

THAT the Permissive Tax Exemptions 2022 Staff Report be received for information and discussion; and,

THAT Staff be directed to advertise the tax exemption process as outlined in this report.

CARRIED

d) Water Conservation Plan

MOTION R22/112

MOVED AND SECONDED

THAT Council receive the Water Conservation Plan Staff Report for review and discussion; and,

THAT Council agree with recommendations in section 5.1, "Next Steps" of the Water Conservation Plan as drafted by Urban Systems and work towards these steps as part of an overall water conservation strategy, subject to grant funding and resources.

CARRIED

13. Emergency Services/Public Works/ Recreation Department Reports – None

14. Bylaws

a) Election and Assent Voting Bylaw No. 486, 2022

**MOTION R22/113
MOVED AND SECONDED**

THAT Election and Assent Voting Bylaw No. 486, 2022 be given fourth and final reading.

CARRIED

b) Fees & Charges Amendment Bylaw No. 487, 2022

**MOTION R22/114
MOVED AND SECONDED**

THAT Fees & Charges Amendment Bylaw (Schedules A, B, C, G, H, K) No 487, 2022 be given first, second and third reading.

CARRIED

15. In Camera

**MOTION R22/115
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)(c) of the *Community Charter* to discuss labour relations or other employee relations.

CARRIED

16. Rise and Report

**MOTION IC22/52
MOVED AND SECONDED**

THAT Council accept the resignation of Jason Johnson in the position of Chief Administrative Officer for the Village of Sayward, effective July 2, 2022.

Mayor Baker Opposed

CARRIED

17. New Business - None

18. Public Question Period - None

19. Adjournment

The meeting was adjourned at 8:56 PM

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING MINUTES
JUNE 28, 2022
OPEN MEETING – IN PERSON
COUNCIL CHAMBERS**

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

Present: Mayor Mark Baker
Councillor Sue Poulsen
Councillor Tom Tinsley

In Attendance: Lisa Clark, CFO

**Absent without
Excuse:** Norm Kirschner

1. Call to Order

Meeting was called to order at 7:00 PM

2. Introduction of Late Items - None

3. Approval of Agenda

MOTION S22/16

MOVED AND SECONDED

THAT the agenda for the Special Meeting of Council for June 28, 2022, be approved.

CARRIED

4. Minutes of Previous Meetings - None

5. Petitions and Delegations - None

6. Correspondence - None

7. Council Reports - None

8. Reports of Committees - None

9. Mayor's Report - None

10. Unfinished Business - None

11. Staff Reports - None

12. Emergency Services/Public Works/ Recreation Department Reports - None

13. Bylaws - None

14. New Business - None

15. Public Question Period - None

16. In Camera

MOTION S22/17

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)(c) of the *Community Charter* to discuss labour relations or other employee relations.

CARRIED

17. Adjournment

The meeting was adjourned at 7:44 PM

Mayor

Corporate Officer

Proposal to Sayward Village Council from Sayward Valley Folk Music Society

Purpose of proposal:

To request that the council consent to continue the Sayward Valley Folk Music Society at the Kelsey Centre beginning August, 2022.

The Sayward Valley Folk Music Society is a not for profit group. Our purpose is to:

- 1.) Preserve and promote a variety of acoustic folk music in the Sayward area.**
- 2.) To develop and offer to all interested persons whatever programs and functions may be deemed desirable to achieve the above objective.**
- 3.) To support and encourage participation in developing music and the arts in the community of Sayward.**

In the summer of 2017 my wife, Karen, and I began to organize what would become the Sayward Valley Folk Music Society. We had moved to Sayward in 2006 and recognized, over time, the need to bring an increased awareness of arts and culture to the community.

Using our own money, we decided to venture forward with the idea and in September we hosted our first concert at the Heritage Hall with the help of musicians we contacted and who demonstrated a belief in our vision.

We will feature one concert on the second Sunday of every month. Each concert begins at 7:00 and ends at 9:00.

As most of you know, this concert series has been very successful in bringing live music, by professional musicians and local talent, to the community of Sayward. It has also been instrumental in bringing people together from outside of the Sayward area. This has contributed to an increase in awareness and tourism.

At present all income from concerts is used to cover the cost of performance fees, advertising, and supplies.

The society is totally community supported through memberships, admission fees, ticket sales and private donations.

A committee of volunteers help the concert evenings to run smoothly by assisting in set up, collecting admission at the door, preparing snacks, working the kitchen, and cleanup after the concerts. I book the performers, create and distribute posters, submit articles to newspapers and online.

My request is as follows:

That the Kelsey Centre continue to be the location for the Sayward Valley Folk Music Society.

The SVFMS will meet one Sunday evening a month from 7pm to 9pm January thru November. There will be no concerts in December. Dates of concerts will be provided to counsel at least three months in advance.

The venue will feature a variety of music from Folk to Jazz to Classical, with an emphasis on Acoustic Folk.

Volunteers will prepare snacks and serve coffee, tea, and juice (all supplied by SVFMS). There will be a charge for these items to help defray the cost of purchases. No alcohol will be permitted.

There will be an admission charge of \$20 at the door. Members pay half price and children 16 and under are free. Annual Membership fees are available at a cost of \$90 per person or \$150 for a family up to four people.

On average there will be eleven concerts per year.

All concerts are family friendly. Parents must supervise their children.

In conjunction with the concert series I am considering future programs for children and possible music workshops.

As a not for profit group we are presently under the umbrella of Sayward Futures.

All money remaining after the performers are paid, as well as memberships to the SVFMS, will be given to the Kelsey Centre or Sayward Futures, and used to cover additional expenses.

In turn, we will present our financial records to you for inspection on a month to month basis or upon request. I would also ask that I receive a key and a code to the building, as I had previously, to allow access to the centre for concert events. I would also ask that storage space be provided for sound and lighting equipment and staging as I had previously arranged for the 2020 season.

**Thank you for your consideration,
Bob Sampson, 250-282-0134
June 13, 2022**



SAYWARD TOUR DE ROCK 2022

June 27, 2022

Village of Sayward
Kelsey Centre
652 H'Kusam Way
Sayward, BC V0P 1R0

On behalf of the Sayward Tour de Rock Committee, we wish to request your kind donation of the use of the Kelsey Centre gymnasium as sleeping accommodations for the Riders and support staff September 26, 2022. We would also like the use of the swimming pool and hot tub to soothe the aching bodies of the Tour de Rock Riders, if they are available, as you have so generously done in the past. We would also like the use of all of your all of the Kelsey Centre tables to be taken to the School for the Pot Luck Dinner and Breakfast. They will be cleaned and returned the morning of September 27th.

Should you have any questions, please call Joyce Ellis at 250-282-3863.

Thank you

Joyce Ellis
Sayward Tour de Rock Chairperson

Subject:

FW: Item for next meeting

-----Original Message-----

From: Aggie Pringle <aggie.pringle@gmail.com>

Sent: July 14, 2022 3:22 PM

To: Melissa Coates <village@saywardvalley.ca>

Subject: Item for next meeting

>

> Hello Mayor and Council,

>

> I am on the organizing committee for Oscar Daze 2022, taking place on BC day long weekend. The tournament is a fundraiser for local non-profits, such as the PAC and the medical clinic.

> One of the things that has attracted teams in the past, has been food vendors at the park.

> This year, we have secured a food truck to serve the ball players and supporters. The committee realizes that local bylaws require businesses operating within the village to secure a business license. Several prospective vendors were reluctant to attend the tournament because of the cost of licensure.

> As the food truck operator will find the fees cost-prohibitive, we respectfully request that any fees for vendors at this event, be waved.

> Please contact me if you have any questions or concerns.

>

> Aggie Pringle

> Oscar Daze Committee

>

> Sent from my iPhone



June 17, 2022

File: 0280-30

Ref: 197425

Dear Local Governments and First Nation Governments:

On February 18th, 2022, government approved amendments to the Agricultural Land Reserve Use Regulation (ALRUR) under the *Agricultural Land Commission Act* (ALCA). The amendments provide clarity to local governments, First Nation governments that are Treaty First Nations or First Nation governments with settlement or proposed settlement lands – referred to hereafter as First Nation Governments, and interested parties that the use of agricultural land to construct, maintain or operate a controlled environment structure is designated as a farm use under the ALCA. That means farmers do not need to make a non-farm use application to the Agricultural Land Commission (ALC) to have a controlled environment structure on the Agricultural Land Reserve (ALR). The changes can be seen on B.C. Laws: [Order in Council 83/2022](#)

This regulatory change was required to provide clarity to the agricultural industry, local governments and First Nation Governments about what uses may occur on the ALR and the regulatory authority local governments or First Nation Governments have over controlled environment structures.

Controlled environment structures are still governed by other legal requirements, including those under the ALCA and local government zoning bylaws or First Nation Government rules. Although a controlled environment structure does not require a non-farm use application to the ALC, if the removal of soil or placement of fill is required to construct or maintain the structure, then the activity would be subject to the soil and fill rules under the ALCA. A Notice of Intent or a Placement of Fill or Removal of Soil Application would need to be submitted to the ALC if the total area from which soil is removed or fill is placed exceeds 1000m².

.../2

**Ministry of
Agriculture and
Food**

Corporate Policy
and Priorities
Branch

Mailing Address:
PO Box 9120 Stn Prov Govt
Victoria, BC V8W 9B4

Phone # 778 698-3889
Fax # 250 387-0357

Location:
5th floor, 545 Superior Street
Victoria BC V8V 1T7

Web Address:
<http://www.gov.bc.ca/agri/>

After this regulatory change comes into effect, it will be clear that local governments and First Nation Governments can prohibit these structures. These amendments will come into force on August 31st, 2022, to provide local governments, First Nation Governments, and other interested parties adequate time to prepare for the changes. Some local governments and First Nation Governments may wish to develop bylaws for these industries within their regions.

If you have questions on bylaw development please contact Jeffrey Weightman, Team Lead, Land Use Planning, Ministry of Agriculture and Food at jeffrey.weightman@gov.bc.ca or 236 478-3272.

If you have questions about the interpretation of the regulation, please contact the ALC at ALCBurnaby@Victoria1.gov.bc.ca.

Background information on the regulatory change is provided in the attached Appendix – Supplemental Information. If you have any questions or concerns related to policy intent please contact Elissa Whittington, Acting Policy Team Lead, Ministry of Agriculture and Food at Elissa.Whittington@gov.bc.ca or 236 478-1638.

Sincerely,



Ardice Todosichuk

Executive Director

Corporate Policy and Priorities Branch

Ministry of Agriculture and Food

Phone: 250 978-9767

Email: Ardice.Todosichuk@gov.bc.ca

Enclosures:

- Order in Council 83/2022
- Appendix – Supplemental Information

Appendix - Supplementary Information

On July 11, 2019, the Government of British Columbia announced the Food Security Task Force (Task Force) – a commitment identified in the 2019 Speech from the Throne. The Task Force's mandate was to provide recommendations on how to:

- Apply agricultural technology (“agri-tech”) to enhance sector productivity, economic competitiveness and sustainability, reduce waste and tailor productivity to market demands;
- Grow the emerging agri-tech sector in B.C. as a standalone economic sector that can produce technologies that will be in demand globally; and
- Support the objectives of CleanBC through the adoption of technologies and practices that will help reduce greenhouse gas emissions and increase access to fresh, healthy food and stimulate local economic activity.

The Task Force released their final report on January 30, 2020. The report included four major recommendations:

- applying the United Nations' Sustainable Development Goals to agricultural policies;
- establishing an incubation/acceleration strategy for B.C.'s agritech sector;
- creating an agriculture and agritech institute in B.C. in partnership with post-secondary institutions; and
- reviewing land-use planning policies and regulations to ensure B.C.'s agritech sector has a place to grow.

The Task Force report is available online at

<https://engage.gov.bc.ca/app/uploads/sites/121/2020/01/FSTF-Report-2020-The-Future-of-Food.pdf>.

The Minister's mandate letter for 2022 directs the Minister to draw on the recommendations from the Task Force, to take steps to make B.C. a leader in food security and the emerging agritech sector, and to help BC companies that are bringing innovation to agriculture grow, hire more workers and position B.C. as an agri-tech leader, while protecting farmland in the ALR.

The Minister's mandate letter is available online at https://www2.gov.bc.ca/assets/gov/government/ministries-organizations/premier-cabinet-mlas/minister-letter/agf-popham-mandate_2022_-_secured.pdf.

Defining Agri-tech

Agri-tech is a term used to describe an emerging sector that exists at the interface of technology and agriculture. Agri-tech is the development and application of technology and innovation to the farm and food sectors to improve production, profitability, and sustainability.


The Agri-tech sector includes companies involved in the development, production, commercialization and facilitation of products, services, research or adoption of applications for farm, food and seafood businesses/operations. Examples of sector components include: agri-tech facilities built for product research; agri-tech farming for intensive crop production (e.g., vertical/container farms to support intensive vegetable/fruit/berry production); and agri-tech food processing and manufacturing.

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 83

, Approved and Ordered February 18, 2022


Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that, effective August 31, 2022, the Agricultural Land Reserve Use Regulation, B.C. Reg. 30/2019, is amended as set out in the attached Schedule.


Minister of Agriculture, Food and Fisheries
Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: *Agricultural Land Commission Act*, S.B.C. 2002, c. 36, s. 58

Other: OIC 67/2019

R10556337

SCHEDULE

- 1 *Section 1 of the Agricultural Land Reserve Use Regulation, B.C. Reg. 30/2019, is amended by adding the following definition:*

“controlled environment structure” means a structure that provides a controlled environment intended to intensify crop production, including, without limitation,

- (a) a vertical farming system,
- (b) a rotating tray system, or
- (c) any other structure that minimizes the use of land, controls the use of light, air, water or nutrients or relies in whole or in part on automation, but not including
- (d) a greenhouse,
- (e) a structure for mushroom production, or
- (f) a structure described in section 8 (1) (b) or (2) that is used for producing cannabis in accordance with section 8; .

- 2 *Part 2 is amended by adding the following Division before section 4:*

Division 1 – Farm Uses That May Be Prohibited .

Controlled environment structures

- 3.1 The use of agricultural land to construct, maintain or operate a controlled environment structure is designated as a farm use.

- 3 *The following heading is added after section 3.1:*

Division 2 – Farm Uses That May Not Be Prohibited .

- 4 *Sections 4 and 5 (1) are amended by striking out “this Part” and substituting “this Division”.*

- 5 *The following section is added to Part 2:*

Controlled environment structures

- 13.1 The use of agricultural land to construct, maintain or operate a controlled environment structure may not be prohibited as described in section 4 if
- (a) the structure that is being constructed, maintained or operated as a controlled environment structure was constructed or was under construction before August 31, 2022, and
 - (b) the structure is constructed in accordance with all applicable authorizations and enactments.



Anna Barford
Stand.earth
5307 Victoria Drive, Suite 347
Vancouver, BC, V5P 3V6
anna@stand.earth, 604-757-7029

17 June 2022

Mayor and Council
Village of Sayward

PO Box 29,
Sayward, BC,
V0P 1R0

Sent via: email

Re: Motion at UBCM Protecting BC Coasts From Acidic Wastewater Dumping being brought forward by Vancouver

We are writing today as Stand.Earth to bring your attention to an important resolution that will be coming before UBCM, having passed unanimously at LMLGA, to address acidic wastewater discharge in all waters off BC.

It is well established that ocean acidification has devastating effects on marine life, aquaculture, and coastal communities dependent on a thriving ocean. In recent years a new device has been taken up in record numbers that is dumping catastrophic volumes of acidic wastewater directly into the ocean from vessels.

In order to mitigate sulphur air pollution from burning heavy oil, the maritime shipping industry employs exhaust gas cleaning systems (scrubbers) instead of simply switching to lower sulphur fuels which are already available on the market. Scrubbers result in a solution of concentrated acidic sulphates, metals, and other toxins that are dumped directly into the ocean while the ship is in operation.

Cruise and cargo vessel traffic in Canadian jurisdiction annually discharge tens of millions tonnes of this acidic washwater directly into the coastal waters of BC. [The International Council for the Exploration of the Seas](#) has found that scrubber washwater has lethal and sub-lethal effects on plankton, a critical component of marine ecosystems.



The Vancouver Fraser Port Authority is demonstrating regional [leadership](#) in preventing acidic wastewater dumping and is [phasing in a requirement simply for ships to burn cleaner fuels](#). They join the [Port of Seattle](#), Quebec's Port Sept-Iles, [The State of California](#) and ports [around the world](#) in taking steps to prevent the use of scrubbers and mandate a transition to cleaner fuels.

The resolution before UBCM is critical to bring this issue to the table with levels of government that have jurisdiction over territorial waters and can protect the Salish and Great Bear Seas. We urge you to support the motion "Protecting B.C.'s Coasts From Acidic Wastewater Dumping" at the upcoming UBCM convention in September.

Thank you for your consideration of our letter. Please do not hesitate to reach out at anna@stand.earth or call during daytime hours to 604-757-7029.

Sincerely,

Anna Barford
Canada Shipping Campaigner
Stand.earth
Vancouver, BC

We Need to Move Faster on the Ban of Marine Scrubbers in the Port of Vancouver and Across Canada

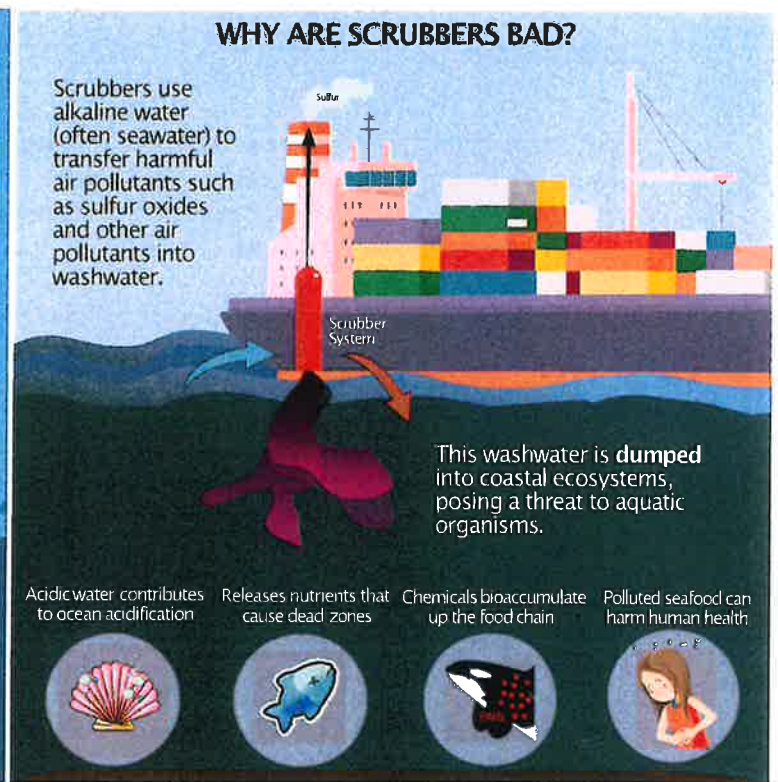
WHAT ARE MARINE SCRUBBERS?

Marine Scrubbers were created as a **loophole** for ships to avoid switching to cleaner fuels in response to more strict 2020 sulfur emission guidelines.



WHY ARE SCRUBBERS BAD?

Scrubbers use alkaline water (often seawater) to transfer harmful air pollutants such as sulfur oxides and other air pollutants into washwater.



Acidic water contributes to ocean acidification

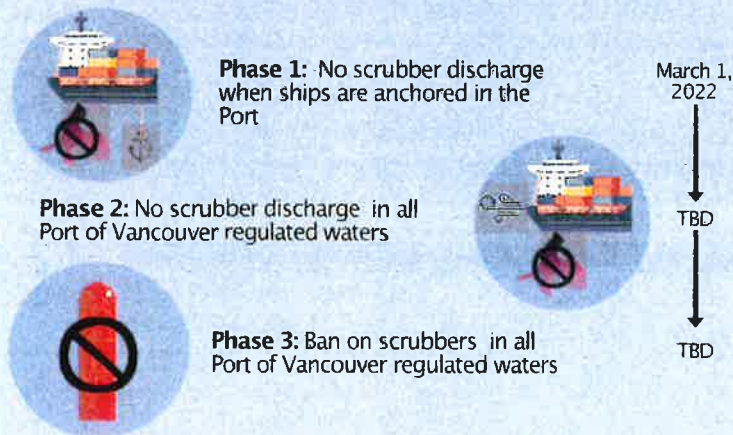
Releases nutrients that cause dead zones

Chemicals bioaccumulate up the food chain

Polluted seafood can harm human health

WHAT IS BEING DONE LOCALLY?

The Port of Vancouver has enacted a 3 phase ban of scrubbers in its jurisdiction:



Currently, **ships can still dump scrubber washwater** while moving in and out of port. We need to move faster to a full scrubber ban.

We also need **Canada-wide** legislation banning scrubber use to protect all Canadian waters.

WHAT CAN YOU DO?

1. Get Talking



Spreading awareness about the issue helps to put more pressure on local and federal governments to **ban scrubbers now**.

2. Put Pressure on Government



@Transport_gc

Write an **e-mail** to your local MP or **tweet** Transport Canada.

#banscrubbers #nodumping



STAND.earth





TOWN OF VIEW ROYAL

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June 21, 2022

Hon. Omar Alghabra, Minister of Transport of Canada

Hon. John Horgan, Premier of British Columbia

Hon. Rob Fleming, Minister of Transportation & Infrastructure of British Columbia

Capital Regional District Councils

Dear Minister Alghabra, Premier Horgan, Minister Fleming, and Capital Regional District Councils,

Re: Support for Island Rail Corridor

At the Regular Meeting of Council on June 7, 2022, Town of View Royal Council passed the following resolution to be considered by UBCM at this year's convention:

WHEREAS the E&N Rail Corridor, now known as the Island Corridor, which has connected Vancouver Island communities, businesses and services for more than 135 years is at risk of being lost forever by March 15, 2023 without the financial support and commitments of the Provincial and Federal governments;

AND WHEREAS, because 80 per cent of Vancouver Island's population lives within five kilometres of the corridor, it presents viable options for commuter and inter-regional passenger rail, as well as strong economic opportunities for excursion and freight services that will reduce traffic congestion and greenhouse gas emissions;

THEREFORE BE IT RESOLVED that the UBCM call on the Provincial and Federal governments to commit to making the necessary investments to preserve the Island Corridor so that it can continue to connect communities, establish safe and environmentally sound passenger and freight rail service, and strengthen economies up, down, and across Vancouver Island.

Time is running out to ensure the preservation of this priceless asset on Vancouver Island, and we urge all to work together to protect this contiguous transportation corridor on Vancouver Island for the future.

We need to draw as much attention to this issue in the coming months as we possibly can and we ask for your support and help with this.

Sincerely,

David Screech
Mayor

cc. Island Corridor Foundation
Vancouver Island Municipalities





COUNCILLOR'S REPORT

For: Mayor and Council
Prepared by: Councillor Sue Poulsen
Subject: **H'Kusam Park Gazebo Upgrade to Infrastructure**
Meeting date: July 19, 2022

BACKGROUND

The gazebo located at the Village of Sayward Campground is a large, covered area available for public group and individual functions. The four large picnic tables within the gazebo provide ample room for groups or individuals to gather outdoors and be protected from the variable weather conditions of sun, rain, wind, and snow that are so unpredictable in the Sayward area.

The gazebo is an ideal, centrally located site that provides access to outside shelter for children, families, seniors, independently or using mobility aids, such as canes, walkers, wheelchairs, strollers, and wagons. The gradually sloped access at the entrance of the gazebo is gravel and rocks and is littered with debris and cones from the nearby trees.

The only access to electricity and water at the gazebo is via one of the nearby serviced campsites. If all campsites are booked there is neither access to water nor electricity.

DISCUSSION

The gazebo proved to be an ideal location for the recent Canada Day salmon BBQ and hot dog service. To set up the gazebo to meet the Island Health Temporary Food Service Permit guidelines, water was required for the hand-washing station, for ongoing cleanup of the food prep area, and utilizing the coffee urn. Electricity was needed to make the coffee, keep the food warmers warm, and operate the popcorn machine.

Public Works staff did an awesome job of running hoses and extension cords from the campsite service. However, this took time to gather the hoses and cords, set up the adapted plugin at the site, and remove it all afterward. Fifty feet of hose and extension cord running from the hook-up site to the gazebo poses a safety hazard for tripping/injury. Extension cords were necessary inside the gazebo to

reach the appliances and posed a tripping hazard. It was awkward trying to use the hose and nozzle from outside the gazebo without spraying water all over.

A long line-up formed to the serving station, sometimes 3-4 people wide. A wide concrete walkway would make access and egress safer and easier to navigate. The amount of debris tracked /blown into the gazebo could be easily swept out and the possibility of slipping off the sloped sides of the built-up walkway, as it is now, removed.

One of the picnic tables has a large discoloured melted area, apparently from previous use of a portable BBQ without provision of any protection to the tabletop. There is no signage in the gazebo for appropriate use of the area.

RECOMMENDATIONS

THAT Council and Staff receive this report for review and discussion; and

THAT Staff present Council with quotes to upgrade the gazebo with a concrete walkway, at the gazebo entrance; and

THAT staff present Council with quotes to bring secured water and electrical service to the gazebo, with access at the site obtained by a key, held at the Village office; and

THAT signage be posted at the site to ensure proper conduct, rules to be followed and how to book use of the secured services at the gazebo; and any fees associated with such use, as determined by Council; and

THAT staff report back to Council at the Tuesday, August 16, 2022, regular council meeting regarding the total cost of project quotes for consideration; and

THAT everyone using the gazebo will benefit from the upgrades by reduced exposure to COVID variants in the outdoor environment; and

FINALLY, THAT COVID-19 Restart Grant funding be used to provide upgrades to the gazebo infrastructure so that access for vulnerable populations is maximized.

Respectfully submitted,

Councillor Sue Poulsen



STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO
Subject: Annual Report 2021
Meeting date: July 19, 2022

BACKGROUND

Section 98 and 99 of the *Community Charter* requires municipalities to produce an Annual Report before June 30th in each year. The report must include the following information:

- Audited annual financial statements
- Tax exemptions
- Municipal services and operations for the previous year
- Progress report
- Disqualifications
- Municipal objectives

In addition, the Annual Report must be made available for public viewing for a minimum of 14 days before Council approval.

DISCUSSION

The information required by Sections 98 and 99 of the *Community Charter* for annual reporting was presented at the June 14th regular Council meeting and was made available for public viewing from June 15th to June 28th. No comments were received from the public and Council is now asked to approve the 2021 Annual Report (attached).

STAFF RECOMMENDATIONS

THAT Council approves the 2021 Annual Report.

Respectfully submitted,

Lisa Clark, CFO

Attachments:

- **2021 Annual Report**



Village of
Sayward

2021 Annual Report



The Village of Sayward
P.O. Box 29, 652 H'Kusam Way
Sayward B.C. V0P 1R0

Contents of the Annual Report

Page 3:	Message from the Mayor
Page 4:	Village of Sayward Elected Officials
Page 5:	Statement of Municipal Services and Operations
Page 9:	Declaration of Disqualification of Council Members
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Page 11:	2022 Council Strategic Plan/Objectives
Page 18:	Statement of Property Tax Exemptions
Page 20:	2021 Audited Financial Statements



Message from Mayor Mark Baker:

2021 was another year that we navigated through the COVID -19 pandemic. Public Health Orders mandated closures of the Kelsey Centre, governed how and when we could meet in person and saw many community events cancelled. Negative effects for area business, tourism and entertainment were felt by all. Many planned in person meetings could not take place and several community groups did not meet for a second year. Volunteer organizations were impacted losing members and planned work was not able to proceed. We are a resilient community however and we got through it together as we always do.



Major projects were deferred in some cases, but Council supported by a small, dedicated staff at the Village office, all of whom work to serve the needs and interests of the residents of Sayward continued to do what was possible and I am proud of what we accomplished as a team despite facing several barriers to advancing work in a difficult year. Dedicated volunteers are also at the centre of our community, keeping us safe, keeping trail networks maintained and taking on work that would not be possible without their dedication.

This Annual Report is a summary of the financial reporting period of January 1, 2021, to December 31, 2021, including the 2021 audited financial statements, major initiatives, accomplishments, and other outcomes for the year. It also touches on strategic planning for 2022 and some of the milestones already reached. 2022 is planned to be a year of finishing projects like the New Castle Dam deconstruction and updating information needed for planning phased major infrastructure project in the short, medium, and long term. It is also a time to ensure our Village is ready for funding opportunities as they arise, taking advantage of every opportunity that makes sense for the community. From Drainage to water treatment and linear water and sewer lines, roads to building maintenance, we have much to address together.

As always, Council and staff can only do so much, and it is the wide and varied work of so many volunteers who make the Village of Sayward such a great place to live, work and raise a family. On behalf of all of Council, I wish to thank the many volunteers for all that you do. With that, I am pleased to present the 2021 Annual Report for the Village of Sayward on behalf of all members of Council.

Sincerely,

Mayor Mark Baker

Village of Sayward Elected Officials 2021



Back Row, left to right - Councillor Wes Cragg, Councillor Tom Tinsley
Front Row, left to right – Councillor Sue Poulsen, Mayor Mark Baker, Councillor Norm Kirschner

Statement of Municipal Services and Operations - 2021

Strategic Goals	Objectives	Measures/ Results
1. Community Relations	<p>Work on building a strong co-operative relationship with all residents of Sayward (Village and Valley):</p> <ul style="list-style-type: none"> a) Involve Area Director in service delivery issues for all valley residents. b) Update and enhance the village website. c) Mayor and Council to submit a monthly update to the Sayward News to help keep residents apprised of Village initiatives and goals. d) Work in improving our relationship with the K'omoks First Nation, regular communications, and ways and means to jointly promote Sayward. e) Work with SRD on funding for services jointly used by all valley residents. Recreation, Fire, Health. 	<p>Area Director Whalley copied in all matters relating to shared services. Director Whalley also contributes to content in the Sayward News and works with CAO on strategic initiatives like Connected Coast, Capital Projects, and other initiatives as a "regional approach."</p> <p>Website replacement completed July 2021. Continual updates are handled by Village Staff and there is now work being done to incorporate a Fire Department page and perhaps Tourism in time with links to third parties as appropriate.</p> <p>Monthly updates included in the Sayward News publication by CAO to reflect work of the Village. Director Whalley also has a spot reserved for Valley Updates. The development of an area for mayor and/or Council in the newsletter continues to be a goal.</p> <p>In early 2022 the Council met with K'omoks First Nation to discuss the Draft Official Community Plan (OCP) and project. Current CAO established a relationship with staff and dialogue continues towards joint interests, relationship building and development.</p> <p>Discussions with Strathcona Regional District on joint funding models ongoing. 2nd Fire Services report is expected in August of 2022 and work towards the Connected Community project, Recreational Service continues.</p>
2. Economic Development	<ul style="list-style-type: none"> a.) Assist and support prospective businesses interested in locating to the Sayward area. b.) Work with local organizations and the Tourism committee to promote tourism and attract 	<p>Village of Sayward is currently addressing zoning and bylaws aimed at development and is working with the SRD to streamline applications. Further, the Village is looking at new inquiries for short term accommodations and incorporation into bylaws.</p> <p>The Tourism Community did not meet in 2020 and 2021 owing to COVID -19. Currently the Village does not have a service agreement with any</p>

	business investment to the Sayward area.	organization for tourism but is working directly with Destination Campbell River and Tourism Vancouver Island.
3. Infrastructure upgrades & Asset Replacement	Be cognizant of Asset Management Plan and use it to identify projects for the Financial Plan.	Asset Management Plan (AMP) is under review and funding is being sought to redo the AMP, including assets that were not included in the 2016 and 2019 scopes. This will include risk assessment, and useful life calculations. No work took place in 2021 on this front. Grant application was June 2022.
a) Roads, Sewer, Water	<p>Reapply for road (Kelsey Way & H'Kusam) grant.</p> <p>Apply for grant for generators for Sewer lift stations, reapply if necessary.</p> <p>Design, construct, and complete dam decommissioning project. Grant funding has been secured for the project.</p>	<p>In 2021, this scope was deferred until after water and sewer upgrades made. Funding has been secured for a Master Water and Sewage Capacity study to be done in 2022.</p> <p>Grant application submitted for lift station generators early 2020. Work was completed in early 2022 and additional scope was added for remote monitoring and security.</p> <p>All funding and permitting approvals put in place; Dam project to restart in 2021; 2019, work delayed due to weather event. Work did not get completed in 2021 and in 2022, final schedule and financials were discussed with vendors and approved. This project will now be fully completed in 2022 and be on budget or below.</p>
b) Equipment, Vehicles	Identify issues from Asset Management Plan reports.	No progress made on Asset management policy towards planned reserve for replacement of aging equipment in 2021. This is now part of the approved Financial Plan 2022.
c) Recreation Centre/other buildings	Identify short and long-term projects for Kelsey Centre and include in budget discussions. Apply for grants.	2021 had mandatory closures of recreational facilities across the province on account of COVID – 19; in early 2022 the current CAO applied for a major grant in conjunction with Sayward Futures for some renovations for the Kelsey Centre. There are additional grants that are being explored as well for repairs and upgrades. The pool will re-open Fall of 2022. Other programming continues in the Centre. Community events are also being targeted for 2022.
d) Approve reserve policy and update bylaw and integrate into financial plan	Adopt a formal reserve policy and include in future Financial Plan. Update Reserve bylaw. Recognise the need to plan for capital asset replacements in accordance with the Asset Management Plan.	New policy and bylaw completion in 2021. This is now an active Bylaw for the Village of Sayward.

<p>4. Living Green</p>	<p>a.) Continue to pursue the goal of becoming a carbon neutral community.</p> <p>b.) Continue to work with the Provincial Government and K'omoks First Nation to secure a community forest.</p> <p>c.) Continue to develop the Village trail system.</p> <p>d.) Continue to expand the Community Garden and flower gardens throughout the Village.</p>	<p>While the Village continues looking for ways to reduce greenhouse gas emissions, carbon neutrality is not possible as a short- or medium-term goal. As an example, the Kelsey Centre and pool are all heated with propane and funding is required to get HVAC and heating systems onto hydro and solar offsets. A full carbon audit will need to be completed as a basis point and a study has not yet been done.</p> <p>No work towards a Community Forest initiative occurred in 2021 as meeting in person was not possible. This project is on hold until after 2022 elections and new Council can meet Chief and Council for relationship building and discussions on shared visions and values.</p> <p>There was some activity for trail maintenance in 2021 with private groups but no major projects started. Both the Bird Sanctuary and Kelly's Trail will see work done in 2022 with Natures Trust in partnership with the K'omoks First Nation Guardians.</p> <p>While some activity occurred with community gardens in 2021, Council passed a resolution in 2022 to give stewardship of the gardens to the School District for the 2022 year.</p>
<p>5. Staff Professional Development</p>	<p>a.) Ensure staff and Village volunteers receive adequate emergency management training and the village has an emergency response plan in place.</p> <p>b.) Continue staff and volunteer professional development through various municipal and professional associations ensuring the Village continues to receive good value for the resources expended.</p>	<p>ESS and Emergency Program volunteers attended several training sessions but there was not opportunity to address larger projects in 2021. Training for officers with the fire department is now being addressed. There is a new Emergency Program Coordinator in 2022. Staff has identified need for an Emergency Preparedness Committee to be formed to address evacuation routes, communication, gaps in training and/or supplies.</p> <p>There was not a lot of opportunity for in person training in 2021. Staff did however benefit from online programs where possible. 2022 has opened and staff has benefited from Indigenous Training, LGMA courses, election training and have taken courses through Alchemy Communications on some key topics. Much of this training being free or funded.</p>

	c.) Institute a new employee performance evaluation system.	Employee Evaluation form was developed in 2021 and is used for staff evaluations and annual reviews.
6. Tourism Development	<p>a.) Continue the Village beautification program including upgrading signage, cleaning and painting Village buildings and structures, and enhancing the Village gardens.</p> <p>b.) Work with local organizations and the Regional District to enhance signage and way finding in Sayward.</p> <p>c.) Support and work with the Tourism Committee.</p> <p>d.) Explore possibility of Christmas lights for the large tree at MacMillan and H'Kusam Way.</p> <p>e.) Research funding sources to dredge, aerate and rehabilitate the Village Pond.</p>	<p>Maintenance programs were continued through 2021 but no major projects were started.</p> <p>Local organizations did not meet in 2021 so very little progress was made towards signage. Many businesses also closed so there is now the challenge into 2022 of signages for businesses no longer in operation that is being addressed.</p> <p>The Tourism Committee did not meet in 2021 and there is presently no working agreement with any tourism committee or group. There is no Tourism Committee formed by Council at this time. Village staff continue however to work directly with Tourism Vancouver Island and Destination British Columbia to promote the area, events, and activities. Council may wish to explore a committee or advisory group to further advance tourism regionally.</p> <p>Ultimately, this tree was not explored further past looking at funding for lights. 2021 saw WFP donate a tree and it was decorated.</p> <p>No work took place in 2021 but a drainage study was done in late 2021 and early 2022, with recommendations for short-, medium- and long-term solutions. Any work directly in the pond may require additional approvals. Additionally, climate change calculations and flow projections need to be addressed as part of this scope. The Village will receive notification about the success of the grant application in 2022 and any work is slated for a 2023 start.</p>
7. Village Operations	a.) Review and update Village internal policies and procedures. There are several policy and Bylaw updates that need to be completed. Policies include Personnel Benefits, Conflict of	<p>While there was a need to address policies, procedures, and bylaws in 2021, there was not the capacity to do so.</p> <p>2022 saw the development of Respectful Workplace Policy as well as a social media Policy.</p>

	<p>Interest, Criminal Record Search, Hiring, Annual Tax Sale, Permissive Tax Exemption, Respectful Workplace, Procurement. Bylaws include Building, Zoning (Cannabis), Reserves.</p> <p>b.) Review the Village fee structure to ensure it is up to date and equitable including water, sewer, recreation, other fees, and charges. New fees & charges bylaw to be brought forward to Council.</p>	<p>Immediate need is to address dated building bylaws, zoning bylaws, subdivision bylaws and the building permit package and this is ongoing with assistance for the SRD.</p> <p>Fees and Charges are addressed annually. For 2022, Kelsey Centre staff were directed to contact recreational facilities in communities a similar size to Sayward and look at rates, programming and navigation coming out of Covid-19 Public Health Orders. Usage rates are adjusted after Council sets tax rates. Other ideas are being explored for future years such as water metering and conservation, grant structures and grants for energy efficiency.</p>
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Photo Credit: Joyce Ellis

Declaration of Disqualification of Council Members

No disqualification of Council Members occurred in 2021

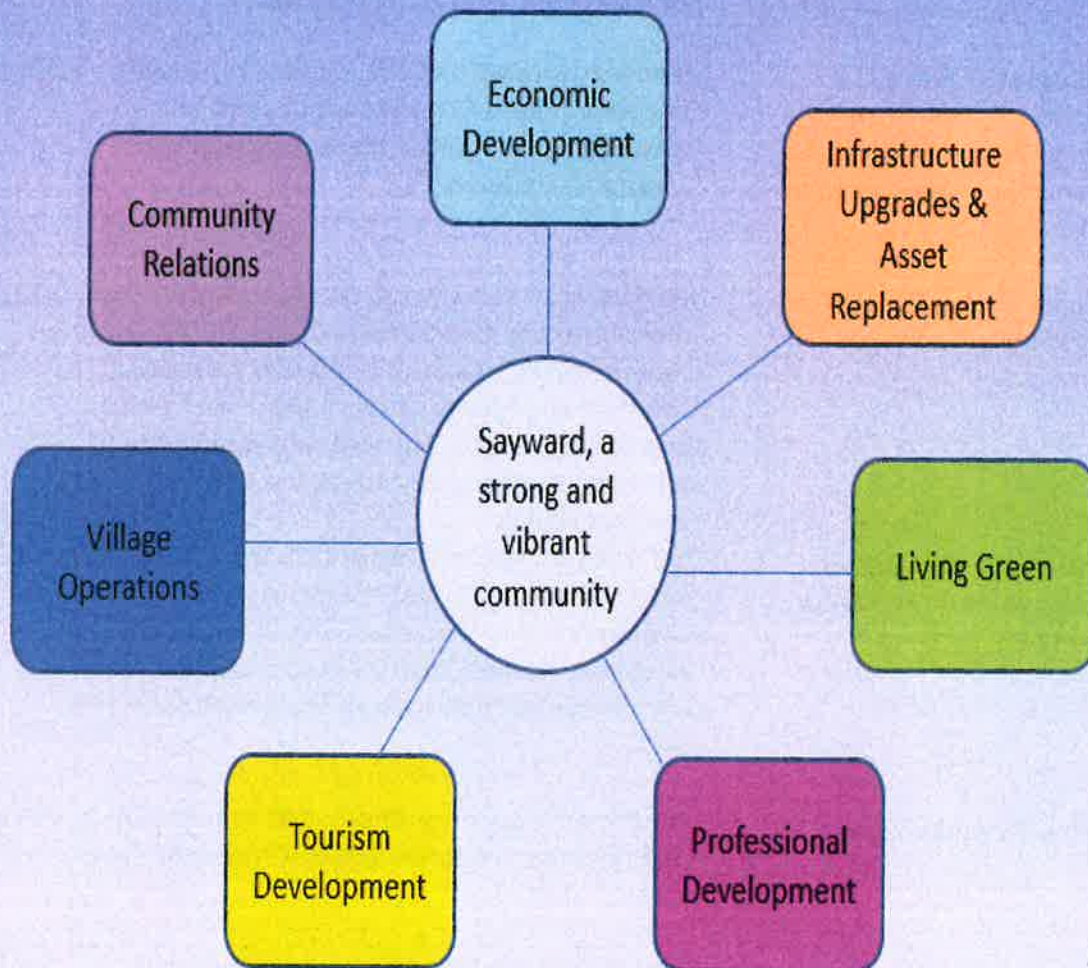
2022 Major Projects (Desk of CAO):

1. Finish the Dam Deconstruction Project with aimed completion September 2022 and on budget or underbudget.
2. Work towards Connected Coast program to bring hard-line high-speed internet to the Village of Sayward.
3. Ensure the Village completes a Master Water Study, Sewage Capacity Study, Housing Needs Assessment, Active Transportation Study and Development and Land Use Study to ensure it is "shelf ready" for available grants and funding.
4. Complete Official Community Plan. Start Zoning Bylaw work if feasible.
5. Grant Funding-Water Project (added Reservoir)
6. Grant Funding-Drainage Project (2023)
7. Grant Funding Asset Management Policy (AMP) for grant readiness, risk assessments and useful life planning
8. Grant Funding-Kelsey Centre repair/ replacement and programming
9. Secure an engineering firm through RFP process
10. Continue data collection for linear water, linear sewage, and roads
11. Review all building and zoning related policy and procedure as a priority over other needed reviews of policy, procedures, and bylaw.
12. Work towards shared service agreements with SRD Area A
13. Look at recycle area solutions for expansion
14. Equipment funding, training and staffing-Sayward Volunteer Fire Department.
15. Tourism-exploration of initiatives, advisory groups and working with DMOs



Village of Sayward 2022 Strategic Plan

Strategic Plan – Priorities 2022



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Community Relations

Council Priorities	Progress Measures	Timeline
<ul style="list-style-type: none"> Show progress toward reconciliation with K'omoks First Nation and other First Nations 	Continued learning and growth and in time, in-person opportunities to meet and build relationships. Only then do we move to establishing shared vision and projects.	No timeline
<ul style="list-style-type: none"> Continue to negotiate a Framework Agreement with Western Forest Products (WFP) regarding the operations at the log sort 	Meetings with WFP and discussion of key issues, shared priorities. Many key topics complicated, requiring a slow and methodical collaborative approach to solutions.	ONGOING
<ul style="list-style-type: none"> Continue to work with SRD to clarify Shared Fire Service 	New Shared Fire Services agreement with SRD or other terms, and clarification of assets. While an agreement that provides clarification is needed, the main goal remains a fully staffed, well trained and outfitted, and fully funded department. Staff participated in the early stages of a new SRD study out later in 2022.	2022
<ul style="list-style-type: none"> Develop stronger working relationship with The Nature Trust of BC 	Staff met with Natures Trust to talk about planned work in summer 2022 at the Estuary in collaboration with K'omoks First Nation Guardian Watchmen. Natures Trust will also brief the community and Council about this work later in the year.	2022
<ul style="list-style-type: none"> Finalize Fireworks Bylaw 	Household survey results out in 2021 summarized and presented to Council. 2022-Fireworks Bylaw in now in place.	2022
<ul style="list-style-type: none"> Build a collaborative relationship with Sayward residents by working together with Council and staff 	Goal is demonstrated collaborative leadership. Annual Town Hall meeting with citizens held, and issues of importance to citizens discussed. Open houses held on key projects like the Official Community Plan. Further studies working with VIU will take place for the balance of the year, so the Village has better data, input from residents and will use this data for planning and seeking grants.	2022
	Bi-monthly submissions from Village staff or	ONGOING

<ul style="list-style-type: none"> Village to submit bi-monthly update to Sayward residents for information and updates of Village initiatives and goals Work with SRD on funding for services jointly used by all valley residents - Recreation, Fire, Health, Comox Strathcona Waste Management and Comox Strathcona Regional Hospital Board Plan for community cooling centre for community safety during hot summer periods 	<p>Council included the Sayward News. Both the Village CAO and Area A Director both contribute monthly to updates in the Sayward Newsletter. Further, Council receives a monthly report from CAO regarding project updates that reviewed at regular council meetings. The Village also posts regular updates on social media.</p> <p>Data collected and presented to Council early 2022, new agreements in place, funding obtained from SRD for Recreation and Health Clinic. Collaborative conversations with all user groups about fair funding models for shared services and corresponding funding models.</p> <p>Measures for cooling center in place. HVAC replacement will be approximately \$90k. There is a grant application in progress. Also, the Kelsey Centre will need to address conversion from propane to hydro for operational costs reduction and commitment to reduction to carbon emissions.</p>	<p>ONGOING</p> <p>DEFERRED</p>
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Economic Development		
Council Priorities	Progress Measures	Timeline
<ul style="list-style-type: none"> Encourage and support new housing initiatives Finalize Official Community Plan (OCP) Revise and update Zoning Bylaw 	<p>Updated development framework including updated Zoning Bylaw and building permit calculation process: access to additional staff resources to administer new building and development applications. Updates are needed to bylaws, policies, and procedures as well as the building permit packages. A Housing Needs Assessment will also be completed in 2022</p> <p>OCP Bylaw adopted</p> <p>New Zoning Bylaw in place</p>	<p>2022/2023</p> <p>2022</p> <p>2023</p>

<ul style="list-style-type: none"> • Work with local organizations to attract business investment to the Sayward area • Support existing businesses 	<p>Tourism and Economic Development continue to be a focus for Council.</p> <p>Council to review bylaws, policies, and procedures addressing any needed changes to encourage business growth and development. Council to have collaborative discussions with business leaders in the region to better understand challenges and opportunities.</p>	<p>2022</p> <p>2022</p>
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Infrastructure Upgrades & Asset Replacement

Council Priorities	Progress Measures	Timeline
<ul style="list-style-type: none"> • Complete Water Master Plan 	Water Master Plan completed	2022
<ul style="list-style-type: none"> • Complete Sewage Capacity Study 	Sewage Capacity Study completed	2022
<ul style="list-style-type: none"> • Use Asset Management Plan to identify projects for the Financial Plan 	Complete a new Asset Management Plan incorporating new and existing assets, risk assessments and useful life calculations to better plan repairs/ replacements	2022
<ul style="list-style-type: none"> • Plan for full replacement of water, sewer, drainage, and road infrastructure 	Use information from Water Master Study and Sewage Capacity Study to apply for grant funding and establish 8–10-year Infrastructure Replacement Strategy	2022-2032
<ul style="list-style-type: none"> • Continue to seek grant funding to implement the 2021 Drainage Plan 	Funding obtained and 2021 Drainage Plan- Short- and Medium-term strategies will be implemented with long term strategies to follow based on engineers' reports.	2022-2026
<ul style="list-style-type: none"> • Completion of removal of Newcastle Dam and construction of Newcastle Weir 	Newcastle Weir in place and dam removed in its entirety, by September 2022.	
<ul style="list-style-type: none"> • Identify short and long-term projects for the Kelsey Centre and 	Short-term and long-term investment recommendations presented to council. Begin	

include in budget discussions	process of grant application to fund upgrades.	Fall 2022
<ul style="list-style-type: none"> Continue to apply for infrastructure grants 	Update studies and data collection done to ensure that the Village is “shelf ready” for potential grants and complete suitable grant applications through grant writing services.	ONGOING

Living Green

Council Priorities	Progress Measures	Timeline
<ul style="list-style-type: none"> Continue to pursue the goal of carbon reduction. 	Investigate Solar panel solutions to offset power consumption, seek to conduct energy audits and carbon measures to seek grant funded solutions and building improvements.	2022
<ul style="list-style-type: none"> Install Electric Vehicle Charging station 	Electric-Vehicle Charging station installed (a quick charge station is going into the COOP 2022). Work with BC Hydro to address funding for charging station(s) in the future.	DEFERRED
<ul style="list-style-type: none"> Establish Water Meter Bylaw for all commercial and industrial development and all new development 	Water Meter Bylaw in place and Village For all new builds once Water Capacity study is completed.	DEFERRED
<ul style="list-style-type: none"> Continue to work with the Provincial Government and K’omoks First Nation to secure an economically viable community forest 	Community Forest secured with KFN and Provincial Government	DEFERRED
<ul style="list-style-type: none"> Continue to develop the Village trail system 	Improvements and additions to existing trail system completed	2022/2023
<ul style="list-style-type: none"> Continue to expand the Community Garden and flower gardens throughout the Village 	Community Garden will be under the stewardship the school district for 2022.	2022

Professional Development

Council Priorities	Progress Measures	Timeline
<ul style="list-style-type: none"> Ensure Village Council, staff and volunteers receive adequate emergency management training and the village has an emergency response plan in place Continue Village Council, staff and volunteer professional development. 	<p>Staff and EOC representative reports to Council regarding quarterly meetings with stakeholders. Emergency response plan in place. More training for Sayward Volunteer Fire Department members.</p> <p>Training for all Council, Staff, and volunteers, leveraging various municipal and professional associations ensuring the Village continues to receive good value for memberships but more importantly that training is kept current.</p>	<p>ONGOING</p> <p>2022</p>

Tourism Development

Council Priorities	Progress Measures	Timeline
<ul style="list-style-type: none"> Work with Destination Management Organizations (DMOs) to promote regional tourism. Explore all immediate opportunities to expand and build out tourism activity and identifying long term strategy. 	<p>Work with both Destination Vancouver Island and Destination BC on key initiatives. Council will also take inventory of advisory groups and industry leaders to help support tourism-based decision making and investment.</p> <p>Off Road Vehicle (ORV) tours/ routes, promotion of local trail networks. Investigation into Yorke Island Tours. Agritourism, fishing activities and events. Community events/ Entertainment Data base of short-term rentals Recreation site cleanup and promotion Exploration of Aquaculture, Wharf improvements and encourage development, Wildlife viewing/Tours Tourism Collaboration with KFN, Mosaic, Island Timberlands and Western Forest Products for new and existing trail networks. Farmers Market and collaboration with Valley Music festival(s), Expansion of Kusam Klimb working with committees and groups. Transportation hub activity (Blind Channel etc.)</p>	<p>2022</p> <p>ongoing</p>

Village Operations

Council Priorities	Progress Measures	Timeline
<ul style="list-style-type: none"> Review and update Village internal policies, procedures, and bylaws 	Additional Policies and Bylaws approved by Council. Prioritize most urgent work and align with other municipalities where possible but particularly SRD for building/zoning/subdivision. Address new permits, permitting systems and research bylaw information system.	ONGOING
<ul style="list-style-type: none"> Create and staff Public Works on call back up position 	Allocate financial resources to allow for a Public Works back position. Provide allowances for training for the role, planning for succession.	DEFERRED
<ul style="list-style-type: none"> Establish Risk Management Strategy to address possible gaps in infrastructure funding 	Risk Management Strategy in place. Start with revising and updating the Asset Management Plan (AMP), incorporating new assets with useful life calculations done.	
<ul style="list-style-type: none"> Participate in food security initiatives and support the Strathcona Food Hub 	Meetings attended and progress reported back to Council. Priorities established and action items determined by council. Data points collected by studies such as Age Friendly, Housing Needs Assessment and working with Sayward Primary Health to help set priorities. Funding sought for major projects that address homelessness, community connections, mental health, and socialization.	ONGOING
<ul style="list-style-type: none"> Determine the ownership and responsibility of breakwater ships and develop strategies to reduce risk 	Obtain background on the project and seek to understand liabilities and responsibilities. Work with established working group to conduct environmental audit, seek shareholder/ title holder feedback. Seek options for removal and identify breakwater options obtaining quotes. Seek funding options.	DEFERRED

Statement of Property Tax Exemptions

The following properties in the Village of Sayward were provided permissive property tax exemptions by Council in 2019, for 2020 to 2021:

Legal Description	Civic Address	Organization	Value of Permissive Exemption *
Lot 1, Section 31, Township 3, Plan 31878, District Lot 305, Land District 51 Roll No. 706.000	601 Kelsey Way	Sayward Community Health Society	\$1,219.27
District Lot 1439 Roll No. 27410.000	16 Sayward Rd	Sayward Futures Society	\$4,692.00

The following property in the Village of Sayward was provided a permissive property tax exemption by Council in 2019, for 2020 to 2023:

Legal Description	Civic Address	Organization	Value of Permissive Exemption *
Lot 2, Plan 14387 Sayward District Roll No. 704.022	699 Sayward Rd	Royal Canadian Legion Sayward Valley Branch 147	\$3,453.81

The following properties in the Village of Sayward were provided permissive property tax exemptions by Council in 2013, for 2014 to 2023:

Legal Description	Civic Address	Organization	Value of Permissive Exemption *
Lot 1, Section 31, Township 3, Plan 46435 Land District 51 Roll No. 706.100	Salmon River Main	Nature Trust of BC	\$848.73
Section 31, Township 3, Land District 51, FR S 1/2 of FR SE 1/4 Roll No. 600.000	806 Sayward Road	Nature Trust of BC	\$2,443.63

Legal Description	Civic Address	Organization	Value of Permissive Exemption *
Section 30, Township 3, Land District 51, Except Plan 280RW & EXC PL 149 E 20 CHNS of NE Roll No. 550.140	Salmon River Main	Nature Trust of BC	\$5,999.99
Section 30, Township 3, Land District 51, Except Plan 280RW, W20 CHNS OF NE / EXC E 10 Roll No. 550.125	Salmon River Main	Nature Trust of BC	\$1,996.36
Total Permissive Tax Exemptions			\$20,653.79

* These amounts do not include the amounts exempted relating to other agency collections such as the Regional District, Hospital District, Municipal Finance Authority, BC Assessment, library, school, and police taxes. The total tax exemption including these other agency collections was \$26,484.61.



Photo Credit: Lisa Clark

Appendix A:

Audited Financial Statements 2021

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**THE CORPORATION OF THE
VILLAGE OF SAYWARD
Financial Statements
December 31, 2021**

THE CORPORATION OF THE VILLAGE OF SAYWARD

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Year Ended December 31, 2021

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MANAGEMENT REPORT

December 31, 2021

The Mayor and Council of The Corporation of the Village of Sayward has delegated the responsibility for the integrity and objectivity of the financial information contained in the financial statements to the management of The Corporation of the Village of Sayward. The financial statements which, in part, are based on informed judgments and estimates, have been prepared by management in accordance with Canadian public sector accounting standards, which have been applied on a basis consistent with that of the preceding year.

To assist in carrying out their responsibility, management maintains an accounting system and internal controls to provide reasonable assurance that transactions are properly authorized and recorded in compliance with legislative and regulatory requirements and that financial records are reliable for preparation of the financial statements. These systems are monitored and evaluated by management.

The Corporation of the Village of Sayward's independent auditors, Chan Nowosad Boates Inc., Chartered Professional Accountants, are engaged to express an opinion as to whether these financial statements present fairly The Corporation of the Village of Sayward's financial position and operating results in accordance with Canadian public sector accounting standards. Their opinion is based on procedures they consider sufficient to support such an opinion.

The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and in accordance with Canadian public sector accounting standards. These statements present, in all significant respects the financial position of The Corporation of the Village of Sayward as at December 31, 2021.



Lisa Clark, CPA, CGA
Chief Financial Officer
April 26, 2022



INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of The Corporation of the Village of Sayward

Opinion

We have audited the accompanying financial statements of The Corporation of the Village of Sayward (the "Village"), which comprise the statement of financial position as at December 31, 2021, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information (hereinafter referred to as the "financial statements").

In our opinion, the Village's financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2021, and of its financial performance and its cash flows for the year then ended. The financial statements have been prepared by management in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report.

We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis of our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management intends for the Village to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for over-seeing the Village's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of the users taken on the basis of these financial statements.

Auditors' Responsibilities for the Audit of the Financial Statements (continued)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chan Nawrood Boatis Inc

Chartered Professional Accountants
Campbell River, BC

April 26, 2022

THE CORPORATION OF THE VILLAGE OF SAYWARD

Statement of Financial Position

December 31, 2021

2021

2020

FINANCIAL ASSETS

Cash	\$ 1,061,111	\$ 1,590,192
Portfolio Investments (Note 2)	42,550	42,519
Accounts Receivable (Note 3)	411,196	160,031
	<u>1,514,857</u>	<u>1,792,742</u>

LIABILITIES

Accounts Payable (Note 4)	208,352	129,852
Deferred Revenue (Note 5)	97,671	201,757
Long Term Debt (Note 6)	83,579	106,927
	<u>389,602</u>	<u>438,536</u>

NET FINANCIAL ASSETS

<u>1,125,255</u>	<u>1,354,206</u>
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NON-FINANCIAL ASSETS

Prepaid Expenses	26,648	23,279
Tangible Capital Assets (Note 7)	10,842,319	10,460,659
	<u>10,868,967</u>	<u>10,483,938</u>

ACCUMULATED SURPLUS (Note 11)

\$ <u>11,994,222</u>	\$ <u>11,838,144</u>
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Contingencies (Note 9)

Approved by:



Mayor



Chief Financial Officer

THE CORPORATION OF THE VILLAGE OF SAYWARD

Statement of Operations

Year Ended December 31, 2021

	2021		
	Budget	Actual	2020
	(Note 12)		
Revenues (Schedules 2 and 3)			
Taxation (Note 8)	\$ 358,811	\$ 362,837	\$ 356,545
User Fees	238,643	248,435	225,506
Government Grants and Transfers (Schedule 1)	1,104,512	1,014,728	829,289
Sales of Services	85,146	67,016	65,218
Contribution from Others	-	485	320
Investment and Other Income	13,250	32,648	20,027
	<u>1,800,362</u>	<u>1,726,149</u>	<u>1,496,905</u>
Expenditures (Schedules 2 and 3)			
General Government Services	638,844	491,614	312,618
Recreation and Parks Services	297,782	252,981	237,340
Protection Services	239,963	247,926	117,353
Transportation Services	66,218	44,172	34,221
Solid Waste Services	43,000	42,066	39,986
Public Works Services	85,747	100,398	67,361
Sewer Services	120,797	105,932	101,094
Water Services	218,604	284,982	193,722
	<u>1,710,955</u>	<u>1,570,071</u>	<u>1,103,695</u>
Annual Surplus	89,407	156,078	393,210
Accumulated Surplus - Beginning of Year	<u>11,838,144</u>	<u>11,838,144</u>	<u>11,444,934</u>
Accumulated Surplus - End of Year	<u>\$11,927,551</u>	<u>\$11,994,222</u>	<u>\$11,838,144</u>

THE CORPORATION OF THE VILLAGE OF SAYWARD

Statement of Change in Net Financial Assets

Year Ended December 31, 2021

	2021		2020
	Budget	Actual	
	(Note 12)		
Annual Surplus	\$ 89,407	\$ 156,078	\$ 393,210
Use of Prepaid Expenses	-	23,279	19,131
Acquisition of Prepaid Expenses	-	(26,648)	(23,279)
Net Acquisition of Tangible Capital Assets	(876,594)	(585,156)	(119,701)
Amortization of Tangible Capital Assets	<u>195,803</u>	<u>203,496</u>	<u>195,798</u>
	<u>(591,384)</u>	<u>(228,951)</u>	<u>465,159</u>
Net Financial Assets - Beginning of Year	<u>1,354,206</u>	<u>1,354,206</u>	<u>889,047</u>
Net Financial Assets - End of Year	\$ <u>762,822</u>	\$ <u>1,125,255</u>	\$ <u>1,354,206</u>

THE CORPORATION OF THE VILLAGE OF SAYWARD

Statement of Cash Flows

Year Ended December 31, 2021

2021

2020

Cash Flows From Operating Activities:

Annual Surplus	\$ 156,078	\$ 393,210
Items Not Involving Cash		
Amortization of Tangible Capital Assets	203,496	195,798
Disposal of Tangible Capital Asset	85,825	-
Actuarial Adjustment to Long Term Debt	(3,299)	(3,516)
	442,100	585,492
Changes in Non-Cash Operating Balances		
Accounts and Taxes Receivable	(251,165)	704,715
Account Payable	78,500	(61,517)
Deferred Revenue	(104,086)	33,691
Prepaid Expenses	(3,369)	(4,148)
	161,980	1,258,233

Cash Flows From Capital Activities:

Purchase of Tangible Capital Assets	(670,981)	(119,701)
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Cash Flows From Investing Activities:

Redemption (Acquisition) of Portfolio Investments	(31)	199,179
Proceeds from (Repayments of) Long Term Debt	(20,049)	48,248
	(20,080)	199,179

Increase (Decrease) in Cash and Cash Equivalents (529,081) 1,385,959

Cash and Cash Equivalents - Beginning of Year 1,590,192 204,233

Cash and Cash Equivalents - End of Year \$ 1,061,111 \$ 1,590,192

THE CORPORATION OF THE VILLAGE OF SAYWARD

Notes to the Financial Statements

December 31, 2021

The Corporation of the Village of Sayward (the "Village") was incorporated as a municipality in 1968 under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of local government services to residents of the Village. These services include fire protection, public works, planning, parks and recreation, water distribution and sewer collection, and other general government services, as governed by the Community Charter and Local Government Act.

1. Significant Accounting Policies:

a) Basis of Presentation:

The Village prepares its financial statements in accordance with Canadian public sector accounting standards using guidelines developed by the Public Sector Accounting Board ("PSAS") for the Chartered Professional Accountants of Canada.

b) Cash:

Cash balances comprise cash on hand and demand deposits.

c) Portfolio Investments:

Portfolio investments are recorded at cost. Portfolio investments in Municipal Finance Authority of British Columbia (MFA) Bond and Money Market Funds are recorded at cost plus earnings that are reinvested in the funds.

d) Tangible Capital Assets:

Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes amounts that are directly related to the acquisition, design, construction, development, improvement or betterment of the assets. Amortization is recorded on a straight-line basis over the estimated useful life of the tangible capital asset commencing once the asset is in use. Donated tangible capital assets are recorded at fair value at the time of the donation.

Estimated useful lives of tangible capital assets are as follows:

Land Improvements	10 to 40 years
Buildings	20 to 70 years
Equipment, Vehicles & Furniture	10 to 40 years
Water Infrastructure	100 years
Sewer and Drainage Infrastructure	100 years
Roads and Bridges	25 to 75 years

e) Collection of Taxes on Behalf of Other Taxation Authorities:

The Village collects taxation on behalf of other entities. Such levies, other revenues, expenses, assets and liabilities with respect to the operations of these other entities are not reflected in these financial statements. Levies imposed by other taxation authorities are not included as taxes for municipal purposes.

f) Deferred Revenue:

Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the statement of financial position. The revenue is recognized in the statement of operations in the year in which it is used for the specific purpose.

g) Revenue Recognition:

Revenues are recorded on the accrual basis of accounting and include revenue in the period in which the transaction or events occurred.

THE CORPORATION OF THE VILLAGE OF SAYWARD

Notes to the Financial Statements

December 31, 2021

1. Significant Accounting Policies (Continued):

f) Revenue Recognition (continued):

Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. Taxes receivable are recognized net of allowance for anticipated uncollectible amounts.

Through the British Columbia Assessment's appeal process, taxes may be adjusted by way of supplementary roll adjustments. The affects of these adjustments on taxes are recognized at the time they are awarded.

Charges for sewer and water usage are recorded as user fees. Connection fee revenues are recognized when the connection has been established.

Government grants and transfers, which include legislative grants, are recognized in the financial statements when received or when the funding becomes receivable if the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Sale of service and other revenue is recognized when performance of services is complete, amounts are measurable and collectibility is reasonably assured.

g) Financial Instruments:

Financial instruments consist of cash, portfolio investments, accounts receivable, accounts payable and long term debt. Unless otherwise noted, it is management's opinion that the Village is not exposed to significant interest rate, currency or credit risk arising from these financial instruments.

h) Use of Estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenue and expenses during the reporting period.

Significant areas requiring the use of management estimates relates to the collectibility of accounts receivable, valuation of investments, estimates of contingent liabilities, the provision of amortization and the estimation of potential environmental liabilities. Actual results could differ from management's best estimates as additional information becomes available in the future.

i) Contaminated Sites:

Governments are required to accrue a liability for the costs to remediate a contaminated site. Liabilities are recognized when an environmental standard exists, contamination exceeds the standards, the government has a responsibility for the remediation, future economic benefits will be given up, and a reasonable estimate can be made.

Management has assessed its potential liabilities under the new standard including sites that are no longer in productive use and sites which the Village accepts responsibility. There were no such sites that had contamination in excess of an environmental standard which required remediation, therefore no liability was recognized as at December 31, 2021 or December 31, 2020.

THE CORPORATION OF THE VILLAGE OF SAYWARD

Notes to the Financial Statements

December 31, 2021

2. Portfolio Investments:

	<u>2021</u>	<u>2020</u>
MFA: Short Term Bonds	\$ 39	\$ 38
MFA: Ultra-Short Bonds	21,625	21,627
MFA: Money Market Fund	<u>20,886</u>	<u>20,854</u>
	<u>\$ 42,550</u>	<u>\$ 42,519</u>

3. Accounts Receivable:

	<u>2021</u>	<u>2020</u>
Property Taxes	\$ 53,499	\$ 59,311
Other Governments	161,972	84,909
Island Coastal Economic Trust	-	13,489
Trade and Other	<u>195,725</u>	<u>2,322</u>
	<u>\$ 411,196</u>	<u>\$ 160,031</u>

4. Accounts Payable:

	<u>2021</u>	<u>2020</u>
Other Governments	\$ 26,223	\$ 14,703
Trade and Other	166,596	87,472
Payroll Liabilities	<u>15,533</u>	<u>27,677</u>
	<u>\$ 208,352</u>	<u>\$ 129,852</u>

5. Deferred Revenue:

	<u>2020</u>	<u>Collections</u>	<u>Transfers</u>	<u>2021</u>
Newcastle Dam Grant	\$ 25,402	\$ -	\$ (25,402)	\$ -
Internet Maintenance	50,029	-	12,566	62,595
Kelsey Centre	7,565	-	(1,644)	5,921
Emergency Program	75,000	-	(75,000)	-
BC Rural Dividends	10,000	-	(10,000)	-
Community Wellness	4,978	-	-	4,978
Taxes and Other	<u>28,783</u>	<u>9,000</u>	<u>(13,606)</u>	<u>24,177</u>
	<u>\$ 201,757</u>	<u>\$ 9,000</u>	<u>\$ (113,086)</u>	<u>\$ 97,671</u>

THE CORPORATION OF THE VILLAGE OF SAYWARD

Notes to the Financial Statements

December 31, 2021

6. Long Term Debt:

The Village has debt instruments through the MFA obtained for the purposes of Water and Sewer. The Village also has financing from MFA for a Public Works Truck. The gross amount borrowed for Sewer and Water in 2005 was \$121,015 and \$41,635, respectively. The gross amount borrowed for the Public Works Truck was \$65,000 in 2020. The current balance of water, sewer and public works long-term debt is as follows:

	<u>2021</u>	<u>2020</u>
Total Outstanding Debt - Beginning of Year	\$ 106,927	\$ 62,195
Additions to Long-Term Debt	-	65,000
Reduction of Long-Term Debt	(23,348)	(20,268)
Total Outstanding Debt - End of Year	<u>\$ 83,579</u>	<u>\$ 106,927</u>

The interest rate on water and sewer long-term debt is 0.91% per annum (2020 - 1.80%). The interest rate on the public works truck long-term debt is at the variable MFA rate, which was 1.25% at December 31, 2021 (2020 - 0.91%).

The interest expense on all debt held by the Village in the year ended December 31, 2021 is \$1,928 (2020 - \$3,471).

Future payments on net outstanding debt over the next four years are:

	<u>Sewer Fund</u>	<u>Water Fund</u>	<u>Public Works Truck</u>	<u>Total</u>
2022	\$ 7,607	\$ 2,617	\$ 13,541	\$ 23,765
2023	7,835	2,695	13,671	24,201
2024	8,070	2,777	13,594	24,441
2025	8,312	2,860	-	11,172
	<u>\$ 31,824</u>	<u>\$ 10,949</u>	<u>\$ 40,806</u>	<u>\$ 83,579</u>

The MFA provides capital financing for regional districts and their member municipalities. The MFA is required to establish a debt reserve fund. Each regional district, through its member municipalities who are in the proceeds of the debt issue, is required to pay into the debt reserve fund certain amounts set out in the debt agreements. The MFA pays into the debt reserve fund these monies from which interest earned thereon less administrative expenses becomes an obligation to the regional districts. It must then use this fund if at any time there are insufficient funds to meet payments on its obligations. When this occurs, the regional district or municipality may be called upon to restore the fund.

Upon maturity of a debt issue, the unused portion of the debt reserve fund established for the issue will be discharged to the Village. The proceeds from these discharges will be credited to income in the year they are received. As at December 31, 2021, the Village debt reserve fund was \$7,163 (2020 - \$7,119), which was not recorded as the Village does not consider it to be material.

THE CORPORATION OF THE VILLAGE OF SAYWARD

Notes to the Financial Statements

December 31, 2021

7. Tangible Capital Assets:

	Cost				Accumulated Amortization				Net Book Value	
	Opening	Additions	Disposals	Closing	Opening	Amort	Disposals	Closing	2021	2020
General Capital Assets										
Land	\$ 1,959,114	\$ 48,000	\$ -	\$ 2,007,114	\$ -	\$ -	\$ -	\$ -	\$ 2,007,114	\$ 1,959,114
Buildings	2,837,659	77,662	-	2,915,321	1,094,918	76,948	-	1,171,866	1,743,455	1,742,741
Equipment, Vehicles and Furniture	921,486	46,120	14,525	953,081	582,177	39,660	10,867	610,970	342,111	339,309
Engineered Structures										
Water	4,515,564	372,386	328,671	4,559,279	813,237	24,870	246,504	591,603	3,967,676	3,702,327
Sewer and Drainage	2,983,908	126,813	-	3,110,721	1,065,325	37,052	-	1,102,377	2,008,344	1,918,583
Roads	506,386	-	-	506,386	445,818	2,445	-	448,263	58,123	60,568
Park Infrastructure	789,531	-	-	789,531	51,514	22,521	-	74,035	715,496	738,017
	<u>\$ 14,513,648</u>	<u>\$ 670,981</u>	<u>\$ 343,196</u>	<u>\$ 14,841,433</u>	<u>\$ 4,052,989</u>	<u>\$ 203,496</u>	<u>\$ 257,371</u>	<u>\$ 3,999,114</u>	<u>\$ 10,842,319</u>	<u>\$ 10,460,659</u>

Included in Engineered Structures - Water as at December 31, 2021 is \$946,210 (2020 - \$557,133) of capitalized costs for the Newcastle Dam Upgrade that are not presently being amortized as the project is not complete as at the financial statement date. The asset is expected to be completed and placed into use during the year ending December 31, 2022, at which time amortization will begin to be recorded on the asset.

Included in Engineered Structures - Sewer and Drainage at December 31, 2021 is \$16,690 (2020 - \$NIL) of capitalized costs for a drainage project as part of drainage assets that is not presently being amortized as the project is in the planning stages and no physical asset has been put into use at the financial statement date. The asset is expected to be placed in use during the year ending December 31, 2023, at which time amortization will begin to be recorded on the asset.

Also included in Engineered Structures - Sewer and Drainage as at December 31, 2021 is \$100,000 (2020 - \$NIL) of capitalized costs for lift station generators that are not presently being amortized as the generators have not been put into use as at the financial statement date. The assets are expected to be placed into use during the year ending December 31, 2022, at which time amortization will begin to be recorded on the assets.

THE CORPORATION OF THE VILLAGE OF SAYWARD

Notes to the Financial Statements

December 31, 2021

8. Taxation:

	Budget 2021	Actual 2021	Actual 2020
General Municipal Purposes	\$ 358,811	\$ 362,837	\$ 356,545
Collections for Other Governments			
Province of British Columbia - School Tax	83,000	91,417	79,045
Comox Strathcona Waste Management	9,500	8,106	9,839
Comox Strathcona Regional Hospital District	27,000	20,560	28,091
Strathcona Regional District	14,500	16,276	13,634
Vancouver Island Regional Library	12,813	13,968	13,038
Municipal Finance Authority	7	11	11
British Columbia Assessment Authority	1,800	2,259	2,225
Province of BC - Police Tax	<u>15,000</u>	<u>17,149</u>	<u>17,019</u>
	<u>522,431</u>	<u>532,583</u>	<u>519,447</u>
Transfers			
Province of British Columbia - School Tax	83,000	91,417	79,045
Comox Strathcona Waste Management	9,500	8,106	9,839
Comox Strathcona Regional Hospital District	27,000	20,560	28,091
Strathcona Regional District	14,500	16,276	13,634
Vancouver Island Regional Library	12,813	13,968	13,038
Municipal Finance Authority	7	11	11
British Columbia Assessment Authority	1,800	2,259	2,225
Province of BC - Police Tax	<u>15,000</u>	<u>17,149</u>	<u>17,019</u>
	<u>163,620</u>	<u>169,746</u>	<u>162,902</u>
Available for General Municipal Purposes	\$ <u>358,811</u>	\$ <u>362,837</u>	\$ <u>356,545</u>

9. Contingencies:

- (a) The Village is responsible as a member of the Strathcona Regional District and a member of the Comox Strathcona Waste Management Function for its share of any operating deficits or long-term debt related to functions in which it participates. Management of the Village has assessed the risks of any contingent liabilities as unlikely at this time therefore no provision has been recorded in the financial statements.
- (b) The Village is partially self-insured through the Municipal Insurance Association of British Columbia. Should the Association pay out claims in excess of premiums received, it is possible that the Village along with the other participants, would be required to contribute towards the deficit.

THE CORPORATION OF THE VILLAGE OF SAYWARD

Notes to the Financial Statements

December 31, 2021

10. Pension Plan:

The Village and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2021, the plan had about 220,000 active members and approximately 112,000 retired members. Active members include approximately 42,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The Village paid \$19,816 (2020 - \$15,812) of employer contributions while employees contributed \$17,727 (2020 - \$13,764) to the plan in fiscal 2021.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

11. Accumulated Surplus:

The Village segregates its accumulated surplus in the following categories:

	<u>2021</u>	<u>2020</u>
Unappropriated Surplus		
General	\$ 336,564	\$ 273,736
Sewer	219,480	306,309
Water	<u>167,840</u>	<u>269,016</u>
	<u>723,884</u>	<u>849,061</u>
Reserves (Schedule 4)	<u>511,598</u>	<u>635,351</u>
Equity in Tangible Capital Assets		
General	3,355,902	3,302,676
Sewer	1,959,963	1,879,374
Water	<u>5,442,875</u>	<u>5,171,682</u>
	<u>10,758,740</u>	<u>10,353,732</u>
Accumulated Surplus	\$ <u>11,994,222</u>	\$ <u>11,838,144</u>

THE CORPORATION OF THE VILLAGE OF SAYWARD

Notes to the Financial Statements

December 31, 2021

12. Fiscal Plan:

The Fiscal Plan amounts represent the Financial Plan Bylaw adopted by Council on April 6, 2021.

The budget anticipated use of surpluses accumulated in previous years to balance against current expenditures in excess of current year revenues. In addition, the budget anticipated capital expenditures rather than amortization expense. The following schedule reconciles the approved bylaw to the amounts presented in the financial statements.

	<u>2021</u>
Financial Plan (Budget) Bylaw	\$ -
Add:	
Debt Principal Repayments	17,400
Capital Expenditures	876,594
Budgeted Transfers to Reserves	140,368
Less:	
Amortization Adjustment	(195,803)
Budgeted Transfers from Reserves	<u>(749,152)</u>
Annual Surplus Presented in Financial Statements	\$ <u>89,407</u>

13. Segmented Information:

The Village provides various services within various departments. The segmented information as disclosed in Schedules 2 and 3 reflects those functions offered by the Village as summarized below:

General government – activities related to the administration of the Village as a whole including central administration, finance, human resources, information systems and legislative and election operations.

Recreation and parks – activities related to all recreational and parks services including the maintenance of parks and facilities for recreational activities.

Protective – activities related to providing for the security of the property and citizens of the Village including policing, fire protection, health and emergency planning.

Transportation – activities related to transportation including maintenance of roads, sidewalks, street lighting and drainage.

Solid waste – activities related to solid waste management.

Public works – activities related to overall maintenance of the Village including green initiatives, building maintenance and insurance, animal control and recycling.

Sewer – activities related to gathering, treating, transporting, storing and discharging sewage or reclaimed water.

Water – activities related to supplying, storing, treating and transporting water.

For each reported segment, revenues and expenses represent amounts that are directly attributable to the segment, in addition to amounts that are allocated to each segment on a reasonable basis.

THE CORPORATION OF THE VILLAGE OF SAYWARD

Notes to the Financial Statements

December 31, 2021

14. COVID-19:

The global outbreak of the coronavirus pandemic (COVID-19) continues to cause economic uncertainties that are likely to have a material impact on the annual surplus and financial results of the Village. The extent, if any, of the continued impact of COVID-19 on the Village and its operations for the year ending December 31, 2022 cannot be determined at this time.

THE CORPORATION OF THE VILLAGE OF SAYWARD

Schedule 1 - Government Grants and Transfers to the Village and Ratepayers Year Ended December 31, 2021

	2021		2020
	Budget	Actual	
	(Note 12)		
Federal Government			
Grants in Lieu of Taxes	\$ 5,914	\$ 5,887	\$ 5,918
Gas Tax Community Works Fund	<u>71,562</u>	<u>139,790</u>	<u>69,758</u>
	<u>77,476</u>	<u>145,677</u>	<u>75,676</u>
Province of BC and Federal/Provincial Programs			
General Fund			
Small Communities Grant	407,837	377,000	391,413
Other	<u>575,516</u>	<u>259,405</u>	<u>323,753</u>
	<u>983,353</u>	<u>636,405</u>	<u>715,166</u>
General Capital			
Infrastructure (Provincial)	-	195,361	4,858
Other	<u>43,683</u>	<u>37,285</u>	<u>33,589</u>
	<u>43,683</u>	<u>232,646</u>	<u>38,447</u>
	<u>\$ 1,104,512</u>	<u>\$ 1,014,728</u>	<u>\$ 829,289</u>

THE CORPORATION OF THE VILLAGE OF SAYWARD

Schedule 2 - Combined Statement of Operations by Segment

Year Ended December 31, 2021

	General Government	Recreation and Parks	Protective	Transportation	Solid Waste	Public Works	Sewer	Water	2021 Actual	2021 Budget (Note 12)
Revenues										
Taxation	\$ 354,730	-	-	-	-	-	\$ 6,032	\$ 2,075	\$ 362,837	\$ 358,811
User Fees	-	-	-	-	40,371	-	72,512	135,552	248,435	238,643
Government Grants and Transfers	614,604	-	201,277	-	-	-	3,486	195,361	1,014,728	1,104,512
Sales of Services	45,890	17,876	250	-	-	-	900	2,100	67,016	85,146
Contribution from Others	-	-	485	-	-	-	-	-	485	-
Investment and Other Income	25,695	3,168	-	-	-	487	2,454	844	32,648	13,250
	<u>1,040,919</u>	<u>21,044</u>	<u>202,012</u>	<u>-</u>	<u>40,371</u>	<u>487</u>	<u>85,384</u>	<u>335,932</u>	<u>1,726,149</u>	<u>1,800,362</u>
Expenses										
Amortization	2,976	34,921	16,879	2,446	-	19,051	37,052	90,171	203,496	195,803
Debt Charges	-	-	-	-	-	-	1,101	379	1,480	2,930
Loss on Disposal of Assets	-	-	-	-	-	-	-	82,168	82,168	-
Minor Capital	-	6,406	-	-	-	-	-	-	6,406	6,000
Operating	225,862	108,247	217,811	31,728	42,066	31,262	18,102	47,659	722,737	930,083
Wages and Benefits	262,776	103,407	13,236	9,998	-	50,085	49,677	64,605	553,784	576,139
	<u>491,614</u>	<u>252,981</u>	<u>247,926</u>	<u>44,172</u>	<u>42,066</u>	<u>100,398</u>	<u>105,932</u>	<u>284,982</u>	<u>1,570,071</u>	<u>1,710,955</u>
Excess (Deficiency) of Revenues over Expenses	\$ 549,305	\$ (231,937)	\$ (45,914)	\$ (44,172)	\$ (1,695)	\$ (99,911)	\$ (20,548)	\$ 50,950	\$ 156,078	\$ 89,407

THE CORPORATION OF THE VILLAGE OF SAYWARD

Schedule 3 - Combined Statement of Operations by Segment

Year Ended December 31, 2020

	General Government	Recreation and Parks	Protective	Transportation	Solid Waste	Public Works	Sewer	Water	2020 Actual	2020 Budget
Revenues										
Taxation	\$ 347,638	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,627	\$ 2,280	\$ 356,545	\$ 353,271
User Fees	-	-	-	-	36,613	-	68,136	120,757	225,506	222,113
Government Grants and Transfers	752,588	-	68,439	-	-	-	3,404	4,858	829,289	1,084,906
Sales of Services	46,878	15,640	700	-	-	-	600	1,400	65,218	89,188
Contribution from Others	-	55	265	-	-	-	-	-	320	-
Investment and Other Income	13,067	3,222	-	-	-	222	2,616	900	20,027	18,652
	<u>1,160,171</u>	<u>18,917</u>	<u>69,404</u>	<u>-</u>	<u>36,613</u>	<u>222</u>	<u>81,383</u>	<u>130,195</u>	<u>1,496,905</u>	<u>1,768,130</u>
Expenses										
Amortization	529	34,921	16,879	2,446	-	15,054	36,799	89,170	195,798	112,532
Debt Charges	-	-	-	-	-	-	1,945	670	2,615	2,930
Minor Capital	-	1,740	5,423	-	-	-	-	-	7,163	19,500
Operating	121,363	98,464	81,428	24,781	39,986	27,712	23,449	51,716	468,899	708,274
Wages and benefits	<u>190,726</u>	<u>102,215</u>	<u>13,623</u>	<u>6,994</u>	<u>-</u>	<u>24,595</u>	<u>38,901</u>	<u>52,166</u>	<u>429,220</u>	<u>537,409</u>
	<u>312,618</u>	<u>237,340</u>	<u>117,353</u>	<u>34,221</u>	<u>39,986</u>	<u>67,361</u>	<u>101,094</u>	<u>193,722</u>	<u>1,103,695</u>	<u>1,380,645</u>
Excess (Deficiency) of Revenues over Expenses	\$ <u>847,553</u>	\$ <u>(218,423)</u>	\$ <u>(47,949)</u>	\$ <u>(34,221)</u>	\$ <u>(3,373)</u>	\$ <u>(67,139)</u>	\$ <u>(19,711)</u>	\$ <u>(63,527)</u>	\$ <u>393,210</u>	\$ <u>387,485</u>

THE CORPORATION OF THE VILLAGE OF SAYWARD

Schedule 4 - Reserve Fund Transactions

Year Ended December 31, 2021

	Roads	Fire Protection	Rec Centre Equipment	Rec Comm. Fundraising	Capital	Sewer	Land Sale	Federal Works Fund	Climate Action	Election	COVID-19	2021 Total (Note 11 & 14)	2020 Total (Note 11 & 14)
Revenue													
Government Grants	\$ -	\$ 33,799	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 139,790	\$ -	\$ -	\$ -	\$ 173,589	\$ 298,185
Other Income	108	23,017	-	-	6	33	-	4,163	148	39	1,868	29,382	20,387
	108	56,816	-	-	6	33	-	143,953	148	39	1,868	202,971	318,572
Expenses													
Other	-	56,816	-	-	-	-	-	-	-	-	73,692	130,508	56,232
Net Surplus	108	-	-	-	6	33	-	143,953	148	39	(71,824)	72,463	262,340
Transfers													
From (to) Operating Fund	-	-	-	-	-	-	-	(183)	-	2,525	-	2,342	62,744
From (to) Other Funds	-	-	(1,593)	(308)	1,901	-	-	-	-	-	-	-	62,744
Acquisition of Capital Assets	-	-	-	-	-	-	(42,382)	(156,176)	-	-	-	(198,558)	(995)
Change in Reserve Fund Balances	108	-	(1,593)	(308)	1,907	33	(42,382)	(12,406)	148	2,564	(71,824)	(123,753)	324,089
Opening Fund Surplus Balance	17,370	-	1,593	308	-	5,320	42,382	277,248	23,740	5,050	262,340	635,351	311,262
Ending Fund Surplus Balance	\$ 17,478	\$ -	\$ -	\$ -	\$ 1,907	\$ 5,353	\$ -	\$ 264,842	\$ 23,888	\$ 7,614	\$ 190,516	\$ 511,598	\$ 635,351

THE CORPORATION OF THE VILLAGE OF SAYWARD

Schedule 5 - COVID-19 Safe Restart Grant Unaudited

Year Ended December 31, 2021

The Village of Sayward received a grant of \$268,000 under the COVID-19 Safe Restart Grant for Local Governments in the year ending December 31, 2020. The details surrounding these funds are shown in the schedule below:

	<u>2021</u>
COVID-19 Safe Restart Funds Carried Forward	\$ 262,340
Eligible Costs	
Laptop for remote Council meetings	5,733
Public address sound system for Mayor and Council and public use	15,915
Upgrades to access, windowed doors, disabled opener for Kelsey Centre	13,592
Hazmat suits and dock for sewage lagoon	10,276
Keyless entry system for Village office and Kelsey Centre doors	5,846
Duct cleaning in Kelsey Centre and Village office	2,600
Miscellaneous supplies (masks, signage, cleaning supplies, iPad, filter)	3,341
Lost revenues from recreational programming	<u>16,389</u>
	<u>73,692</u>
Balance, December 31, 2021	\$ 188,648



STAFF REPORT

To: Mayor and Council
From: Lisa Clark, Corporate Officer
Subject: **Municipal Insurance Authority (MIA) Voting Delegate and Alternate**
Meeting date: July 19, 2022

BACKGROUND

The MIA has asked for the names of the Village's voting delegate and alternate for their annual meeting to be held during the 2022 UBCM Convention. The MIA regulations state:

"According to the RIEA 6.13, the voting delegate and alternates do not have to be an elected official, as long as it is appointed by the Council.

6.13 Representatives

Each Subscriber shall appoint by resolution of its council, trustees, directors, or other elected officials, a representative and two alternates to represent and vote the interests of the Subscriber at any meeting of the Subscribers and shall deliver a certified copy of such resolution to the Board."

DISCUSSION

Council should consider appointing a Delegate and Alternate for the upcoming MIA annual meeting at UBCM 2022.

RECOMMENDATION

THAT Council appoints _____ as the voting delegate, _____ as alternate #1, and _____ as alternate #2.

Respectfully submitted,

Lisa Clark, Corporate Officer

Attachments:

- **MIABC correspondence June 8, 2022**

Lisa Clark

From: Heidi Scribner <hscribner@miabc.org>
Sent: Wednesday, June 8, 2022 12:07 PM
To: Lisa Clark
Subject: MIABC Voting Delegate

Dear Lisa,

The Municipal Insurance Association of BC's (MIABC's) 35th Annual General Meeting (AGM) is scheduled to take place on Tuesday, September 13th from 4:00pm to 5:00pm in Whistler in conjunction with the UBCM Convention.

In accordance with Article 6.13 of the Reciprocal Insurance Exchange Agreement (RIEA), the following delegate and two alternates have been registered with the MIABC to vote your interests at this year's AGM. If you would like to change the delegate and/or alternates, please forward a resolution of your Council/Board directing these changes to hscribner@miabc.org no later than Monday, August 1st, 2022.

The AGM Booklet with further voting information will be distributed on Monday, August 15th, 2022.

Voting Delegate: Councillor Norm Kirschner
Email address: norm.kirschner@saywardvalley.ca

Alternate #1: Councillor Wes Cragg
Email address: wes.cragg@saywardvalley.ca

Alternate #2: CAO Ann MacDonald
Email address: cao@saywardvalley.ca

Best regards,

Heidi Scribner
Administrator & Board Secretary

Municipal Insurance Association of BC
Email: hscribner@miabc.org
Direct: 604-449-6347
Main: 604-683-6266



STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CFO
Subject: **Water, Sewer and User Fee Exemptions**
Meeting date: July 19, 2022

BACKGROUND

Previous Council resolutions have supported a number of water, sewer and user fee exemptions or reductions. Those now require that Council review the exemptions to either renew or cancel.

DISCUSSION

The following previous resolution by Council (2021) requires a review at this time:

MOTION R21/141

MOVED AND SECONDED

THAT Council receives the Water, Sewer and User Fee Exemptions report for information and discussion, and;

THAT Council approves the rental of Site 2 at \$350/month for the Nurse Practitioner until July 31, 2022 when Council will revisit, and;

FURTHER THAT Council approves a water and sewer fee exemption for 2021 for the Sayward Harbour Authority on the condition that the washrooms remain available for public use, and;

FINALLY THAT Resolution R20/70 be revised to direct staff to return to Council with a proposed exemption application process that clarifies that application for water, sewer and other user fee exemptions be made after having obtained approval for an exemption from Council.

CARRIED

RECOMMENDATIONS

THAT Council approves the rental of Site 2 at \$350/month for the Nurse Practitioner until July 31, 2023 when Council will revisit, and;

THAT Council approves a water and sewer fee exemption for 2022 for the Sayward Harbour Authority on condition that the washrooms remain available for public use.

Respectfully submitted,

Lisa Clark, CFO



STAFF REPORT

For: Mayor and Council
Prepared by: Jason Johnson, CAO
Subject: **Propane Consumption - Kelsey Centre and Admin Building**
Meeting date: July 19, 2022

BACKGROUND

Staff is continually looking at costs associated with the running of facilities, maintenance, and framing this around capital planning, approved budgets, and the Financial Plan.

Recently, staff received invoicing that reflected the steep rise in the cost of propane. As Council is aware, the Kelsey Centre, pool and administrative building is heated by propane.

The sharp increases in costs justified a staff report to ensure Council is:

- Aware of the propane unit costs increases and usage and corresponding operational cost increases for the Kelsey Centre.
- Is aware of an elevated need to transition away from propane systems and to re-prioritize capital investment priorities for Kelsey Centre.
- Budgeting for increased operational costs for the Kelsey Centre through potential amendments to the 2022 Financial Plan but with certainly 2023 financial planning.

DISCUSSION

Propane prices have seen significant increases since April 2021:

Apr 2021	1.06/ unit
Aug 2021	1.18/ unit
Oct 2021	1.31/ unit
Dec 2021	1.62/ unit
Feb 2022	1.53/ unit
Apr 2022	1.53/ unit

For further perspective, the Village was billed \$5,326.21 in March 2021 for 3954.4 units at \$1.1904 per unit. Again, in April 2021 for \$6989.24 for 5729.4 units at \$1.0624 per unit. This is a total of \$12,315.45

As a comparison, the Village was billed \$9300.71 April 11, 2022, for 5400 units at \$1.5329 per unit. May 30th, 2022, the Village was billed \$9,545.05 for 5811.9 units at \$1.4569 per unit. This is a total of \$18,845.76

For the above comparisons in 2021 9683.8 units were billed out for a blended average of \$1.1264 per unit
In 2022, 11,211.9 units were billed at a blended average of \$1.4949 per unit.

There was obviously more propane used in 2022 but it is equally obvious that pricing has also increased dramatically.

Therefore, it is the recommendation of staff that projects aimed at energy conservation, transition to hydro power from propane and ways of making the facility more energy efficient be prioritized for Kelsey Centre and potential grant funding. Further it may be wise to work with BC Hydro to do an energy audit for Kelsey Centre to:

- Have some measures for the strategic goal of reducing carbon emissions.
- Have a baseline measurement for shelf readiness as it relates to possible grant funding opportunities.

RECOMMENDATIONS

THAT Council receive the Propane Consumption - Kelsey Centre and Admin Building staff report for information and discussion.

Respectfully submitted,

Jason Johnson
CAO



STAFF REPORT

To: Mayor and Council
From: Lisa Clark, Corporate Officer
Subject: 2022 Age Friendly Plan
Meeting date: July 19, 2022

BACKGROUND

In June of 2022 Vancouver Island University (VIU) was contracted by the Village to produce several reports as part of the Official Community Plan (OCP) project. These reports were deemed to be necessary for not only current grant funding requirements, but also for future grant opportunities for the Village. A total of 4 reports will be produced in 2022 as follows:

- Age Friendly Plan
- Active Transportation Study
- Housing Needs Assessment
- Demographics and Understanding the Land Base

DISCUSSION

The first of these reports, the Village of Sayward 2022 Age Friendly Plan was developed by the Mount Arrowsmith Biosphere Region Research Institute (MABRRI), an entity of VIU in June of 2022 and is now complete. The purpose of the Plan is to create a roadmap for improving the age-friendliness of the Village of Sayward and provide tools for implementing the suggested actions within. Included is the origin and history of Age-Friendly Planning, current demographics of Sayward and a review of the community engagement that took place in June, and an Action Plan for moving ahead.

Not surprisingly the median age in Sayward is 60.4 years old. This is significantly higher than the BC median age of 42.8 years. The mean (average) is 51.9 years old, which is also higher than the BC average of 43.1 years. When all the data is analyzed, 50% of Sayward residents are over 60 years old and 38.8 % are over 65 years old. This suggests the goal of transitioning Sayward to be an age-friendly community will allow older members to remain independent, dignified, and respected within the community they love and consider home (pg. 12 of Plan).

Community engagement took place in June in the form of a survey specific to the creation of an Age-Friendly Assessment and Action Plan for Sayward. The survey was available for completion online, or via paper copies at the Village office. Posters were distributed throughout the Village and on social media to garner interest and increase participation in the process. A total of 27 surveys were returned and this data has been populated into the Plan.

8 Key Themes from the survey resulted in the following order of priority:

- Community Support and Health Services
- Housing
- Transportation
- Outdoor Spaces and Buildings
- Respect and Social Inclusion
- Communication and Information
- Social Participation
- Civic Participation and Employment

The Plan provides detailed insights as to what aspects are working well and what aspects need the most work for each theme. It should be noted that themes that were ranked lower may have been so because they are considered less important, or because they are already working well in the community.

The Plan is a thorough document informed by community feedback and will be of great use to Council and the Village of Sayward. It is recommended that Council now approve the Plan and commit to implementing the proposed 26 objectives listed in the Action Plan Summary over the next 10 years as outlined in the Plan.

STAFF RECOMMENDATIONS

THAT Council approves the Village of Sayward 2022 Age Friendly Plan.

Respectfully submitted,

Lisa Clark, Corporate Officer

Attachments:

- ***Village of Sayward 2022 Age Friendly Plan***

Age-Friendly Plan

June 2022



Village of
Sayward

Prepared by the Mount Arrowsmith Biosphere Region
Research Institute

Acknowledgements

We respectfully acknowledge the location of the Village of Sayward in the unceded Traditional Territory of the K'ómoks, We Wai Kai and Wei Wai Kum First Nations, the traditional keepers of the land.

The Village of Sayward's Age-Friendly Plan was made possible with grant funding from the British Columbia Ministry of Health Age-friendly Communities Program, administered by the Union of British Columbia Municipalities (UBCM).

The Plan was developed by the Mount Arrowsmith Biosphere Region Research Institute (MABRRI), an entity of Vancouver Island University (VIU), with assistance from the Village of Sayward staff and Urban Systems Ltd.

A special thanks to the community members who provided input for the creation of this plan.

Cover image courtesy of Unsplash, photo by Matt Bennett

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Introduction

Purpose

The purpose of this Plan is to create a roadmap for improving the age-friendliness of the Village of Sayward and provide tools for implementing the suggested actions within.

Adopting a thoughtful plan, informed by community feedback and a thorough assessment, provides opportunities to seek and secure funding for carrying out the suggested actions within. It is hoped that this plan will be of great use to the current and future Council and administration of the Village.

The Village of Sayward is also currently in the process of updating their Official Community Plan (OCP). By carefully examining certain subtopics of the community, such as Age-Friendliness, Active Transportation, and Housing Needs, a deeper understanding of each will highlight opportunities and ultimately inform a more comprehensive OCP.

Structure

The structure is organized in terms of past, present, and future. It will recap the origin and history of Age-Friendly Planning, to give some context to the framework used in most communities.

It will then provide some current demographics of Sayward and review of the Community Engagement undertaken for this plan. It will address each “Key Topic” of age-friendliness and suggest Action Plans specific to the community of Sayward. Under each Key Topic, a summary of the Assessment (past and current conditions) and Community Engagement (present feedback) will be provided.

Finally, the Action Plan (future) and Looking Forward sections will provide some key takeaways and tools for moving ahead.

Global Context

WHO Age-Friendly Cities

It is anticipated that 22% of the world's population will be aged 60 and over by 2050 (World Health Organization, 2007). At this point, the proportion of people over the age of 60 will be greater than the number of children (under 15) in the world. With this rapid shift in demographics, it is imperative that our communities are designed considering the needs and capacities of an older population. The World Health Organization (WHO) has been a key instigator in developing tools to assist communities as they begin to tackle this challenge. The WHO's focus has been to promote active aging (2007).

Timeline of events:



To “age actively” is to live in security, enjoy good health, and continue to participate fully in society.

The WHO Global Age-Friendly Cities Project & Guide (2007) was a collaborative effort of many countries and communities across the world, including Canada. Community leaders facilitated discussions with seniors, care-providers, and others with a strong interest in age-friendly design to gather information on what makes a place welcoming to older members of the population.

The project identified eight areas where efforts can be focused to assist communities in becoming more age-friendly. A key piece of the Age-Friendly City model is acknowledging that the entire community benefits from accommodating the needs of their older members. Younger community members experience less stress when their older family members have good access to social and health services, and the economy profits from the support of older clients. The Global Age-Friendly Cities Project continues to be the guiding document that assists communities as they transition towards becoming more age-friendly, providing useful checklists of features and strategies.

Applying an age-friendly lens to all planning decisions related to eight focus areas helps local governments allocate resources accordingly.

The 8 Key Areas:



Outdoor spaces and buildings

Pleasant, clean, secure and physically accessible



Transportation

Public transportation is safe, convenient, accessible, and affordable



Housing

Affordable, well-positioned, well-built, well designed and secure options exist for older adults



Social and cultural participation

People of all ages have access to leisure, social, learning, cultural, and spiritual activities



Respect and inclusion

Elders feel as though they are included in civic life and are treated with respect



Civic participation and employment

There are volunteer and employment opportunities that are of interest and within the capabilities of older individuals



Communication and information

Information is available through various mediums and is age-friendly



Community support and health services

Supports and services are available and tailored to the needs of older members of the community

(World Health Organization, 2007)

Canadian Context

The Public Health Agency of Canada, along with provinces and territories, have been instrumental in the development and promotion of the WHO Policy Framework on Active Aging. All levels of government have continued to advocate for planning age-friendly communities. (British Columbia Ministry of Health, 2011; Federal/Provincial/Territorial Ministers Responsible for Seniors, 2018).

British Columbia has seen an increase in the number of age-friendly communities, with the BC Healthy Communities designating 47 communities as age-friendly between 2012 and 2018.

On Vancouver Island, Island Health uses the BC Healthy Built Environment program to collaborate with local governments and organizations to promote the development of communities that support mental, physical and social health and wellbeing (Island Health, 2022).

In an effort to support the development of Age-Friendly Plans in the province, the Age-Friendly Community Planning and Project Grant Program was created as a partnership between the Union of British Columbia Municipalities (UBCM) and the Province of BC (UBCM, 2022).

The Village of Sayward was able to access this funding for the creation of this plan, as well as the implementation of three Age-Friendly Projects:

- An Age-Friendly van providing trips to Campbell River.
- Age-Friendly programming and drop-in times at the Kelsey Recreation Centre.
- An Outdoor Fitness Park for seniors.
(Village of Sayward, n.d.)

Sayward Context

Demographic Profile

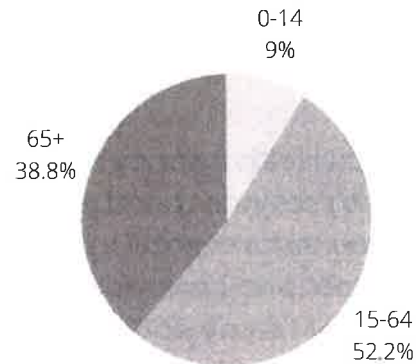
The Village of Sayward has a small population of 334 people, as of the 2021 census. This is an increase of 23 people from the 2016 census (representing 7.4% growth over 5 years).

The median (midpoint) age in Sayward is 60.4 years old. This means that 50% of residents are over 60.4 years old and 50% are under 60.4 years old. This is significantly higher than the BC median age of 42.8 years.

The mean (average) age is 51.9 years old, representing the numerical average taken of all residents' ages. This is also higher than the BC average age of 43.1 years.

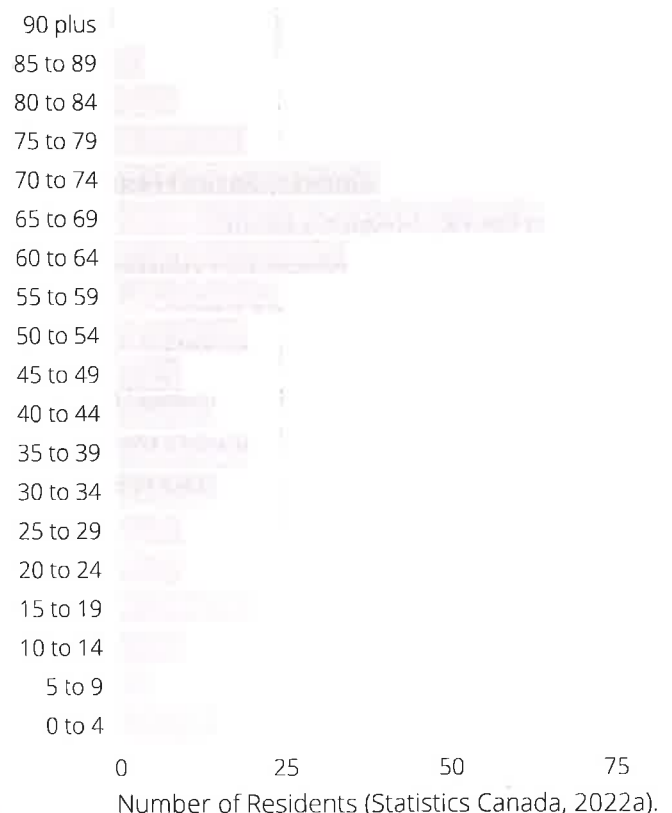
The census suggests 3 overarching age categories: Under 15 (children), 15-64 (working age), and 65+ (retirement age). Using this metric, Sayward's largest age cohort is 15-64 years old at 52.2% of the population. The second largest cohort is 65+ at 38.8% and the smallest cohort is under 15 at 9.0% of the population. While this is a reasonable grouping in terms of economic analysis, it is helpful to look deeper for the purposes of this plan.

Figure 1 Simplified Age Groups



When split into even 5-year increments, the largest cohort by far is 65-69 at 19.4%. The graph of Detailed Age Groups below gives a fuller understanding of Sayward's demographic profile (Statistics Canada, 2022a).

Figure 2 Detailed Age Groups



Other notable demographic aspects include housing type and household size. The majority of people in Sayward live in a single family detached home, at 76.4%. The only other typologies identified were 14.7% living in a low-rise apartment building (under 5 storeys) and 8.8% living in a moveable dwelling. The average household size is 2.0 people, lower than the BC average of 2.4 (Urban Systems Ltd., 2021a). This is expected in an older population, with most children having left their parental home.

15% of residents in the Village of Sayward identify as Indigenous as per the 2016 census. This is significantly higher than the Provincial average of 5.9% and the Canadian average of 4.9%. Culturally appropriate approaches for Indigenous Elders should be considered and incorporated in any actions taken towards increasing the Age-Friendliness of Sayward. The majority of residents identified themselves as being of primarily European ancestry with ten residents identifying as Black (Urban Systems Ltd., 2021a).



50%

of Sayward
residents are over

60

years old.

Considerations

With 38.8% of residents aged 65 years or older, well above the provincial average, it is imperative that Sayward considers mechanisms to make active aging more feasible (Statistics Canada, 2022a). The goal of transitioning Sayward to be an age-friendly community is that it will allow older members to remain independent, dignified, and respected within the community they love and consider home.

Becoming and remaining an age-friendly community is an ongoing process, and the Village of Sayward will need to continue to make an effort to achieve this goal.

This means decision makers should:

- Use an age-friendly lens when developing community policies;
- Consider the interests and abilities of older members when thinking about solutions to community issues;
- Prioritize age-friendly initiatives (remember that age-friendly means that all members of the community can participate);
- Keep track of global, federal, and provincial changes with regards to best practices; and
- Seek opportunities to strengthen the involvement of seniors in civic activities.



Community Engagement

In June 2022, MABRRI launched a survey specific to the creation of an Age-Friendly Assessment and Action Plan for Sayward. This method of engagement was designed to be accessible, with a number of considerations implemented.

- The survey was available for completion online as well as by hand, with paper copies in the Village office and the Kelsey Recreation Centre. It was advertised in all engagement materials that the survey could be taken online using the link provided, by hand in person, or by calling in to the Village Office (with the phone number posted). Paper copies were also brought out to events such as the Senior's Lunch.
- The survey was promoted through the Village website and their official Facebook page, as well as the community Facebook page "Around Sayward". These posts were designed to be readable by assistive tech, meaning the images were supplemented by text descriptions.
- Posters were designed to be clear and readable with large sans-serif fonts, a single image of the Village crest, and clean formatting. The poster provided a link, a QR code to go directly to the survey, and details for completing the survey at the Village Office, either in person or via phone.
- The Village Office also contacted community groups such as Sayward Futures and the Sayward Primary Health Clinic to help promote the survey.

All survey results will be graphed by number of respondents for each answer, unless expressly noted otherwise.

(See Appendix A for engagement materials and Appendix B for survey questions.)

The survey had a total of 27 responses. Of these, two thirds (18 surveys) were completed online and one third (9 surveys) were manually entered on the printed copies provided by the Village. The latter were scanned and input by researchers at MABRRI. The responses were anonymous, but the following demographic details were collected:

Figure 3 What is your age?

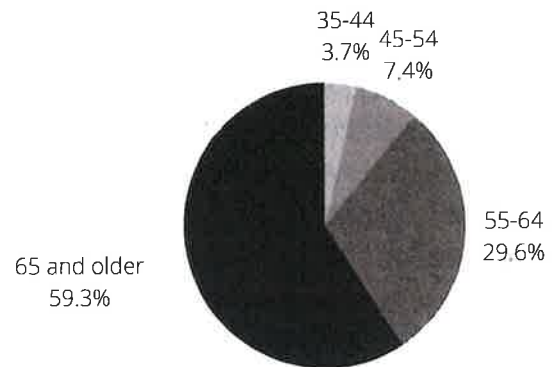


Figure 4 What is your gender?

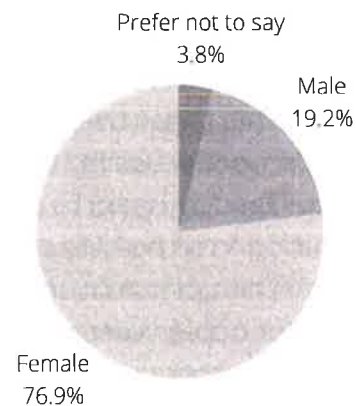
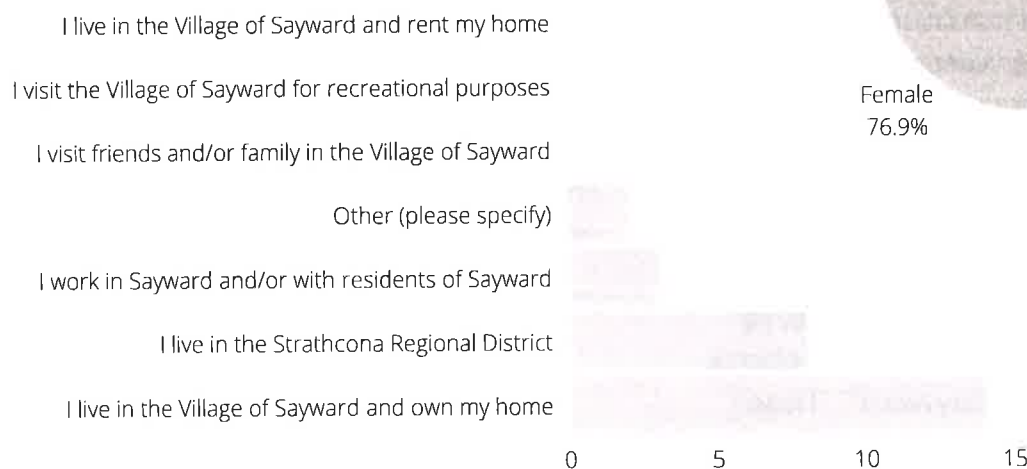


Figure 5 What is your relationship to the Village of Sayward?



There were two "Other" responses that explained they live in the Sayward Valley. One lives in the Sayward Valley and owns a house in the Village as well. Since these both count as living inside the Strathcona Regional District but outside the Village, the true count for "I live in the Strathcona Regional District" is 10.

The creation of the survey was informed primarily by the WHO (2007) & Canadian Age-Friendly communities conventions and guides (British Columbia Ministry of Health, 2011; Federal/ Provincial/ Territorial Ministers Responsible for Seniors, 2018). However, a previous survey completed by Urban Systems in 2021 also provided valuable context for the Assessment portions of this Plan. The Urban Systems survey was created for the Official Community Plan (OCP) Update which is currently in progress. It provided some very relevant input to the Age-Friendly Plan and will be referenced occasionally throughout this Plan.

The OCP Update survey had 28 responses. Again, the survey responses were anonymous, so we cannot determine if this represents many or few of the same

respondents to the Age-Friendly survey. The demographic details collected for the OCP Update survey are shown below. Although seniors were not specifically targeted for the OCP Update survey, it is worth noting that 71% of respondents were 65+ and all respondents were 55+.

Ultimately, the number of responses collected for the two surveys cannot be considered statistically representative of the entire population of the Village of Sayward. However, the level of engagement was very strong considering the small population and we are impressed by the effort and thoughtfulness shown by respondents.

These results are taken as valuable insights from the lived experience of Sayward's residents, workers, and visitors.

Figure 6 Where in Sayward do you live?

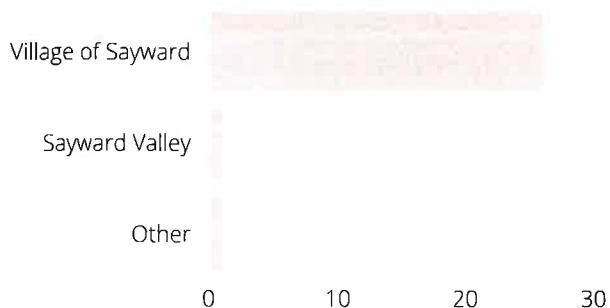
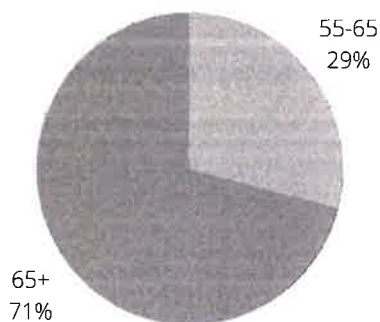


Figure 7 Age of Respondents



Urban Systems Ltd. (2021b), Village of Sayward Official Community Plan Survey Results Analysis [Report]

The 8 Key Themes

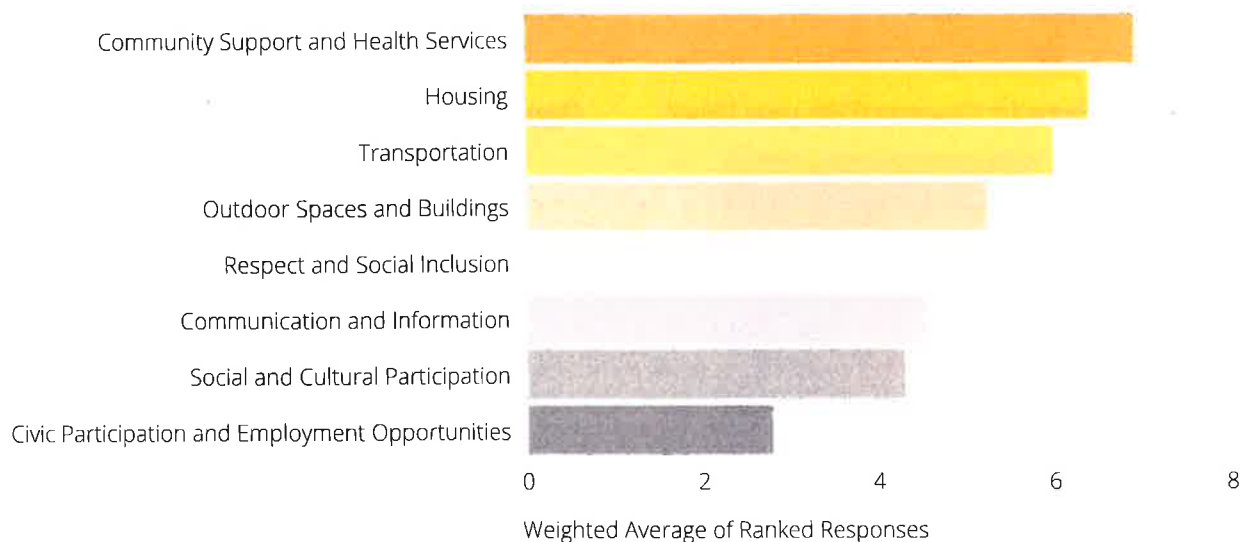
Ranking of the 8 Key Themes from the community survey resulted in the following order of priority. The result is based on a weighted average of ranked responses.

The top priority identified for consideration in the Age-Friendly Plan was Community Support and Health Services. This was followed by Housing second, Transportation third, and Outdoor Spaces and Buildings fourth. Themes that were ranked lower may have been so because they are considered less important, or because they are already working well in the community.

The four lowest priority themes were Respect and Social Inclusion, Communication and Information, Social Participation, and Civic Participation and Employment. It is worth noting that the last theme was ranked significantly lower than the second from last.

Detailed insights are provided under each theme heading as to what aspects are working well and what aspects need the most work. The order of the themes in this Plan follows the order of priority identified by the community.

Figure 8 Please pick your top 4 priorities for consideration in Sayward's Age-Friendly Plan, with 1 being the most important to you.





Community Support & Health Services


Chronic illnesses are more prominent in older adults, requiring access to health and other support services. To ensure a healthy and independent aging community, it is vital that quality, appropriate, affordable, and accessible health care is available. Age-friendly communities have support and health services that are tailored to support the needs of seniors.

Assessment

Health services are an essential aspect of an age-friendly community, but also an aspect that is rarely found in rural or remote communities, especially those of only a few hundred residents. Recognizing these challenges, for such a small community, Sayward has implemented some solutions to provide access to certain health services. There is a Primary Care Health Clinic in Sayward. The Health Clinic is run as a non-profit organization, where residents can see the nurse practitioner four days a week. It offers primary care with some emergency service support.

The majority of other healthcare services must be accessed in Campbell River, such as pharmacists, specialist appointments, and hospital visits. Wheels for Wellness is a volunteer-run community shuttle in Comox which can provide rides to medical appointments in Campbell River, 75 kms away and usually about an hour's drive, with advanced notice (Urban Systems Ltd., 2021a).

Clearly, limited health resources pose a barrier to those with complex medical needs being able to live or remain in Sayward. While this applies to people of all ages, it also represents a significant issue for older populations. This is not unique to Sayward, as it is a challenge in most small and rural communities.

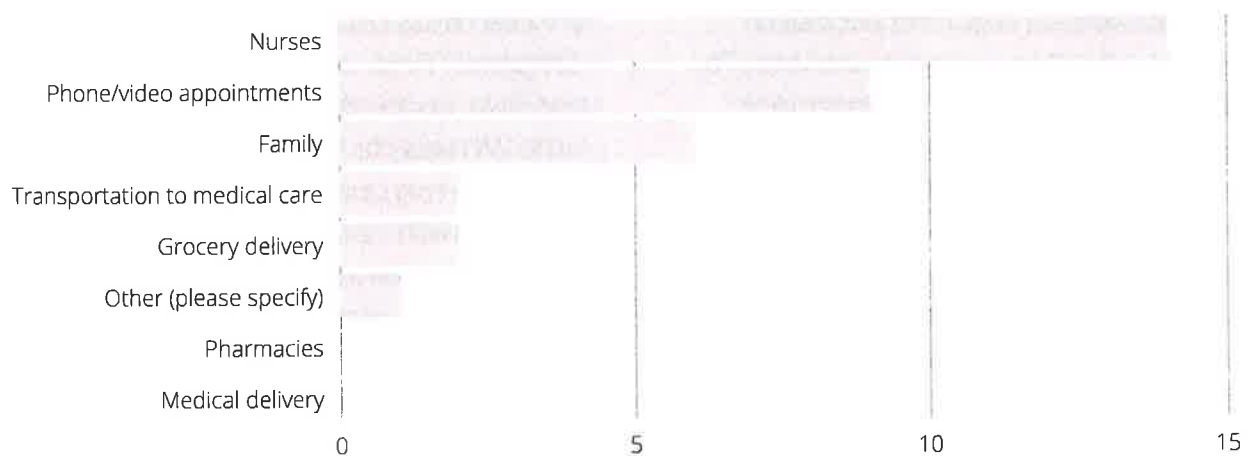


**Unfortunately many of
the seniors end up
moving to the city due to
medical facility
availability**

- Survey Respondent
(Urban Systems Ltd., 2021b).

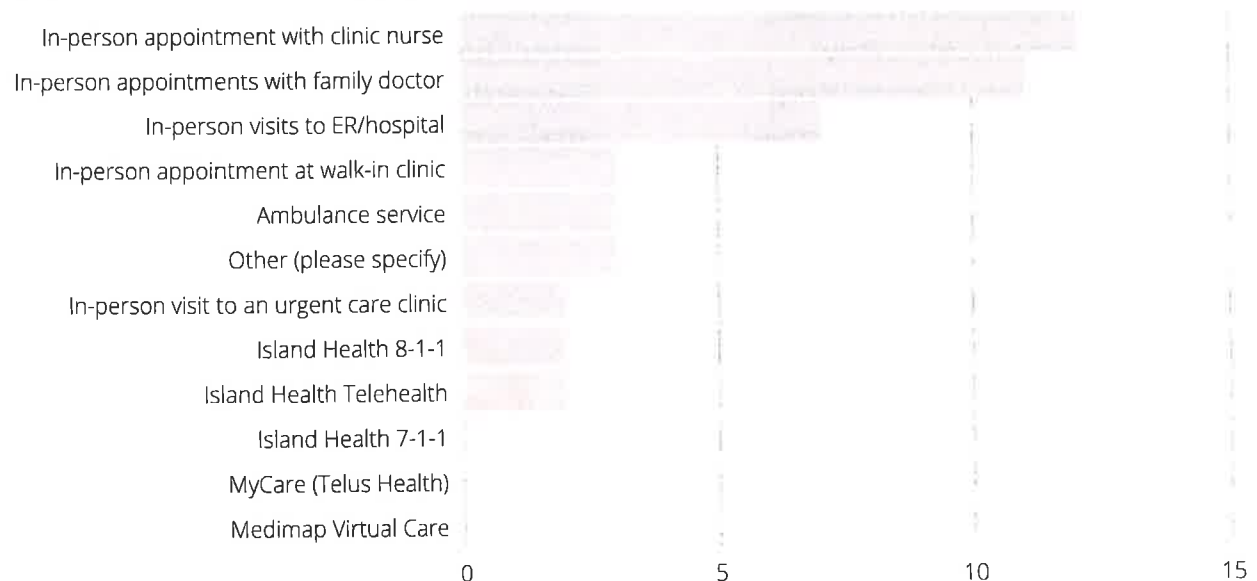
Community Feedback

Figure 9 What supports do you currently feel as though you have access to within the Village of Sayward? (please select all that apply)



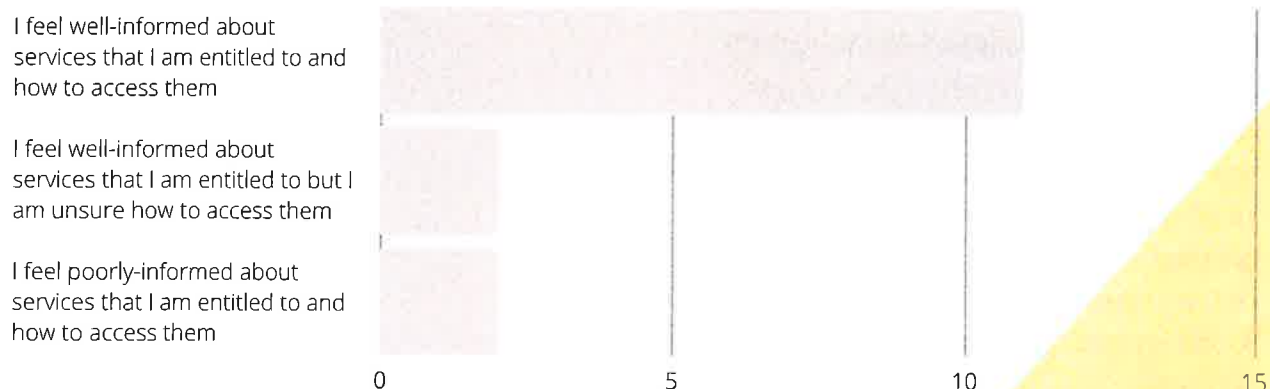
The one "Other" response elaborated that they have access to help from family in Campbell River and friends.

Figure 10 What medical services and supports have you used in the past 2 years? (please select all that apply)



The three "Other" responses explained supports that they have accessed in the past two years. These included phone appointments [1], hospitalization in Campbell River [1], specialized medical care where they are contacted directly by the provider [1], online support groups & medical information [1]. One noted that they do not have a family doctor.

Figure 11 Which of the following best describes your relationship to medical services?



Action Plan

Proposed Objectives:

1.1	Pursue increased access to transportation for medical appointments.
1.2	Explore opportunities for deliveries of medical and pharmaceutical supplies, groceries, and other health supports.
1.3	Work with home support services, Sayward Primary Care Clinic, and Strathcona Health Network to identify and improve barriers to health services for older adults.
1.4	Identify and pursue resources that support the physical, mental, and social health of older adults.
1.5	Foreground community support services and health services as they relate to commercial amenities, residential housing, and transportation policies in the upcoming OCP update.



Housing

Aging-in-place allows individuals to safely and comfortably grow old in their own community, which may represent different types of housing solutions for different stages of life. Aging-in-place is preferable for many reasons but, most importantly, it often prolongs independence (Whistler, 2021).

Age-friendly housing looks different to everyone. For some, it may be a small unit in a larger facility with 24/7 support, for some it may be an apartment rather than a single-family home, and for others it may be modifying and adapting their existing home to accommodate mobility issues. In an age-friendly community housing is available, affordable, appropriately located, well built, well designed, and there are maintenance services available.

*Image courtesy of
the Village of Sayward*



Assessment

Housing stock in the Village of Sayward is largely made up of single family detached houses, comprising 80% of all private dwellings. The majority are 3-bedroom homes, which represent 44% of occupied dwellings. There is also a significant majority of residents who own their home in Sayward. (Urban Systems Ltd., 2021a). 86% of residents are homeowners, compared to 64% of the Canadian population (Uppal, 2019).

Notably, the majority of homes in Sayward were built between 1961-1980. This means about 74% of the housing stock is between 42-61 years old. (Urban Systems Ltd., 2021a). This is significant because older homes generally require more maintenance. While an older population is more likely to own their home and potentially have their mortgages paid off, costly repairs may represent a significant burden for retirees on a fixed income.

In 2019, the housing value in Sayward spiked dramatically by 44%. This increase was driven by populations

leaving large cities for more rural locations, largely exacerbated by the COVID-19 pandemic (Urban Systems Ltd., 2021a). Although the most dramatic effects of the pandemic are beginning to subside, the future of housing affordability on Vancouver Island is still an issue.

With 46% of Sayward's population retired (income being pensions and/or government assistance), there should be a focus on senior support and affordable housing which is appropriate for older adults (Urban Systems Ltd., 2021a).

The current Village of Sayward OCP (2000) policy section related to housing makes a mention of senior's housing and facilities:

"Senior's housing and facilities, affordable accommodation units and special needs housing are encouraged in this [Single-Family Housing] designation"

(Village of Sayward, 2000, Part 3, 3.1., b, ii.).

Comments from the OCP Update Survey:

"I am happy where I live at this time, but think a seniors complex is very much needed."

"Need more lower cost options, rental & condo type of apartments for seniors who can't maintain their homes."

"Housing for seniors needs help. Keep it affordable is important. Van Island is gentrifying."

"I would like to think (hope) that who needed - in home care will be available."

"Need local seniors housing so that our aging people can age in place. Cottages - assisted living - multi-level care. Need housing for mental health/hard to place persons with supervisory."

"We are seniors living in our own home as are all the seniors living in Sayward, there is no Senior Housing available."

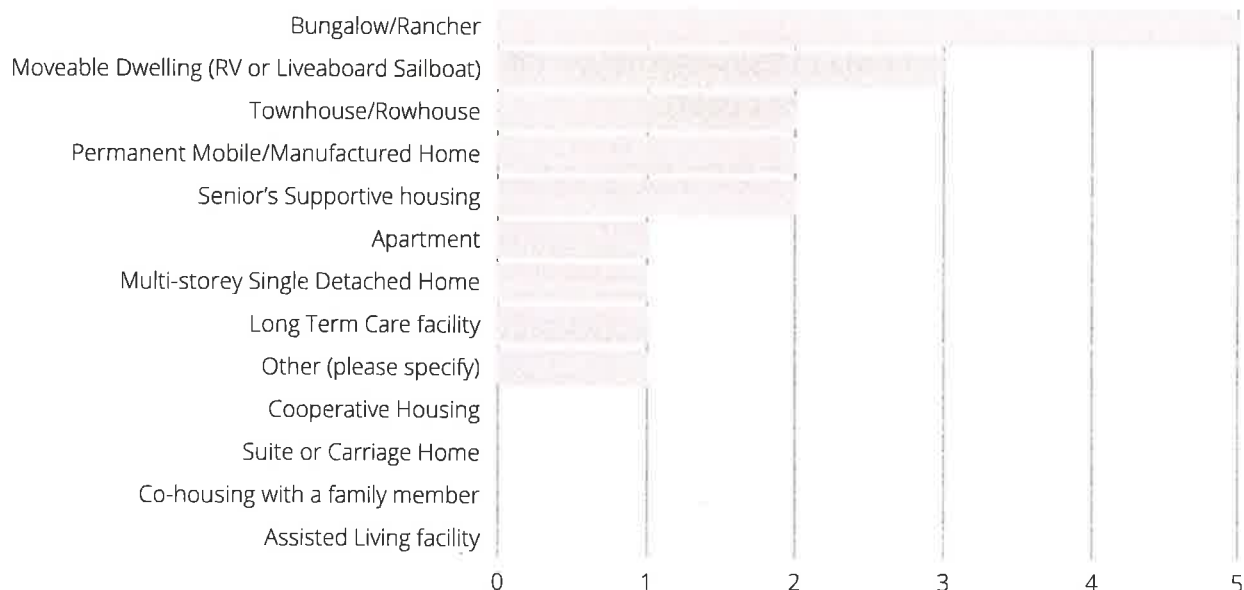
(Urban Systems Ltd., 2021b)

Community Feedback

Figure 12 Think of your home in Sayward. If you do not live in Sayward, please skip this question. (please select all that apply)

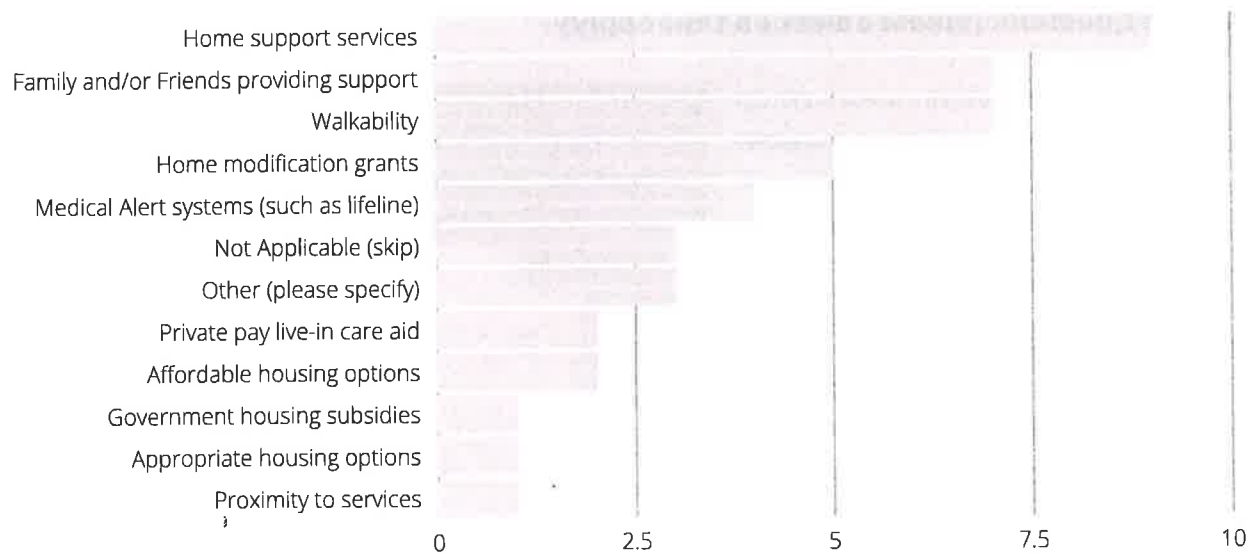


Figure 13 If you were to move in the next 10 years, which housing type would represent your ideal new home?



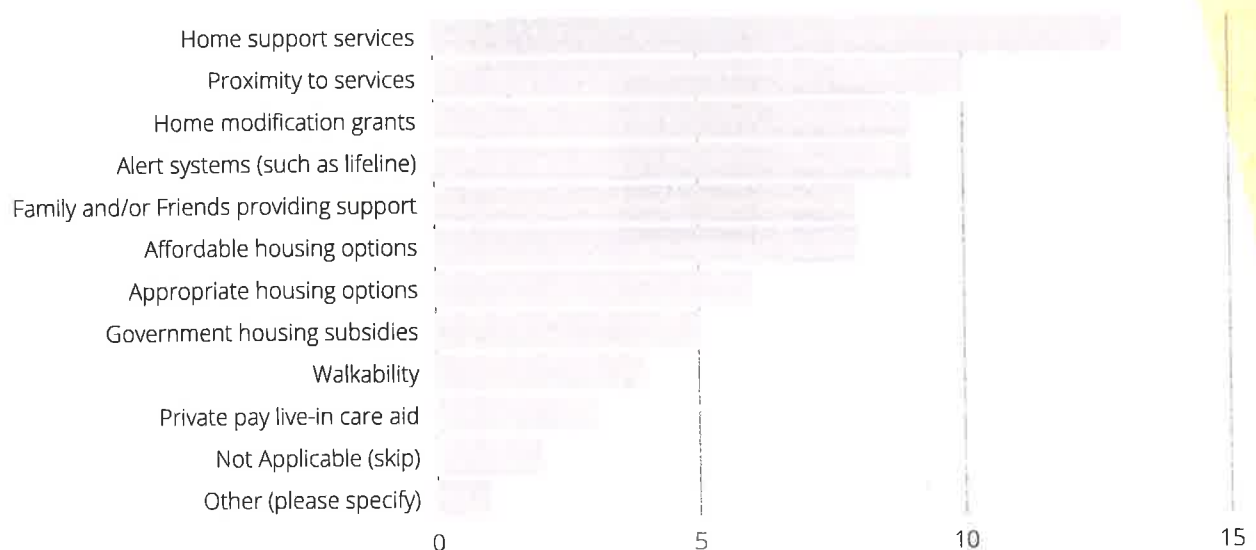
The one "Other" response explained that all types of housing present their own advantages and that physical ability would dictate their future preference.

Figure 14 What supports are currently available and helping you or other residents you know remain in Sayward as you/they age?



The three "Other" responses all explained that they are not very familiar with the topic, that there may be options that they are not aware of. This may indicate a lack of communication about services, or simply a lack of familiarity by those specific respondents.

Figure 15 Think of your home in Sayward. If you do not live in Sayward, please skip this question. (select all that apply)



The one "Other" response explained that Proximity to Services was especially important, indicating it should deserve extra weight in their response.

Action Plan

Proposed Objectives:

2.1

Align OCP and Zoning bylaw with creating opportunities for seniors supportive housing, assisted living, community care and long-term care facilities.

2.2

Encourage the construction of affordable seniors housing, universally accessible homes, and businesses or amenities that support older adults.

2.3

Promote and educate about programs that allow for aging in place, such as grants for home modification, maintenance, and repair.

2.4

Include age-friendly considerations in upcoming Housing Needs Assessment and OCP update.



Transportation

A key determinant of a person's quality of life is mobility, i.e. their ability to move freely and independently around their community. Without a suitable way to move around, one's ability to participate in employment, volunteer, or civic activities, stay socially connected, and access health services becomes severely compromised. Not having a way to move around their community puts older adults at risk of isolation.

Where the preferred mode is the private automobile, it is even more imperative to plan for alternative transportation as many people lose their ability to drive as they age. In an age-friendly community, residents have access to multiple forms of transportation that are convenient, safe, accessible, and affordable.

Assessment

Sayward is a community that relies primarily on private automobiles for transportation. 85% of workers drive for their commute, while 15% are able to walk. Many drive to Campbell River for their employment, with a third of commuters spending at least 45 minutes driving in each direction.

Unsurprisingly, due to size and location, there is no bus, taxis or other public transportation system operating within the Village of Sayward.

There is a community van operating as a shuttle for appointments and trips. The van is used for Age-Friendly shopping trips to Campbell River on a biweekly basis.



Image courtesy of the Village of Sayward

This is a creative solution and supported by the community, though it is noted that a single vehicle means there is no back up in the case of mechanical issues.

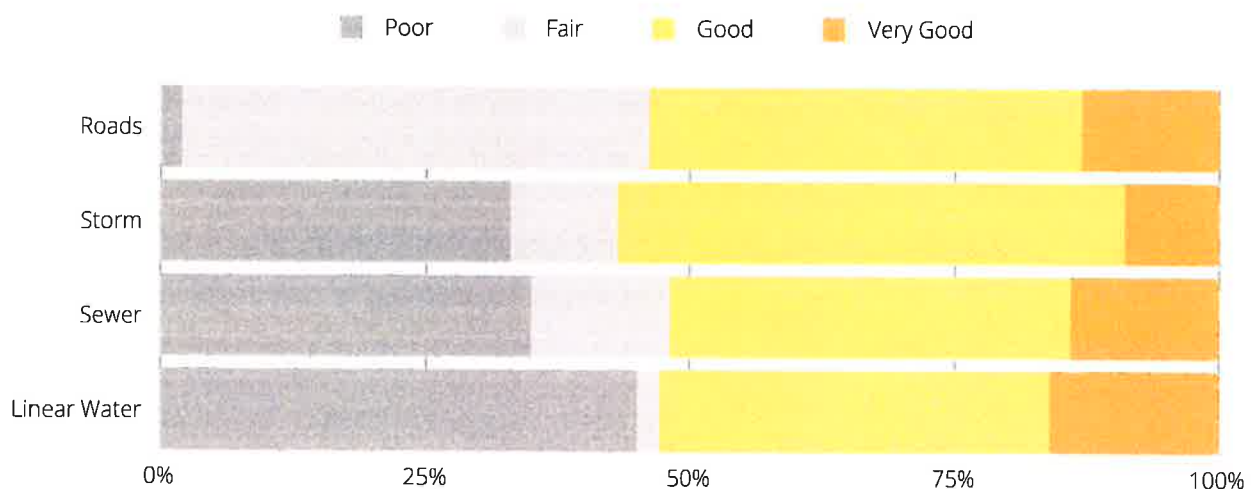
Sayward has only one officially designated bicycle lane. Most streets do not have a sidewalk but do benefit from low volumes of traffic. Walkability within the village is a highlight, as the total area is only 4.7 square kms (Urban Systems Ltd., 2021a).

The street layout is also conducive to walkability, as there is good connectivity and few dead ends.

This connectivity should be maintained in any future residential development, for the many health benefits of a walkable community. Outside of the Village boundaries, in the Sayward Valley, there are major barriers to cycling, walking, and other forms of alternative transportation.

The OCP Background Report notes that, of the four asset classes, Sayward's roads are in the best shape. There is only a very small percentage of roads in poor condition, while the majority are in fair or good condition (Urban Systems Ltd., 2021a).

Figure 16 Condition Assessment by Asset Class



(p. 4, Urban Systems Ltd., 2021a)

Community Feedback

Figure 17 Which of these age-friendly features are working well in the Village of Sayward? (select all that apply)

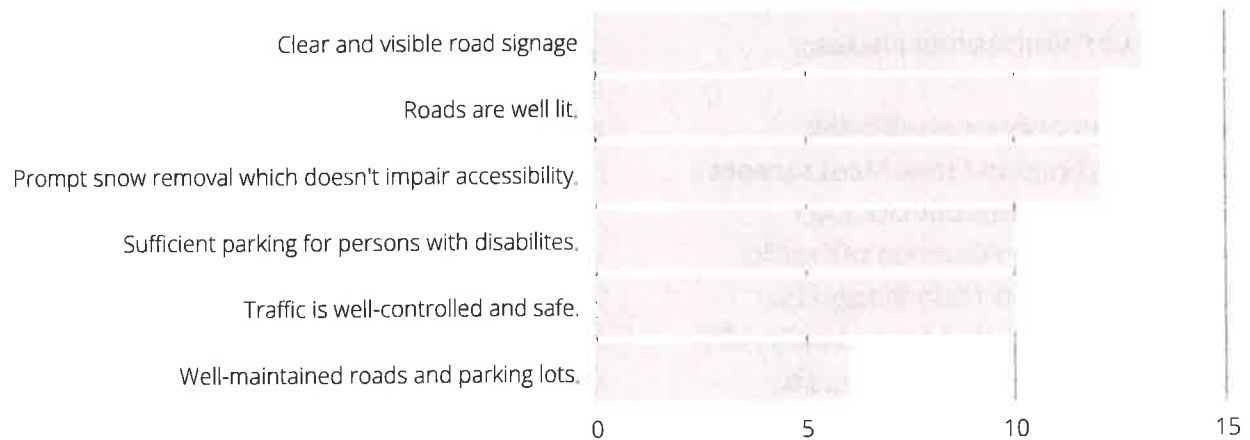


Figure 18 Which of these age-friendly features need to be improved in the Village of Sayward? Please rank your top preferences with 1 being the most urgent.

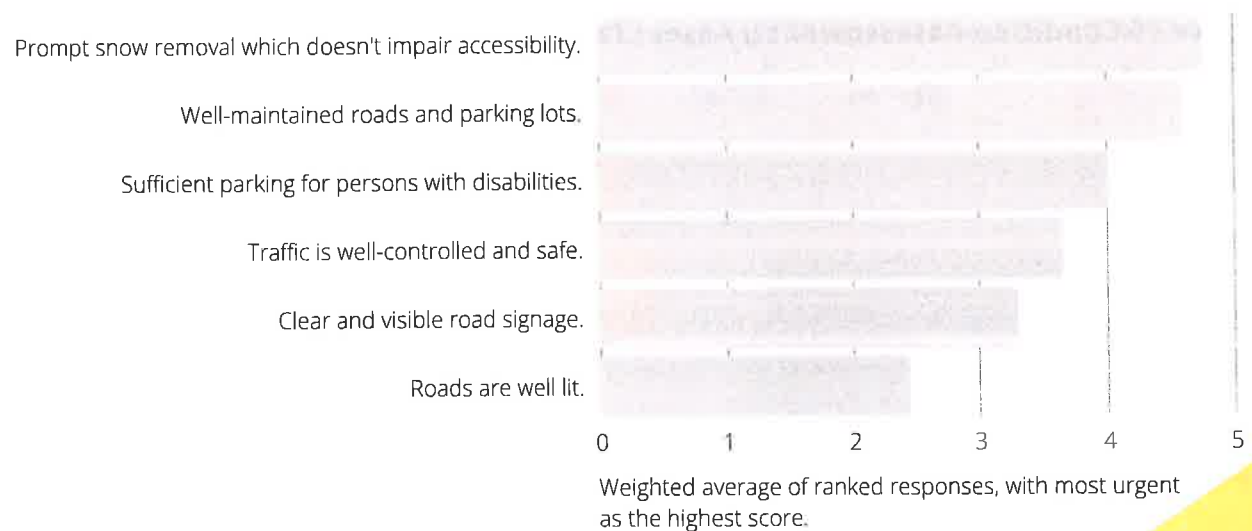
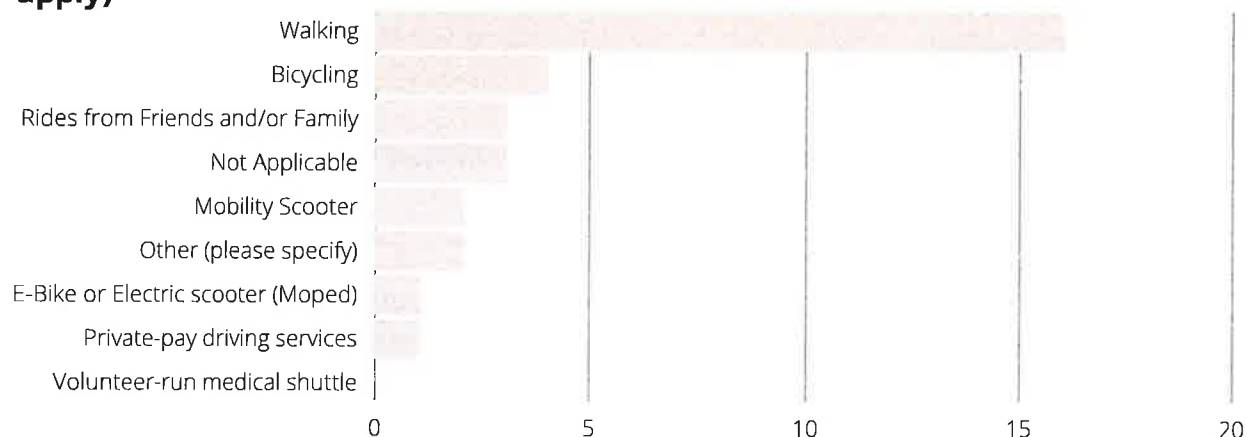


Figure 19 Which of the following means of alternative transportation (meaning other than driving) do you utilize within the Village of Sayward? (select all that apply)



The two "Other" responses explained that they use an ATV [1] and an e-bike [1]. This means the tally for "E-Bike or Electric 2-wheeled scooter (Moped)" should total two.

Please comment on what alternative transportation methods you would like to see improved as a top priority in Sayward, especially for older adults.

- Shuttle bus service to CR for medical patients to attend appointments.
- Daily bus to Campbell River and back.
- The Village has an Age-Friendly Van that is not utilized to its maximum potential, and as it sits maintenance costs are incurred. This asset needs to be used for more events and outings.
- Bus.
- Road access for ATV's and other non licensed vehicles.
- Give mobility scooters and other electric forms of transportation the right of way on streets. Develop charging stations, including charging of electric automobiles and trucks. This should be a very high priority.
- Ride sharing.

Action Plan

Proposed Objectives:

3.1

Pursue funding opportunities that could support expanding the use of the Age-Friendly van.

3.2

Explore partnerships with existing transit providers, such as BC Transit, HandyDART, Wheels for Wellness, and Island Link, to maximize impact.

3.3

Improve access to and awareness of alternative transportation options.

3.4

Include age-friendly considerations in the upcoming Active Transportation Plan.

Outdoor Spaces & Buildings

Having adequate and accessible outdoor spaces is beneficial for both mental and physical health. There are several characteristics of the natural and built environment that can determine the age-friendliness of a community.

The design of streets, parks, buildings and other outdoor spaces within Sayward determine the accessibility of the community and have the capacity to have a significant impact on a person's mobility, independence, and quality of life.

Functional outdoor spaces are linked to many community health benefits for those who walk, roll, play, and recreate. In an age-friendly community, outdoor spaces and public buildings are pleasant, clean and accessible; these spaces support the access and involvement of older adults in the community.



*Image courtesy of the
Village of Sayward*

Assessment

The beauty of Sayward's outdoor spaces is seen as a clear benefit to residents. Outdoor activities were highlighted as the preferred method of recreation in the social participation section of the Age-Friendly Assessment survey.

In the OCP Update survey many respondents identified nature, the outdoors, the clean and quiet environment as positive aspects of the good quality of life enjoyed in Sayward.

Concerns about outdoor spaces and buildings were also highlighted in the OCP Update survey. This feedback included limiting the impacts of the log sort, fish farm, and algae blooms on enjoyment of outdoor spaces.

There was also mention by two people of increased bylaw enforcement to ensure properties are not unsightly or detracting from the public realm (Urban Systems Ltd., 2021b).

Based on a visual assessment, most public buildings in the Village of Sayward have an accessible entrance at ground level or through the provision of a ramp. Benches are available along some pedestrian paths and there are a few outdoor shelters in public parks which allow for shade or rain protection.

An Age-Friendly Project initiated by the Village of Sayward saw an Outdoor Fitness Park installed in H'Kusam Park, next to the duck pond (Village of Sayward, n.d.).

The Village of Sayward 2000 OCP (updated in 2005) has some policies that support the preservation of the scenic beauty of Sayward.

In particular, these policies under Part Two Village Goals and Objectives, Section 2 Environment, are applicable.

To enhance accessibility to parks, forests, ponds, the estuary and the ocean waterfront for recreational use. Ensuring outdoor spaces are accessible.

To protect the views of the surrounding mountains, ocean, forests, rivers, and estuary. Ensuring outdoor spaces are pleasant.

To protect the air and water quality. Ensuring outdoor spaces are clean.

(Village of Sayward, 2000, Part 3, Section 2)

Community Feedback

Figure 20 Which of these age-friendly features are working well in the Village of Sayward? (select all that apply)

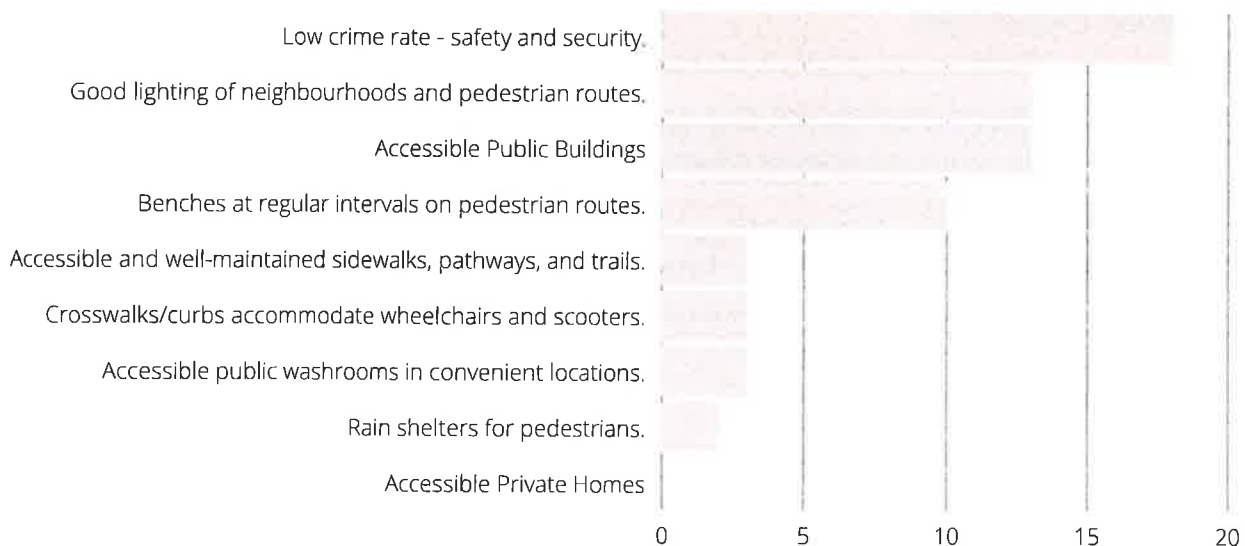
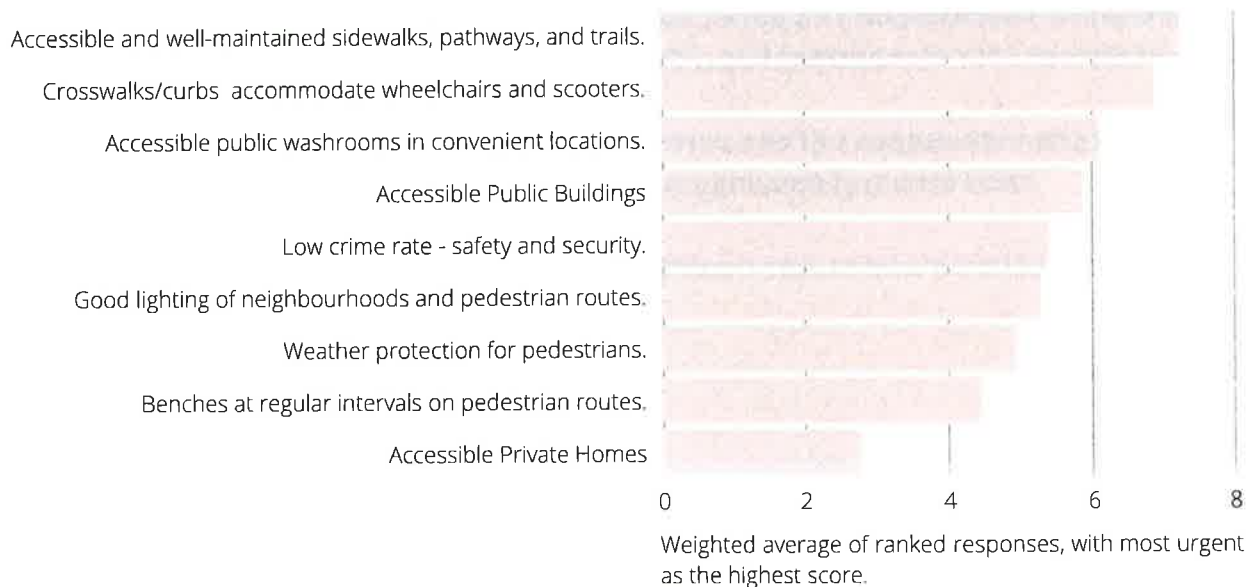


Figure 21 Which of these age-friendly features need to be improved in the Village of Sayward? Please rank your top preferences with 1 being the most urgent.



Action Plan

Proposed Objectives:

4.1

Improve the accessibility of sidewalks, pathways, trails, and crosswalks for pedestrians and people who use mobility aids.

4.2

Increase the number of appropriately spaced seating options and covered areas in outdoor spaces to serve as a rest spot for those with limited mobility.

4.3

Work with businesses and property owners to improve wayfinding and access to washrooms throughout the Village.



Respect & Social Inclusion

Feeling connected, involved, and respected in one's community is a crucial aspect of aging actively and a key determinant of health. Respect and inclusion of older people is strongly influenced by factors of the greater community such as culture, gender, health and economic status. Individuals are more likely to feel respected and included if they are actively participating in the social, civic, and economic life of their community.

In an Age-Friendly Community, older adults are treated with respect and are included in civic life. Working to promote elder respect and inclusion will see less older adults falling into social isolation.

Assessment

The Community Health profile of Sayward was completed by the Strathcona Community Health Network. This report is not specific to the Village of Sayward, as it includes the greater Sayward Valley and Kelsey Bay. However it offers some valuable insights into the state of social inclusion for older adults.

Image courtesy of Village of Sayward



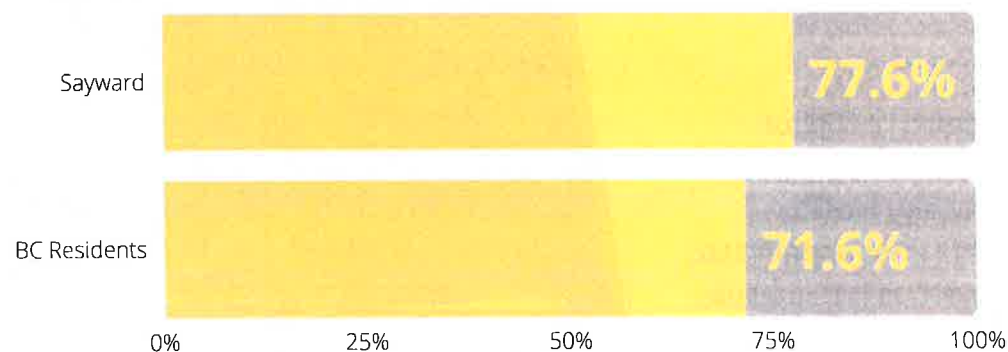
Residents of the greater Sayward area report a higher sense of Community Belonging than the Provincial average. 78% reported a “strong” or “somewhat strong” sense of belonging compared to 72% in BC overall.

While older adults in the Sayward Valley have deep community roots, the health profile notes that the lack of health support may push senior residents to leave the community when their needs exceed the access to services. There are many opportunities for attending social events and volunteering with organizations in Sayward, which creates the right environment for respect and social inclusion of older adults.

However, this only benefits those who are able to remain in the community. Social determinants of health recognize that seniors who live with a partner, roommate or family member may often experience a higher quality of life than those who live alone (Strathcona Community Health Network, 2019).

The majority of households in Sayward have two residents, but the relationship of household size to age is not clear (Urban Systems Ltd., 2021a). More research is needed for a full picture of the current state of social inclusion and respect for older adults in the Village of Sayward.

Figure 22 Sense of Community Belonging



(p. 4, Strathcona Community Health Network, 2019)

Community Feedback

**Figure 23 Which of these features are present in the Village of Sayward?
(please select all that apply)**



Figure 24 Which of these features need to be improved in the Village of Sayward? Please rank your top preferences with 1 being the most urgent.





Action Plan

Proposed Objectives:

- 5.1** Support implementing a network of community wellness checks and social visits for older adults, especially for isolated seniors and during emergencies.
- 5.2** Promote the creation and attendance of intergenerational programming and activities within the Village.
- 5.3** Educate the community about ageism and ableism, while highlighting and celebrating the contributions and stories of older adults.

Communication & Information

Ensuring that individuals remain connected to events and people is critical to supporting active aging. A core mechanism for making this a reality is to ensure that people are getting practical information in a timely manner. It is important that older members of the community have a wide range of avenues to access information that is relevant to them and which supports various levels of capabilities. In an age-friendly community, documents are easy-to-read and easily accessible to ensure older residents can stay well informed.

Assessment

The Village of Sayward communicates with residents through several avenues. One of the most popular methods is the newsletter, distributed monthly by mail and available on the official village website.

The newsletter provides information on community events, municipal services, local business ads, volunteer opportunities, political updates such as council meeting dates and letters from Councillors, village office hours, public service announcements, and messages from residents. There are also community bulletin boards at the Village Office, Primary Care Health Clinic, Kelsey Recreation Centre, and the Post Office, hosting notices and copies of the newsletter. (Urban Systems Ltd., 2021a)

The Village website was updated in 2021 and provides information under the headings of: Municipal Services, Our Community, Economic Development, Government & Bylaws, and News & Events. COVID-19 updates, Tourism information, and a Contact page are also provided on the website. (Village of Sayward, n.d.)

Image courtesy of
Village of Sayward

An official Village of Sayward social media page (with 709 followers as of June 2022) is hosted on Facebook, along with other unofficial Sayward-focused pages administered by community members.

Emergency communications are hosted by "Alertable", as of May 2022. This service provides alerts about emergencies and important PSAs about scheduled service interruptions, road closures, power

outages, and more. It is a free service which can be subscribed to for alerts on a mobile phone, tablet, computer, by text message, email, and even voice call to landlines (Village of Sayward, n.d.). Having these alternative options for alerts is very important for age-friendliness, especially in a remote community.

The OCP Update survey highlighted the newsletter as the most commonly used and most preferred means of communication.

Figure 25 How do you receive Village News?

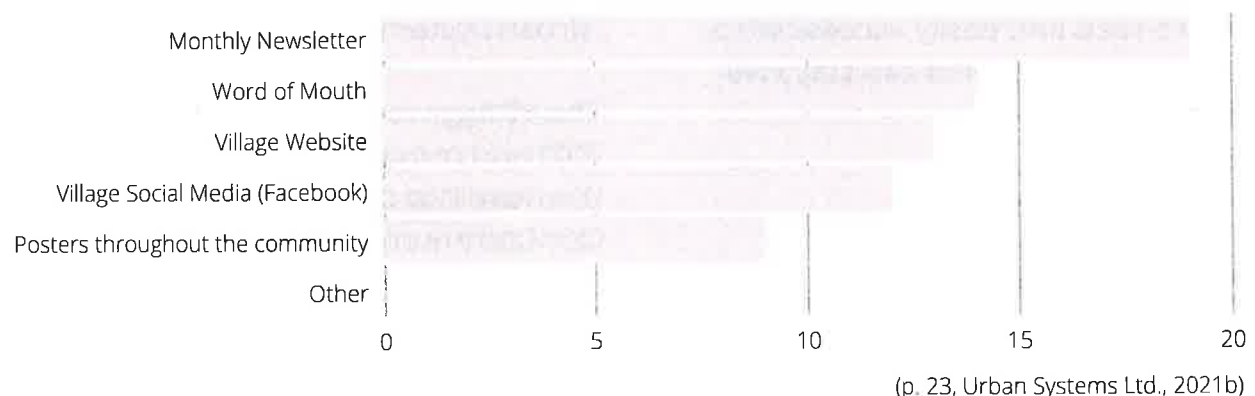
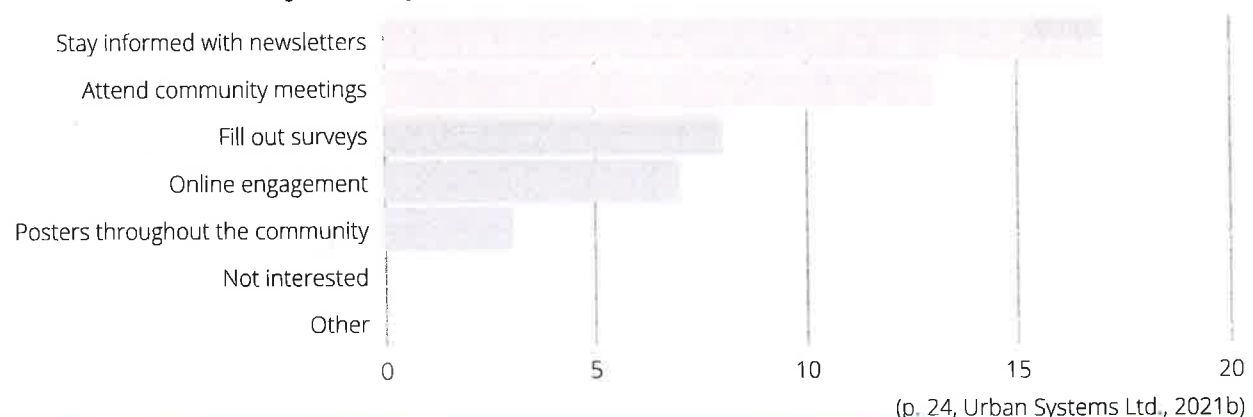


Figure 26 What is your preferred method of providing your input on the Village's Official Community Plan update?



Community Feedback

Figure 27 How up to date would you say you are on community news?



Figure 28 How do you hear about community news and/or connect with others in the community? (select all that apply)

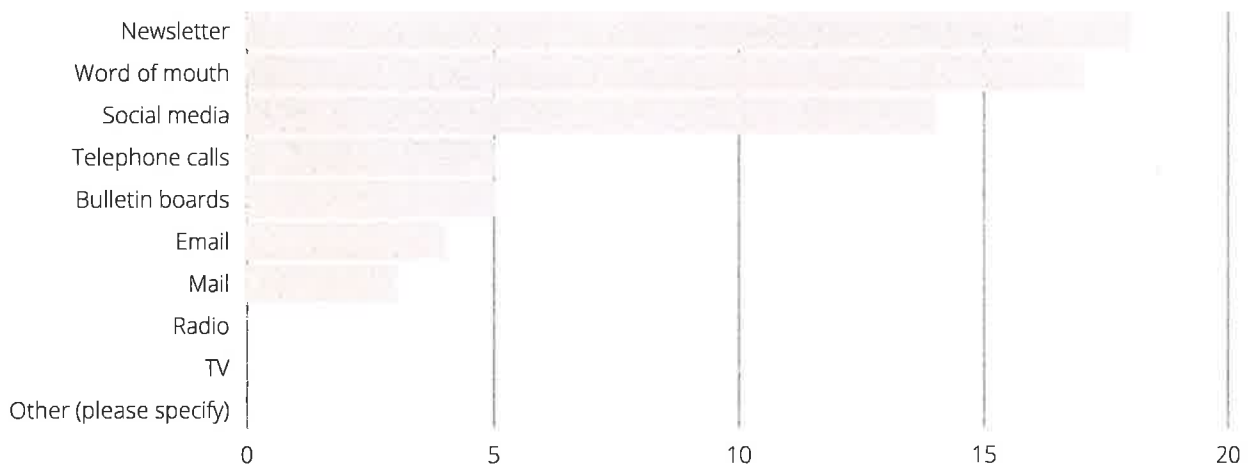
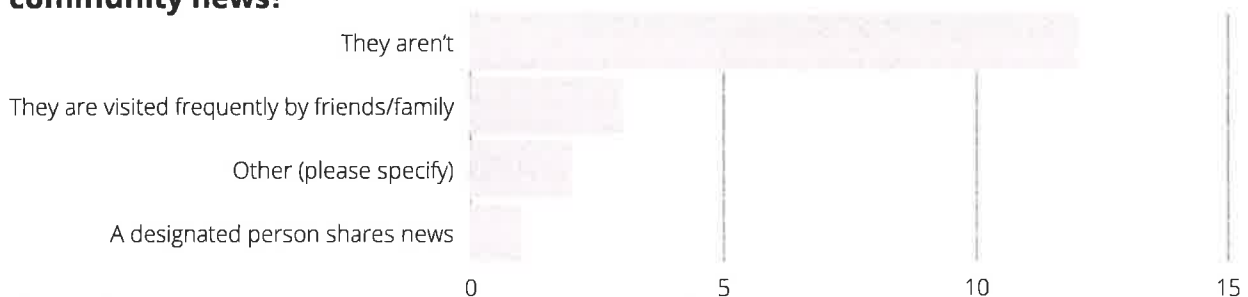
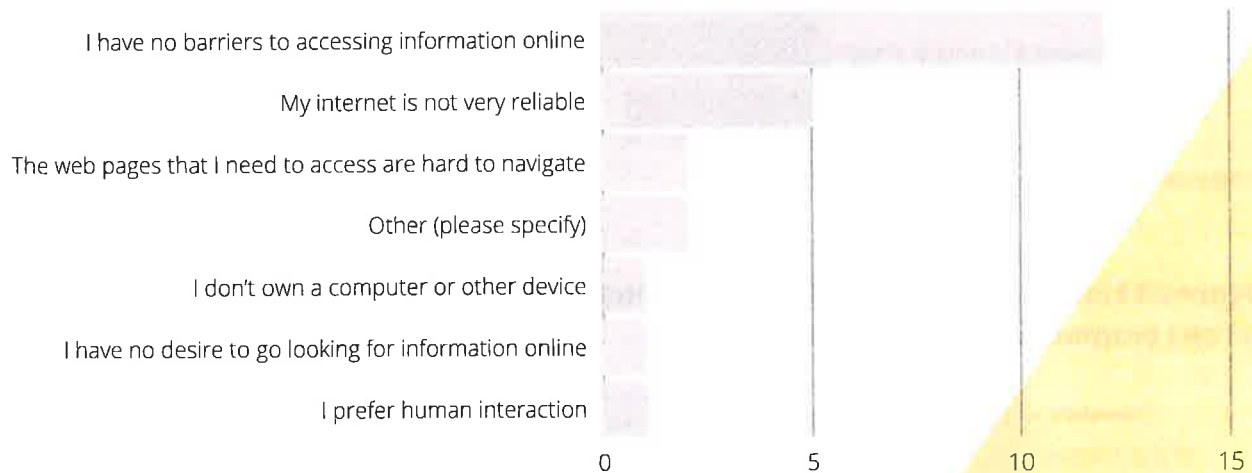


Figure 29 How are socially isolated community members informed about community news?



The two "Other" responses both noted that the newsletter serves this purpose. The postal delivery of a printed newsletter to each home is especially important for socially isolated community members.

Figure 30 What barriers do you feel prevent you from having more access to information online? (select all that apply)



The two “Other” responses indicated that the cost of internet and a lack of computer literacy may pose additional barriers.

Action Plan

Proposed Objectives:

6.1

Ensure communication with seniors before, during, and after emergency events or public health threats (e.g. air quality advisories, heat domes, snowfall).

6.2

Continue to include accessibility and age-friendliness as an aspect of communication and information dissemination, using a variety of avenues.



Social & Cultural Participation

Being able to participate in activities within the community enables individuals to build a social support network, which is strongly connected to good health and well-being throughout one's life (World Health Organization, 2007). Providing opportunities for social participation in leisure, social, cultural and spiritual activities with people of all ages and cultures is a key part of an age-friendly community.

Assessment

Sayward has a variety of community organizations which provide opportunities for social participation. There is a clear effort made to communicate about social clubs, events, and programming through the Village website and monthly newsletter. Many of the organizations listed below have programming which is appropriate for, or specifically geared towards, seniors.

Many social events were canceled or rescheduled during the COVID-19 pandemic. Awareness of this factor suggests putting extra focus on creating safe and comfortable opportunities for recreation.

Sayward Community Groups

List may not be comprehensive:

Community Service

- Sayward Futures Society
- Royal Canadian Legion branch #147
- Sayward Community Health Society
- Sayward Community Recreation Association
- VI Regional Library
- Sayward Literacy Now
- Sayward Elementary Parent Advisory Council (PAC)
- Helping Hands Sewing Club
- Emergency Support Services
- Sayward Harbour Authority
- Sayward Share Shed
- Sayward Garden Club
- Tourism Committee
- AA meetings

Recreation

- Kelsey Recreation Centre
- Heritage Hall
- Sayward Fish & Game

Faith

- Sayward Christian Fellowship
- St. Bernadette's Catholic Church

(Urban Systems Ltd., 2021a)

These are some highlights of age-friendly programming that currently exists in Sayward (Urban Systems Ltd., 2021a):

Kelsey Recreation Centre

Offers Age-Friendly drop-in programming on Wednesdays. This includes carpet bowling, open computers, and games such as dominoes. Seniors Luncheons are also hosted here.

The Legion

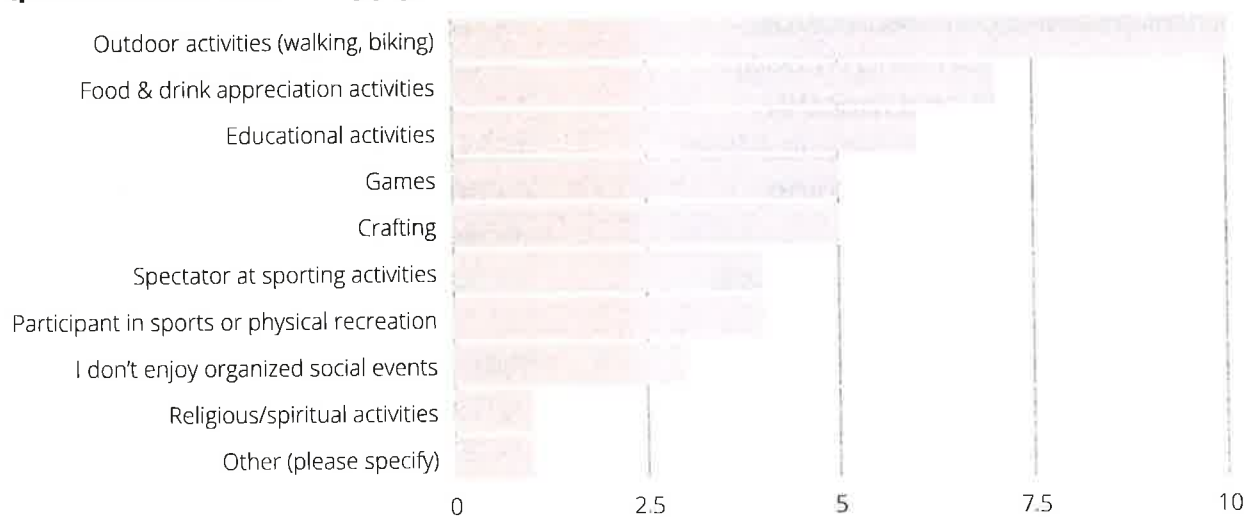
While the legion is a Veteran's club, it is open to the whole community. They host weekly gatherings such as Bingo and wing night, plus fundraising and holiday events.

Sayward Futures

Offers extensive programming and events, run by volunteers and two paid staff. Al's Room is a community space open 24/7 with books, games, teas, comfortable seating, and an ocean view. Concerts and community celebrations organized by Sayward Futures are highlighted in the newsletter.

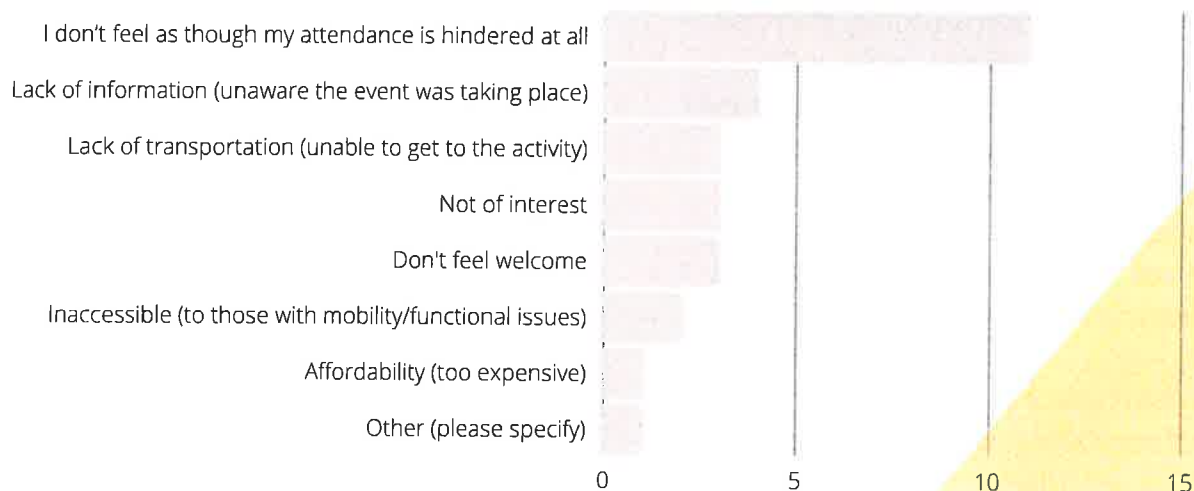
Community Feedback

Figure 31 What are your favourite types of social activity to attend? (please select all that apply)



The one "Other" response explained that they enjoy making music, singing, and gentle physical recreation.

Figure 32 Do you feel as though your participation/attendance in social activities is hindered by any of the following? (please select all that apply)



The one "Other" response explained that they are hindered by a lack of appropriate parking options to shelter their mobility scooter in adverse weather conditions, such as when it is raining.

Action Plan

Proposed Objectives:

7.1

Promote inclusive social events in the Village and support organizers in improving event accessibility through education and available resources.

7.2

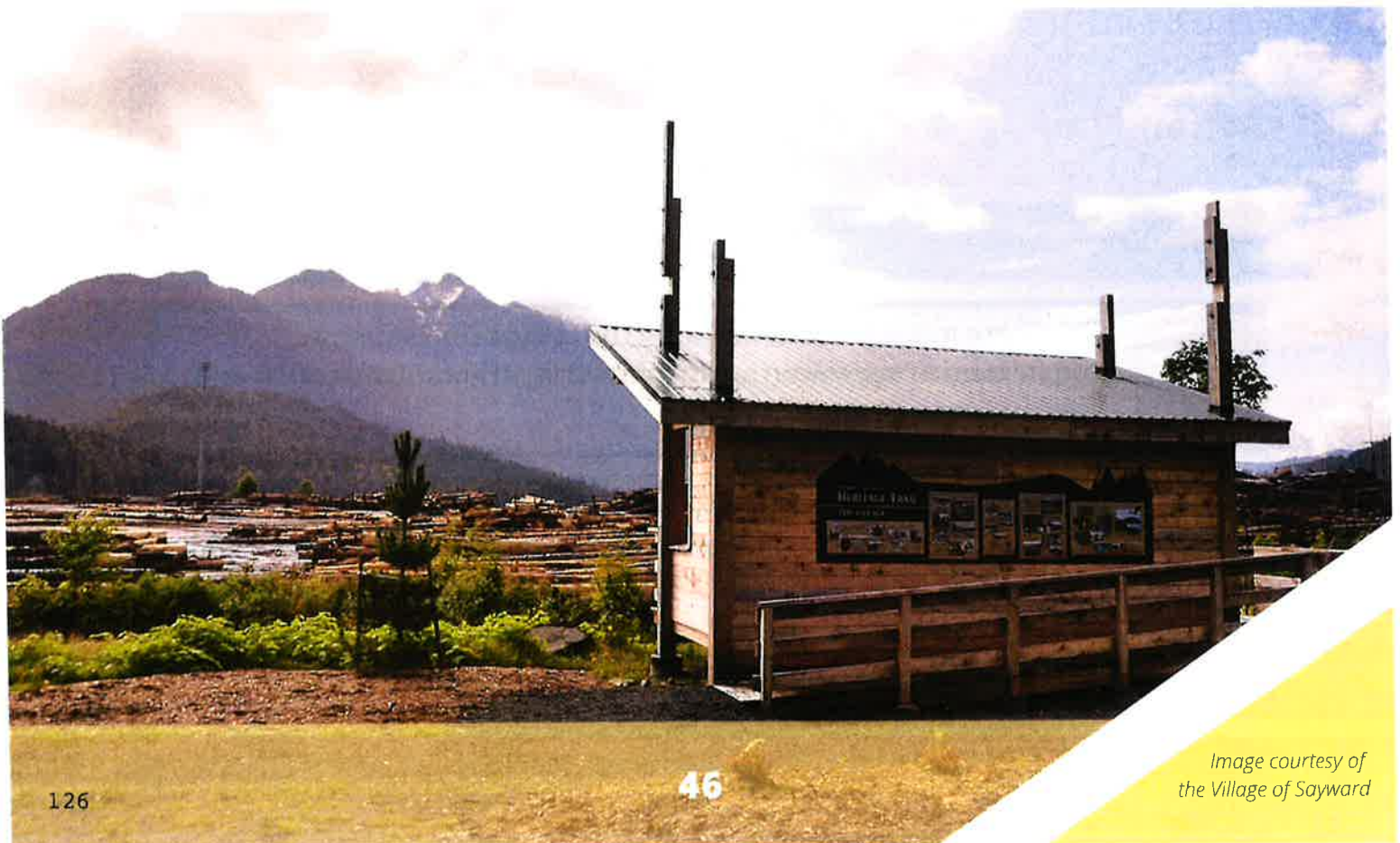
Explore social activities that would fill gaps for older adults, especially those who feel unwelcome at or uninterested by current offerings.

Civic Participation & Employment

Enabling older community members to contribute to their community through paid and volunteer positions helps them to stay involved and connected. It is important that positions are tailored to the needs, abilities, and interests of older adults to ensure that they feel valued, understood, and supported. Having a strong group of older adults who volunteer regularly also provides invaluable support to community initiatives and programs.

Assessment

Many of the community organizations in Sayward provide opportunities for volunteering, as highlighted in the community newsletters and the OCP background report. Employment opportunities appear to be less abundant, and the 2013 Sayward Economic Development Plan highlights a history of working-age residents moving away from the community, as resource-based industry saw a dramatic downturn.



*Image courtesy of
the Village of Sayward*

Forestry and aquaculture are still the primary employers in Sayward, employing 33% of the labour force. Approximately 26% of resident's income in Sayward is from the Canada Pension Plan, Old Age Pension, or other government transfer (Urban Systems Ltd., 2021a).

The workforce participation rate is 47%, much lower than the Canadian average of 65% (Statistics Canada, 2022b). These discrepancies are to be expected among an older or retired population.

The OCP Update survey highlighted a desire by residents for more amenities, especially a grocery store (Urban Systems Ltd., 2021b). Businesses that provide needed amenities would also provide

employment and volunteer opportunities. Grocery stores and tourism ventures are more likely to attract older adults as employees than physically demanding jobs in forestry, aquaculture, or construction.

It is important to note that retirees may be interested in working or volunteering for a few hours or a few shifts at a time but are unlikely to desire a full-time commitment. Businesses should be flexible in their needs for time commitments if they wish to attract the wisdom and expertise of older adults.

The current Sayward OCP (2000), under Part 2, Section 1 Settlement and community the OCP has a policy to encourage village stewardship and volunteer initiatives.

The Sayward Economic Development Plan (2013) identified two overarching Goals, with 18 strategies to achieve them. Six of these strategies relate to the age-friendliness of the Village:

Strategy 5. Pursue re-establishment of a retail store in Sayward

Strategy 6. Facilitate new residential development, including through retiree attraction

Strategy 10. Improve telecommunications infrastructure

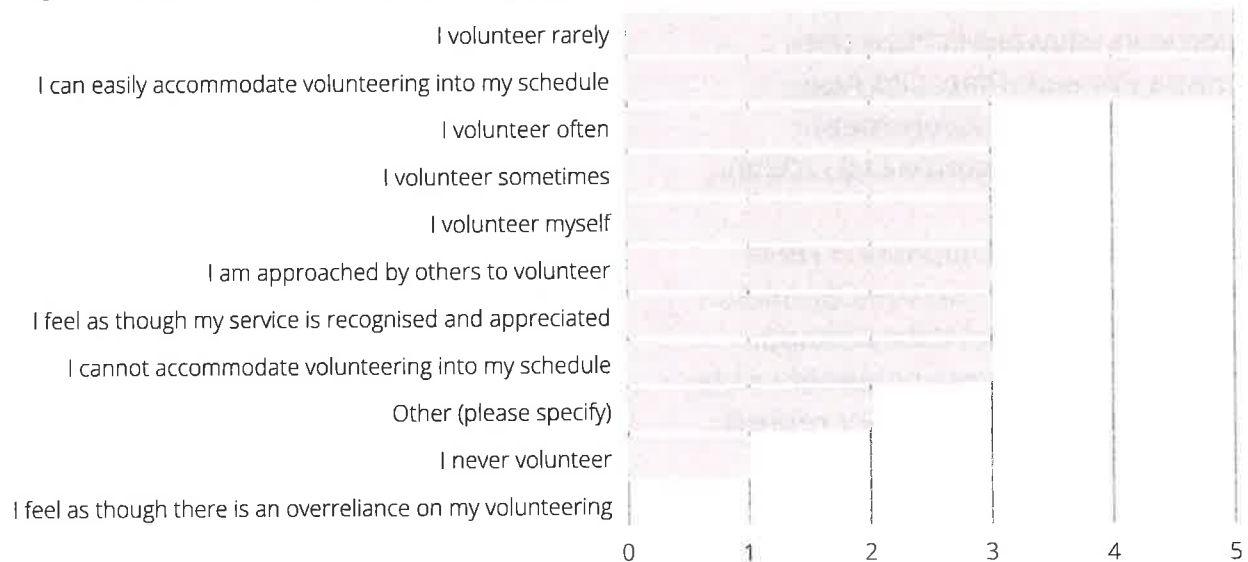
Strategy 11. Preserve and enhance recreational facilities and other public amenities

Strategy 12. Improve online information resources on Sayward

Strategy 17. Improve wayfinding and community appearance

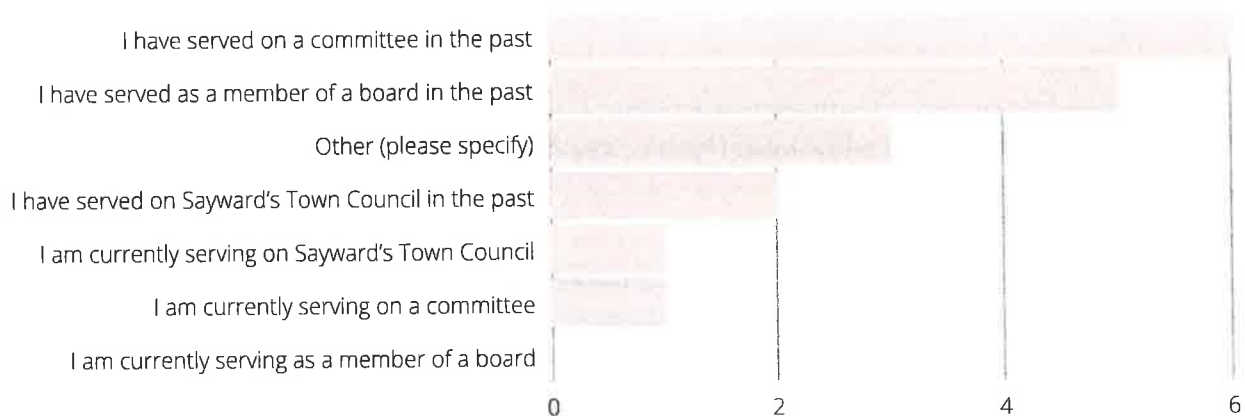
Community Feedback

Figure 33 Which of the following phrases apply to you, within the Village of Sayward? (please select all that apply)



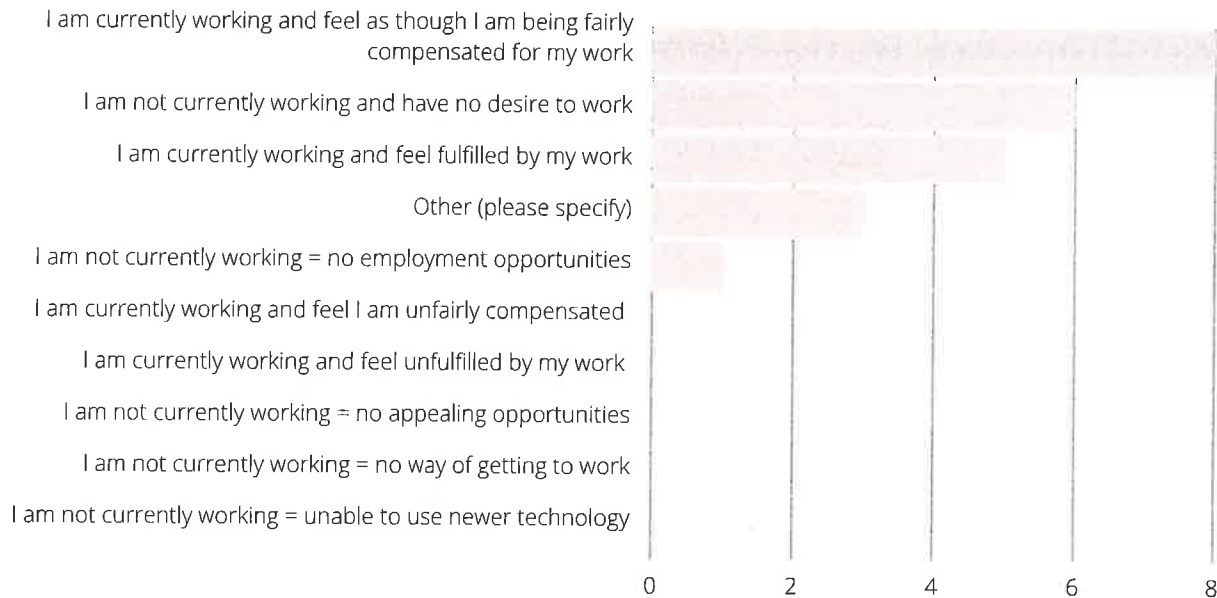
The two "Other" responses indicated that they were retired [1] and that health issues had prevented them from volunteering as often as they would like to [1].

Figure 34 Are you currently or have you in the past served on any of the following? (please select all that apply)



The three "Other" responses explained that they served in the fire department [1], that health issues had prevented them from serving as often as they would like to [1], and that none applied to them [1].

Figure 35 Which of the following phrases best apply to you? (please select all that apply)



The three "Other" responses explained their relationship to work in more detail, citing illness [1] and retirement [1]. One explained they try to get by without, but apply when they see an option that matches their capabilities.

Action Plan

Proposed Objectives:

8.1

Explore opportunities to implement amenities desired by the community that also create flexible, part-time jobs. (e.g. grocery delivery service, rideshare program, home repair and maintenance service).

8.2

Celebrate volunteers with recognition and awards, to foster a supportive culture of community service.

Looking Ahead

Figure 36 What do you most look forward to as you age?



In summary, an Age-Friendly Community is one that considers these topics holistically and ensures that they are represented in future plans and discussions. If age-friendliness is siloed and not considered as an aspect of all community initiatives, it risks being left behind.

To this end, we recommend the Village of Sayward actively work towards implementing two or three Action Plan objectives per year, over the next 10 years. This would ensure all 26 objectives are addressed.

In order to maximize the benefit for the community, the top priority themes should be considered first. "Quick wins" that have low barriers to implementation can be identified to get the ball rolling and build momentum. More complex projects may be implemented over a longer time frame, provided they have set steps working towards a focused goal. Sayward has a strong history of seeking funding for age-friendly projects, and should continue to identify and pursue funding opportunities that align with the objectives of this plan.

Action Plan Summary

Theme	Proposed Objectives
Community Support & Health Services	<ul style="list-style-type: none"> 1.1 Pursue increased access to transportation for medical appointments. 1.2 Explore opportunities for deliveries of medical and pharmaceutical supplies, groceries, and other health supports. 1.3 Work with home support services, Sayward Primary Care Clinic, and Strathcona Health Network to identify and improve barriers to health services for older adults. 1.4 Identify and pursue resources that support the physical, mental, and social health of older adults. 1.5 Foreground community support services and health services as they relate to commercial amenities, residential housing, and transportation policies in the upcoming OCP update.
Housing	<ul style="list-style-type: none"> 2.1 Align OCP and Zoning bylaw with creating opportunities for seniors supportive housing, assisted living, community care and long-term care facilities. 2.2 Encourage the construction of affordable seniors housing, universally accessible homes, and businesses or amenities that support older adults. 2.3 Promote and educate about programs that allow for aging in place, such as grants for home modification, maintenance, and repair. 2.4 Include age-friendly housing considerations in upcoming Housing Needs Assessment and OCP update.

Theme	Proposed Objectives
Transportation	<p>3.1 Pursue funding opportunities that could support expanding the use of the Age-Friendly van.</p> <p>3.2 Explore partnerships with existing transit providers, such as BC Transit, HandyDART, Wheels for Wellness, and Island Link, to maximize impact.</p> <p>3.3 Improve access to and awareness of alternative transportation options.</p> <p>3.4 Include age-friendly considerations in the upcoming Active Transportation Plan.</p>
Outdoor Spaces & Buildings	<p>4.1 Improve the accessibility of sidewalks, pathways, trails, and crosswalks for pedestrians and people who use mobility aids.</p> <p>4.2 Increase the number of appropriately spaced seating options and covered areas in outdoor spaces to serve as a rest spot for those with limited mobility.</p> <p>4.3 Work with businesses and property owners to improve wayfinding and access to washrooms throughout the Village.</p>
Respect & Social Inclusion	<p>5.1 Support implementing a network of community wellness checks and social visits for older adults, especially for isolated seniors and during emergencies.</p> <p>5.2 Promote the creation and attendance of intergenerational programming and activities within the Village.</p> <p>5.3 Educate the community about ageism and ableism, while highlighting and celebrating the contributions and stories of older adults.</p>

Theme	Proposed Objectives
Communication & Information	<p>6.1 Ensure communication with seniors before, during, and after emergency events or public health threats (e.g. air quality advisories, heat domes, snowfall).</p> <p>6.2 Continue to include accessibility and age-friendliness as an aspect of communication and information dissemination, using a variety of avenues.</p>
Social & Cultural Participation	<p>7.1 Promote inclusive social events in the Village and support organizers in improving event accessibility through education and available resources.</p> <p>7.2 Explore social activities that would fill gaps for older adults, especially those who feel unwelcome at or uninterested by current offerings.</p>
Civic Participation & Employment	<p>8.1 Explore opportunities to implement amenities desired by the community that also create flexible, part-time jobs. (e.g. grocery delivery service, rideshare program, home repair and maintenance service).</p> <p>8.2 Celebrate volunteers with recognition and awards, to foster a supportive culture of community service.</p>

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Appendix A

Engagement Materials

Website and Social Media Post

What do you think? **Is Sayward Age Friendly?**



In an age-friendly community older persons can live in security, enjoy good health and continue to participate fully in society.

Tell us about how you experience your community. Are there barriers you face to aging actively? What is working well? This is an important opportunity to have your voice heard as we begin to create a more age-friendly community.

We are conducting a survey to assess the Age Friendliness of Sayward and inform our upcoming Age Friendly Plan. This is an important planning framework to support funding opportunities and community initiatives.

Visit the link below for the survey. If you need assistance call the Village Office at (250) 282-5512. Paper copies of the survey will be available in the Village Office during regular operating hours until Monday, June 20.

<https://www.surveymonkey.com/r/AgeFriendlySayward>

What do you think? Is Sayward Age Friendly?

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Scan me to go to
the survey



<https://www.surveymonkey.com/r/AgeFriendlySayward>

Appendix B

Survey Questions

Thank you for participating in Sayward's Age Friendly Assessment Survey!

The Village of Sayward is working on a planning framework to support grant funding opportunities and reinforce our Official Community Plan update. We will be creating 3 reports which rely on 3 community surveys. Keep your eyes peeled for the next opportunities to participate:

- Part 1 - Age Friendly Assessment Survey (now)**
- Part 2 - Active Transportation Survey (July)**
- Part 3 - Housing Needs Assessment Survey (Fall)**

Creating an age friendly plan is an important step in our journey towards equity and inclusion. While the focus of an age friendly plan is older adults, many considerations will also benefit children and youth, pedestrians, and persons with disabilities. As a widely preferred term, "older adults" will be used interchangeably with the term "seniors" throughout the questions.

The survey will take about 15 - 20 minutes to complete. It is meant to be anonymous, so please refrain from identifying yourself directly in your answers. You may change your answers up until the point of clicking "Done" on the final page.

About You!

1. What is your age?

- ☐ 18 and younger
- ☐ 19-24
- ☐ 25-34
- ☐ 35-44
- ☐ 45-54
- ☐ 55-64
- ☐ 65-84
- ☐ 85 and older

2. What is your gender?

- ☐ Female
- ☐ Male
- ☐ Non-Binary
- ☐ Prefer not to say

3. What is your connection to the Village of Sayward? (Please choose the answer that best describes you).

- ☐ I live in the Village of Sayward and own my home
- ☐ I live in the Village of Sayward and rent my home
- ☐ I live in the Strathcona Regional District
- ☐ I visit the Village of Sayward for recreational purposes
- ☐ I visit friends and/or family in the Village of Sayward
- ☐ I work in Sayward and/or with residents of Sayward
- ☐ Other (please specify)

Open Space & Buildings

4. Which of these age-friendly features are working well in the Village of Sayward? (select all that apply)

- ☐ Accessible and well-maintained sidewalks, pathways, and trails.
- ☐ Crosswalks and curbs able to accommodate wheelchairs and scooters.
- ☐ Rain shelters for pedestrians.
- ☐ Accessible public washrooms in convenient locations.
- ☐ Benches located at regular intervals along pedestrian routes.
- ☐ Low crime rate providing safety and security.
- ☐ Good lighting of neighbourhoods and pedestrian routes.
- ☐ Public buildings are accessible (i.e. safe ramp, non-slip flooring, elevator, accessible washrooms and parking lots).
- ☐ Private homes are accessible (i.e. safe ramp, non-slip flooring, accessible washrooms and entryways).

5. Which of these age-friendly features need to be improved in the Village of Sayward? Please rank your top preferences with 1 being the most urgent.

<input type="text"/>	Accessible and well-maintained sidewalks, pathways, and trails.
<input type="text"/>	Crosswalks and curbs able to accommodate wheelchairs and scooters.
<input type="text"/>	Weather protection for pedestrians (awnings, shelters, etc)
<input type="text"/>	Accessible public washrooms in convenient locations.
<input type="text"/>	Benches located at regular intervals along pedestrian routes.
<input type="text"/>	Low crime rate providing safety and security.
<input type="text"/>	Good lighting of neighbourhoods and pedestrian routes.
<input type="text"/>	Public buildings are accessible (i.e. safe ramp, non-slip flooring, elevator, accessible washrooms and parking lots).
<input type="text"/>	Private homes are accessible (i.e. safe ramp, non-slip flooring, accessible washrooms and entryways).

Transportation

6. Which of these age-friendly features are working well in the Village of Sayward? (select all that apply)

- ☐ Roads are well lit.
- ☐ Road signage that is clear and visible.
- ☐ Well-maintained roads and parking lots.
- ☐ A sufficient number of parking spots exist for persons with disabilities.
- ☐ Prompt snow removal which does not create barriers to accessibility.
- ☐ Traffic is well-controlled and safe.

7. Which of these age-friendly features need to be improved in the Village of Sayward? Please rank your top preferences with 1 being the most urgent.

	Roads are well lit.
	Road signage that is clear and visible.
	Well-maintained roads and parking lots.
	A sufficient number of parking spots exist for persons with disabilities.
	Prompt snow removal which does not create barriers to accessibility.
	Traffic is well-controlled and safe.

8. Which of the following means of alternative transportation (meaning other than driving) do you utilize within the Village of Sayward? (select all that apply)

- ☐ Walking
- ☐ Bicycling
- ☐ Mobility Scooter
- ☐ E-Bike or Electric 2-wheeled scooter (Moped)
- ☐ Rides from Friends and/or Family
- ☐ Volunteer-run medical shuttle
- ☐ Private-pay driving services
- ☐ Not Applicable
- ☐ Other (please specify)

9. Please comment on what alternative transportation methods you would like to see improved as a top priority in Sayward, especially for older adults.

Housing

10. Think of your home in Sayward. If you do not live in Sayward, please skip this question.
(select all that apply)

- ☐ The home is too large for my needs.
- ☐ The home is too small for my needs.
- ☐ The home size fits my needs perfectly.
- ☐ The home or parts of the home are inaccessible to myself.
- ☐ The home or parts of the home are inaccessible for older visitors.
- ☐ The home is completely accessible.
- ☐ My mortgage or rent payment is manageable.
- ☐ My mortgage or rent payment is unmanageable.
- ☐ My home maintenance costs are manageable.
- ☐ My home maintenance costs are unmanageable.
- ☐ Not Applicable (skip).

11. What supports are currently available and helping you or other residents you know remain in Sayward as you/they age?

- ☐ Home modification grants
- ☐ Home support services
- ☐ Private pay live-in care aid
- ☐ Government housing subsidies
- ☐ Family and/or Friends providing support
- ☐ Medical Alert systems (such as lifeline)
- ☐ Appropriate housing options
- ☐ Affordable housing options
- ☐ Proximity to services
- ☐ Walkability
- ☐ Not Applicable (skip)
- ☐ Other (please specify)

12. What supports **would be** the most important to help you or other residents you know stay in Sayward as you/they age?

- ☐ Home modification grants
- ☐ Home support services
- ☐ Private pay live-in care aid
- ☐ Government housing subsidies
- ☐ Family and/or Friends providing support
- ☐ Alert systems (such as lifeline)
- ☐ Appropriate housing options
- ☐ Affordable housing options
- ☐ Proximity to services
- ☐ Walkability
- ☐ Not Applicable (skip)
- ☐ Other (please specify)

13. If you were to move in the next 10 years, which housing type would represent your ideal new home?

- ☐ Apartment
- ☐ Cooperative Housing
- ☐ Townhouse/Rowhouse
- ☐ Suite or Carriage Home
- ☐ Bungalow/Rancher
- ☐ Multi-storey Single Detached Home
- ☐ Moveable Dwelling (RV or Liveaboard Sailboat)
- ☐ Permanent Mobile/Manufactured Home
- ☐ Co-housing with a family member
- ☐ Senior's Supportive housing
- ☐ Assisted living facility (independent with functional supports)
- ☐ Long term care facility (24 hour professional support and supervision)
- ☐ Other (please specify)

Respect & Inclusion

14. Which of these features are present in the Village of Sayward? (select all that apply)

- ☐ Courtesy and respect shown to older adults
- ☐ Intergenerational activities and programs
- ☐ Inclusive community, absent of ageism
- ☐ Older adults receive social visits and check-ins
- ☐ Media coverage of older adults' stories and successes
- ☐ Awards or events recognize the contributions of older adults
- ☐ Public participation (council meetings, local and provincial politics) is encouraged and made accessible for older adults

15. Which of these features need to be improved in the Village of Sayward? Please rank your top preferences with 1 being the most urgent.

	Courtesy and respect shown to older adults
	Intergenerational activities and programs
	Inclusive community, absent of ageism
	Older adults receive social visits and check-ins
	Media coverage of older adults' stories and successes
	Awards or events recognize the contributions of older adults
	Public participation (council meetings, local and provincial politics) is encouraged and made accessible for older adults

Social Participation

16. What are your favourite types of social activity to attend? (please select all that apply)

☐ Spectator at sporting activities

☐ Participant in sporting activities or physical recreation

☐ Religious/spiritual activities

☐ Educational activities

☐ Food & drink appreciation activities

☐ Games

☐ Outdoor activities (walking, biking)

☐ Crafting

☐ I don't enjoy organized social events

☐ Other (please specify)

17. Do you feel as though your participation/attendance in social activities is hindered by any of the following? (please select all that apply)

☐ Lack of information (unaware the event was taking place)

☐ Lack of transportation (unable to get to the activity)

☐ Affordability (too expensive)

☐ Not of interest

☐ Don't feel welcome

☐ Inaccessible (to those with mobility/functional issues)

☐ I don't feel as though my attendance is hindered at all

☐ Other (please specify)

Communication & Information

18. How up to date would you say you are on community news?

☐ Very up to date

☐ I know what's going on most of the time

☐ I am often unaware of events or news

☐ I have absolutely no idea what is going on in the community

19. How do you hear about community news and/or connect with others in the community?
(select all that apply)

- ☐ Word of mouth
- ☐ Telephone calls
- ☐ Bulletin boards
- ☐ Newsletter
- ☐ Mail
- ☐ Radio
- ☐ TV
- ☐ Social media
- ☐ Email
- ☐ Other (please specify)

20. What barriers do you feel prevent you from having more access to information online?
(select all that apply)

- ☐ I don't own a computer or other device
- ☐ My internet is not very reliable
- ☐ I have no desire to go looking for information online
- ☐ I prefer human interaction
- ☐ The web pages that I need to access are hard to navigate
- ☐ I have no barriers to accessing information online
- ☐ Other (please specify)

21. How do community members that are socially isolated informed of community news?

- ☐ They aren't
- ☐ There is a designated person that phones them to share news
- ☐ They are visited frequently by friends/family
- ☐ Other (please specify)

Employment & Civic Participation

22. Which of the following phrases apply to you, within the Village of Sayward? (please select all that apply)

- ☐ I volunteer often
- ☐ I volunteer sometimes
- ☐ I volunteer rarely
- ☐ I never volunteer
- ☐ I volunteer myself
- ☐ I am approached by others to volunteer
- ☐ I feel as though there is an overreliance on my volunteering
- ☐ I feel as though my service is recognised and appreciated
- ☐ I can easily accommodate volunteering into my schedule
- ☐ I cannot accommodate volunteering into my schedule
- ☐ Other (please specify)

23. Are you currently or have you in the past served on any of the following? (please select all that apply)

- ☐ I am currently serving on Sayward's Town Council
- ☐ I have served on Sayward's Town Council in the past
- ☐ I am currently serving on a committee
- ☐ I have served on a committee in the past
- ☐ I am currently serving as a member of a board
- ☐ I have served as a member of a board in the past
- ☐ Other (please specify)

24. Which of the following phrases best apply to you? (please select all that apply)

- ☐ I am currently working and feel as though I am being fairly compensated for my work
- ☐ I am currently working and feel as though I am being unfairly compensated for my work
- ☐ I am currently working and feel fulfilled by my work
- ☐ I am currently working and feel unfulfilled by my work
- ☐ I am not currently working and have no desire to work
- ☐ I am not currently working because there are no employment opportunities
- ☐ I am not currently working because there are no employment opportunities that appeal to me
- ☐ I am not currently working because I have no way of getting to work
- ☐ I am not currently working because I am unable to use the newer technology that is expected of me
- ☐ Other (please specify)

Community Support & Health Services

25. What supports do you currently feel as though you have access to within the Village of Sayward? (please select all that apply)

- ☐ Family
- ☐ Nurses
- ☐ Pharmacies
- ☐ Transportation to medical care
- ☐ Grocery delivery
- ☐ Medical delivery
- ☐ Telehealth (phone or video appointments)
- ☐ Other (please specify)

26. Which of the following best describes your relationship to medical services?

- ☐ I feel well-informed about services that I am entitled to and how to access them
- ☐ I feel well-informed about services that I am entitled to but I am unsure how to access them
- ☐ I feel poorly-informed about services that I am entitled to and how to access them

27. What medical services and supports have you used in the past 2 years? (please select all that apply)

- ☐ In-person doctor appointments with your family doctor
- ☐ In-person appointments with a doctor at a walk-in clinic
- ☐ In-person visit to an urgent care clinic
- ☐ In-person visits to the emergency room/hospital
- ☐ In-person visits with a nurse at a clinic
- ☐ Ambulance service
- ☐ Island Health 8-1-1
- ☐ Island Health 7-1-1
- ☐ MyCare (Telus Health)
- ☐ Medimap Virtual Care
- ☐ Island Health Telehealth through Sayward Primary Health Care Clinic
- ☐ Other (please specify)

Conclusion

28. Please pick your top 4 priorities for consideration in Sayward's Age Friendly Plan, with 1 being the most important to you.

<input type="text"/>	Outdoor Spaces and Buildings
<input type="text"/>	Transportation
<input type="text"/>	Housing
<input type="text"/>	Respect and Social Inclusion
<input type="text"/>	Social Participation
<input type="text"/>	Communication and Information
<input type="text"/>	Civic Participation and Employment Opportunities
<input type="text"/>	Community Support and Health Services

29. What do you most look forward to as you age?



STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO
Subject: Strategic Priorities Fund (UBCM) – Grant Application
Meeting date: July 19, 2022

BACKGROUND

On June 7, 2022, a staff report was presented to Council regarding the submission of an application for funding under the Strategic Priorities Fund through UBCM. This grant program provides 100% funding for infrastructure projects that are either large in scale, regional in impact or innovative, and align with the program objectives of productivity and economic growth, a clean environment and strong cities and communities. Note: in 2018 this funding stream was utilized for the construction of the Village of Sayward Water Treatment Plant.

At this meeting Council passed the following resolution:

MOTION IC22/43

MOVED AND SECONDED

THAT Council approve up to \$15,000 for engineering reports to satisfy grant requirements facilitated by McElhanney transferred out of Water Reserves; and,

THAT Council Approve up to \$5,000 for the grant application out of the designated fund for grant writing for the purposes of applying for the UBCM Strategic Priorities Fund.

CARRIED

DISCUSSION

The Water System Supply and Conservation Improvements project will provide a more reliable water system to the existing residents of Sayward and will allow the Village to meet growth demands outlined in the Official Community Plan (DRAFT) and will provide Fire Underwriters Survey minimum fire flows to the Village's commercial and industrial areas. The upgrades will also allow for enhanced system monitoring and will provide redundancy for periodic plant shut down without affecting service to customers, in keeping with regulatory requirements. Specifically, the project will target the following investment:

- Add filtration between the rock filter and plant
- Add a second reservoir online (supply, install and online)
- Flow meter installed for monitoring
- Metering at the second connection to log sort (allowing data and eventual change to metered water versus set pricing model)
- Chlorinated bypass line in the event the plant goes down and then securing a list of various valves and other equipment to avoid prolonged shutdown.

- Add a bathroom at the plant (WCB requirements)
- Add chemical storage at the plant (WCB requirements)
- Tie the sewer pond and bathroom facility to the Village Sewer infrastructure (this allows savings in manual pumping, also planning for development)

The estimated costs for this project are \$3,053,280 and will only be possible with grant dollars through this funding stream.

As part of the application process a formalized Council resolution is required and this has been included in the staff recommendations below.

STAFF RECOMMENDATIONS

THAT Council authorizes the submission of an application through the UCBM Capital Infrastructure Stream – Strategic Priorities Fund 2022 for the Water System Supply and Conservation Improvements project estimated at \$3,053,280; and,

THAT the Village supports the activities included in this application and agrees to provide overall project management.

Respectfully submitted,

Lisa Clark, CFO

Attachments:

- ***Memo from John Manson, PEng***
- ***Copy of grant application***

Memo

To Lisa Clark, CFO

From: John Manson, PEng

CC: John Sorenson, McElhanney Consultants Ltd

Re: Village of Sayward – 2022 UBCM Grant Application – Water System Improvements

Further to our recent assignment, we have completed and submitted a grant application in the amount of \$3,053,280 for Water Storage, Treatment, and Water Conservation Improvements to the District's water system.

Enclosed please find a copy of the submitted application.

At this point, it would be appropriate for Council to update their previous resolution passed on June 7, 2022 instructing staff to initiate the application process.

We would request that Council consider the following resolution at their upcoming July 19th Council meeting:

"That Sayward Village Council authorize the submission of an application through the UBCM Capital Infrastructure Stream - Strategic Priorities Fund 2022 for the Water Storage, Treatment, and Water Conservation Improvements project, estimated at \$3,053,280, and that the Village supports the activities included in this application and agrees to provide overall project management."

Please arrange to get a certified copy of the resolution forwarded to UBCM after the Council meeting of July 19th.

Please contact myself or John Sorenson if you require any further background or information on the grant application.



John Manson, PEng

Capital Infrastructure Stream Application Form for the Strategic Priorities Fund

2022 Strategic Priorities Fund Capital Infrastructure Stream Application Form

Deadline for submission: Thursday, June 30, 2022

It is important that you save the data entered in this form.

Prior to submitting the application to UBCM please ensure you have uploaded all mandatory attachments to this form.

Please refer to the Program Guide (<https://www.ubcm.ca/funding-programs/canada-community-building-fund/strategic-priorities-fund>) for additional information on the funding program and the Strategic Priorities Fund How-To Guide (<https://www.ubcm.ca/funding-programs/canada-community-building-fund/strategic-priorities-fund>) for PIMS (<https://www.ubcm.ca/funding-programs/canada-community-building-fund/strategic-priorities-fund>) which will guide applicants on how to successfully submit an application form in PIMS.

For questions regarding the SPF program and eligibility please contact ccbf@ubcm.ca or phone 250-356-0930

For technical assistance please contact PIMS@ubcm.ca or phone 250-356-5133 during regular business hours.

SECTION 1 PROJECT INFORMATION

1. Project Title *

Water System Supply and Conservation Improvements

2. Project Category *

Drinking Water

3. Is this project the subject of a recent infrastructure grant application? *

No

4. Project Rationale: Provide a brief project rationale outlining why the project is needed and how the project meets that need. *

This project will provide a more reliable water system to the existing residents of Sayward, and will allow the Village to grow as a secondary reservoir together with other planned upgrades encompassing this application will extend the current capacity of the system of about 350 people to over 1,000 people, sufficient to meet the growth demands outlined in the Villages OCP, and will provide Fire Underwriters Survey minimum fireflows to the

Villages Commercial and Industrial areas.

The upgrades envisioned in this project will also allow for enhanced system monitoring and will provide redundancy for periodic plant shut down without affecting service to customers, in keeping with current regulatory requirements.

For example, why the project is needed could be: current facility needs replacement due to age, condition, increased service demands, meeting regulatory requirements etc.

5. Project Description: Provide a detailed list of the physical works and location of the project. *

New reservoir;

Treatment Improvements (screen, soda ash system, plant automation, washroom and eyewash);

Bypass (flushing) improvements to enhance system redundancy;

Metering at Campground and Log Sort;

Spare Equipment;

Sanitary service to treatment plant/washroom;

For example:

Build a wastewater effluent pipeline and outfall at north end of 20 Mile Bridge at Highway 10, including:

- 10km of force main;
- pumping system;
- outfall structure; and
- civil, mechanical and engineering works.

6. Project Location *

Sayward, BC Lat 50.382738, Log -125.965734

Include physical address, GPS coordinates or start and end points.

SECTION 2 REQUIRED DOCUMENTATION

Take a moment to attach the following documents to the application form.

Prior to submitting the application to UBCM please ensure you have uploaded all mandatory attachments to this form. The maximum size per file upload is 20 MB.

Please download and complete the Detailed Cost Estimate Template (<https://www.ubcm.ca/funding-programs/canada-community-building-fund/strategic-priorities-fund>) and attach it at the bottom of this page. See the Strategic Priorities Fund How-To for PIMS (<https://www.ubcm.ca/funding-programs/canada-community-building-fund/strategic-priorities-fund>) document for more information on how to upload files to your application form.

If you are uploading large documents, please indicate in the application form what they are and where the reviewer should refer to find relevant information. It is preferred that only relevant information be uploaded.

If your resolution is not available at the time of application submission, please include the date it will be submitted by email in the required document notes below.

7. Required Documents *

Detailed Cost Estimate Template
Maps and/or Drawings
Feasibility Study and/or Design Report

Notes for Submitted Documentation:

Council has directed staff to prepare the grant application, a formal resolution authorizing the application itself will be considered on July 19th. A copy of the resolution directing staff to prepare the application is also attached. The July 19th resolution will be forwarded after the meeting date.

8. How are you planning to secure all funds associated with this project? Provide evidence that funds have been secured or explain how and when funds will be secured. *

This project is only possible with grant funding through UBCM. As the grant is 100% funded, no other funds have been secured.

For example: 3rd reading of borrowing bylaw; confirmation of other grants such as Community Works Funds; reserve funds, etc. Note that applications will not be considered until all funds have been secured for the project.

CLASS COST ESTIMATE

9. Provide the class estimate A, B, C, D *

Class C

9. Provide the year the cost estimate was determined? *

2022

9. How was the cost estimate determined? *

Consultant Prepared scope of work and cost estimate.

See program guide or the detailed cost estimate template for examples of Cost Estimate Class.

10. What contingency plans are in place for increases in project costs or if external contributions are less than anticipated? *

Although cost overruns are not expected, the Village has a water reserves in place that may be utilized with Council Approval. If external funding is reduced or less than anticipated, it is likely the project would not move forward.

Note that SPF does not consider cost overruns

SECTION 3 PROJECT DETAILS

11. Has the project started? *

No

Project works which would otherwise be eligible, become ineligible if the project works have started prior to the date the project is included in a submitted SPF application. The project is deemed to have been started if a tender has been awarded or work has commenced.

12. Estimated project start date. *

May 01, 2023

Use the calendar icon to the left of the field to select the date

13. Estimated project completion date. *

*

Dec 31, 2024

Use the calendar icon to the left of the field to select the date

14. Identify risks to meeting this timeline. *

The Village has legal access to the land (Statutory Right of Way), and only a routine Ministry of Health approval is required for the water works encompassing this project. The only risk may be funding (cost overruns,) discussed above.

Please list all that are known, and include your evaluation and proposed mitigation for each risk. (E.g. seasonal limitations to construction, detailed design work, public oppositions expected, referendum required, unconfirmed grants, siting not confirmed, environmental assessments etc.)

15. Is there the intent to submit a request for the use of own force labour and equipment for this project? *

No

Please see program guide for how to submit a request for approval.

16. Is this project a phase or component of a larger project? *

No

17. Have alternative options for the project been considered? *

No

PROJECT FUNDING

Ensure that the values entered here match those in the project record and the detailed cost estimate template.

18. Estimated Total Project Costs *

3,053,280

19. Strategic Priorities Funding Request *

3,053,280

20. Borrowing

0

21. Other Grants

0

22. Other Contributions

0

Eg. In-kind contributions, legal fees, tax rebates, other

23. Internal Contributions

0

E.g. Reserves, DCCs, etc.

SECTION 4 PROGRAM OBJECTIVES

In order to be eligible a project must align with one or more of the Canada Community-Building Fund National Objectives of Productivity and Economic Growth, Cleaner Environment, or Strong Cities and Communities.

Answer the following questions for each national objective that is applicable to the project or phase that is the subject of this application, identifying both quantitative and qualitative benefits.

24. Productivity and Economic Growth: Describe the measurable economic benefits of the project in the community.

Project improvements which are targeted to the reduction in summer maximum day water usage, as outlined in the Water Conservation Plan, will ensure that the system can be optimized to reduce water and treatment chemical use and labour costs, which has the potential to reducing water system rates. This can be measured directly with reduced operating costs.

The storage capacity enhancements will permit future growth within the system as projected in the Villages OCP. This can be measured directly with new growth statistics.
E.g. Number of existing or confirmed jobs; Increase in number of services/level of service.

25. Productivity and Economic Growth: Describe the non-measurable economic benefits of the project in the community.

The improvements proposed will provide sufficient volumes of water for both maximum day demands in the summer, and the provision of additional fire storage. These improvements will benefit the existing residents of the community, by providing for a robust water supply system, which will also benefit future growth within the community.
e.g. Potential for future business/jobs, increasing tourism, services etc.

26. Cleaner Environment: Describe the environmental benefits of the project.

The project is intended to reduce water demand through the metering of the two high commercial land uses in the Village, which will increase water supply availability for other

uses, reduce chemical consumption, and reduce treatment waste discharges and rainwater to the sanitary system.

E.g. Reduction in GHG emissions, cleaner water, cleaner air, climate change mitigation etc.

27. Cleaner Environment: What environmentally sustainable considerations have been incorporated into the project?

The metering improvements are based on recommendations from the Water Conservation report, which seeks to reduce water consumption. Process modifications are also intended to reduce the amount of chemical usage, and reduce rainwater inputs to the sanitary sewer system.

E.g. Integration, connections with long term planning, climate change adaptation etc.

28. Strong Cities and Communities: Describe the community health, social, and cultural benefits of the project.

The improvements will result in a more reliable and redundant water supply, and will provide enhanced fire protection, including the ability to meet MMCD/FUS fire flow requirements to the school and to industrial properties (existing and future) that currently are not serviced to FUS standards for fire protection. The flow bypass system together with the chlorine system will reduce the need for boil water advisories during treatment plan downtime for maintenance or repair.

E.g. Promoting inclusive and accessible communities, improved drinking water quality etc.

29. Strong Cities and Communities: Describe how this project will advance the long-term goals and vision of the community as identified in applicable community plans.

The Villages OCP envisions a number of goals that relate to a robust water supply system, including encouraging businesses to come to the Village, supporting home based business, short term accommodation, encouraging secondary industries, and encouraging tourism. The OCP encourages growth in the three main development sectors: Industrial, Commercial, and Residential development, all of which require access to water. The reservoir capacity improvements will directly affect the communities ability to realize the growth outlined in the OCP.

Include a copy of the relevant sections of the community plan as supporting documentation. Identify relevant sections with page and paragraph numbers included.

SECTION 5 PROGRAM CRITERIA

In order to be eligible a project must meet at least one of the SPF Program Criteria: Large in Scale, Regional in Impact, or Innovative. Describe how the project subject to this application meets these criteria.

30. Large in Scale: Describe how the size, scale and/or benefits of the project is large in relation to the size of the community.

This is a large scale project to the community and provides an essential service both to the existing residents, and potentially new growth. The improvements bring the system up to current Fire Underwriters Survey standards for fire protection for commercial and industrial properties.

31. What is the population of community? (The community making the application.)

334 - 2021 census with an estimated 150 residents forecasted growth in next 5 years.

32. What is the population that will be directly served by this project?

334 currently.

33. Regional in Impact: Describe the degree to which this project supports interjurisdictional collaboration and coordination.

At present, the system services the Village boundaries only. However, discussions have occurred in the past to permit the extension of the water system to the areas in the adjacent Regional District. While no active plans are in place however at this time to expand the system outside the boundary of Sayward, the system could technically be extended in the future based on the upgraded capacity of the system.

34. Does this project involve partnerships?

No

E.g. P3, NGO, inter-agency etc.

35. Regional in Impact: Describe the degree the project benefits more than one community, is identified as regional priority, and/or is regional in scope.

The project has the potential to benefit neighboring communities within the Regional District as sufficient capacity would exist for additional growth outside the current service area.

36. Innovation: Describe any innovative component(s) of the project.

The project is intended to reactivate the chlorine treatment process as an emergency backup, so there is a source of disinfection during extended periods of treatment plant outages or for maintenance shutdown. The proposal also includes the metering of the log sort area to clearly delineate sprinkler usage. Since the log sort is a larger user than all the domestic users combined, the flow meter monitoring will allow for future water rate adjustments and will encourage the development of a non-potable alternative for this system. In addition, the proposal focuses on the automatic of processes at the treatment facility. Due to the capacity of the VoS public works staff, having a solid automation system is very important to ensure the highest level of service (in terms of continual water quality) of the plant.

37. Describe what research, planning, testing, technology, or methodology supports the approach that will be used, and the additional risks associated with using this innovation (include where it has been used, and the results).

The possible diversion of the log sort to use non-potable water will require further research and feasibility work once a flow meter has been installed pursuant to the Water Conservation Plan. The water service may have to be split between a potable and a non-potable service as not all of the log sort demand is non-potable in nature.

38. Innovation: Describe the relative benefit of the innovative process, method or technology over existing practices.

Reduced capital cost (saves the cost of pump station improvements downstream;
Reduced energy costs (Filters);
A significant reduction in treated water use at the log sort if non-potable water diversion is possible.

SECTION 6 PROJECT PLANNING & BENEFITS

ASSET MANAGEMENT

Reporting on progress towards improving asset management practices is a mandatory requirement for fulfilling reporting commitments set out in the Canada Community-Building Fund Community Works Fund (CWF) Agreement between BC local governments and the Union of BC Municipalities (UBCM).

In 2022, all local governments will be required to complete the Asset Management Assessment Form – Measuring Progress. Information on how to complete this survey will be available on the UBCM website (<https://www.ubcm.ca/funding-programs/canada-community-building-fund/asset-management>).

Completion of this survey will also be a pre-condition to approvals under this 2022 Strategic Priorities Fund intake.

For more information on asset management tools, resources and best practices, including the document Asset Management for Sustainable Framework for BC, please visit Asset Management BC (<https://www.assetmanagementbc.ca/framework/>)

39. How do you manage your infrastructure assets? Explain whether you have an asset management plan linked with a long-term financial plan, asset management policy, strategy, framework, and/or governance structure. *

Village Council adopted an asset management (AM) policy in 2016, and also developed separate asset management plans for sewer, water, buildings, roads, and equipment. The water AM plan notes that approximately 40% of the linear water assets (watermains and services) will require replacement in the next 20 years. The long term financial plan provides for an annual capital contribution of approximately \$64k towards water replacements and renewals over the next 5 year period. The Village has also applied for funding to update the water asset management plan to reflect recent additions to the water system, this work is envisioned to proceed over the next year.

40. Does your local government have a long-term financial plan? *

Yes

40. How long-term is your financial plan (in years)?

5 years

40. How does the financial plan relate to an Asset Management plan, Capital Works plan, Official Community Plan, and any other strategic community and corporate plans.

The Financial Plan provides the funding to sustainably operate the various asset classes over their lifetime. The Capital Works plan implements the particular projects outlined in the asset management plan. The OCP provides the framework for the future growth of each of the asset classes. Development contributed assets are often provided at no cost to the Municipality, but the Municipality must include these new assets into the asset management plan to provide for their eventual replacement by the utility or cost centre.

41. Describe how operation and maintenance will be funded over the lifecycle of the infrastructure subject to this application. *

The Long Term Financial Plan funds operating and maintenance costs separately from capital costs. O&M costs are funded directly through user rates, in the case of the water utility, or general revenue in the case of drainage or road assets.

42. What proportion (%) of infrastructure replacement for this project will be funded through current financial revenues?

100% through the water utility.

For the Asset Class subject to this application:**43. Is there an asset inventory/registry? ***

Yes

43. Is it complete?

No

44. Has a condition assessment been completed? *

Yes

44. What year was it completed?

2016

45. Is there an asset management plan? *

Yes

45. Is it complete?

Yes

45. What year was it completed?

2017

45. Is the plan linked your organizations long-term financial plan?

Yes

46. Additional Comments for the Asset Management Questions 43-45 Listed Above:

All Asset Management plans are in place and mostly complete - the water asset management plan is planned to be updated this year to reflect recently obtained new assets (Treatment Plant) in 2020.

47. What effects will the proposed project have on service levels and how will these be measured? *

Service levels will be increased, which will likely allow the expansion of the system to accommodate OCP targeted growth. This will be measured through the commercial and industrial growth expected (approximately 150 residential lots are expected in the community over the next 5 years). The improvements will also extend the service life of the treatment works. Service levels are also expected to increase through the incorporation of redundancies in the system.

E.g. The water treatment plant upgrade will improve water quality– measured by the reduction in the number of boil water advisories, and improved levels of disinfection residuals and or by the number of residents with improved water quality and/or meet a provincial/federal standard.

48. Describe the long-term financial plan in place for renewal or replacement of the asset subject to this application? *

The current 5 year financial plan highlights the shorter term projects that require replacement. The updated water asset management plan will provide a more robust summary of system renewals and replacements, which will be implemented in 2023.

COMMUNITY SERVICE DEMANDS

A community's demand for a service (existing or new) is a critical component in establishing the appropriate level of service. It is determined by various factors such as population growth, immigration/emigration, societal changes, changing demographics and changing community demands/expectations including the ability or desire to pay for the service.

49. Explain how community demands were used to identify the size and scope of project components and/or establish the appropriate service levels provided by the project. *

Water system demands were developed as part of the Water Conservation Plan, adopted in 2022. The plan notes average day demand is 504 lpcd, and max day demand is 848 lpcd. These demands were used in conjunction with the log sort to determine the fire protection level of service. Based on MMCD and FUS criteria, the proposed reservoir addition would increase the fire protection level of service above what is typically required for school properties.

E.g. Drinking Water: For design of the water main the average per capita demand of 400 L/day/person was used to size the proposed main.

RESOURCE RECOVERY

50. Explain how resources are recovered and reused in this project. *

The Village plans on reviewing the Log Sort flows once a meter is put in place. Consideration may be given to augmenting a portion of this service demand using non potable water for the log sprinkler operation during the summer months.

E.g. Collection of biogas, heat, or reclaimed effluent/water

ENVIRONMENTAL PROTECTION

51. What considerations have been or will be applied to protect the environment and/or reduce the demand on natural capital/resources? *

The water conservation initiatives deriving from the Water Conservation Plan, and being implemented as part of this project will result in lowering the per capita water consumption, particularly in the summer months. The elimination of the water treatment discharge pond will reduce the impact of water treatment chemicals on the environment.

E.g. Supporting water conservation, waste diversion, green building requirements, enhancing the natural areas.

CLIMATE RESILIENCE

52. How has this project considered climate risk and what considerations (climate mitigation and/or adaptation) have been considered and integrated into this project to make it more climate resilient. *

The water treatment improvements, such as the pre treatment filter will allow the system, to operate at lower summer flows. The enhanced fire protection provided by the reservoir addition will enhance wildfire protection.

OTHER CONSIDERATIONS

53. What, if any, regulatory requirements, or standards apply to this project? How will the infrastructure and/or service provided by this project affect these requirements? *

Vancouver Island Health Authority will be approving the water design.

Include how the current and proposed infrastructure or services differ in regulatory standards.

54. Describe the key project benefits(s) that led the community to make this project a priority for application for funding. (Include the key reason(s) why this project is important to the community.) *

More reliable water supply within current service area;

More water capacity (domestic and fire);

Reduced maintenance costs;







System will be capable of expansion to accommodate OCP targeted growth.

It is important that you frequently save the data entered in this form.

For technical assistance please contact PIMS@ubcm.ca or phone 250-356-5133 during regular business hours.

Attachments

Workflow

Attachment			
File Name	Updated On	Updated By	
Sayward - Water Conservation Plan.pdf	Jun 28, 2022	Manson, John	
Sayward Water Conservation Plan Council Resolution.pdf	Jun 28, 2022	Manson, John	
Sayward - Site Plan.pdf	Jun 28, 2022	Manson, John	
UBCM Grant - Council Direction to prepare application.pdf	Jun 29, 2022	Manson, John	
Sayward Detailed Cost Estimate Final.pdf	Jun 30, 2022	Manson, John	
Sayward Pre-Design Report.pdf	Jun 30, 2022	Manson, John	

	1	15	items per page	1 - 6 of 6 items
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STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO
Subject: Age-friendly BC Program – Grant Application
Meeting date: July 19, 2022

BACKGROUND

The Village of Sayward Official Community Plan (OCP) project is set to be in the final stages in late summer/early fall. Outstanding items include modifications based on legal review, consultation and recommendations from the local health authority (Island Health) and First Nations review by K'omoks First Nation. Once the OCP has been adopted by Council (by bylaw) the next step in the process will be to update the Village's zoning bylaw to reflect changes in the new OCP. The new bylaw needs to be technically sound, user friendly, and incorporate key themes from the OCP including age-friendly considerations based on the 2022 Age-Friendly Plan. This project is anticipated to occur early 2023 at an estimated cost of \$30,000.

DISCUSSION

The Village of Sayward's limited budget requires that staff source grant funding wherever possible when dealing with projects of this size. The Age-friendly BC Program is funded by the BC Ministry of Health and delivered by BC Healthy Communities (prior to 2022 the program was administered by UBCM). To help local and Indigenous governments achieve the vision of building age-friendly communities, the Age-friendly BC Program is comprised of three parts: a cash grant for communities embarking on age-friendly plans and projects; a capacity-building component offering tools and resources for age-friendly planning as well as in-kind, customized supports for some age-friendly grant recipients; and a community recognition process whereby communities can apply to be formally recognized for their age-friendly accomplishments. The grants offered include two funding streams: Stream 1: Planning and Stream 2: Projects.

Staff have reached out to the funder and have confirmed that the zoning bylaw update project would be eligible for Stream 1 as it builds on a previous project funded through Stream 1 (OCP project). The grant will provide \$25,000 of funding towards this project, with the Village contributing \$5,000. This expense will be included in the 2023 Financial Plan if grant funding is successful – applicants will be notified in late August 2022.

Due to staff capacity, vacancies, and a tight deadline for applications to this funding stream (July 5, 2022), staff have submitted an application and now request Council support and an official resolution to go with the application.

STAFF RECOMMENDATIONS

THAT Council authorizes the submission of an application through the 2022 Age-friendly BC Program (Stream 1) 2022 for the Village of Sayward Zoning Bylaw Update project; and,

THAT the Village supports the activities included in this application and agrees to provide overall project management.

Respectfully submitted,

Lisa Clark, CFO

Attachments:

- ***Zoning Bylaw Update project workplan - Urban Systems***
- ***Copy of grant application***

June 30, 2022

File: 2906.0000.00

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

Attention: Lisa Clark, Chief Financial Officer/Acting Chief Administrative Officer

RE: Village of Sayward – Zoning Bylaw Update

PROJECT UNDERSTANDING

Following the completion of the Official Community Plan update, we understand that the Village of Sayward would like to update the Zoning Bylaw (Bylaw no. 309). The new Bylaw needs to be technically sound, user friendly, and incorporate key themes from the OCP including age-friendly considerations. It is essential that the community and key stakeholders are engaged throughout the bylaw rewrite process to ensure that there is a strong understanding of the issues at hand and that they are being addressed.

We understand that the Village would like this project to build off the work previously completed as a part of the OCP update. With this understanding in mind, we have developed a work program that meets the unique needs of the Village and completes the necessary tasks in timely and cost-effective manner.

PROPOSED WORK PROGRAM

The following includes an outline of the tasks involved with completing the Zoning Bylaw update:

Phase One – Analysis and Engagement

Task 1.1 – Project Start Up Meeting

We propose to have a start up meeting with the Urban Systems and Village of Sayward project teams to discuss the topics below:

- Review the work plan and answer any questions that may have arisen since submission
- Discuss public engagement format and other engagement tasks
- Confirm the project schedule
- Identify key issues with the existing bylaw
- Confirm project objectives

Date: June 30, 2022
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Attention: Lisa Clark, Chief Financial Officer/Acting Chief Administrative Officer
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Task 1.2 – Review and Analyze Existing Documents

The project team will briefly review all relevant municipal bylaws and policies including the updated OCP and the Age-Friendly Plan. This will involve reviewing the existing Zoning Bylaw against the list of issues provided by staff and issues identified through the OCP update process.

A review of best practices will be conducted to understand regulations used in similar communities with similar challenges facing Sayward including affordability, loss of industry, aging population.

Task 1.3 – Policy Alternatives Memorandum

Identify key policy alternatives determined from the analysis of existing documents and review of best practices. This task will help the project team to develop a list of key focus areas for updating the bylaw.

Deliverable – Policy Alternatives Memorandum document

Task 1.4 – Council Workshop

We will conduct a workshop with Mayor and Council to discuss the Zoning Bylaw update and identify key issues with the existing bylaw.

Deliverable – Workshop Summary

Note: This session may either be virtual or in-person depending on the Village's preference and the state of the COVID-19 pandemic.

Task 1.5 – Meeting with Seniors Steering Committee

The project team will meet with the Village of Sayward Seniors Steering Committee to discuss key issues related to land use facing the 55+ community. This meeting will provide both an opportunity to educate the Steering Committee about the use of a Zoning Bylaw and gather feedback about future goals and objectives.

Deliverable – Meeting Notes

Task 1.6 – Public Engagement Event

Will we conduct a public engagement event to both inform residents of the project and gather feedback on key issues that the Zoning Bylaw will address. We believe the selected format of the public engagement should produce adequate attendance and promote useful and productive discussion regarding the Zoning Bylaw.

The format of the public engagement may include an open house, virtual webinar, a community survey, or a public meeting. We have experience conducting public engagement with Village residents and feel it would be best to agree upon the format of engagement during our start up meeting to accurately assess the temperature of the community.

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Deliverables – Presentation to the Community

Note: This session may either be virtual or in-person depending on the Village's preference and the state of the COVID-19 pandemic.

Task 1.7 – Meetings with Key Landowners

The project team will meet with all key landowners as identified by the OCP update process. These meetings will provide an opportunity for education about the Zoning Bylaw and communicate the needs and goals of the Village to landowners and vice versa.

Deliverable – Meeting Notes

Task 1.8 – Review Meeting with Staff

Meet with staff to discuss findings of the Policy Alternatives Memorandum. During this meeting, we will confirm primary direction for the draft bylaw.

Deliverable – Meeting Notes

Phase Two – Draft Bylaw

Task 2.1 – Engagement Summary

The engagement activities will be summarized, and key themes will be identified. The compiled themes and ideas will provide further direction for the first draft of the Zoning Bylaw.

Deliverable – Engagement Summary

Task 2.2 – Draft Bylaw

Create a first draft of the Zoning Bylaw that addresses the items identified in the engagement sessions, as well as those outlined in the Policy Alternatives Memorandum. The draft bylaw will include draft graphics of concepts such as building siting and height requirements. A draft Zoning Map will be included.

Deliverable – Draft Zoning Bylaw

Task 2.3 – Meet with Staff

We will hold a virtual meeting with staff to discuss the engagement results and comments or corrections to the draft bylaw. This meeting will provide direction to complete the preparation of the draft bylaw.

Task 2.4 – Presentation to Council

The project team will present the draft Zoning Bylaw to Mayor and Council. The presentation will focus on significant changes to the Bylaw, as well as areas where Council direction is required.

Deliverable – Council Presentation

Date: June 30, 2022
File: 2906.0000.00
Attention: Lisa Clark, Chief Financial Officer/Acting Chief Administrative Officer
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Task 2.5 – Community Review

The draft Zoning Bylaw will be made available for review by the Sayward community on the Village of Sayward website and hard copies will be made available in the municipal office. We will also send out the draft Bylaw to key stakeholders including K'ómoks First Nation, Island Health, the Sayward Health Clinic and the Strathcona Regional District for review and comment on proposed regulation changes.

Deliverable – Summary of Comments

Phase Three – Bylaw Adoption

Task 3.1 – Revise Draft Bylaw

We will revise the draft bylaw and according to the direction received from staff and Council and make any necessary revisions to the zoning map.

Deliverable – Draft Bylaw

Task 3.2 – Legal Review (Optional Item)

The Village will be responsible for conducting a legal review of the resulting bylaw. It is assumed that the Village will be responsible for covering the legal expenses.

Note: The cost of the legal review is not included in the Fee Estimate below.

Task 3.3 – Meet with Staff

Hold a virtual meeting with staff to discuss any concerns or issues that arose during the legal review of the bylaw.

Deliverable – Revised Draft Bylaw

Task 3.4 – Final Bylaw

Make final revisions to the bylaw and zoning map based on the legal review to prepare it for adoption by Council.

Deliverable – Final Zoning Bylaw

Task 3.5 – First and Second Reading

Prepare a virtual presentation and overview to Council for first and second reading of the proposed Zoning Bylaw.

Task 3.6 – Public Hearing

Prepare a virtual presentation to Council for Public Hearing of the proposed Zoning Bylaw.

Date: June 30, 2022
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Attention: Lisa Clark, Chief Financial Officer/Acting Chief Administrative Officer
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FEE ESTIMATE

Our proposed budget to complete the work outlined above is \$30,000. This total includes all disbursements and travel but does not include any applicable taxes. The table below provides a breakdown of our proposed budget by phase.

Phase	Fee
Phase One – Analysis and Engagement	\$13,000
Phase Two – Draft Bylaw	\$12,000
Phase Three – Bylaw Adoption	\$5,000
Total	\$30,000

PROJECT TEAM

Our proposed project team has worked on a number of projects together and have a strong track record of delivering planning projects to communities on Vancouver Island. Our proposed team consists of:

- **Jake Hughson, MCIP, RPP – Project Lead**
Jake is a Registered Professional Planner with over 10 years experience working with communities throughout BC. He is based out of Urban Systems Courtenay and would manage the project to ensure it is a success. Jake was the project lead for the Village of Sayward OCP update.
- **Sydney Rankmore, MCRP – Community Planner**
Sydney is a community planner based out of our Courtenay office. Sydney will work closely with Jake to help coordinate the project develop the content for the Zoning Bylaw.

CLOSURE

Thank you again for the opportunity to submit this work program to update the Village of Sayward Zoning Bylaw update. We are excited for the opportunity to work with the Village once again to develop a comprehensive, user-friendly bylaw developed with an age-friendly lens. We would like to emphasize that our approach is flexible; we would be pleased to further customize this work plan to best meet the Village's needs. Please do not hesitate to contact us if you have any questions or would like to discuss the proposed work plan in more detail.

We are prepared to begin on this work immediately upon your approval to do so.

Date: June 30, 2022
File: 2906.0000.00
Attention: Lisa Clark, Chief Financial Officer/Acting Chief Administrative Officer
Page: 6 of 6



Sincerely,

URBAN SYSTEMS LTD.

A handwritten signature in blue ink, appearing to read "Jake Hughson".

Jake Hughson, RPP MCIP
Community Planner

A handwritten signature in black ink, appearing to read "Sydney Rankmore".

Sydney Rankmore, MCRP
Community Planner

1. Stream: This application is for (select one stream): *

- ☒ Stream 1 Planning Grant (completing an age-friendly assessment and developing an action plan). (up to \$25,000)
- ☐ Stream 2 Projects Grant (project implementation). (up to \$15,000)

2. Please indicate the name of the Indigenous government or local government applying. *

The Village of Sayward

3. Please indicate the type of government applying. *

- ☐ First Nation Band or Self-Governing First Nation
- ☐ First Nation Tribal Council
- ☐ Métis Chartered Community
- ☒ Municipality
- ☐ Regional District
- ☐ Other - Write In

Next

Back

4. Applicant mailing address and contact information

Primary Contact full name

Lisa Clark

Primary contact position or title

Chief Fin

Street Address

652-A H'kusam Way PO Box 29

Apt/Suite/Office

City, District, Village or Town

Sayward

Province

BC

Postal Code

V0P 1R0

Email address

cfo@sayw

5. Primary contact role in the project:

Lisa will be responsible for ensuring the success of the project and overseeing the work of the consultants. She will also be responsible for reporting and ensuring the project stays within the allocated budget.

6. Only primary contacts will receive communication regarding this application. What is your preferred method of communication? *

- ☒ Email

7. Has your organization received AFC funding or support in the past (i.e., AFC funding from the Union of BC Municipalities (UBCM), and/or Age-friendly Capacity Building (AFCB) support from BCHC?* *

- ☒ Yes
- ☐ No
- ☐ Unknown

8. If yes, please indicate the plan/project name, year, and whether it was funding from UBCM or Age-friendly Capacity Building support from BC Healthy Communities.

Official Community Plan Update Project 2020

Plan/project year: 2020-2021

Please check all that apply

- ☐ Capacity building support from BCHC
- ☒ Age-friendly Communities grant funding from UBCM

9. Please indicate the health authority region in which your Indigenous government or local government is located. Please also indicate if your community is served by the First Nations Health Authority.

- ☐ Fraser Health
- ☐ Interior Health
- ☒ Island Health
- ☐ Northern Health
- ☐ Vancouver Coastal Health
- ☐ First Nations Health Authority

10. Do you have an existing relationship with your health authority(ies)?

- ☒ Yes
- ☐ No

11. If you have an existing partnership with your health authority(ies), please provide key contact information for each.

Nancy Clements, Island Health

12. Have you discussed this plan/project with your local health authority?

- ☒ Yes

13. If yes, indicate what discussions have occurred, and if the local health authority is supportive of the initiative.

Nancy Clements is currently reviewing the draft OCP and is providing comments about health related policy. She is aware that a Zoning Bylaw will be the next phase of work to implement the vision of the OCP.

14. What is the name or proposed title of your plan/project?

Village of Sayward Zoning Bylaw Update

15. What are the Age-Friendly Community components that are the focus of your plan/project

- ☒ Outdoor spaces and buildings
- ☒ Transportation, including traffic safety
- ☒ Housing
- ☐ Social well-being and participation
- ☐ Respect, social inclusion, and cultural safety
- ☐ Community engagement and employment
- ☐ Communications and information
- ☐ Community support and health and wellness services

16. Participation of older adults.

Please identify how this plan/project includes the participation of older adults. Please check all that apply and describe their direct participation in the space provided below.

- ☐ Age-friendly Assessment
- ☒ Inclusion of Age-friendly planning principles in the OCP/CCP/other Plans

- ☐ Age-friendly Action Plan
- ☒ Other - Write In

17. Describe the direct participation by older adults in your proposed plan/project.

Through the previous phase of funding and building the Age-Friendly Official Community Plan, we initiated the process of commissioning a 55+ steering committee. The steering committee will be engaged throughout the process and will have opportunities to review the draft documents in advance of the public to ensure it is accomplishing the goals set out by this funding program.

Further, we plan to create accessible engagement material, such as print out surveys and newsletter communication targeted at the adult community to foster active and open participation in the project.

18. What is your target population(s) and why? Please describe any target population(s) within the overall older adult population. Please refer to the [grant application guide](#) for more information.

While the updated Zoning Bylaw will impact the overall adult population, we intend to target the vulnerable population within this age category. This includes those with chronic illness, disabilities, and low income. We feel that this population needs to be taken into consideration to adequately support the overall population and accomplish our goal of allowing our seniors to age-in place.

19. What is the purpose of the plan/project? (i.e., What do you intend to achieve?)

Through the Official Community Planning process, we heard from our 55+ population that they hope to stay in the community as long as possible, however they feel they currently lack the supports to do so. They cited lack of supportive housing, challenges with affordability, lack of services (such as grocery store and restaurants) and challenges accessing healthcare and emergency services as major concerns for remaining in the community long term. Without these supports, we will lose a significant amount of our population to major urban centres such as Campbell River or the Comox Valley.

With this feedback in mind, we intend to build off the success of the Official Community Planning process, and utilize our more specific planning tools such as the Zoning Bylaw to continue to create a more age-friendly community so that our residents may age in place. We hope that by updating the Zoning Bylaw, we can implement the age-friendly land use policies expressed in the updated Official Community Plan to create an age-friendly Zoning Bylaw. This may include, but is not limited to accessible recreation options, access to greenspace, services, and affordable and accessible housing opportunities.

20. What are the intended outcomes/What changes do you anticipate as a result of this plan/project?

The project will produce an updated Zoning bylaw that incorporates age-friendly planning considerations from the OCP and the Village of Sayward Age-Friendly Plan (2022). The resulting

Zoning Bylaw will be created in partnership with the 55+ population within the Village to ensure land use decisions are age-friendly.

21. How will this plan/project make your community more age-friendly?

A Zoning Bylaw implements land use planning visions expressed in the Official Community Plan and regulate how land, building and other structures may be used. As a majority of our residents are over the age of 55, an updated Zoning Bylaw created with a age-friendly lens will help to make our built environment more accessible and appropriate for this age-group. This regulation will encourage developers to incorporate age-friendly features in new development such as accessibility, supportive features and adaptable design.

22. Please describe the activities that you plan to complete. Please be as specific as possible. Please refer to pages 13 - 14 of the [grant application guide](#) for a sample workplans.

Background Research and Gap Analysis – we will review our current bylaws and documents and perform a gap analysis

Best Practices Review – we will conduct a review of similar sized communities with similar challenges to the Village and compile best practices.

Council Orientation and Engagement – the project consultants will work with Council to build an understanding of the power of land use regulation and what the Zoning Bylaw can do and gain an understanding of goal and objectives for changes.

Community Engagement – we will engage the community through one community open house event, targeted stakeholder engagement including with the Seniors Steering Committee and provide a chance for the community to review the draft bylaw.

Bylaw Update – using the information gathered in the previous activities, the consultants will update the bylaw.

Legal Review – we will commission a legal review of the completed bylaw to ensure it meets municipal regulation.

23. How will you apply an equity lens to your plan/project? Please refer to page 6 of the [grant application guide](#) for more information on using an equity lens in AFC planning.

Our senior population is diverse with intersecting identities that contribute to the unique experiences and needs. We plan to include these unique experiences and needs in planning efforts by engaging the Seniors Steering Committee commissioned as part of the OCP process. Currently, the terms of reference is being created for the Seniors Steering Committee, we hope to involved seniors that have diverse experiences and background to give a equity lens to the planning process. This will provide us with lived experience from community stakeholders who are currently living the challenges.

24. How will you know if your plan/project is successful?

Our Age-Friendly Plan outlines a number of action items to work towards creating an age-friendly community. Many of these actions are land based and can be accomplished through proper zoning and municipal regulation. Success can be tracked through number of actions completed.

Further, we will track our success through retention of older adults, and ensuring they will be able to stay in the community for as long as they wish.

25. How will you track progress?

We plan to review our OCP and Zoning Bylaw implementation every 3-5 years and our Age-Friendly Plan annual. In addition, we will utilize our annual strategic planning process as an opportunity to track progress on action items and ensure proper implementation of age-friendly initiatives.

26. Please share any ideas you have to follow this planning phase with implementation of actions you may outline in your action plan.

We will use these planning documents (OCP, Age-Friendly Plan, Zoning Bylaw) to source additional funding to implement policies, actions and initiatives outlined throughout this planning process.

28. If yes, please tell us the previous plan/project name and how the current proposed plan/project will build on this previous work.

The previous project was titled Official Community Plan Update Project 2020. This project resulted in a draft OCP which is expected to be adopted by Council in the summer of 2023 and an Age-Friendly Plan that outlines action items to make the community more age-friendly. This second phase of the work, the Zoning Bylaw update, will build upon the vision developed through the OCP update and the Age-Friendly Plan creation by utilizing a regulatory tool to implement land based decision making with an age-friendly lens. This will result in tangible requirements for developers to include accessibility and adaptability into their development applications, ultimately creating a more age-friendly built environment in the long term.

29. Which partners, including health authorities and potential collaborators in other sectors, will be involved in your plan/project?

1. Island Health

- Providing a healthcare specific lens to the zoning bylaw
- Nancy Clements

2. Sayward Futures Society

- Provide access to the seniors population, assistance with communication
- Sue Poulson

3. K'omoks First Nation

- Continuing to build our relationship with KFN. We will engage them to provide a lens on elders needs
- Todd Boychuk

4. Strathcona Regional District

- Data sharing and communication with the Sayward Valley residents

- Gerald Walley

5. Sayward Health Clinic

- Engagement to provide healthcare specific lens

- Tracey Payne

30. Please check any of the following that your community has completed:

- ☐ Established an age-friendly advisory group or steering committee that includes the active participation of older adults. An existing committee can also take on this mandate.
- ☒ Passed a local government council/board resolution or band council resolution to actively support, promote, and work towards becoming an age-friendly community. As an alternative, local governments may have chosen to commit to being age-friendly through specific goals, objectives, or policies in an official community plan or strategic plan.
- ☒ Conducted an age-friendly assessment in consultation with older adults.
- ☒ Developed and published an action plan.
- ☐ None of the above

31. This AFC Grant Program aligns with the BC [Age-friendly BC Community Recognition Program](#) administered by the BC Ministry of Health. Does this Indigenous government or local government currently have Age-friendly BC Community Recognition Status?

- ☒ Yes
- ☐ No

32. If no was selected, can the BC Ministry of Health contact you to discuss completing age-friendly community recognition?

- ☒ Yes
- ☐ No

33. The Age-friendly Communities Grants include a cash award as well as in-kind support from BC Healthy Communities staff. What support do you anticipate, if any?

Check all that apply:

- ☒ Support in development of project, including planning & design, monitoring and evaluation

- ☒ Research support (e.g., environmental scans, sourcing literature or other resources)
- ☒ Document review & providing feedback
- ☐ BCHC staff participation on advisory committees
- ☐ Accessing resources developed by BCHC (e.g., Live webinars, Action Guides, other tools and resources, newsletters, on-demand webinars)
- ☐ Online training (e.g., training on the use of an equity lens in AFC planning)
- ☐ Connecting you with your Health Authority or other organizations
- ☒ Development of community engagement processes (e.g., planning and/or design support, including facilitation design)
- ☒ Development of data collection tools (e.g., surveys, interview guides)
- ☒ Developing monitoring and evaluation frameworks including the development of indicators
- ☐ Other - Write In
- ☐ We do not anticipate needing any support from BCHC.

37. Do you have anything else to add that we should know about your plan/project? (e.g., plan/project is coordinated with a sister city; measurables that will be applied to monitor the success of this planning process or project)?

This project will build off of the recent update of our Official Community Plan (funded in part through the UBCM Age-Friendly community program) and the creation of our newly developed Village of Sayward Age-Friendly Plan.

38. Do you have any additional files to include that support your application (e.g., presentations, diagrams, pictures, stories)? *Please note that letters of support from plan/project partners are strongly encouraged. Up to three letters of support as evidence of partnership or collaboration can be included in this section.*





VILLAGE OF SAYWARD

BYLAW NO. 487

A BYLAW TO AMEND FEES AND CHARGES BYLAW NO. 451, 2019

WHEREAS the Council for the Village of Sayward is authorized pursuant to section 194 of the *Community Charter* to impose fees and charges with respect to services provided by the Village of Sayward.

AND WHEREAS the Council of the Village of Sayward wishes to amend "Fees and Charges Bylaw No. 451, 2019"

NOW THEREFORE BE IT RESOLVED that the Municipal Council of the Village of Sayward, in open meeting assembled, hereby enacts as follows:

1. CITATION

This bylaw may be cited as "**Fees and Charges Amendment Bylaw No. 487, 2022**".

2. AMENDMENT

1. Schedule "A" to the Fees and Charges Bylaw No. 451, 2019 is amended by repealing the existing Schedule "A" and replacing it with "Schedule A – General Administration" attached to this bylaw.
2. Schedule "B" to the Fees and Charges Bylaw No. 451, 2019 is amended by repealing the existing Schedule "B" and replacing it with "Schedule B – Sayward News" attached to this bylaw.
3. Schedule "C" to the Fees and Charges Bylaw No. 451, 2019 is amended by repealing the existing Schedule "C" and replacing it with "Schedule C – Kelsey Centre" attached to this bylaw.
4. Schedule "G" to the Fees and Charges Bylaw No. 451, 2019 is amended by repealing the existing schedule "G" and replacing it with "Schedule G – Building Fees and Charges" attached to this bylaw.
5. Schedule "H" to the Fees and Charges Bylaw No. 451, 2019 is amended by repealing the existing schedule "H" and replacing it with "Schedule H – Animal Control" attached to this bylaw.
6. Schedule "K" to the Fees and Charges Bylaw No. 451, 2019 is amended by repealing the existing schedule "K" and replacing it with "Schedule K – Municipal Campground" attached to this bylaw.

Read a first time on the 14th day of June 2022.

Read a second time on the 14th day of June 2022.

Read a third time on the 14th day of June 2022.

Adopted on the ____ day of _____ 2022.

Certified a true copy of Bylaw No. 487
this ____ day of _____, ____

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

SCHEDULE A
GENERAL ADMINISTRATION

DESCRIPTION	FEE
Cheque returned as Not-Sufficient Funds	\$50.00
Property tax certificate	\$30.00
Photocopies – Colour	\$1.50/page
Photocopies – Black and White	\$0.50/page
Faxes	\$2.00 first page \$0.75 each additional page
Scan and email	\$0.50/page

SCHEDULE B
SAYWARD NEWS *

DESCRIPTION	FEE
Copy Ready Ads and Articles per Issue	
Full page	\$60.00
½ page	\$40.00
¼ page	\$25.00
1/8 page	\$15.00
Business card (3.75" x 2.5")	\$10.00
Ads and Articles placed in multiple issues	
2x – 10% discount on total	
3x to 5x – 20% discount on total	
More than 5x – 30% discount	
Set-up Charges (if applicable) **	
Full page	\$50.00
½ page and ¼ page	\$40.00
1/8 page and business card	\$30.00
Business Directory	
Business listing which includes name, logo, contact information and a brief description of business. Published 12 times a year plus feature business ad once a year (1/4 page)	\$80.00/year
Classified Ads	
25 words or less	\$10.00
Additional words	\$0.10/each
Community/Family announcements, Memorials, Thank You's or non-Profit Groups	
1. Individual – 1/8 page free	N/A
2. Non-profit – ¼ page free	N/A
* Content must conform to Newsletter Policy	
* Rates include PST and GST	
** Set-up charges include any non-copy ready work the Village is asked to create or modify to fit the newsletter. Content/Formatting requests that require third-party expertise subject to additional charges.	

SCHEDULE C
KELSEY CENTRE

EQUIPMENT RENTAL *	PRICE	SECURITY DEPOSIT
Party tent(s) pending availability and costs from third party providers	varied	varied
Tables - 6 foot rectangular	\$10.00 each	N/A
Chairs (folding)	\$4.00 each	N/A
Popcorn machine - includes popcorn and bags (4 hour rental)	\$75.00/day	\$100.00
Coffee urn rental (coffee not included)	\$25.00/day	\$20.00

*** All Items are to remain on property for an event (the Kelsey Centre does not do off site rentals unless approved by Permit or Council)**

ROOM RENTAL *	PRICE	SECURITY DEPOSIT
Bar rental (renter responsible for own supplies and permit)	\$150.00 half day	\$75.00
Gym - Adult Activities	\$175.00 half day \$350.00/day	\$250.00
Gym - Child/Youth/Senior Activities	\$150.00 half day \$300.00/day	\$250.00
Gym - Commercial Use	\$200.00 half day \$400.00/day	\$350.00
Kitchen and bar rate	\$200.00 half day \$300.00/day	\$350.00
Kitchen - use of all existing equipment (paper plates/cups and napkins excluded)	\$150.00 half day \$250.00/day	\$350.00
Multipurpose room <i>See Recreation Manager for customized options</i>	\$150.00 half day \$250.00/day	\$75.00
Labour-Set Up/breakdown or other	\$22.00 Hour per person	N/A
Labour-Bartender/Server	\$25.00 Hour per person	N/A

*** For Customized space rental options please contact the Recreation Manager directly.**

FACILITY USE	SINGLE	10-PACK	MONTHLY
After School Program	\$8.00	\$70.00	N/A
Child/Youth	\$4.00	\$30.00	\$45.00
Adult	\$6.00	\$50.00	\$65.00
Senior	\$4.00	\$30.00	\$45.00
Family (6 immediate)	\$20.00	\$180.00	\$280.00

POOL RENTAL	PRICE
Private pool rental with lifeguards (2 hour rental - must be at a time pool is closed for regular programming) <i>See Recreation Manager for customized options</i>	\$400.00
School Board	Price negotiable

SWIMMING LESSONS	PRICE
Parent and Tot Swim Kids Ages 4 months to 24 months 6 sessions - 30 minutes each	\$30.00
Sea Otter Ages 3-6 years 8 sessions - 30 minutes each	\$40.00
Salamander & Sunfish Ages 3-6 years 8 sessions - 30 minutes each	\$40.00
Crocodile & Whale 8 sessions - 30 minutes each	\$40.00
Level 1 & 2 Ages 6 + 8 sessions - 30 minutes each	\$40.00
Level 3 & 4 Ages 6 + 8 sessions-30 minutes each	\$40.00
Level 5 & 6 8 sessions - 30 minutes each	\$50.00
Level 7 & 8 8 sessions - 45 minutes each	\$45.00
Level 9 & 10 8 sessions - 45 minutes each	\$45.00
Private lessons Level 1-10 Hourly	\$40.00
Swim Sports & Swim Strokes Adults & Teens 8 sessions - 45 minutes each	\$50.00
Classes will only be run if there is enough enrolment	
See brochure for details	

SCHEDULE G

BUILDING FEES AND CHARGES

This schedule sets out the fees imposed for development related activities such as Official Community Plan and Zoning amendments, Agricultural Land Reserve applications, Development Permits, Development Variance Permits, Board of Variance Appeals and Inspection Fees. Services will be in coordination with the Strathcona Regional District.

Development Category	Application Fee	GST 5%	Total Cost
OCP Amendments	\$2000.00 + \$500.00 Public Hearing Fee=\$2500.00	\$125.00	\$2,625.00
Zoning Amendments	\$2000.00 + \$500.00 Public Hearing Fee=\$2500.00	\$125.00	\$2,625.00
OCP/Zoning Combined Application	\$3200.00 + \$500 Public Hearing Fee=\$3700.00	\$185.00	\$3,885.00
Fees for Public Hearings on all applications requiring one or for additional public hearings on revised applications.	\$500.00	\$25.00	\$525.00

DEVELOPMENT PERMITS			
Major	\$2,000.00	NA	\$2,000.00
Minor	\$1,000.00	NA	\$1,000.00
Amendments, Time Extensions (renewals) to existing Permits not requiring approval by Council	\$200.00	NA	\$200.00
Amendments, Time Extensions (renewals) to existing Permits requiring approval by Council	\$1,000.00	NA	\$1,000.00
Development Variance Permits	\$1,000.00	NA	\$1,000.00
Time Extensions	\$200.00	NA	\$200.00
Amendments to Existing Development Variance Permit	\$500.00	NA	\$500.00
Registration Fee for all applications requiring a Notice on Title	\$30.00	\$1.50	\$31.50
Temporary Industrial or Commercial Permit	\$1,500.00	NA	\$1,500.00
Renewals for Temporary Industrial or Commercial Permit	\$1,500.00	NA	\$1,500.00
ALR APPLICATION LAND RESERVE COMMISSION (LRC)			
Land Owner application for Exclusion, Subdivision or Non Farm Use	LRC Fee \$300.00 and Village Fee \$300.00	NA	\$600.00
Land Owner Application for Inclusion	LRC Fee \$300.00 and Village Fee \$300.00	NA	\$600.00
Board of Variance	\$500.00	\$25.00	\$525.00
Application for a Discharge of a Charge on Title	\$50.00	\$2.50	\$52.50

SUBDIVISIONS			
Fee Simple (Preliminary Layout Approval) Base Fee	\$1000.00 for application and first lot created plus \$125.00 for each additional lot created	VARIES	VARIES
Bare Land Strata Subdivision (Preliminary Layout Approval) Base Fee	\$1000.00 for application and first lot created plus \$125.00 for each additional lot created	VARIES	VARIES
Minor Lot Line Adjustment (where no new lots are created)	\$750.00	\$37.50	\$787.50
Final Approval of Minor Lot Line Adjustment	\$200.00	\$10.00	\$210.00
Final Approvals or Revisions on Phased Strat Developments (per phase)	\$200.00	\$10.00	\$210.00
Subdivision, Bare Land Strata Final Approval	\$1,000.00	\$50.00	\$1,050.00
Time Extension or Amendment to Preliminary Layout Approval	\$1,000.00	\$50.00	\$1,050.00
LATECOMERS APPLICATION			
Application	\$500.00	\$25.00	\$525.00
LAND TITLE OFFICE SEARCHES			
Title Searches (Within the Village of Sayward jurisdiction only)	\$15.00	\$0.75	\$15.75
Plan Search (Within the Village of Sayward jurisdiction only)	\$20.00	\$1.00	\$21.00
Document Search (for charges relating to the Village of Sayward only)	\$20.00	\$1.00	\$21.00
Contaminated Site Profile	\$50.00	\$2.50	\$52.50
MAPS			
Zoning and Official Community Plan Maps (11x17)	\$5.00	\$0.25	\$5.25
Zoning and Official Community Plan Maps (8.5x11 or 8.5x14)	\$2.50	\$0.12	\$2.62

PROCESSING FEES	
DESCRIPTION	FEE AMOUNT
Building Permits	
Not exceeding \$50,000 value	\$50.00
value greater than \$50,000 but not exceeding \$200,000	\$100.00
value greater than \$200,000 but not exceeding \$500,000	\$250.00
value greater than \$500,000	\$500.00

PERMIT FEES	
DESCRIPTION	FEE AMOUNT
Building Permits	
All	\$50.00 + 0.65% of the estimated value of construction
Demolition Permits	
Complex buildings and structures	\$100.00
Standard buildings and other buildings	\$50.00

EXTENSION FEES	
DESCRIPTION	FEE AMOUNT
<u>Complex buildings and structures</u>	
Where the estimated value or remaining construction is \$20,000 or less	\$100.00
For each subsequent \$1,000 of value or fraction thereof	\$3.50
<u>Standard buildings</u>	
Where estimated value of remaining construction is \$20,000 or less	\$50.00
For each subsequent \$1,000 of value or fraction thereof	\$3.50
Other permits	\$50.00

OTHER FEES	
DESCRIPTION	FEE AMOUNT
To rescind a Stop Work or Do Not Occupy Order	\$250.00
Site inspection, section 56 of the Community Charter	\$100.00
Title Search	\$10.00
To obtain copy of Restrictive Covenant	\$50.00
To process a covenant in favour of the Village of Sayward	\$100.00
To remove a Notice on Title, section 57 of Community Charter	\$500.00
To photo copy plans	\$10.00 + GST per sheet

SCHEDULE H
ANIMAL CONTROL

FEES AND CHARGES	
IMPOUNDMENT	FEES/CHARGES
Seizing and impounding any animal, for the first impoundment in a calendar year (third party call and travel)	\$250
For the second seizure and impoundment of same Animal in calendar year (third party call and travel)	\$350
For the third and subsequent seizure and impoundment of the same Animal in a calendar year (third party call and travel)	\$500
KENNELING	FEES/CHARGES
As prescribed by service provider	Actual Cost
ANIMAL LICENSING	FEES/CHARGES
For every unneutered male dog	\$30.00
For every neutered male dog, proven to be such by the production of a certificate from a qualified veterinarian	\$20.00
For every unsprayed female dog	\$30.00
For every spayed female dog, proven to be as such by the production of a certificate from a qualified veterinarian	\$20.00
For replacement license tags	\$15.00
MISCELLANEOUS	
In addition to the fees for seizure and impoundment, the actual costs incurred in capturing, and in capturing and transporting animal to secure area and all fees associated with the care of that animal as prescribed by the pound keeper	Actual Cost

SCHEDULE K
MUNICIPAL CAMPGROUND

CAMPGROUND FEES	
DESCRIPTION	FEE AMOUNT
Unserviced sites Daily	\$20.00
Serviced sites Daily	\$25.00
Sani-Dump	\$5.00 per use

Serviced sites = water, power (30AMP), sewer.



STAFF REPORT

To: Mayor and Council
From: Lisa Clark, Corporate Officer
Subject: **Appointment of Officers Bylaw**
Meeting date: July 19, 2022

BACKGROUND

On June 14, 2022 Council passed the following resolution:

**MOTION R22/110
MOVED AND SECONDED**

THAT Council receive the Appointment of Officers Bylaw report for information and discussion;
and,

THAT Council direct staff to prepare a new Appointment of Officers bylaw for the July 19th council meeting.

CARRIED

DISCUSSION

The attached bylaw, Bylaw No. 488 Appointment of Officers has now been prepared for Council's review. This new bylaw repeals Bylaw No. 387 The Appointment of Officers and Delegation of Authority which is outdated (2010). Bylaw No. 488 reflects current titles, powers, duties, and functions of officers under the *Community Charter*.

STAFF RECOMMENDATIONS

THAT Appointment of Officers Bylaw No. 488, 2022 be given first, second, and third reading.

Respectfully submitted,

Lisa Clark, Corporate Officer

Attachments:

- ***Appointment of Officers Bylaw No. 488, 2022***



VILLAGE OF SAYWARD

BYLAW NO. 488

A BYLAW TO PROVIDE THE APPOINTMENT OF OFFICERS AND PRESCRIBE THE POWERS, DUTIES, AND RESPONSIBILITIES OF SUCH OFFICERS

WHEREAS the Village of Sayward must, by bylaw, under Section 146(a) of the *Community Charter* establish officers' positions having responsibilities under Section 148 and 149 of the *Community Charter*,

AND WHEREAS the Village of Sayward may, by bylaw, establish other officer positions under Section 146(b) of the *Community Charter*,

AND WHEREAS the Village of Sayward may, by bylaw, confer on an officer position the chief administrative responsibility for the Village under Section 147 of the *Community Charter*,

AND WHEREAS pursuant to *Community Charter* Section 154, Council may, by bylaw, delegate its powers, duties, and functions, including those specifically established by an enactment, to its officers and employees,

AND WHEREAS Council wishes to delegate to its officers and employees, certain powers, duties, and functions,

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

1. CITATION

This bylaw may be cited as "**Appointment of Officers Bylaw No. 488, 2022**"

2. ESTABLISHMENT OF OFFICER POSITIONS

The following positions are hereby established as officer positions for the Village of Sayward:

- a) Chief Administrative Officer, as per Section 147 of the *Community Charter*.
- b) Corporate Officer as per section 148 of the *Community Charter*. All references in bylaws and policies of the Village which refer to the Clerk shall be deemed to refer to the Corporate Officer.
- c) Chief Financial Officer as Financial Officer as per section 149 of the *Community Charter*.

All references in bylaws and policies of the Village which refer to the Treasurer or Collector shall be deemed to refer to the Financial Officer.

3. ACTING/DEPUTY CAPACITY

Words in this bylaw referring to Municipal Officer, by name of office or otherwise, also apply to the Officer's deputy of the person designated to act in the Officer's place.

4. METHOD OF APPOINTING OFFICERS

The appointment of any Officer position identified in Section 2 a) to c) inclusive, must be by resolution of Council.

5. POWERS, DUTIES, AND RESPONSIBILITIES

- a) The powers, duties, and responsibilities of the Chief Administrative Officer are set out in Section 147 of the *Community Charter*. Other duties assigned to the Chief Administrative Officer by Council are listed in Schedule "A".
- b) The powers, duties, and responsibilities of the Corporate Officer are set out in Section 148 of the *Community Charter*. Other duties assigned to the Corporate Officer by Council are listed in Schedule "B".
- c) The powers, duties, and responsibilities of the Financial Officer are set out in Section 149 of the *Community Charter*. Other duties assigned to the Financial Officer by Council are listed in Schedule "C".

6. OATH OF OFFICE

- d) The oath of office is set in Schedule "D" to this bylaw and is hereby adopted as the oath for Officers of the Village of Sayward.

7. FINANCIAL DISCLOSURE

All persons employed in the positions identified in Section 2 a) to c) inclusive, are designated to be "municipal employees" for the purposes of the *Financial Disclosure Act*.

8. APPOINTMENT

Nothing in this bylaw shall prevent the appointment of the same person to two or more positions.

9. SUSPENSION AND TERMINATION OF OFFICERS

Suspension of any Officer shall be in accordance with Section 151 of the *Community Charter*. Termination of employment of any Officer shall be in accordance with Section 152 of the *Community Charter* and his/her employment contract with the Village.

10. SEVERABILITY

If any section, subsection sentence, clause, or phrase of this Bylaw is for any reason held to be invalid by the decision of any court, of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.

11. REPEAL

"The Appointment of Officers and Delegation of Authority Bylaw No. 387, 2010" is hereby repealed in its entirety.

Read a first time on the ____ day of _____ 2022.

Read a second time on the ____ day of _____ 2022.

Read a third time on the ____ day of _____ 2022.

Adopted on the ____ day of _____ 2022.

Certified a true copy of Bylaw No. 488
this ____ day of _____, _____

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

Schedule "A"

Powers, Duties and Functions of Chief Administrative Officer

Human Resources

- a) To recommend to Council the appointment, promotion, demotion, suspension, or termination of officers of the municipality, being those employees who are designated officers by bylaw.
- b) Supervise all officers and employees of the municipality.
- c) Appoint acting Chief Administrative Officer in case of illness or absence.
- d) Responsible for contract negotiations with employees and recommend contract settlements to Council.

General Administration

- a) Act as the principal intermediary between the municipality and the administration of other governments and all other entities dealing with the municipality.
- b) From time to time, re-organize the administrative structure to improve the efficiency and effectiveness of the municipality.
- c) Responsible for the calling and awarding of tenders for the supply of materials, equipment, services, or construction approved by Council.
- d) Manage the application of the *Freedom of Information and Protection of Privacy Act*.
- d) Exercise additional duties and responsibilities Council from time to time may assign.

Legal Advice and Proceedings

- a) Obtain legal advice.
- b) Authorize lawyers to defend or conduct any action or proceeding in a court of law or before any tribunal, board, or any person, for or on behalf of the municipality.
- c) Authorize settlement of claims against the municipality.

Council

- a) Prepare Council agendas.
- b) Supervise and assist in the writing of bylaws, policies, and procedures for approval of Council.
- c) Supervise and assist the Financial Officer in the preparation of the annual budgets for Council

approval.

d) Have the right to participate in all meetings of Council, Committees of Council and other entities created by Council.

e) Provide advice and recommendations to Council on any matter within Council's jurisdiction.

f) Report on any matter of importance to the municipal Council.

Schedule "B"

Powers, Duties and Functions of Corporate Officer

Statutory

- a) As listed in Section 148 of the *Community Charter*.

Human Resources

- a) Recommend to the Chief Administrative Officer the appointment, promotion, discipline, and dismissal of all employees within the municipality.
- b) Supervise all employees in the absence of the Chief Administrative Officer.

General Administration

- a) Responsible for the operations of the Corporate Officer position for the municipality.
- b) Implement the directives of Council and the Chief Administrative Officer.
- c) Assist the CAO in the preparation of Council agendas.
- d) Provide advice and recommendations to Council on any matters relating to the Corporate Officer position.
- e) Attend meetings of Council.
- f) Responsible for the preparation of bylaws, policies and procedures for the municipality as required by Council.
- g) Act as the Chief Election Officer for all municipal elections pursuant to the appropriate sections of the *Local Government Act*.
- h) Exercise additional duties and responsibilities Council or the Chief Administrative Officer from time to time may assign.

Schedule "C"

Powers, Duties and Functions of the Financial Officer

Statutory

- a) As per Section 149 of the *Community Charter*.

General Administration

- a) Responsible for the financial operations of the municipality.
- b) Implement the directives of Council and the Chief Administrative Officer.
- c) Provide advice and recommendations to Council on any matters relating to the Financial Officer position.
- d) Responsible for obtaining insurance as deemed necessary.
- e) Prepare budgets, as required under the *Community Charter*, and as requested by Council and the Chief Administrative Officer.
- f) Shall act as the Collector of taxes for the municipality.
- g) Liaise with the municipality's auditor in connection with the financial audit
- h) Exercise additional duties and responsibilities Council or the Chief Administrative Officer from time to time may assign.

Legal Advice and Proceedings

- a) Provide advice to the Chief Administrative Officer and Council regarding any matter of a financial nature.

Schedule "D"

Oath of Office

I, _____, having been appointed to the Office of _____

for the Village of Sayward do hereby swear/solemnly affirm that:

1. I will faithfully, honestly and impartially, to the best of my knowledge and ability, execute the powers, duties, and functions of my Office to which I have been appointed;
2. I will treat all matters and information that comes to my attention, as a result of my Office, in confidence;
3. I have not received, nor will I receive or accept any payment or reward, or promise of either, in return for the exercise of my powers, duties and functions;
4. I will not allow my personal interests to conflict with the duties of my Office; and
5. I will comply with all policies and directives of the municipality and comply with all laws.

Sworn/Affirmed by me, at Sayward, BC, on _____.

(Signature of person swearing/affirming oath)

(Signature of person administering oath)
(Commissioner for Taking Affidavits for British Columbia)



STAFF REPORT

To: Mayor and Council
From: Lisa Clark, Corporate Officer
Subject: Subdivision Amendment Bylaw
Meeting date: July 19, 2022

BACKGROUND

On May 3, 2022 Council gave first, second and third readings to Fees and Charges Amendment Bylaw No. 487, 2022, with fourth and final reading set for the July 19, 2022 meeting of Council. This amendment bylaw amends several schedules in the Fees and Charges Bylaw, including Schedule G – Building Fees and Charges.

The purpose of the subdivision amendment bylaw is a housekeeping issue as the current bylaw includes the following section:

APPLICATION FEE

8. In submitting any subdivision for approval, the applicant shall submit a fee of \$25.00 for the first parcel to be created and \$10.00 for each additional parcel.

It is recommended that this section be removed and replaced with the following:

APPLICATION FEE

8. Fees and charges that may be or are provided under this Bylaw shall be payable as set out in the Village of Sayward Fees and Charges Bylaw.

DISCUSSION

The attached bylaw, Bylaw No. 489 Village of Sayward Subdivision Amendment Bylaw has been prepared for Council's review. This bylaw amends Bylaw No. 145 Village of Sayward Subdivision Bylaw and reflects the amendment as recommended above. The affects of this amendment modify the application fees to reflect current standards which has already been approved by Council in previous council meetings.

STAFF RECOMMENDATIONS

THAT Village of Sayward Subdivision Amendment Bylaw No. 489, 2022 be given first, second, and third reading.

Respectfully submitted,

Lisa Clark, Corporate Officer

Attachments:

- ***Village of Sayward Subdivision Amendment Bylaw No. 489, 2022***



VILLAGE OF SAYWARD

BYLAW NO. 489

A BYLAW TO AMEND VILLAGE OF SAYWARD SUBDIVISION BYLAW 145, 1984

WHEREAS the Council of the Village of Sayward has adopted a Subdivision Bylaw;

AND WHEREAS the Council of the Village of Sayward wishes to amend "Village of Sayward Subdivision Bylaw No. 145, 1984";

NOW THEREFORE BE IT RESOLVED that the Municipal Council of the Village of Sayward, in open meeting assembled, hereby enacts as follows:

1. CITATION

This bylaw may be cited as "**Village of Sayward Subdivision Amendment Bylaw No. 489, 2022**".

2. AMENDMENT

Village of Sayward Subdivision Bylaw No. 145, 1984 is hereby amended as follows:

a.) THAT Part 8, Application Fee be deleted in its entirety and replaced with the following:

APPLICATION FEE

8. Fees and charges that may be or are provided under this Bylaw shall be payable as set out in the Village of Sayward Fees and Charges Bylaw.

Read a first time on the ____ day of _____ 2022.

Read a second time on the ____ day of _____ 2022.

Read a third time on the ____ day of _____ 2022.

Adopted on the ____ day of _____ 2022.

Certified a true copy of Bylaw No. 489
this ____ day of _____, _____

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

STAFF REPORT

DATE: July 12, 2022

FILE: 0540-04 EASC

TO: Mayor and Council
Village of Sayward

FROM: Lisa Clark
Corporate Officer

RE: **Rezoning Application to Facilitate a Tourist Commercial / Residential Subdivision at 18 Sayward Road, Kelsey Bay BC**

PLANNING FILE NO. 3360-20/RZ 1S 20

ROLL NO.: 772 00099.050

PID No.: 000-568-309

APPLICANT: 0947204 BC Ltd. (Mike Adama)

AGENT: Kevin Brooks, McElhanney Associates

LAND DESCRIPTION: District Lot 304, Sayward District, Except Plan 41428

LOCATION: 14 / 18 Sayward Road, Kelsey Bay BC

OFFICIAL COMMUNITY PLAN: Bylaw 308, Village of Sayward Official Community Plan Bylaw, 2000

EXISTING DESIGNATION: Comprehensive Development Area 2 (CDA-2)

ZONING BYLAW: Bylaw No. 309, Village of Sayward Zoning Bylaw, 2000

EXISTING ZONE: Forestry One (F-1)

PROPOSED ZONES: Residential One (R-1) and Commercial Two (C-2)

PURPOSE

To consider rezoning a 14-hectare portion of District Lot 304 (14 / 18 Sayward Road), Kelsey Bay BC to facilitate the development of a 9-lot residential subdivision and a 33-unit RV campground.

POLICY ANALYSIS

Part 14 "Planning and Land Use Management" of the *Local Government Act (LGA)* addresses local governments' roles regarding zoning bylaws, namely Section 479 (Zoning Bylaws) and Sections 464 - 465 (Public Hearings on Bylaws).

EXECUTIVE SUMMARY

An application has been received to consider amending the Village of Sayward Zoning Bylaw to rezone an approximate 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 9 residential serviced lots ranging in size from 711 square metres to 3912 square metres plus a 33-pad serviced Recreational Vehicle campground. This proposal is a

scaled-down version of the original 31-lot proposal, which will put less strain on Sayward's existing sewer and water infrastructure. The development site will be accessed via a network of 6-metre wide roads terminating in cul-de-sacs and, as per the attached Preliminary Servicing Report, the existing community water supply, fire protection and sanitary servicing are all adequate to accommodate the additional nine lots. A stormwater management plan has been prepared and is also attached to this report.

Comments received from government agencies and First Nations have indicated there are no immediate concerns associated with the proposal. FLNRORD - Forestry have indicated that should rezoning be approved and land subdivision allowed, a road dedication to allow for public access to lands beyond is recommended. Island Health have indicated a construction permit is required from VIHA prior to extending the water main. The Ministry of Transportation and Infrastructure had no concerns and the We Wai Kai Nation have requested an Archaeological Impact Assessment of the property be carried out in association with a member of the We Wai Kai Nation. An approved Riparian Areas Regulation assessment report prepared by a Qualified Environmental Professional will be required before the commencement of development activities (including subdivision) and a Commercial development permit will also be required for development within the proposed Commercial Two (C-2) zoned portion of the parcel.

The applicant has offered a capital contribution to the Village for the creation of a freshwater reservoir to improve the municipal water supply and Council may wish to consider whether a similar contribution is warranted with respect to the sanitary and/or stormwater sewer system. Further, Council may want to consider whether any other amenities are desired at this time. It is noted that the proposed subdivision will trigger the requirement for parkland dedication, which may be taken as either 5% of the area of the land being subdivided, or 5% of the assessed value of the land at the discretion of Council.

In support of this recommendation, Bylaw No. 490 is attached for Council's consideration.

RECOMMENDATIONS

1. THAT the report from the Corporate Officer be received; and,
2. THAT Village of Sayward Zoning Amendment Bylaw No. 490, 2022 be given first and second reading; and,
3. THAT Council waives the requirement to hold a public hearing with respect to Zoning Amendment Bylaw No. 490, 2022 pursuant to Section 464(2) of the *Local Government Act* and directs staff to give notice of the waiver of the public hearing pursuant to Section 467 of the *Local Government Act* in advance of consideration of 3rd reading of the bylaw.

Respectfully:

Lisa Clark
Corporate Officer

BACKGROUND

District Lot 304 has been earmarked in the 2005 Village of Sayward Official Community Plan as a Comprehensive Development Area, which acknowledges the potential of this parcel, currently used for forestry, to be repurposed for tourism, recreational and residential uses, by way of a zoning amendment. The parcel is situated close to the existing Kelsey Bay marina and affords scenic views over the bay and Mt. H'Kusam beyond. The current proposal would create 9 fully serviced residential lots of varying sizes, as well as a 33-pad serviced recreational vehicle campground, which will act as an economic stimulus for the village.

OCP CONSIDERATIONS

An OCP Amendment is not required as the proposed use of the property falls within the appropriate Comprehensive Development Area 2 designation of the Village of Sayward Official Community Plan.

AGENCY REFERRALS

The application was referred to several government agencies and First Nations for consideration. Comments received are summarized in the following table:

Agency	Comments
BC Assessment Authority	No response.
Coastal Fire	No response.
Ministry of Environment	No response.
Kelsey Bay Organic Resources	No response.
FLNRORD – Archaeology	No response.
FLNRORD - Forestry	Should rezoning be approved and subdivision allowed, a road dedication to allow for public access to lands beyond is recommended.
Ministry of Transportation and Infrastructure	No concerns.
Mosaic Forest Management	Log handling involves the use of heavy machinery and consequent noise, etc. Proponent should provide mitigation measures to ensure land use conflict does not occur.
School District 72	No response.
Island Health	A construction permit is required from VIHA prior to extending the water main. Applicant to contact VIHA regarding servicing of the proposed C-2 zone.
First Nation	Comments
K'ómoks First Nation	No response.
Nanwakolas Council	No response.
We Wai Kai Nation	Requests that an Archaeological Impact Assessment be carried out in association with the First Nation.
Wei Wai Kum Nation	No response.

PLANNING ANALYSIS

The subject parcel at 14 - 18 Sayward Road is currently zoned Forestry One (F-1), which allows for a variety of forestry and agriculture uses and up to four dwelling units per parcel, depending upon parcel size which is limited to 8.0 hectares (19.8 acres) for subdivision purposes. The

proposal is to rezone the land to permit its subdivision into 9 serviced residential lots, ranging in size from 711 square metres to 3912 square metres with one house per parcel, as well as a 33-pad serviced RV campground. The proposed development will be accessed via a network of 6-metre wide roads terminating in cul-de-sacs and, as per the attached Preliminary Servicing Report, the existing community water supply, fire protection and sanitary servicing are all adequate to accommodate the additional nine lots. A stormwater management plan has been prepared to address issues related to stormwater runoff.

Comments received from government agencies and First Nations have indicated there are no immediate concerns associated with the proposal. FLNRORD - Forestry have indicated that should rezoning be approved and land subdivision allowed, a road dedication to allow for public access to lands beyond is recommended. Island Health have indicated a construction permit is required from VIHA prior to extending the water main, and that the applicant should contact VIHA regarding servicing of the proposed C-2 zone if food and beverage services are proposed. The Ministry of Transportation and Infrastructure had no concerns and the We Wai Kai Nation have requested an Archaeological Impact Assessment of the property be carried out in association with a member of the We Wai Kai Nation. An approved Riparian Areas Regulation assessment report prepared by a Qualified Environmental Professional will be required before the commencement of development activities (including subdivision) and a Commercial development permit will also be required for development within the proposed C-2 zoned portion of the parcel.

FINANCIAL IMPLICATIONS

Applicable fees have been collected for this rezoning application under Bylaw 310, being the Village of Sayward Bylaw Amendment, Permit Procedures and Fees Bylaw, 2000.

LEGAL IMPLICATIONS

This report and the recommendations contained herein are in compliance with the *Local Government Act* (LGA) and Village of Sayward bylaws. This includes the zoning of land, which includes the surface of the water, set out in Section 479 of the LGA.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS

Should a recommendation of support be made for the application and Bylaw No. 490 proceed forward, public consultation will occur in the form of a public hearing (unless waived), conducted in compliance with the requirements of Sections 464 - 465 'Public Hearings', of the LGA, as required prior to final adoption of any proposed bylaw amendments.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

The planning department will be responsible for all aspects of the bylaw amendment process. Additionally, municipal staff resources will be required during the public hearing process and the finalization of the adoption of the bylaw.

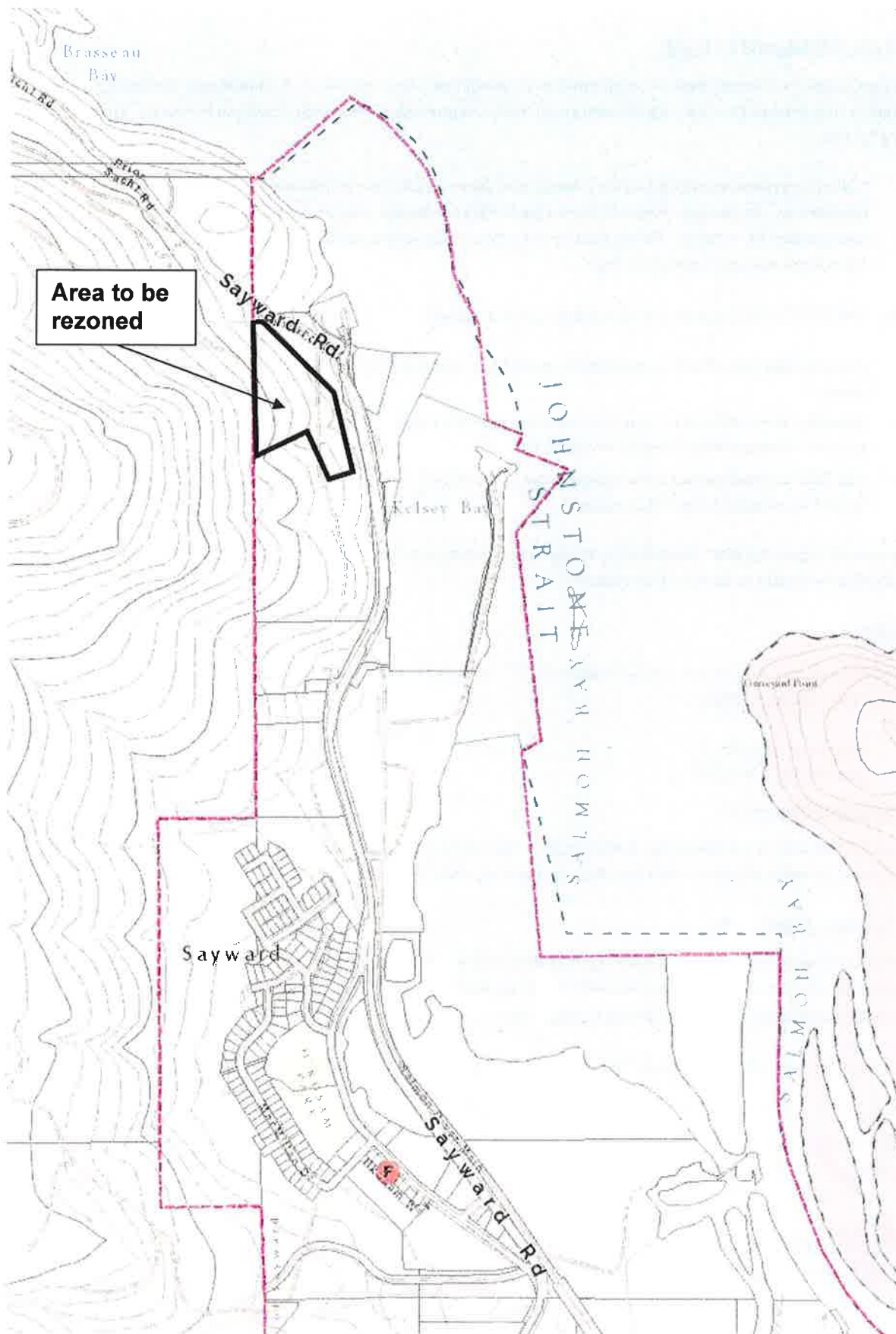
Submitted by:



John Neill MCIP MRTPI
Planner

Attachments:

Bylaw No. 490
Preliminary Servicing Report
Stormwater Management Report



Location of Subject Area in Kelsey Bay, Sayward

OFFICIAL COMMUNITY PLAN

The subject property is designated as Comprehensive Development Area 2 (CDA-2). The intent for the CDA-2 designation is to provide for mixed density residential uses and tourist accommodation such as RV parks. The OCP states (Pg. 10):

"Three Comprehensive Development Areas have been specifically established to provide for flexible land use planning, to take advantage of future opportunities in tourism, marine services, residential, industrial, and commercial ventures. The village seeks to attract responsible, sustainable, development to build on the considerable assets currently in place."

Further, the OCP CDA-2 specific policy support the proposal:

1. *Development in the CDA-2 is intended to provide for mixed density residential, and tourist accommodation services.*
2. *Permitted uses in the CDA-2 may include mixed density residential development, senior's housing, and tourism accommodation, including RV parks.*
3. *The CDA-2 designation provides unique vistas across the Salmon Bay and Johnstone Strait; development should be oriented toward these views.*

The proposed single detached residential subdivision and recreational vehicle campground was designed to meeting the CDA-2 policies and justifications listed above.

ZONING

The current zoning on the property is Rural One (RU-1). To enable the proposed development, the land needs to be rezoned to the following zones:

- Residential One (R-1)
- Commercial Two (C-2)

Residential One (R-1)

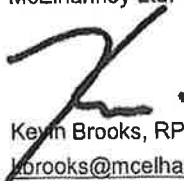
Residential One is a single-family dwelling zone. The minimum lot size is 668 m² with a lot coverage of 70%. This proposed zone is consistent with the Official Community Plan CDA-2 land use designation.

Commercial Two (C-2)

The Commercial Two zone is a mixed commercial zone with limited retail commercial with a focus on service commercial such as restaurants, pubs and tourist accommodation. This proposed zone is consistent with the Official Community Plan CDA-2 land use designation.

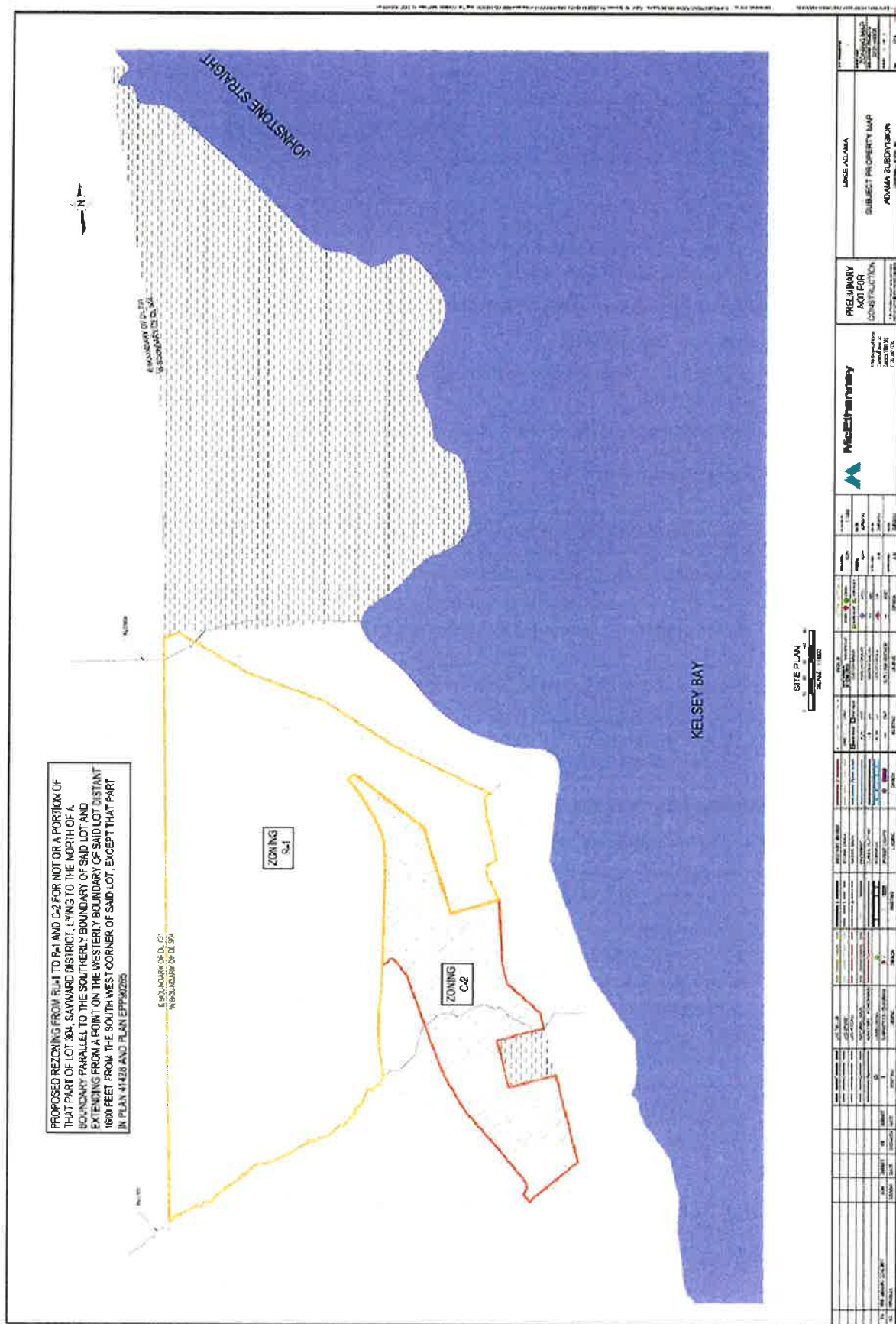
We look forward to working with you on this project. If you have any questions, please contact the undersigned.

Sincerely,
McElhanney Ltd.



Kevin Brooks, RPP, MPlan
kbrooks@mcelhanney.com | 778-560-2371

Applicant's Statement



Proposed Zone Boundaries

PART FOUR

COMPREHENSIVE DEVELOPMENT AREAS

Three Comprehensive Development Areas have been specifically established to provide for flexible land use planning, to take advantage of future opportunities in tourism, marine services, residential, industrial, and commercial ventures. The village seeks to attract responsible, sustainable, development to build on the considerable assets currently in place.

4.1 Comprehensive Development Area 1 (CDA-1) Tourism/Marine

Objectives and Justification

- 1) The CDA-1 designation includes land in the waterfront area as indicated on Schedule B.
- 2) Development in the CDA-1 is intended to provide for tourism, recreation, commercial and industrial marine services, aquaculture and related services, and recreational access.
- 3) Permitted uses in the CDA-1 designation may include but are not limited to businesses catering to the needs of commercial and industrial watercraft users and the vacationing public such as fuel services, wharfage, boat launches, restaurants, cafes, shops, and marinas.
- 4) The CDA-1 designation is an access point to the community from the water and shall present a welcoming and interesting gateway to visitors.
- 5) A feasibility study in the CDA-1 area to determine the safest, highest and best use and design of the waterfront area shall be supported.
- 6) The CDA-1 designation is a Development Approval Information Area, which allows the village an opportunity to work with the landowner to realize proposed uses and to minimize environmental impacts.

4.2 Comprehensive Development Area 2 (CDA-2) Tourist/Residential

Objectives and Justification

- 1) The CDA-2 designation includes land in the area west of Sayward Road as indicated on Schedule B.
- 2) Development in the CDA-2 is intended to provide for mixed density residential, and tourist accommodation services.
- 3) Permitted uses in the CDA-2 may include mixed density residential development, senior's housing, and tourism accommodation, including RV parks.
- 4) The CDA-2 designation provides unique vistas across the Salmon Bay and Johnstone Strait; development should be oriented toward these views.
- 5) The CDA-2 designation is a Development Approval Information Area, which allows the village an opportunity to work with the landowner to realize proposed uses and mitigate environmental impacts.

OCP Objectives and Policies – 4.2 Comprehensive Development Area 2 (CDA-2)

610**Forestry One (F-1)****1. PERMITTED PRINCIPAL USES****On any lot:**

- a) Agriculture;
- b) Silviculture;
- c) Forestry;
- d) Sawmills;
- e) Value-added wood processing;
- f) Single family dwelling;

g) On any lot greater than 2.0ha (4.9ac):

Two single family dwellings or one duplex may be permitted on a lot, provided that all other requirements of this Bylaw are complied with. Additional dwelling units(s) may be permitted on the lot for each additional 1.0ha (2.5ac) to a maximum of 4 dwelling units provided that approval from the Land Reserve Commission has been received (if required).

2. PERMITTED ACCESSORY USES

- a) Buildings and structures accessory to the uses permitted.

3. LOT AREA

The minimum site area required for subdivision is 8.0 hectares (19.8 acres);

4. LOT COVERAGE

Buildings and structures shall not cover more than 15% of the lot area.

5. SITING OF STRUCTURES

Except where otherwise specified in this Bylaw, no building or structure shall be located within:

- a) 7.5m (24.6ft) of front, side or rear lot lines;
- b) Structures for the accommodation of livestock shall be located not less than 7.5m (24.6ft) from any dwelling unit.

End - F-1

PART 600**ZONES****601****RESIDENTIAL ONE (R-1)****1) PERMITTED PRINCIPLE USES**

On any lot:

- a) One single family dwelling.

2) PERMITTED ACCESSORY USES

- a) Home-based business;
- b) Bed & Breakfast;
- c) Boarding;
- d) Buildings, accessory;
- e) Secondary suites.

3) LOT SIZEThe minimum lot area for subdivision is 668m² (7200 ft²).**4) LOT COVERAGE**

Buildings and structures shall not cover more than 70% of the lot area.

5) SITING OF STRUCTURES

Except where otherwise specified in this Bylaw, no building or structure shall be located within:

- a) 6.0m (19.6ft) of front and rear lot lines;
- b) 1.5m (4.9ft) of side lot line on a lot;
- c) 3.0m (9.8ft) of side lot line abutting a public road right-of-way;
- d) No accessory structure shall be located within 1.0m (3.3ft) of a rear or side lot line.

6) WIDTH OF BUILDINGS

No building or structure other than accessory buildings or structures shall be less than 7.0m (22.9ft) in width.

Bylaw 410, 2014 - Adds 7) CONDITIONS**7) CONDITIONS**

No single-wide mobile home including Z-240 certified homes as a whole or as a part of a building is permitted.

End – R-1

607**COMMERCIAL TWO (C-2)****1. PERMITTED PRINCIPAL USES****On any lot:**

- a) Retail;
- b) Offices;
- b) Marina (including fuel sales ancillary to the use)
- d) Restaurant;
- e) Neighbourhood pubs;
- f) Tourist Accommodation.

2. PERMITTED SECONDARY USES

- a) Residential use;
- b) Buildings and structures accessory to the uses permitted.

3. LOT AREA

The minimum lot area required for subdivision is 740m² (8,000ft².)

4. LOT COVERAGE

Buildings and structures shall not cover more than 60% of the lot area.

5. SITING OF STRUCTURES

Except where otherwise specified in this Bylaw, no building or structure shall be located within:

- a) 3.0m (11.5ft) of front and rear lot lines;
- b) 1.5m (4.9ft) of any side lot line;
- c) Accessory buildings shall not be located within 1.0m (3.3ft) of a rear or side lot line.

6. COMBINED COMMERCIAL AND RESIDENTIAL USE

Where a parcel is used for combined commercial and residential use, the residential use shall;

- a) be contained in the same building;
- b) be located over the principal use;
- c) have a separate entrance from outside; and
- d) not exceed the gross floor area used for commercial purposes.

End - C-2

TECHNICAL MEMO

To
Mike Adama, Owner

From
John Sorenson, Division Manager
Campbell River Branch

Re
Kelsey Bay Multi-Phase Development

Date
June 12, 2020

McElhanney Ltd. has been retained by Mike Adama to complete a preliminary servicing review of the water, sanitary, and storm systems with respect to the proposed multi-phase single-family strata and campground development located near Kelsey Bay in Sayward BC. The intent of this design review is to confirm the capacity within the existing systems and make recommendations as to required upgrades to accommodate the proposed subdivision.

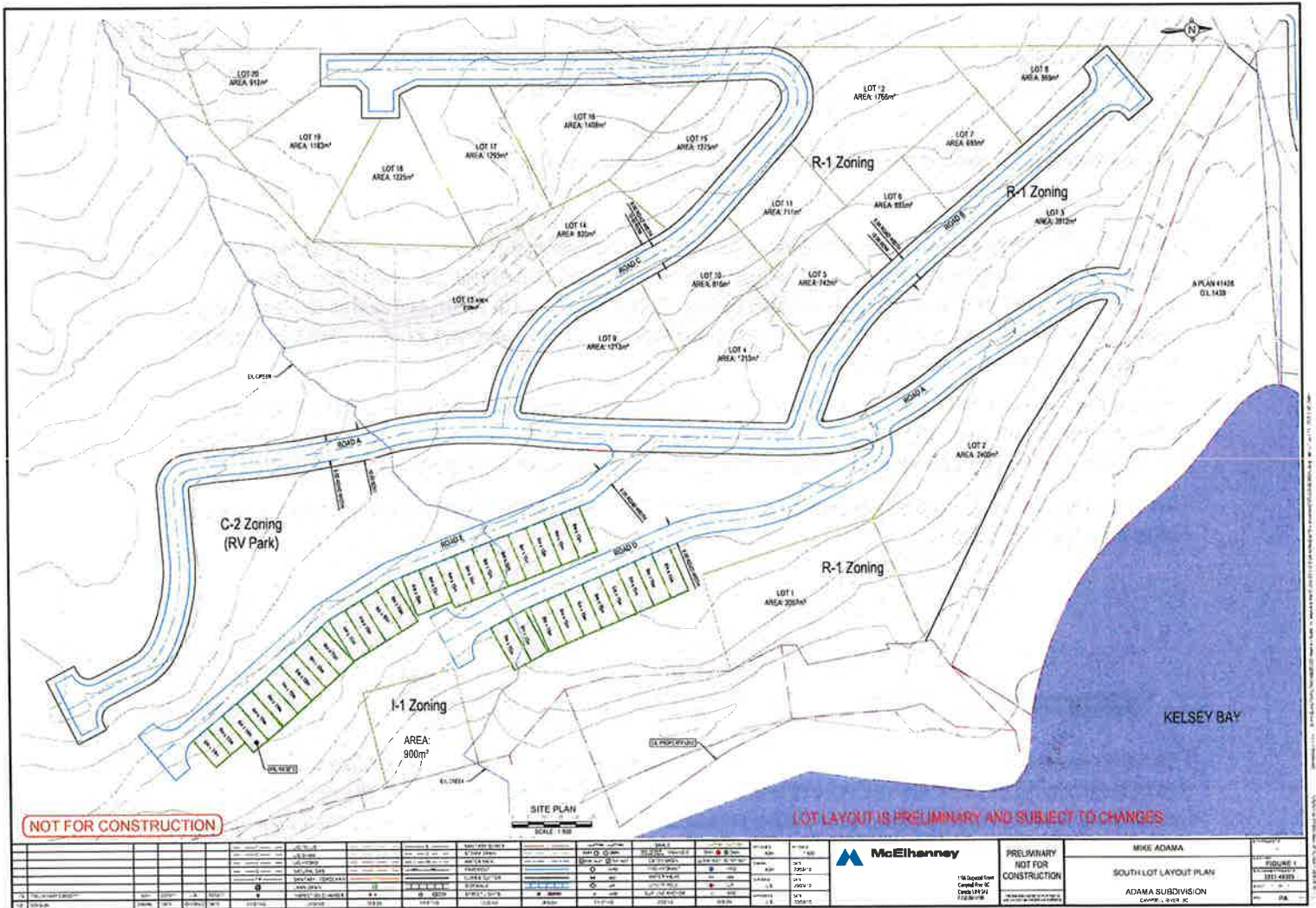
A preliminary layout of the subdivision is provided in **Figures 1 and 2** overleaf. Please note that the layout is preliminary and may be subject to revisions moving forward. As such, the analyses within are based on a preliminary subdivision layout and may need to be revised should the layout change.

This technical memorandum summarizes the results of the waterworks, sanitary and stormwater systems and are highlighted below.

1. Waterworks

The existing water distribution system consists of a reservoir located south of the village with the terminal end and low point at the Port of Kelsey Bay as shown on **Figure 3** below. Please note that the diameters and lengths of the water piping was based on available record drawings as well as follow up discussions with the Town's Operations Staff.

The system was modeled to confirm the existing capacity and to determine if there is adequate capacity to accommodate the estimated domestic and fire flows associated with the proposed multi-phase development.



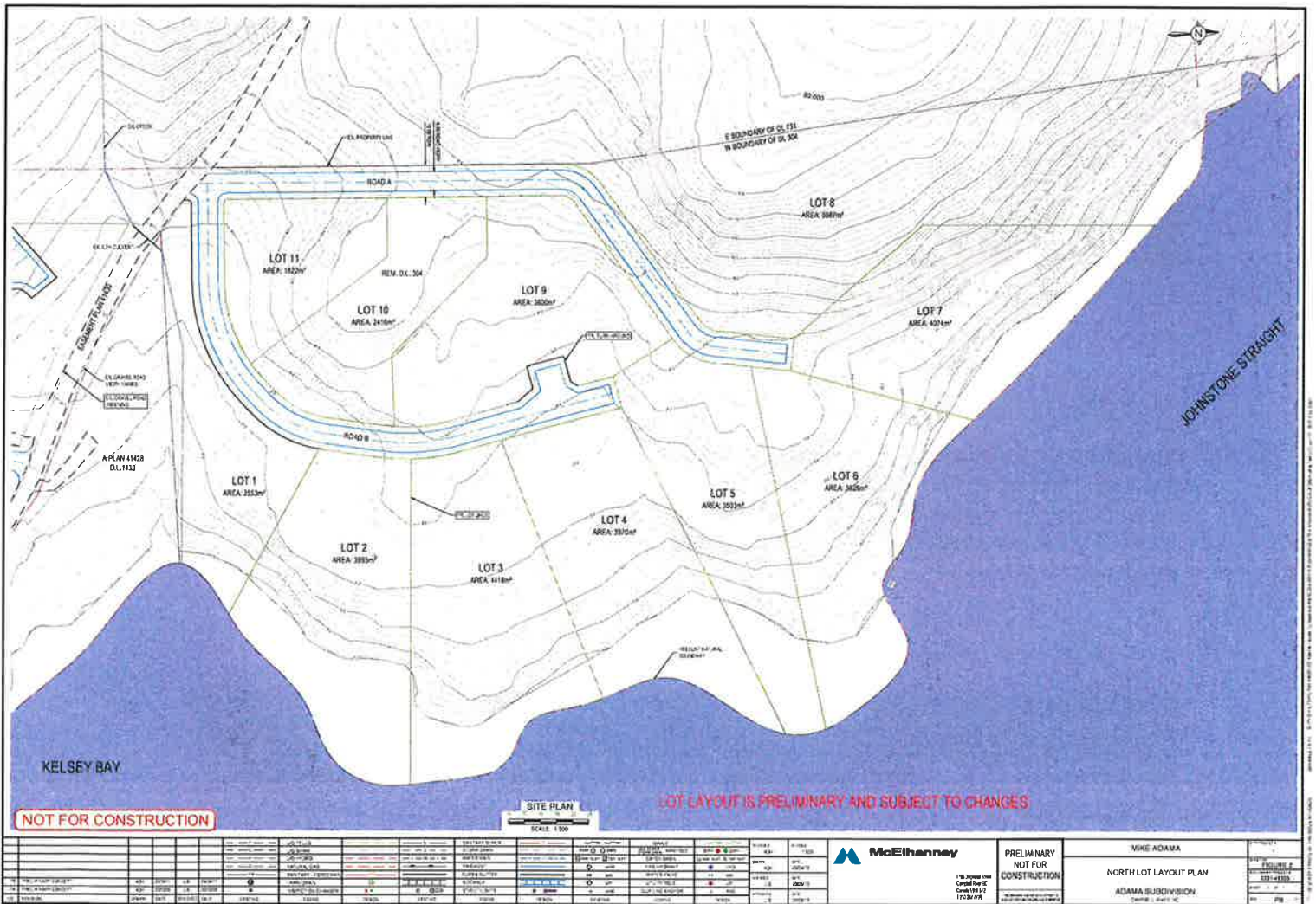




Figure 3: Existing Sayward Water System

1.1. DOMESTIC AND INDUSTRIAL DEMANDS

The existing and proposed average Annual Daily Demand (ADD), Maximum Day Demand (MDD), and Peak Hour Demand (PHD) for Sayward were estimated based on the demands outlined in the MMCD Design Guidelines. These MMCD demands are shown according to the land use type in **Table 1** below. It should be noted that MMCD does not provide design ADD and PHD flow rates for non-residential properties.

Table 1: MMCD Water Demand Design Rates

Land Use Type	Annual Daily Demand (ADD)	Maximum Day Demand (MDD)	Peak Hour Demand (PHD)
Residential	450 litres/capita/day	900 litres/capita/day	1350 litres/capita/day
Commercial or Institutional*	NA	22,500 litres/hectare/day	NA
Industrial*	NA	10,000 – 100,000 litres/hectare/day	NA

*MMCD Non-Residential design flow rates only provided for Maximum Day Demand



Given the above per capita/area demand rates, the estimated results for the Village's existing and proposed demands are summarized in **Table 2** below. Note that for the Island Timberlands log sort facility, an estimated per hectare flow rate of 50,000 litres/hectare/day was assumed. This was based on the fact that they are a moderately heavy water user in the Town.

Table 2: Sayward Estimated Existing and Proposed Water System Domestic Demands

Land Use Type	Dwellings / Area	ADD (L/s)	MDD (L/s)	PHD (L/s)
Residential Dwellings	167 Dwellings	1.54	3.08	4.62
Non-Residential Sites	23.73 ha	NA	10.86	NA
Proposed North & South Dwellings and Campsites	64	0.83	1.67	2.50

1.2. FIRE FLOW

As per the MMCD design criteria, the system must have the capacity to provide the peak hour demands with a residual pressure of between 300 to 850 kPa while providing the required fire flow with max day demands and a pressure of 150 kPa.

A summary of the required fire flows as per the MMCD are summarized in **Table 3** below.

Table 3: MMCD Minimum Fire Flow Requirements

Developments	Minimum Fire Flow (L/s)
Single Family Residential	60
Apartments / Townhouses	90
Commercial	150
Institutional	150
Industrial	225

As this proposed development is a single-family development, a fire flow of 60 litres/second was required while maintaining a minimum residual pressure target of 150 psi under maximum day demand.

To verify the available fire flow and residual pressures in the existing system, a hydrant flow test was conducted by Sayward Public Works staff in late May 2020. An average flow of **61.4 litres/second (974 gal/min)** was reported at the hydrant adjacent to the Kelsey Bay Government Marina, and a residual pressure of **552 kPa (80psi)** was measured in the system at the upstream hydrant across the 40 Sayward Road.



The hydrant flow and pressure test results were used as means of model verification, which are discussed in the subsequent section.

Please note that prior to construction, an additional flow test should be performed to verify the results provided by the Village.

1.3. WATER MODEL VERIFICATION

Record drawings, field data, and flow & pressure test results, provided by Sayward Public Works staff, were used to develop, and verify the *WaterCAD* computer model. According to the Public Works department, the Village's water tank reservoir typically remains at 90% full. Given the tank is approximately 11m deep with a base elevation at 69.3m, the water surface elevation at 90% full is estimated at **79.2m**. This water surface elevation was entered into the model to set the static head in the system.

To verify the model, the reported hydrant flow and the estimated existing demands were assigned to their respective nodes and a steady state simulation was ran. The result was an estimated residual pressure of **529 kPa (77 psi)** at the hydrant near 40 Sayward Road. The percent difference comparing the measured and estimated pressures is 4.3% which is acceptable and will result in the model estimates being slightly conservative. **Table 4** highlights the model verification results.

Table 4: Model Verification with Residual Pressures at Hydrant Adjacent to 40 Sayward Road

	Measured	Model Result	Percent Difference
Residual Pressure	552kPa	529 kPa	4.3%

1.4. WATER MODELING RESULTS

Available topographical data was used to establish a preliminary design and layout for the on-site water system. This data was entered into the computer model. The computer water model was then used to confirm the available flows for the proposed development and establish which of the proposed lots could be serviced by the existing Village reservoir.

Based on a cursory review of the elevations of the proposed development, it was established that the lower portions of the development could be serviced by the existing reservoir while upper portions of the development would require the addition of a private booster pump to ensure adequate fire flows.

As a result, it was established that with the installation of a 50m section of 200mm diameter watermain in Sayward Road as well as a proposed 200mm diameter watermain on-site and 3 proposed hydrants, 10 of the proposed lots of the southern parcel and 5 of the proposed lots of the northern parcel could be serviced without an additional booster pump. Essentially, lots with fire protection provided by a hydrant installed at a maximum elevation of 35m can be serviced by the reservoir. The proposed lots (shown with white hatching) and hydrants are illustrated in **Figures 4 & 5**. The red circles around the hydrants represent the 75m radius coverage as required in the MMCD.



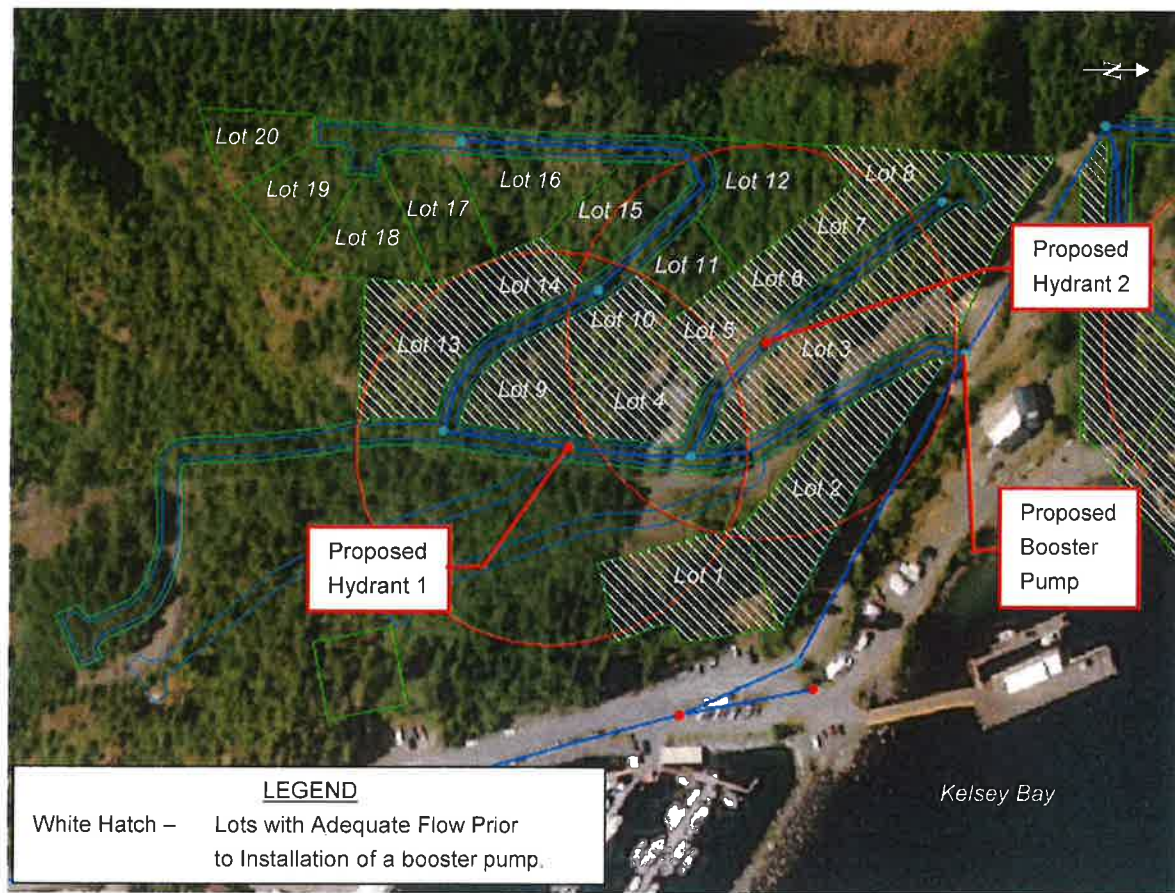


Figure 4: Southern Development Proposed Servicing Without Booster Pumps

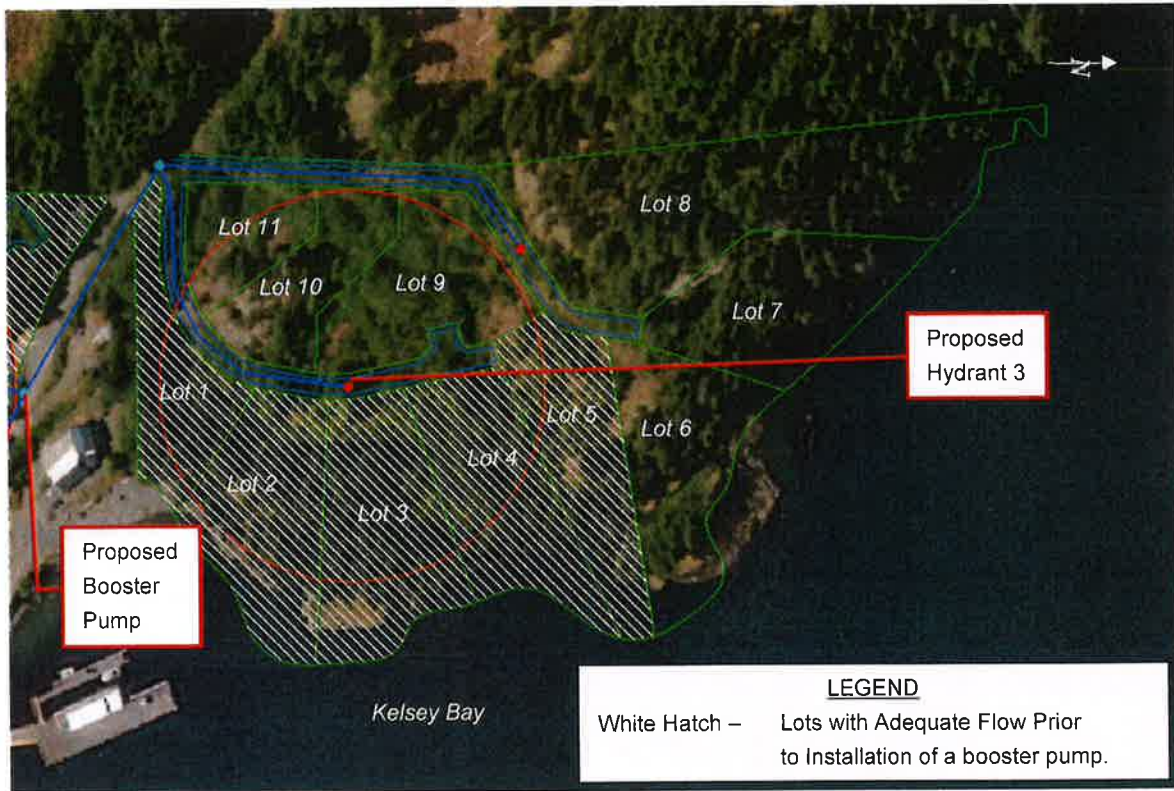


Figure 5: Northern Development Proposed Servicing Without Booster Pumps

To service the remaining proposed lots on the north and south parcels, booster pumps will need to be installed to ensure adequate fire and domestic flows are provided. The location of the potential booster pump is illustrated on **Figures 4 & 5**. Pump options will be explored at the detailed design stage.

2. Sanitary Analysis

The existing sanitary system was analyzed to establish if there is capacity to handle the additional flows from the proposed development. The HDPE force main system, as shown on the **Figure 6** below, consists of two lift stations. Lift Station 1 is located along Sayward Road at Kelsey Lane and services 3 existing residential properties on the lane. Lift Station 2 is located on the east side of Sayward Road near the government marina and services the primarily non-residential properties north from 40 Sayward Road including the marina, RV campsites and the Port of Kelsey Bay Dock.



Figure 6: Existing Sanitary Force Main System

2.1. SANITARY DESIGN FLOWS

The existing and proposed estimated sanitary design flow rates were based on MMCD design guidelines. The estimated Peak Wet Weather Flows are used for design purposes. The estimated existing sanitary flows coming into Lift Station 1 are outlined in **Table 5**.



Table 5: Lift Station 1 Estimated Existing Sanitary Flow Rates

Parameter	Value
Total Residential Area	0.78 ha
Dwellings	3
People per Dwelling*	1.8
Dry Weather Demand**	350 litres/capita/day
Average Dry Weather Flow	0.022 litres/second
Peaking Factor**	3.2
Peak Dry Weather Flow	0.070 litres/second
Inflow and Infiltration Allowance**	0.12 litres/second/hectare
Wet Weather Flow	0.094 litres/second
Peak Wet Weather Flow	0.16 litres/second

*Based on the 2016 Canada Census Profile for Sayward

**Based on MMCD Design Guidelines 2014

The existing non-residential sanitary demands, factors, and calculated flows contributing to Lift Station 2 are listed in **Table 6**.

Table 6: Lift Station 2 Existing Sanitary Flow Rates

Parameter	Value
Total Non-Residential Area	5.88 ha
Dry Weather Demand*	25000 litres/ha/day
Average Dry Weather Flow	1.7 litres/second
Peaking Factor*	3.2
Peak Dry Weather Flow	5.4 litres/second
Inflow and Infiltration Allowance*	0.12 litres/second/hectare
Wet Weather Flow	0.71 litres/second
Peak Wet Weather Flow	6.2 litres/second

*Based on MMCD Design Guidelines 2014

The additional flows from all phases of the development were estimate and the results are shown in **Table 7**.



Table 7: Lift Station 2 Proposed Sanitary Flow Rates

Parameter	Value
Development Area	7.3 ha
Dwellings	56
People per Dwelling	2.5
Dry Weather Demand	350 litres/capita/day
Average Dry Weather Flow	0.57 litres/second
Peaking Factor	3.2
Peak Dry Weather Flow	1.81 litres/second
Inflow and Infiltration Allowance	0.12 litres/second/hectare
Wet Weather Flow	0.88 litres/second
Peak Wet Weather Flow	2.7 litres/second

Therefore, combining the existing and proposed estimated flows, the total design sanitary flow for Lift Station 2 is **8.8 litres/second**.

2.2. SANITARY LIFT STATION AND FORCE MAIN MODELING

Analyzing a force main system with multiple lift stations is relatively complicated, and as such, *PCSMM* computer modelling software was utilized. Record drawings, manufacturer supplied pump information, and field data were used to create the model. The design flows were inputted, and a steady state simulation was ran.

Figure 7 below shows the pumping capacity of lift station 2. As noted, the pump station starts with an initial pumping rate of **9.5 litres/second** which decreases to **9.0 litres/second** as the level in the wet well drops.

The reduced pumping rates which range between **8.4 to 9.3 litres/second** are shown as small dips in the curve and coincide with lift station 1 & 2 pumping simultaneously.



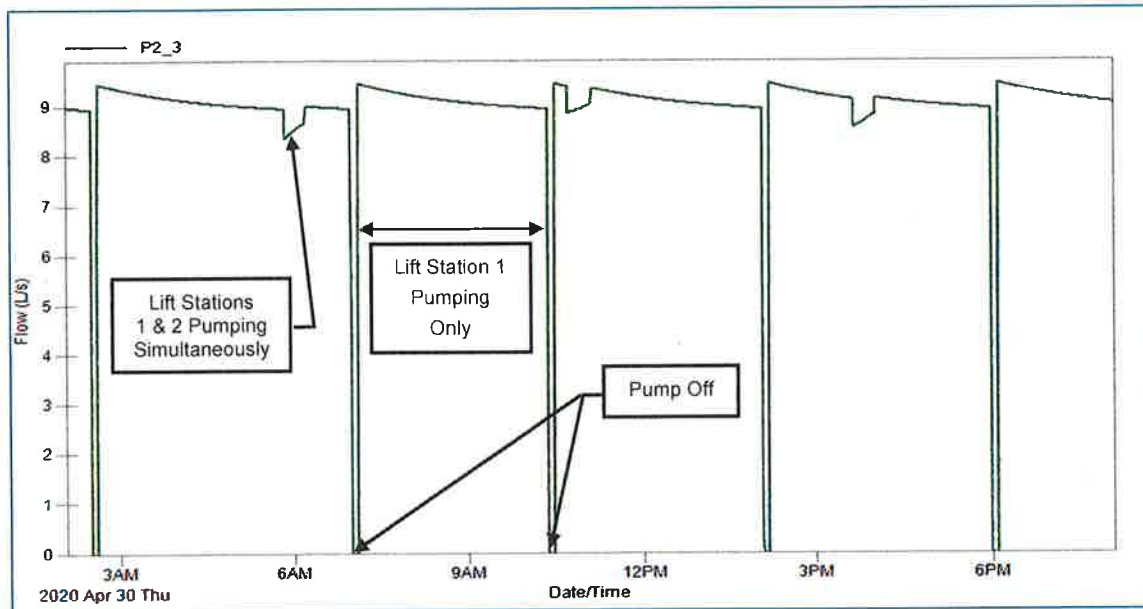


Figure 7: Lift Station 2 Flow vs Time Graph

It should be noted that a steady state analysis assumes a constant peak inflow which is very conservative compared to the more realistic variable rates of a diurnal demand curve. Given real world conditions, the pump-off periods would have a much greater duration. Based on this, it is safe to say the existing system has ample capacity to handle the additional flows from the proposed development.

2.3. FORCE MAIN MODEL VERIFICATION

To ensure the model was producing accurate estimates, an analysis of Lift Station 2 operating independently of Lift Station 1 was performed manually. The Hazen-Williams equation was used in the manual calculation to confirm the model results.

The model reports a peak pumping rate at Lift Station 2 of 9.5 litres/second with a total dynamic head (TDH) head of 20.4m. When the flow rate of 9.5 litres/second is entered into the Hazen-Williams analysis, the resulting TDH is estimated at 21.0m. The percent difference between the TDH of the model and the Hazen-Williams Equation is 2.9% which is acceptable and verifies that the model is operating correctly.

Table 8: Sanitary Model Verification Results

	Excel Result	Model Result	Percent Difference
System Head at 9.5 L/s	21.0 m	20.4 m	2.9%



3. Stormwater Management

Due to the fact that the site has a direct discharge to the ocean, the site is rocky and does not promote infiltration, we are proposing that targets related to on-site detention be exempted. This said, due to the proximity to the ocean, we would recommend that targets pertaining to water quality be implemented.

As there is no formal stormwater conveyance system in the area, stormwater will be discharged to the Kelsey Bay marine environment. As such, permitting and approvals will be acquired based on a subsequent environmental assessment as part of the detailed design.

4. Conclusion and Recommendations

Based on the established fire flows and domestic demands, the existing water system (without the addition of a booster pump) has adequate capacity to provide fire protection to lots within 75m of the proposed hydrants shown on **Figures 4 & 5**. Additionally, 3 proposed hydrants will be required. For the higher elevations of the development, booster pumps will be needed to provide the necessary fire flows.

A review of sanitary lift stations and the force main determined the peak inflow including the proposed development is 8.8 litres/second and the capacity of existing Lift Station 1, near the marina, ranges from 9.0 to 9.5 litres/second. When Lift Station 2, near Kelsey Lane, is pumping concurrently, pumping rates are reduced to 8.4 litres/second, but these are relatively short durations which do not limit the overall system capacity. Therefore, there is adequate capacity to handle the additional demands from the proposed development.

The stormwater system will be designed to MMCD Standards and adhere to best management practices pertaining to water quality. Given the necessary permits and approvals, runoff will be safely conveyed and ultimately, discharged via an ocean outfall into Kelsey Bay.

As this is based on a preliminary lot layout, the number and location of the lots are subject to change. Therefore, we confirm that the municipal system can handle an additional 5 lots, above what is currently proposed. Should the number of lots increase by greater than 5, further analysis will be required to confirm if there is adequate capacity. We trust that this meets the Village's requirements. Please contact the undersigned if you have any questions.

Sincerely, McElhanney Ltd.

Prepared by

Reviewed by



Dwayne Cybak, EIT
Project Engineer



John Sorenson, P.Eng.
Division Manager



TECHNICAL MEMO

To

Mike Adama, Owner

From

Michael de Hart, P.Eng – Project Manager
Campbell River Branch

Re

Kelsey Bay Multi-Phase Development – Onsite
Stormwater Management Plan

Date

June 9, 2022

1. Introduction

McElhanney Ltd. has been retained by Mike Adama to complete a stormwater management plan (SWMP) with respect to the proposed multi-phase single-family strata and campground development located near Kelsey Bay in Sayward BC. The intent of this design review is to confirm the capacity within the existing stormwater management systems and make recommendations as to required upgrades to accommodate the proposed subdivision. The design review will also recommend onsite stormwater upgrades to provide safe conveyance of flows in large storm events. The subject property is shown in **Figure 1**.



Figure 1: Subject Property Location

McElhanney

1196 Dogwood Street, Campbell River BC Canada, V9W 3A2
Tel. 250-287-7799 | Fax. 1-855-407-3895 | www.mcelhanney.com

2. Site Description

The subject property is located at the north extent of Village limits and is situated above (to the west) the Kelsey Bay Marina. The land is currently undeveloped, with a few access roads and forest coverage. The property is situated on very steep terrain (43%-35%), which also includes bedrock outcrops and multiple drainage features.

Except for the 2 existing streams, there are no formal stormwater conveyance systems across the property. All stormwater from/through the property discharges to the marine environment via the Kelsey Bay foreshore area. Any drainage upgrades within the foreshore area would require the appropriate permitting and approvals (Ministry of Transportation and Infrastructure and Ministry of Environment). These permits/approvals will be acquired based on a subsequent environmental assessment that form part of the detailed design.

A preliminary layout of the subdivision is provided in **Figure 2**. The layout is preliminary and may be subject to revisions moving forward. As such, the analyses within are based on the preliminary subdivision layout and may need to be revised at the time of detailed design.

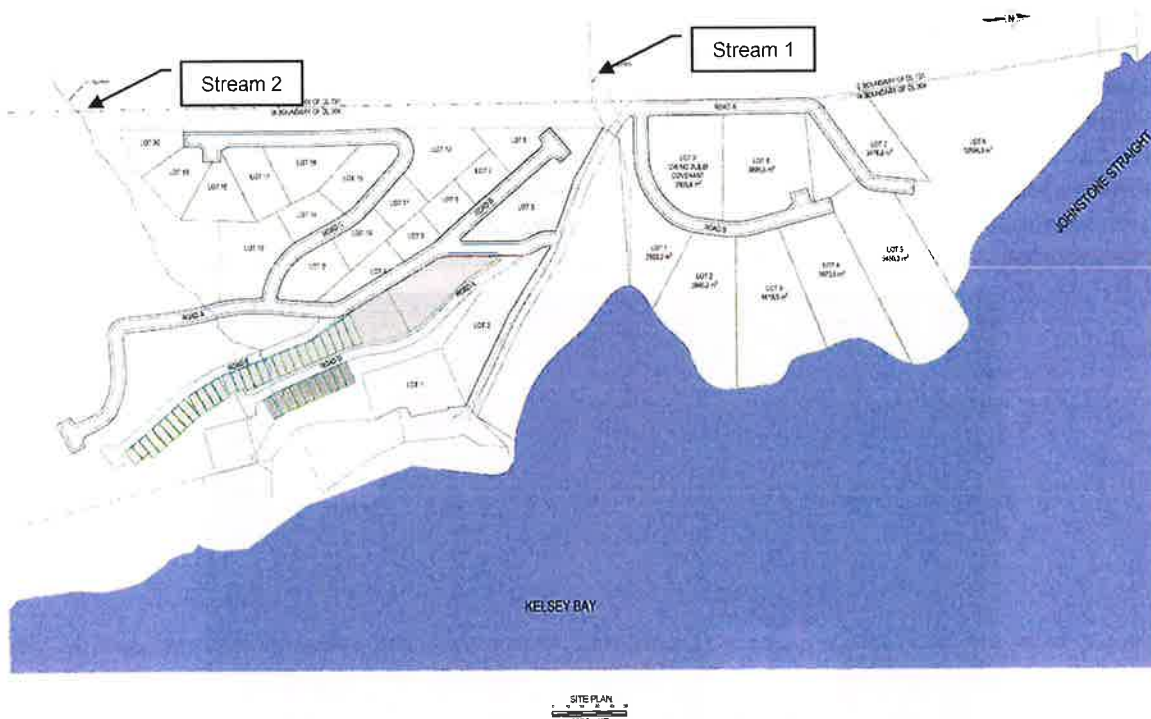


Figure 2: Preliminary Layout

3. Design Targets and Hydrology

Since the site has a direct discharge to the ocean, is located within a steep slope area and has rock outcrops, which do not promote infiltration, we are proposing that typical design targets related to on-site detention be exempted. Instead, this SWMP focuses on the safe conveyance of stormwater runoff via



roadside ditches and culverts. As per the BC MOTI Supplement to TAC Chapter 1000, Table 1010.A (Figure 3), culverts should be sized to the 100-year design return period and follow the general culvert installation guidelines of Section 1040.04.

Table 1010.A - Design Return Periods for Hydraulic Structures
(years, maximum instantaneous discharge)

Hydraulic Structures	Road Classification				
	Low Volume	Local	Collector	Arterial	Freeway
Gutters	-	5	5	5	5
Storm Water Inlets	-	5	5	5	5
Storm Sewers	-	10 to 25	10 to 25	10 to 25	10 to 25
Highway Ditches	25	25	25	25	25
Culverts < 3 m Span for ditch drainage network	50 to 100	100	100	100	100
Culverts < 3 m Span on a natural watercourse	100	100 to 200	100 to 200	100 to 200	100 to 200
Buried Structures & Culverts ≥ 3 m Span ¹	100	200	200	200	200
Bridges ¹	100	200	200	200	200
River Training and Channel Control Works	100	200	200	200	200

¹ Design shall be in accordance with BC MoTI Bridge Standards and Procedures Manual

Figure 3: Table 1010.A for MOTI Supplement to TAC Chapter 1000

The design return period is required to factor in climate change and utilizes the rational method calculation.

3.1. DESIGN FLOW CALCULATIONS (RATIONAL METHOD)

The rational method calculation determines flow rate (Q) and is based off three parameters: rainfall intensity (I), runoff coefficient (C) and catchment area (A).

3.1.1. Runoff Coefficient

Runoff coefficients and times of concentrations are based on Section 1020 in the BC Supplement to TAC. For this exercise, Table 1020.A (Figure 4) is utilized to determine the runoff coefficient of the catchments.

Table 1020.A Maximum Runoff Coefficient Values For Coastal Type Basins

(source: Ministry of Environment, Manual of Operational Hydrology in British Columbia, Second Edition, 1991)

Watershed Physiography	Surface Cover				
	Impermeable	Forested	Agricultural	Rural	Urban
mountain (>30%)	1.00	0.90	-	-	-
steep slope (20-30%)	0.95	0.80	-	-	-
moderate slope (10-20%)	0.90	0.65	0.50	0.75	0.85
rolling terrain (5-10%)	0.85	0.50	0.40	0.65	0.80
flat (<5%)	0.80	0.40	0.30	0.55	0.75
return period 10-25 years	+0.05	+0.02	+0.07	+0.05	+0.05
return period > 25 years	+0.10	+0.05	+0.15	+0.10	+0.10
snowmelt	+0.10	+0.10	+0.10	+0.10	+0.10

Figure 4: Table 1020.A from MOTI Supplement to TAC

Based on Table 1020.A, a runoff coefficient of 0.95 is to be used for the design catchments. Due to the high runoff coefficient and rural nature of the potential development, no significant change in the runoff coefficient has been accounted for in a post development scenario.

3.1.2. Rainfall Intensity

Rainfall intensity is dictated by the location of subject property and the size/topography of the watersheds. The size and slope of watersheds dictate the estimated time of concentration, which is then utilized with rainfall data to determine the rainfall intensity. Therefore, the time of concentration is based on the Water Management Method for steep basins (Figure 1020.B) (Figure 5).

Figure 1020.B Time of Concentration

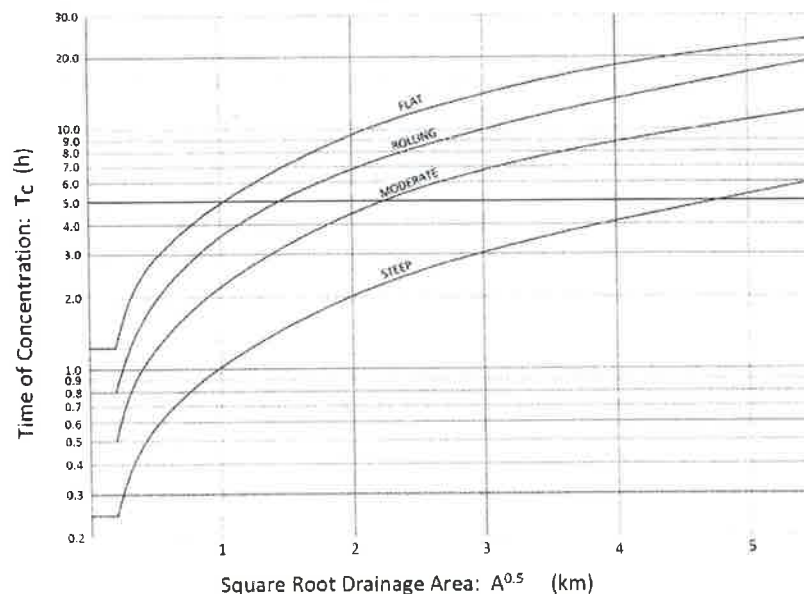


Figure 5: Figure 1020.B from MOTI Supplement to TAC



Rainfall intensity equations are also dictated by Intensity-Duration-Frequency (IDF) curves. Based on the desired return period and calculated time of concentration (ToC), a rainfall intensity rate can be calculated. Typically, a nearby Government of Canada IDF curve (via rainfall gauge station) is available to determine this calculation. However, due to the remote location of the Sayward Valley, there is not a reasonably close IDF curve station (closest being the City of Campbell River Airport). Therefore, Western University Canada's IDF-CC [Climate Change] Tool 6.0 is utilized to generate the IDF curve for the subject property. For the 100-year design storm event, the current rainfall intensity equation (as provided the tool) is $31.6 \cdot (\text{ToC})^{-0.514}$.

3.1.3. Climate Change

To factor in climate change, the University of Victoria Pacific Climate Impacts Consortium's Plan2Adapt tool is utilized. This tool predicts rainfall pattern changes up to the year 2085. Since these drainage basins are located near the ocean and in relatively low elevations, peak flow rates are expected to be triggered by intense rainfall events and therefore a factor based on rainfall during the winter months can be applied to the calculated design flow rates.

Based on the Plan2Adapt tool, for the Strathcona Region, during the winter period, the median projection for change in precipitation is 10%. For this analysis, the calculated 100-year return period flow rate can be factored by 10% to account for the projected climate change.

3.2. STREAM 1

The subject property has 2 significant drainages to consider. The first (Stream 1) is located approximately 1/3 south of the northern property corner near the midpoint of the property. **Figure 6** shows the watershed area for Stream 1 (51 ha). Based on Figure 1020.B, the ToC is estimated to be 0.7 hours. Utilizing the rainfall intensity equations, this results in a rainfall intensity of 38mm/hr. Utilizing the runoff coefficient determined in the previous section, this results in a 100-year design flow rate of 5.1 cms. Factoring for climate change, the 100-year design flow rate is estimated to be 5.6 cms

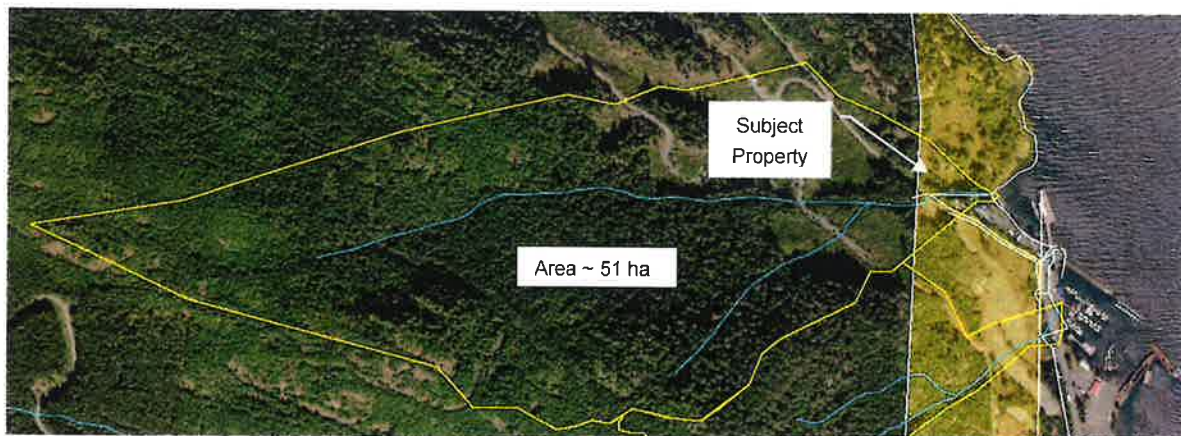


Figure 6: Stream 1 Catchment Area

3.3. STREAM 2

Stream 2 conveys a smaller unmapped drainage through the subject property and is located approximately 2/3 south from the northern property boundary. **Figure 7** shows the measured catchment area for Stream 2. Based on Figure 1020.B, the ToC is estimated to be 0.3 hours. Utilizing the rainfall intensity equations,



this results in a rainfall intensity of 59mm/hr. Utilizing the runoff coefficient determined in the previous section, this results in a 100-year design flow rate of 2.3 cms. Factoring for climate change, the 100-year design flow rate is estimated to be 2.5 cms.

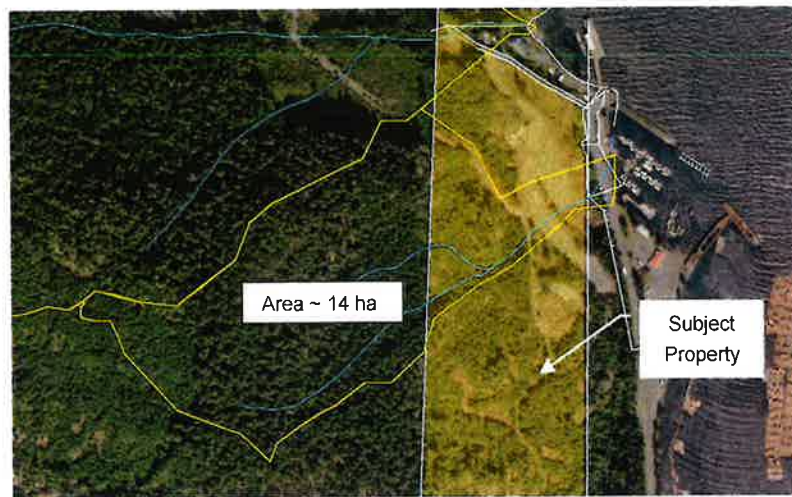


Figure 7: Stream 2 Catchment Area

4. Offsite/Onsite Hydraulic Design

The design of the onsite culverts should generally conform to Section 1040 of the BC Supplement to TAC. This section states that the minimum culvert size for driveways be 400mm in diameter and minimum culvert size for road crossings be 600mm in diameter. It is assumed for inlet-controlled culverts, that a maximum headwater depth over culvert diameter ratio of 1.5 is allowed. Due to the steep grades in the area, It is also assumed that all culverts are able to be installed at a 2.0% grade or higher.

4.1. STREAM 1

Stream 1 bisects at the northern third of the property. There is an existing CSP culvert (unknown diameter) crossing the onsite road at a relatively steep grade. Due to the culvert grade, the capacity of the culvert crossing is expected to be inlet controlled. The inlet-controlled flow rate is determined by referencing MOTI Figure 1040.F and the CSPI Handbook of Steel Drainage and Highway Construction Products (2007), Figure 4.10. Based on the inlet-controlled condition and assuming an allowable headwater depth over diameter ratio of 1.5 and a projecting headwall condition, the culvert is required to be a minimum 1600mm in diameter. This is shown in **Figure 8**.



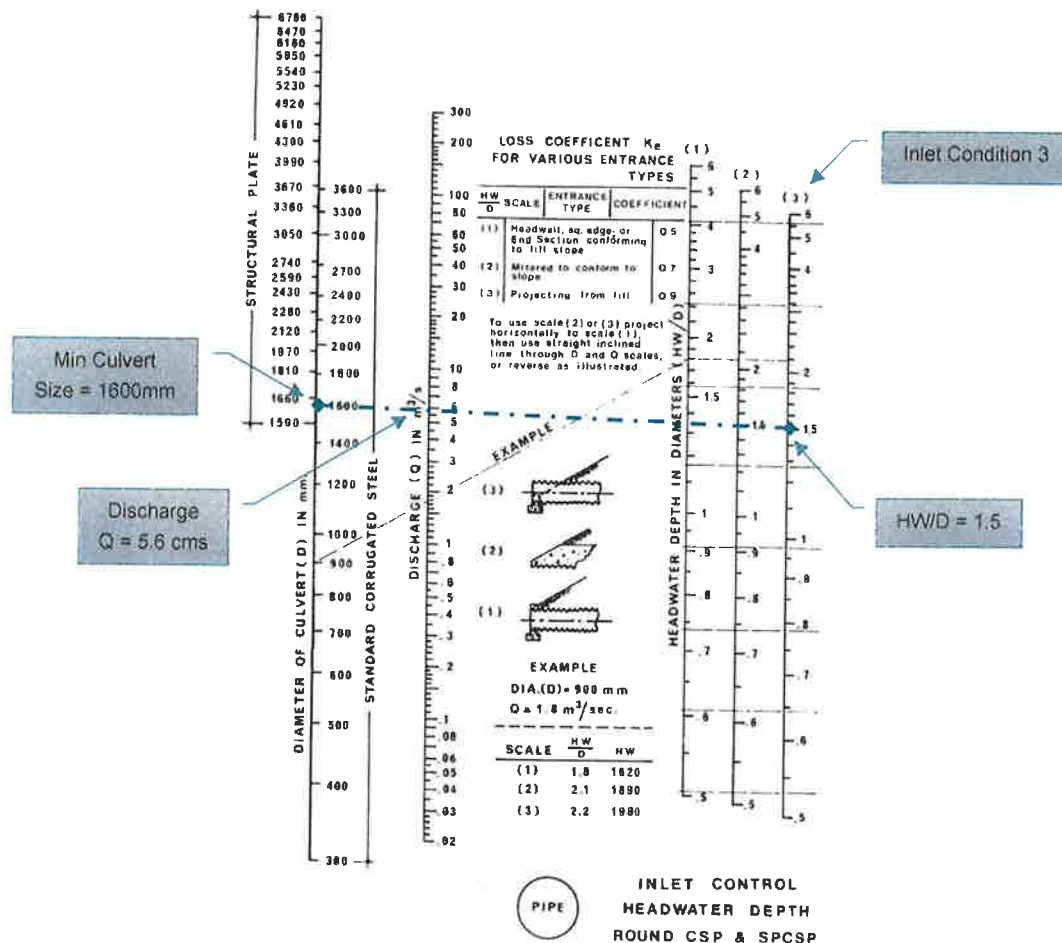


Figure 8: Inlet Control Check for Stream 1 - CSPI Figure 4.10

4.2. STREAM 2

Stream 2 bisects the southern third of the property before heading over a steep bank above the Kelsey Bay Marina. The general alignment of Stream 2 in this area is shown in **Figure 9**. Currently there is no established roadside ditch on the west side of Sayward Road near the Marina and the existing stormwater runoff travels overland across parking areas before crossing through an existing 600mm CSP culvert (estimated current capacity of 0.4 cms). Since the existing culvert is not adequately sized for the estimated 100-year design flow rate, it is recommended to be replaced or for another culvert to be installed across Sayward Road. It is recommended that any new culvert installed along the Stream 2 alignment be 1200mm in diameter, which is estimated to have a capacity of 2.7 cms (inlet controlled). The inlet control review is shown in **Figure 10**.

There is an onsite culvert along Stream 2, of unknown diameter, and as part of the detailed design process, this culvert is required to be reviewed. If it is found that the culvert does not have adequate capacity, it will also require upgrading.

It is also understood that Stream 2 currently runs over a steep bank before arriving on the west side of Sayward Road. Consideration should be given to the formalization of the stream flow in this area and that



stream flow over the bank may need to be confined, via a piped system, to prevent excess erosion along the bank area. This work may lend itself to a new culvert crossing along Sayward Road, however those decisions are recommended to be reviewed at time of detailed design.

If the current drainage alignment is to be maintained, efforts related to the formalization of the drainage ditch along the west side of Sayward Road, near the Marina, will need to be considered at time of detailed design.



Figure 9: Estimated Alignment of Stream 2



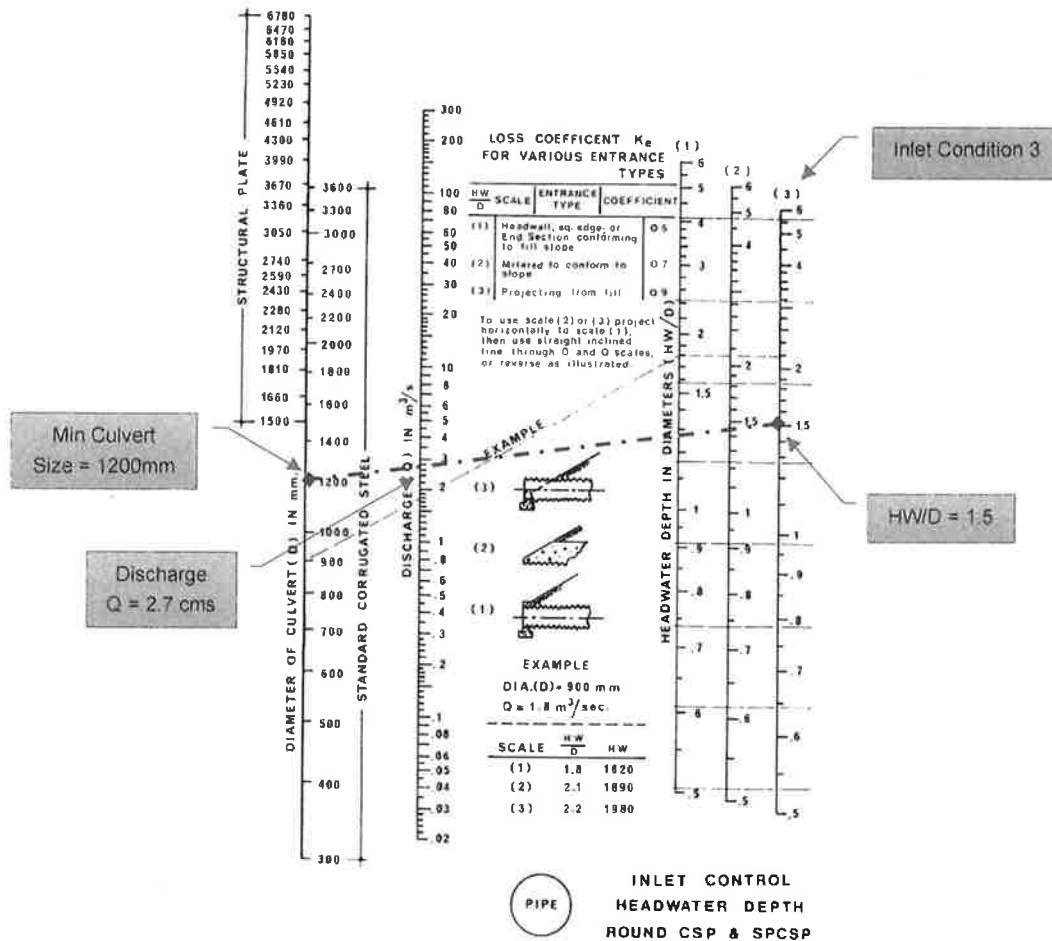


Figure 10: Inlet Control Check for Stream 2 - CSPI Figure 4.10

4.3. ROADSIDE CULVERT CROSSINGS WITHIN THE DEVELOPMENT AREA

As per the MOTI guideline, is it proposed that any other onsite drainage culverts (outside the delineated stream crossings) be a minimum of 400mm in diameter. Sizes of the onsite culverts should be confirmed at time of detailed design. Additionally, the grading of the roadways needs to ensure stormwater can be safely conveyed to the roadside ditches.



5. Conclusion

To summarize this SWMP the following conclusions are provided:

- All culverts should be designed and installed to allow for a headwater over diameter ratio of 1.5.
- All culverts along Stream 1 to be a minimum of 1600mm in diameter. The size of the existing culvert on the subject property will be confirmed at time of detailed design. Additional culverts along Stream 1 are not expected to be required.
- All culverts along Stream 2 to be a minimum of 1200mm in diameter. This includes the replacement of the existing 600mm diameter culvert crossing Sayward Road near the Kelsey Bay Marina
- All culverts onsite should be 400mm in diameter as minimum
- Culverts are recommended to be constructed of HDPE (Boss 2000)

Sincerely, McElhanney Ltd.

Prepared by



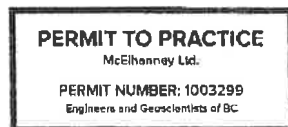
Michael de Hart, P. Eng.
Project Engineer

Reviewed by



John Sorenson, P.Eng.
Division Manager

2022-06-10





**VILLAGE OF SAYWARD
BYLAW NO. 490**

A BYLAW TO AMEND ZONING BYLAW NO. 309, 2000

WHEREAS the Council for the Village of Sayward has, by Bylaw No. 309, adopted zoning regulations for Sayward and vicinity pursuant to Part 14 of the *Local Government Act*;

AND WHEREAS the Council for the Village of Sayward wishes to amend "Zoning Bylaw No. 309, 2000" having due regard to the requirements of the *Local Government Act*;

NOW THEREFORE BE IT RESOLVED that the Municipal Council of the Village of Sayward, in open meeting assembled, hereby enacts as follows:

1. CITATION

This bylaw may be cited as "**Village of Sayward Zoning Amendment Bylaw No. 490, 2022**".

2. AMENDMENT

Bylaw No. 309 being the "Village of Sayward Zoning Bylaw, 2000" is hereby amended as set out in Schedule "A" attached to and forming part of this bylaw.

Read a first time on the ____ day of _____ 2022.

Read a second time on the ____ day of _____ 2022.

Public Hearing held on the ____ day of _____ 2022.

Read a third time on the ____ day of _____ 2022.

Adopted on the ____ day of _____ 2022.

Certified a true copy of Bylaw No. 490
this ____ day of _____, ____

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

Schedule "A"

Text Amendment

- 1) Part 600 'ZONES', Section 601 Residential One (R-1) zone is amended by inserting the following after (7) CONDITIONS:

8) NUMBER OF ACCESSORY BUILDINGS

The maximum number of accessory buildings greater than 10 square metres (107.6 square feet) permitted on a parcel is limited to three (3).

Map Amendment

- 1) Bylaw No. 309, "Village of Sayward Zoning Bylaw, 2000", is hereby amended by rezoning land legally described as That Part of Lot 304, Sayward District, Lying to the North of a boundary parallel to the Southerly boundary of said lot and extending from a point on the Westerly boundary of said lot distant 1600 feet from the South West corner of said lot, except that Part in Plan 41428 and Plan EPP90265 as shown on "Schedule B" of Bylaw No. 309, "Village of Sayward Zoning Bylaw, 2000", from 'Forestry One' (F-1) to 'Residential One' (R-1) and 'Commercial Two' (C-2) and as identified on "Appendix 1", attached to and forming part of this bylaw.

Part of Schedule "A" to Bylaw No. 490 being Village of Sayward Zoning Amendment Bylaw 2022.
Amends Schedule B of Bylaw No. 309 being the Village of Sayward Zoning Bylaw, 2000.



