



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
AUGUST 15, 2023 - 7:00 PM
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. Public Input (Maximum of 2 minutes per speaker, 15 minutes total)

Mayor: "Public input is for the purpose of permitting people in the gallery to provide feedback and shall be no longer than 15 minutes unless approved by majority vote of Council; each speaker may provide respectful comment on any topic they deem appropriate and not necessarily on the topics on the agenda of the meeting. Each speaker may not speak for longer than 2 minutes but may have a second opportunity if time permits. Each speaker must not be allowed to speak regarding a bylaw in respect of which a public hearing has been held. For the record, please state your name and address."

3. Introduction of Late Items

4. Approval of Agenda

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for August 15, 2023, be approved.

5. Minutes of Previous Meetings

Recommended Resolutions:

THAT the minutes from the Regular Council meeting held on July 18, 2023, be adopted.

6. Petitions and Delegations

- a) Michael Lowry, Senior Communications Manager, Western Canada Marine Response RE: Increased spill response capacity on Vancouver Island and the potential installation of spill response equipment at Kelsey Bay.

7. Correspondence

- a) Letter from Township of Spallumcheen RE: Recycling Program for Used Antifreeze and Oil Containers at Landfill
- b) Letter from UBCM RE: Canada Community Building Fund, First Community Works Fund Payment for 2023/2024

- c) Email from Leonard Hiebert, Chair, Peace River Regional District RE: BC Wildfire Service Fire Fighting Equipment
- d) Letter from Sarah Weber, President & CEO, C3 Alliance Corp RE: Invitation to the 10th Annual Resource Breakfast Series at UBCM 2023
- e) Invoice from The Truck Loggers Association RE: Membership Dues
- f) Email from Debbie Grill RE: Secret Santa 2023
- g) Email from Keith Atkinson, Chair, Forest Practices Board RE: Forest and Fire Management in BC: Toward Landscape Resilience

Recommended Resolution:

THAT correspondence a) to g) be received.

8. Council Reports

a) Committee Meeting Reports – Cllr Sue Poulsen

Recommended Resolutions:

THAT Council receive this report for information and discussion; and,

THAT staff circulate a full year committee meeting date list each January, to Mayor and Council so that council is aware of when to expect written reports; and,

THAT Staff prepare a “job description” of the roles and responsibilities for each Committee or Board so that the Councillor elected to the Board or Committee understands the duties.

9. Reports of Committees - None

10. Mayor’s Report - None

11. Unfinished Business

a) Village Appointments to CSHRD and CSWM – Keir Gervais, CAO - tabled from July 18, 2023 meeting

Recommended Resolution:

THAT the Village Appointments to CSHRD and CSWM Staff Report be received for information and discussion.

12. Staff Reports

a) Re-Opening Schedule for Kelsey Centre – Keir Gervais, CAO

Recommended Resolutions:

THAT Council receives the Re-Opening Schedule for Kelsey Centre staff report for information and discussion.

b) Request to Alter Meeting Schedule for the Month of September – Keir Gervais, CAO

Recommended Resolutions:

THAT Council receives the Request to Alter Meeting Schedule for the Month of September staff report for information and discussion; and

THAT Council approves the cancellation of the September 26, 2023 Council meeting, and directs staff to advertise accordingly.

c) DRAFT Grant in Aid Policy # 300-XX – Lisa Clark, CFO/CO

Recommended Resolutions:

THAT Council receives the DRAFT Grant in Aid Policy # 300-XX staff report for information and discussion.

d) Application to rezone 18 Sayward Rd (Adama Developments) – Kevin Brooks, Planner, Village of Sayward

Recommended Resolutions:

THAT Council receive this report for information and discussion; and

THAT Council instruct staff to send a letter to the applicant requesting a formal CAC proposal; and,

THAT Council instruct staff to enter into negotiations with the application for community amenity contribution commensurate with the lift in the value of land.

e) UBCM Community to Community (C2C) Program Grant Application – Keir Gervais, CAO

Recommended Resolutions:

THAT Council receive the UBCM Community to Community (C2C) Program Grant Application staff report for information and discussion; and,

THAT Council authorize staff to apply to receive the UBCM Community to Community (C2C) Program September 1, 2023 intake for an amount up to \$20,000; and,

THAT the Village of Sayward agrees to provide overall grant management.

f) Council Action List – Keir Gervais, CAO (to be distributed Monday)

Recommended Resolutions:

THAT Council receive the Council Action List staff report for information and discussion.

g) UBCM 2023 Convention Verbal Update – Keir Gervais, CAO

Recommended Resolutions:

THAT Council receive the UBCM 2023 Convention Verbal Update for information and discussion.

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

14. Bylaws - None

15. New Business

16. 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."

17. 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*:

- Section 90(1)(c) labor relations or other employee relations; and,
- Section 90(1)(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.

18. Adjournment



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
JULY 18, 2023
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 Scott Burchett
Councillor Kohen Gilkin
Councillor Sue Poulsen
Councillor Tom Tinsley

In Attendance: Keir Gervais, CAO
Lisa Clark, CFO/Corporate Officer
Jennifer Redshaw, Finance/Admin Clerk

1. Call to Order

The meeting was called to order at 7:00 pm.

2. Public Input - None

3. Introduction of Late Items

a) Water request – verbal report from CAO, to be added to the agenda as 12. e)

4. Approval of Agenda

MOTION R23/182

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for July 18, 2023, be approved, as amended.

CARRIED

5. Minutes of Previous Meetings

MOTION R23/183

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on June 20, 2023, be adopted.

Opposed Cllr Burchett

CARRIED

6. Petitions and Delegations - None

7. Correspondence

- a) 2023 UBCM Convention – Provincial Appointment Book & MACC Staff Meeting Request Process and Memo from Keir Gervais, CAO
- b) Email from Ted Olnyk, BC Hydro RE: Invitation to Meet with BC Hydro During UBCM Convention
- c) Letter from District of North Saanich RE: Province of B.C.'s Homes for People Action Plan
- d) Letter from City of Prince George RE: Resolution Submission to 2023 UBCM Convention
- e) Letter from Sayward School Parent Advisory Committee RE: Oscar Daze Dance
- f) Letter from Mayor Locke, City of Surrey RE: Surrey Police Transition
- g) Letter from UBCM RE: 2023 Emergency Support Services - Approval Agreement
- h) Letter from Liquor and Cannabis Regulation Branch RE: Engagement on proposed amendments to the Cannabis Control Regulation
- i) Letter from Sayward Volunteer Fire and Rescue Dept RE: waiver of fee for Sayward News advertisements

MOTION R23/184

MOVED AND SECONDED

THAT correspondence a), b), c), d), f), g) and h) be received.

CARRIED

MOTION R23/185

MOVED AND SECONDED

THAT correspondence e) be received; and,

THAT the requests from the Sayward School Parent Advisory Committee regarding Oscar Daze be approved, subject to Kelsey Centre staff being available for the event.

CARRIED

MOTION R23/186

MOVED AND SECONDED

THAT correspondence i) be received; and,

THAT the advertising fee be waived for the Sayward Volunteer Fire Department for the car show advertisement in the August 2023 Sayward News.

CARRIED

MOTION R23/187

MOVED AND SECONDED

THAT Council schedule a special meeting to discuss the UBCM provincial appointment book.

Opposed Mayor Baker, Cllr Tinsley, Cllr Gilken

DEFEATED

MOTION R23/188
MOVED AND SECONDED

THAT Council directs staff to engage Council via e-mail regarding the UBCM provincial appointment book and potential meetings at UBCM.

CARRIED

MOTION R23/189
MOVED AND SECONDED

THAT the 2023 budget be increased to allow for 2 members of Council to attend the UBCM convention, Cllr Burchett and Cllr Gilken.

Opposed Mayor Baker, Cllr Tinsley, Cllr Gilken DEFEATED

8. Council Reports

a) Kelsey Centre Closure/Re-Opening Summer 2023 – Councillor S. Poulsen

MOTION R23/190
MOVED AND SECONDED

THAT Council receive this report for information and discussion; and,

THAT Council supports a start date of the first week of September for the afterschool program at the Kelsey Centre if the Growing Communities Fund can be used for the additional staffing costs, and only if Kelsey Centre staff are available.

CARRIED

9. Reports of Committees - None

10. Mayor's Report – verbal RE: meetings regarding connectivity in the Sayward region including cell service on Highway 19 and the Connected Coast project.

MOTION R23/191
MOVED AND SECONDED

THAT Council receive the Mayor's verbal report for information.

Opposed Cllr Burchett CARRIED

11. Unfinished Business

a) Village Appointments to CSHRD and CSWM – Keir Gervais, CAO - tabled from June 20, 2023 meeting

MOTION R23/192
MOVED AND SECONDED

THAT the Village Appointments to CSHRD and CSWM Staff Report be tabled to the August 15, 2023 council meeting; and,

THAT Cllr. Poulsen's report be added as an attachment.

CARRIED

12. Staff Reports

a) Fire Services Agreement Extension – Keir Gervais, CAO

MOTION R23/193

MOVED AND SECONDED

THAT Council receives and discusses Fire Services Agreement Extension Staff Report; and,
THAT Council approves the extension to the Fire Services Agreement and authorizes the Mayor and Corporate Officer to execute the Modification Agreement.

CARRIED

b) Municipal Insurance Authority (MIA) Voting Delegate and Alternate for UBCM - Lisa Clark, CFO/CO

MOTION R23/194

MOVED AND SECONDED

THAT Council appoints Mayor Baker as the voting delegate, CAO Gervais as alternate #1, with alternate #2 to be chosen at a later date.

CARRIED

c) 2022 Annual Report - Lisa Clark, CFO/CO

MOTION R23/195

MOVED AND SECONDED

THAT Council approves the 2022 Annual Report.

CARRIED

d) Water, Sewer, and User Fee Exemptions - Lisa Clark, CFO/CO

MOTION R23/196

MOVED AND SECONDED

THAT Council receive the Water, Sewer, and User Fee Exemptions staff report for information and discussion.

CARRIED

MOTION R23/197

MOVED AND SECONDED

THAT the Water Sewer, and User Fee Exemptions Staff Report be tabled to the August 15, 2023 council meeting in order to consider further Staff input.

CARRIED

e) Water request – verbal report from CAO RE: Area A residents and Village residents not connected to the water service contacting the Village office requesting the provision of water during drought conditions.

MOTION R23/198

MOVED AND SECONDED

THAT Council defer discussion on this matter to the August 15, 2023 council meeting; and,

THAT Staff be directed to report back to Council at the August 15, 2023 meeting on the number of requests for water from Village and Valley residents; and,

THAT Staff be directed to contact the Area A Director regarding the water requests.

CARRIED

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

14. Bylaws - None

15. New Business - None

16. Public Question Period - None

17. In Camera

MOTION R23/199

MOVED AND SECONDED

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

- 90(1)(c) labor relations or other employee relations
- 90(1)(d) the security of the property of the municipality
- 90(1)(g) litigation or potential litigation affecting the municipality
- 90(1)(i) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

18. Adjournment

MOTION R23/200

MOVED AND SECONDED

THAT the Regular Meeting of Council for July 18, 2023, be adjourned.

CARRIED

The meeting was adjourned at 10:27 pm.

Mayor

Corporate Officer

THE CORPORATION OF THE TOWNSHIP OF SPALLUMCHEEN

4144 Spallumcheen Way, Spallumcheen, BC V0E 1B6
Phone: 250-546-3013 • Fax: 250-546-8878 • Toll Free: 1-866-546-3013
Email: mail@spallumcheentwp.bc.ca • Website: www.spallumcheentwp.bc.ca



July 15, 2023

File: 0380-30-03

Regional District of North
Okanagan
9848 Aberdeen Road
Coldstream, BC V1B 2K9

Ministry of Environment &
Climate Change
PO Box 9047 Stn Prov Gov
Victoria, BC V8W 9E2

Recycle BC
405-221 West Esplanade
North Vancouver, BC
V7M 3J3

**Re: Recycling Program for Antifreeze Containers and Used Oil Collection at the
Armstrong Spallumcheen Diversion and Disposal Facility**

At the Monday, May 1, 2023 Township of Spallumcheen Regular Council Meeting, the following resolution was passed:

"...THAT the Township of Spallumcheen Council recommend a letter be sent to the Regional District of North Okanagan (RDNO), Ministry of Environment and Climate Change, and Recycle BC to support plastic, such as antifreeze containers, and used oil collection/recycle depot at the Armstrong Spallumcheen landfill/transfer station located at 4399 Powerhouse Road, noting that the program should be at no cost due to the environmental fee already being paid at the time of product purchase;

AND THAT the Township of Spallumcheen Council direct staff to carbon-copy the letter to the BC member municipalities and to the Union of British Columbia Municipalities (UBCM) to gain support of Municipal and RDNO landfill/transfer station sites."

The Township Council believes that keeping these types of containers and contaminants out of our landfills is essential to maintaining healthy lands and aquifers.

Thank you for your attention to this matter. If you have any questions in this regard, please contact the undersigned.

Respectfully,

Cindy Webb
Corporate Officer

CW/mw

cc: Member Municipalities

July 26, 2023

Mayor Mark Baker and Council
Village of Sayward
PO Box 29
Sayward, BC V0P 1R0

Dear Mayor Mark Baker and Council:

**RE: CANADA COMMUNITY-BUILDING FUND: FIRST COMMUNITY WORKS FUND
PAYMENT FOR 2023/2024**

I am pleased to advise that UBCM is in the process of distributing the first Community Works Fund (CWF) payment for fiscal 2023/2024. An electronic transfer of \$37,574.68 is expected to occur in August 2023. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund can be found on our [website](https://www.ubcm.ca).

For further information, please contact Canada Community-Building Fund Program Services by e-mail at ccbf@ubcm.ca or by phone at 250-356-5134.

Sincerely,



Councillor Jen Ford
UBCM President

PC: Lisa Clark, Chief Financial Officer

Lisa Clark

From: Tab Young <Tab.Young@prrd.bc.ca>
Sent: Monday, July 31, 2023 7:15 AM
To: Tab Young
Subject: PRRD UBCM Resolution - BC Wildfire Service Fire Fighting Equipment
Attachments: Request for Support Ltr Re Wild Fire Equipment.pdf

Good morning UBCM Members.

Please see the attached correspondence from the Peace River Regional District Board of Directors, for your respective Councils/Boards for consideration of support during the 2023 UBCM Convention.

Best regards,

Tab Young, | Deputy Corporate Officer

Direct: 250-784-3207 | Cell: 250-219-6708 | tab.young@prrd.bc.ca

PEACE RIVER REGIONAL DISTRICT | Box 810, 1981 Alaska Avenue, Dawson Creek, BC V1G 4H8

www.prrd.bc.ca



PEACE RIVER
REGIONAL DISTRICT

diverse  abundant





PEACE RIVER REGIONAL DISTRICT

July 31, 2023

UBCM Member local Governments

VIA Email

Re: BC Wildfire Service Fire Fighting Equipment

Dear Mayor and Council / Board of Directors

At its June 29, 2023, Regular Meeting, the Peace River Regional District Chair and Directors endorsed the following resolution and resolved that it be forwarded to the UBCM members for consideration of support:

WHEREAS, the province of British Columbia is prone to wildfires, which pose significant threats to public safety, communities, property, and the environment, and where climate change has contributed to an increase in the frequency, intensity, and severity of wildfires, thereby placing an unprecedented strain on available firefighting equipment;

AND WHEREAS, the Provincial Government has the responsibility to ensure that the BC Wildfire Service has adequate resources, including equipment, to effectively respond to and manage wildfires to safeguard lives, protect infrastructure, and preserve the natural environment, and where the effectiveness and efficiency of the BC Wildfire Service's operations in the containment of wildfires heavily depend on the availability of adequate equipment and resources:

THEREFORE BE IT RESOLVED that the Provincial Government take immediate action to ensure that BC Wildfire is provided with all available firefighting equipment, including Coulson Aviation's Next Gen fire suppression equipment, and any other available Canadian company with aviation firefighting equipment, to combat wildfires during increased demand during peak wildfire seasons;

AND BE IT FURTHER RESOLVED that the Provincial Government explore partnerships with federal agencies, neighboring provinces, and available contractors to enhance equipment sharing and mutual aid agreements, ensuring a more robust response to wildfires and promoting regional collaboration in firefighting efforts.

Yours truly,

Leonard Hiebert

Leonard Hiebert
Chair

Background information on this resolution is enclosed for reference.

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PEACE RIVER REGIONAL DISTRICT

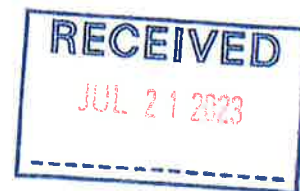
BACKGROUND INFORMATION:

Wildfires pose a significant threat to public safety, communities, infrastructure, and wildlife. In British Columbia, wildfires have increased in frequency and severity in recent years. The efficient and effective management of wildfires requires access to a well-equipped and adequately resourced firefighting force, allowing BC Wildfire to respond rapidly to suppress and contain wildfires and sustain firefighting efforts during prolonged operations, minimizing their destructive impact. Inadequate access to firefighting equipment can lead to delayed response times, compromising firefighting efforts, and increased risk to human life and property. Therefore, the Province must ensure that BC Wildfire can access all available firefighting equipment.

REPLY TO: Peace River Regional District at prrd.dc@prrd.bc.ca



Mayor and Council
652 H'Kusam Way, P.O. Box 29
Sayward, BC, V0P 1R0



Dear Mayor and Council,

Re: Invitation to the 10th Annual Resource Breakfast Series – September 19, 21, 22, 2023

It is my pleasure to invite you to attend the 10th Annual Resource Breakfast Series scheduled for September 19, 21 and 22, 2023 at the Terminal City Club in Vancouver, BC. Over the past decade, the Resource Breakfast Series has become a staple event bringing together Mayors, Councillors, the Resource Sector and Provincial Government for meaningful conversations that help drive progress amongst the communities in British Columbia.

Event Details:

Date:	September 19, 21, 22, 2023	Location:	Terminal City Club, Vancouver
Time:	7:00 – 8:30 am	Dress Code:	Business Casual
Style:	Plated Breakfast	Price:	\$31.00 + tax per breakfast

Registration: <https://www.eventbrite.ca/e/10th-annual-resource-breakfast-series-tickets-664748339177>

The 10th iteration of the event will provide a platform for Resource Ministers to engage and share the latest initiatives and developments from their Ministries. We are pleased to announce the following Ministers have confirmed to speak over the span of three mornings: **Honourable Josie Osborne**, *Minister of Energy, Mines and Low Carbon Innovation*, **Honourable Bruce Ralston**, *Minister of Forests* and **Honourable Nathan Cullen**, *Minister of Water, Land and Resource Stewardship*.

The Resource Breakfast Series is not affiliated with the Union of BC Municipalities but is conveniently hosted during the Annual Convention and offers a friendly and relaxed environment to discuss BC's natural resource sector and its importance to the communities and economy of the province. This is an invite only event to local area government leaders, Provincial Ministers, MLAs, and MPs.

We look forward to seeing you at the 10th Annual Resource Breakfast Series. Please reach out if you have any questions.

Sincerely,

Sarah Weber, P.Geo., MBA
President & CEO, C3 Alliance Corp.



580 – 688 West Hastings Street
Vancouver, British Columbia
V6B 1P1, Canada

(604) 343-4847
info@c3alliancecorp.ca
www.c3alliancecorp.ca



Village of Sayward
Mark Baker
PO Box 29
Sayward, British Columbia
V0P 1R0
Canada
mark.baker@saywardvalley.ca
Business: (250)2825512

INVOICE

Date Invoiced: 2023-07-20
Invoice #: MR-2023-0308
Member #: 390

Item	Quantity	Unit Fee	Fee
Community Renewal Fee	1	\$385.00	\$385.00
Subtotal			\$385.00
Tax (5% - 122882475RT0001)			\$19.25
Total			\$404.25
Amount Paid			\$0.00
Amount Due (Cheque)			\$404.25

Payment due upon receipt.

Send an e-transfer to Rawya@tla.ca

Mail a cheque

- Please note new mailing address below
- Please include invoice number on your cheque and copy of your invoice.
- Must be payable to **The Truck Loggers Association** (do not make payable to TLA or without "The" - our bank will no longer accept any variation of our name)

The Truck Loggers Association
Suite 267, 186-8120 No 2 Road, , Richmond, BC, V7C 5J8
<https://www.tla.ca>

Lisa Clark

From: Village of Sayward
Sent: Thursday, July 27, 2023 10:03 AM
To: Lisa Clark; Keir Gervais
Subject: FW: Secret Santa 2023

Jennifer Redshaw
Finance/Admin Clerk
Village of Sayward
652 H'Kusam Way, PO Box #29
Sayward, B.C. V0P 1R0
Phone: 250-282-5512 Ext. 0
Fax: 250-282-5511



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.

From: Debbie Grill <dbbgrill@gmail.com>
Sent: Thursday, July 27, 2023 9:30 AM
To: Village of Sayward <village@saywardvalley.ca>
Subject: Secret Santa 2023

Dear Mayor and Council,

It is already the time of year that we are starting to think about Secret Santa.

As you know, Secret Santa is a non profit organization which relies on contributions from local businesses and individuals to provide the less fortunate in our community a little bit of Christmas cheer.

Last year, we assisted 32 families from the Village and the Valley.. to which they were most grateful. This year we expect more families on our list.

Last year, the Village teamed up with Mr. Gerald Whalley of the SRD and arranged a generous donation and we are hoping that the same can be achieved this year.

Please add this request to the next Council meeting agenda as I understand these things take time and we are already planning out the 2023 season.

If you have any questions, please do not hesitate to ask.

Thank you in advance,

Debbie Grill

Lisa Clark

Subject:

FW: Attn: Mayor & Council, Chief Administrative Officer

From: FPBoard, Public Access <FPBoard@bcfpb.ca>

Sent: Wednesday, August 9, 2023 11:06 AM

Subject: Attn: Mayor & Council, Chief Administrative Officer

Dear Mayor & Council, and Chief Administrative Officer,

I would like to draw your attention to a special report recently released by the Forest Practices Board, [Forest and Fire Management in BC: Toward Landscape Resilience](#). The report highlights an urgent need to change how BC's forests and landscapes are managed to reduce the risk of catastrophic wildfire. Over 39 million hectares of public land in BC are at high or extreme threat of wildfire, and the negative effects on health, the environment and the economy affect all British Columbians. The Board is calling for urgent action by the provincial government to create a province-wide vision and action plan to improve landscape resilience and reduce the risk of catastrophic wildfire.

This report aims to raise public and policymaker awareness about the broad negative consequences of catastrophic wildfire, the impacts of climate change, and the inability of current forest and fire management policies to solve this problem. The Board recognizes that the level of action required to address catastrophic wildfire will require coordination and cooperation across all levels of government. We encourage you to read the report, consider how a change in how landscapes are managed could benefit your community, and consider your role in effecting this change.

The Forest Practices Board will be a participant in the 2023 UBCM Convention and tradeshow. Please visit our booth to learn more about the Board's work, including the recommendations in the report.

The Forest Practices Board is BC's independent watchdog for sound forest and range practices, reporting its findings and recommendations directly to the public and government. The board audits forest and range practices on public lands and the appropriateness of government enforcement. It can also make recommendations for improvement to practices and legislation. To find out more, please visit our website at <https://www.bcfpb.ca/>

Sincerely,

Keith Atkinson
Chair, BC Forest Practices Board

Please forward to other persons as appropriate. Many thanks!



COUNCILLOR'S REPORT

For: Mayor and Council
Prepared by: Cllr Sue Poulsen
Subject: **Committee Meeting Reports**
Meeting date: August 15, 2023

BACKGROUND

Traditionally, at the first regular council meeting in November, Councillors are appointed to represent Sayward at various committee meetings. Committees include Vancouver Island Regional Library, Strathcona Regional District Board, Comox Strathcona Waste Management Board, Sayward Futures Society Board, MILFAP, SRD ESS. The Mayor is appointed to attend the ICE-T meetings and no alternate Councillor can be appointed.

Attending Councillors are expected to submit a written report with any specific information that is relevant to the village of Sayward. Mayor & Council then receive and discuss pertinent information in a timely fashion during an upcoming Council meeting and make decisions based on those discussions.

DISCUSSION

Councillors are required to submit timely, written committee reports so that information and issues relevant to Sayward are discussed, and resolutions formulated prior to deadlines and decisions being made without Sayward input.

RECOMMENDATIONS

THAT Council receive this report for information and discussion; and,

THAT staff circulate a full year committee meeting date list each January, to Mayor and Council so that council is aware of when to expect written reports; and,

THAT Staff prepare a "job description" of the roles and responsibilities for each Committee or Board so that the Councillor elected to the Board or Committee understands the duties.

Respectfully submitted,

Councillor Sue Poulsen



STAFF REPORT

To: Mayor and Council
From: Keir Gervais, CAO
Subject: Village Appointments to CSHRD and CSWM
Meeting date: June 20, 2023

BACKGROUND

As Council is aware recent discussions have raised questions about how appointments are made to the Strathcona Regional Board (SRD) and related Regional Boards such as the Comox Strathcona Regional Hospital Board (CSRHD) and the Comox Strathcona Waste Management Board. (CSWM)

Under the *Local Government Act Sec 198* (see below) Council appoints a municipal director and alternate to the SRD Board.

Appointment and term of office for municipal directors

198 (1) *After the first appointment under section 41 (2) (e) [first board for regional district], each municipal director is to be appointed at pleasure by the council from among its members.*

(2) *The term of office of a municipal director*

(a) *begins when the person takes office in accordance with section 202 (3) [oath or affirmation of office], and*

(b) *continues until the earliest of the following:*

(i) *another director taking office in the original director's place;*

(ii) *the director ceasing to be a member of the council before the next general local election;*

(iii) *November 30 in the year of a general local election.*

It is the Village of Sayward's practice that Councillor appointments to committees and portfolios are made at the Inaugural Council meeting following a general election. Section 4 of the Inaugural Council Meeting Agenda, November 1, 2022 states :

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

These appointments were made by Sayward Council on November 1, 2022 following the 2022 municipal election and approved (see below). At that time Sayward Council appointed by voting Mayor Baker to the SRD Board and Cllr. Tinsley as alternate.

4. Council Appointments and Portfolios

- a) *THAT Mayor Baker be appointed to the Strathcona Regional District Board and Councillor Tinsley be appointed as alternate; Councillor Poulsen to attend the Comox Strathcona Regional Hospital District Board meetings and the Comox Strathcona Waste Management Committee meetings; and, ...*

MOTION I22/01

MOVED AND SECONDED

THAT the appointments listed in a) to g) inclusive as recommended by Mayor Baker be approved and take effect November 1, 2022; and,

THAT staff bring back all appointments in November 2023.

CARRIED

The November 15, 2022 Regular Meeting Minutes record that the Minutes from Previous Meetings – November 1, 2022 were resolved by Council.

5. Minutes of Previous Meetings

MOTION R22/188

MOVED AND SECONDED

THAT the minutes from the Inaugural Council meeting held on November 1, 2022, be adopted.

THAT the minutes from the Regular Council meeting held on November 1, 2022, be adopted.

CARRIED

DISCUSSION

I have been advised by both the SRD CAO and the CVRD Corporate Officer that all municipal appointments to ancillary Boards of the SRD must be either the Council appointee or their alternate. At present that would be Mayor Baker or Councillor Tinsley.

For further clarification, the CVRD Manager of Corporate Services in an email dated March 8, 2023 states:

- *"The membership of the CSWM and CSRHD boards is composed of the appointed SRD Directors. As sometimes happens, an alternate director may be appointed by the municipal council as the 'regular attendee' to one or both of these boards...."*
- *The CSRHD does not follow the same protocol as the CSWM with respect to the co-chairs being identified through the election of the CVRD and SRD Board chair or vice-chair positions, so it is at Sayward Council's discretion in regards to whether the director*

attends or whether an alternate director is appointed or assigned as the 'regular attendee'. “

- *The SRD CAO recently advised me via email “...Directors appointed to the Regional District Board are the appointees on the subsequent Regional Boards such as Hospital, Solid Waste, etc. “*

As noted, it is within Council's authority to appoint a municipal director and alternate to the Regional District as they did following the 2022 election. Based on the information from the SRD CAO and the CVRD Manager of Corporate Services it is not within Council's authority to make additional appointments to the CSRHD and the CSWM Boards.

Moving forward, acknowledging that the membership of the CSWM and CSRHD boards is composed of the appointed SRD Directors, and/or, as sometimes happens, an alternate director may be appointed by the municipal council as the 'regular attendee' to one or both of these boards, Council need not make appointments to the CSWM and CSRHD during its inaugural or any other meeting.

STAFF RECOMMENDATIONS

THAT the Village Appointments to CSHRD and CSWM Staff Report be received for information and discussion.

Respectfully submitted,



Keir Gervais, CAO



COUNCILLOR'S REPORT

For: Mayor and Council
Prepared by: Councillor Sue Poulsen
Subject: Municipal Appointments to Committees
Meeting date: March 30, 2023

BACKGROUND

At the inaugural Council meeting following a general election the mayor makes recommendations for council appointments and portfolios to various regional boards, advisory groups, committees, and societies where Sayward Council representation is invited or required at the table.

Prior to the appointments, the mayor interviews each councillor to discuss what his/her specific interests are to recommend appointments.

At the inaugural meeting, Council members as a whole decide the appointments.

The one-year appointments take effect at the inaugural meeting and are brought back by staff for review of appointments each November.

Staff registers council members with the appointed groups and provides council members with all necessary background information and scheduled meeting dates.

Following each committee meeting, councillors are required to submit a written report to Council.

On November 1, 2022, Mayor Mark Baker was appointed to the Strathcona Regional District Board (SRD); Councillor Sue Poulsen was appointed to the Comox Strathcona Regional Hospital District Board (CSRHD), and the Comox Strathcona Waste Management Board (CSWM).

At the November 9, 2022, inaugural meeting of the Strathcona Regional District (SRD) Mayor Mark Baker was acclaimed as the Chair of that board.

The first CSWM meeting post-election was scheduled November 24, 2022, with the agenda circulated prior to the meeting date. Councillor Sue Poulsen accepted the invitation to attend, and received all information to sign in to the meeting and attended virtually.

The first item on the agenda was:

Comox Strathcona Waste Management Board Co-Chairs Report dated November 17, 2022, regarding establishing the practice of alternating Co-Chairs for the Comox Strathcona Waste Management Board was received.

The recommendation that the Chair or Vice- Chair of the Comox Valley Regional District, and the Chair or Vice-Chair of the Strathcona Regional District serve as Co-Chairs for the Comox Strathcona Waste Management Board with the role of presiding member at each meeting, alternating between them; and further, that Vice-Chair, Cole Hamilton be appointed as the presiding member for the November 24, 2022, regular meeting was carried.

The first meeting of the Comox Strathcona Regional Hospital District meeting was scheduled for December 1, 2022. The agenda for that meeting indicated that a new Chair would be elected to the Board.

DISCUSSION

Following the November 24th CSWM meeting mayor Baker advised me That I could no longer attend the CS WM meetings because he was required to be the Co-chair as part of his role as the chair of SRD. He advised that I would be his alternate if he was unable to attend. According to the CAO (Dave Leitch) of the SRD, Sayward village was allowed 1 vote at the table so mayor Baker would be that vote, as well as the SRD.

Mayor Baker was also to represent the SRD on the Comox Strathcona Regional Hospital District Board. My appointments to the CSWM board and the CSR HD board were rescinded.

On March 4/23, I emailed Lisa Dennis, manager of legislative services at CVRD, to ask about my status as alternate Director to Mark Baker for the CSWM and CSRHD meetings, and why I continued to get invitations to the CSRHD meetings.

In part, this is Ms. Dennis' reply (March 8, 2022):

The membership of the CSWM and CSRHD boards is composed of the appointed SRD Directors. As sometimes happens, an alternate director may be appointed by the municipal council as the 'regular attendee' to one or both of these boards. I understand that you were originally appointed by your council to attend CSWM and CSRHD meetings but subsequent to this appointment, Mayor Baker was elected chair of the SRD which identified him for the position of co-chair of the CSWM Board. As a result, Director Baker has been attending both bodies as the appointed director to the SRD.

The CSRHD does not follow the same protocol as the CSWM with respect to the co-chairs being identified through the election of the CVRD and SRD Board chair or vice-chair positions, so it is at Sayward Council's discretion in regards to whether the director attends or whether an alternate director is appointed or assigned as the 'regular attendee'. For information sharing purposes, particularly confidential information, it is quite helpful to have the same director attend both bodies on an ongoing basis but ultimately staff can accommodate whatever arrangement is determined.

RECOMMENDATIONS

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

THAT Mayor Baker remove himself from the co-chair of the CSWM; and appoint the SRD Co-Chair, Mr Ron Kerr as the SRD Director to attend the CSWM meetings; and

THAT staff be directed to register Councillor Sue Poulsen as the regular alternate Director at CSWM and CSRHD with CVRD Legislative Services to attend all meetings going forward.



STAFF REPORT

For: Mayor and Council
From: Keir Gervais, CAO
Subject: Re-Opening Schedule for Kelsey Centre
Meeting date: August 15, 2023

BACKGROUND

At the July 18, 2023 Council meeting, Council directed staff to look into the possibility of the Kelsey Centre opening earlier than scheduled to offer the After School Program.

DISCUSSION

Staff has spoken with the Kelsey Centre Manager about the possibility of an earlier-than-scheduled re-opening and, unfortunately an early re-opening will not be possible due to staff availability and the lead-up schedule for staff orientation and training (September 6/7).

The Recreation Manager also thinks Council may want to know that the September 11 opening schedule was created in-part because, it's her experience that the first week of September is somewhat chaotic for children and caregivers and the Manager finds easing into the month beneficial for all.

STAFF RECOMMENDATIONS

THAT Council receives the Re-Opening Schedule for Kelsey Centre staff report for information and discussion.

Respectfully submitted,

Keir Gervais, CAO



STAFF REPORT

For: Mayor and Council
From: Keir Gervais, CAO
Subject: Request to Alter Meeting Schedule for the Month of September
Meeting date: August 15, 2023

BACKGROUND

At the November 15, 2022 council meeting, the 2023 council meeting schedule was presented to and adopted by Council. The council meeting schedule accommodates for the annual UBCM Convention September 18-22; specifically, the second meeting in September is scheduled for September 26. The result of this change is that there are now two council meetings in seven days: September 26 and October 4.

DISCUSSION

Staff is requesting that the Council consider altering the council meeting schedule for the month of September 2023. Specifically, staff is requesting that the meeting of Tuesday, September 26, 2023 be cancelled. It is expected that cancelling this meeting will assist with managing workloads, including planning for the next scheduled meeting [one week later] on October 4, 2023.

STAFF RECOMMENDATIONS

THAT Council receives the Request to Alter Meeting Schedule for the Month of September staff report for information and discussion; and

THAT Council approves the cancellation of the September 26, 2023 Council meeting, and directs staff to advertise accordingly.

Respectfully submitted,

Keir Gervais, CAO



STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CFO/CO
Subject: **DRAFT Grant in Aid Policy # 300-XX**
Meeting date: August 15, 2023

BACKGROUND

At the July 18, 2023 council meeting the following resolution was passed:

MOTION R23/173

MOVED AND SECONDED

THAT Council receive the Policy for Funding/Donation Requests Councillor Report for information and discussion; and

THAT Council direct staff to draft a clearly written Policy for Funding/Donation Requests and present the draft policy at the next regular Council meeting for Council's information and discussion.

CARRIED

Staff have now prepared a draft policy for Council's consideration.

DISCUSSION

The purpose of the Grant in Aid Policy is to establish a policy and guidelines whereby financial or in-kind assistance can be provided to community groups and non-profit organizations who provide services or a benefit to the community. Grants in aid and in-kind grants demonstrate Council's commitment to working with community groups which provide beneficial programs, services, or projects to the community while at the same time recognizing the financial constraints impacting the Village's ability to provide funding to these groups.

The draft policy (attached) outlines who can apply for a grant in aid or in-kind assistance, application restrictions, the application process, approval criteria, and how the total cumulative annual funding limit for Council will be determined. Staff suggest that applicants must complete the application form attached to the policy, include a summary of how the grant in aid or in-kind assistance will be used, and provide a written report to Council that outlines the success of the activity funded within 12 months from the date the grant in aid is issued. It is also suggested that the written report be mandatory for recipients of cash and encouraged for recipients of in-kind assistance.

Council is asked to review the DRAFT policy and direct staff on any amendments or additions desired.

RECOMMENDATIONS


THAT Council receives the DRAFT Grant in Aid Policy # 300-XX staff report for information and discussion.



Lisa Clark, CFO/CO

Attachments:

- ***Policy 300-XX – DRAFT Grant in Aid Policy***

	Village of Sayward	
	Title: Grant in Aid Policy	Policy # 300-XX
	Category: Finance	

1.0 PURPOSE

To establish a policy and guidelines whereby financial or in-kind assistance can be provided to community groups and non-profit organizations who provide services or a benefit to the community, and any aspect of the community. Grants in aid and in-kind grants demonstrate Council's commitment to working with community groups which provide beneficial programs, services, or projects to the community while at the same time recognizing the financial constraints impacting the Village's ability to provide funding to these groups.

2.0 POLICY

This policy shall apply to all areas within the Village of Sayward ("Village") municipal boundaries. The Village recognizes the many not-for-profit organizations that provide valuable contributions to our community and this policy establishes eligibility requirements. Council will treat all organizations and groups fairly and consistently. The aim is to provide modest levels of support and assistance to community non-profit organizations.

3.0 DEFINITIONS

Benefitting area: means the Village of Sayward administrative/municipal boundary area.

Community group: includes voluntary groups, neighbourhood associations, service clubs, or other groups of individuals that are not registered with BC Corporate Registry and operate with no constitution or bylaws or any paid staff.

In-kind grant: means the provision of municipal property/facilities, materials or resources to an applicant, the waiver of permits or fees, and does not include the provision of cash funds to, or on behalf of, the applicant. While cash funds are not provided in relation to in-kind grants, it is recognized that such grants will involve either an expense or foregone revenue for the municipality. Each application for in-kind grants will include the estimated value of the application under consideration.

Registered non-profit organization: includes an organization, a society, an association, a registered charity, a cooperative or other group, either incorporated or unincorporated, registered with the BC Corporate Registry.

Village: means the Village of Sayward.

4.0 PROCEDURES

4.1 Who Can Apply

- a.) The applicant must be a registered non-profit organization or community group of the benefitting area;
- b.) The registered non-profit organization or community group must be locally based in the Village or must otherwise provide services or benefits to the Village. The grant in aid or in-kind grant requested must provide a specific service or benefit to the community or any aspect of the community.
- c.) The registered non-profit organization or community group must be financially and administratively sound.

d.) Each applicant requesting a monetary grant in aid must demonstrate there is a need for financial assistance and that adequate funding from other sources is not available.

e.) All applicants that receive a grant in aid must provide a written report to Council that outlines the success of their activity and how the grant in aid funds were used within 12 months of the date the grant in aid is issued. Applicants that receive an in-kind grant are also encouraged to provide a written report to Council.

4.2 Application Restrictions

a.) Industrial, commercial, and/or business organizations are not eligible to apply.

b.) Grant in aids may not be used to subsidize activities that are the responsibility of senior levels of government.

c.) The grant in aid may not cover any of the following expenses:

i.) remuneration;

ii.) capital improvement to rented or leased premises; or

iii.) private enterprise

d.) Grant in aids cannot be used for political purposes or to fund groups or organizations whose primary purpose is of a political nature.

4.3 Application Process

a.) All qualifying organizations are required to complete the Grant-In-Aid application form attached to this policy as Appendix "A". Applications should include a summary of how the grant in aid will be used if granted. It should be noted that organizations may be required to make a presentation or provide further documentation to Council before any decisions are made.

b.) Incomplete applications will not be accepted and will be returned to the applicant.

c.) Village staff will present the application along with any background information to Council with a request for decision.

c.) All applicants will receive notification of the status of their application once reviewed by Council.

d.) The Village reserves the right to request a full accounting of any and all expenditures of authorized grant in aid funds.

4.4 Approval Criteria

a.) Purpose for which funding is requested;

b.) Overall benefit to the community as a whole, or any aspect of the community;

c.) Amount of the grant requested; and

d.) Whether or not there is available funding and/or resources for the grant requested.

4.5 Yearly allocation for grant funding

The amount of funds available for grant in aids/donations shall be determined by Council during the Financial Plan process each year. Council will retain the right to make the final decision on both the overall grant allocation and the individual grant.

5.0 REFERENCES /POLICY INTEGRATION

- *Fraser Valley Regional District*, Electoral Area Grant in Aid Guidelines and Application
- *City of West Kelowna*, Grants in Aid Policy
- *City of Rossland*, Community Grant Funding

6.0 APPROVAL HISTORY

ISSUED BY: CFO	APPROVED BY: Mayor & Council	RESOLUTION NO:	DATE:
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Signed by:

Mayor:	Corporate Officer:
Date:	Date:

Appendix A – Application for Grant in Aid



Village of
Sayward

Name of Organization	
Address of Organization	
Full Mailing Address	
Telephone Number & Email	
Contact Person/Title	

Primary purpose of organization: _____

Event or reason for request: _____

Date of event: _____

Amount of grant requested (or items requested if in-kind): _____

In order to be considered for a grant in aid (financial) please ensure you attach the following when submitting your application:

- 1.) Most recent Financial Statements
- 2.) Budget & details for event

Have you received a previous grant in aid from the Village? ☐ Yes ☐ No

Applicant's signature: _____ Date: _____

Note: Personal information is collected by the Village of Sayward under the authority of section 26(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Corporate Officer (250) 282-5512, 652 H'Kusam Way, Sayward, BC, V0P 1R0



STAFF REPORT

To: Mayor and Council
From: Kevin Brooks, Village Planner
Subject: Application to rezone 18 Sayward Rd (Adama Developments)
Meeting date: August 15, 2023

BACKGROUND

The owner of 18 Sayward Rd (Adama Developments, 0947204 BC Ltd) made an application to rezone the property in June of 2020. The original rezoning application included rezoning approximately 14 Ha of the 24 ha property from Forestry One (F-1) to R-1 (Single Family Residential), Commercial (C-2). The Village requested a number of studies and reviews be undertaken, including:

1. Archeological Overview Study;
2. Environmentally sensitive Areas Study;
3. Traffic Study;
4. Water Capacity Studies;
5. Sewer capacity Studies;
6. Geotechnical Studies;

The 2020 proposal was originally to create 31 Serviced residential lots, ranging in size from 695 square meters to 8,687 square meters, as well as a 33 pad serviced RV campground. The site would be serviced with a series of 6 meter paved roadways, sewer and water, and wiring. Stormwater would be collected onsite and siocharged via an ocean outfall to Kelsey Bay.

The studies were completed over the next year, and submitted to the Village for review. The Village retained the services of Urban Systems Ltd to review and comment on these studies. Urban Systems prepared a letter report dated August 12, 2021 which commented on all of the above noted studies.

A significant issue for this development is the availability of water supply for domestic purposes and fire protection, and the lack of water pressure to service the upper portions of the property. A significant portion of the property is located above the current water pressure zone boundary and will require a significant investment of new infrastructure to provide service to these upper areas.

There is also concern that the Village has limited future capacity for water system expansion due to a combination of limited treatment plant capacity, and limited fire storage volume. This issue has recently been addressed in a separate report to Council dated June 20, 2023. Council has reviewed the matter and passed the following resolution:

THAT Council instruct staff to examine options for funding the water metering and recording work recommended in the Water Study to more accurately determine the current maximum day flows, to facilitate future consideration of the impact of future development on the capacity of the water treatment system to provide for maximum day flows; and

THAT Council instruct staff to continue to record daily flows at the Treatment Plant and Log sort until such time as automated flow recording is in place; and with respect to item 3 c) in the staff report,

THAT Council consider allowing development applications to proceed to a limit of 77 residential lots as an interim measure until such time as additional flow recording data is available, upon which the matter can be re-evaluated; and

FINALLY THAT recognizing that in terms of subdivision approvals, which is solely within the purview of the Approving Officer, Council wishes to advise the Approving Officer that on an interim basis, Council would consider subdivisions consistent with a 77 lot equivalent increase in density in the Public Interest.

The above noted Council resolution provides for a mechanism for allowing a limited amount of additional development while the water supply (capacity) issues are further investigated, including continuing to evaluate options for reducing water consumption at the log sort, which comprises 40-60 percent of current summer consumption.

In recognition of the costs and availability of extending water into the upper areas of the development, the developer has amended his application to provide for an initial first phase development located entirely within the lower pressure zone. The current proposal confirmed by Adama development in May of 2023 includes the following (See Figures One, Two, and Three):

1. Rezoning and/or adjustment of Approximately 0.53 ha of land currently zoned F-1 (Forestry) and C-2 (Commercial) to C-2 (Commercial);
2. Rezoning of 1.54 ha of land currently zoned F-1 (Forestry) and C-2 (Commercial) to PA-1 (Campground);
3. Rezoning of 1.22 ha of land currently zoned F-1 (Forestry) to PA-2 (Parkland);
4. Rezoning of 0.27Ha of land currently zoned F-1 (Forestry) to R/C (Residential Commercial);
5. Rezoning of the remainder of the land from F-1 (Forestry) to R-1 (Residential).

All of the land noted in 4 above is located in the future upper pressure zone, and some of the land in 5 above is also located in the upper pressure zone.

The developer is proposing to dedicate approximately 5% of the 24 ha property (1.2 Ha) as park along the southeast portion of the property (See Figure One). This would encompass the current waterfront trail system and lookout which would provide public “wilderness trail” access to the waterfront portion of the property, which is a popular fishing and viewpoint for the community. Staff will be proposing that this land be secured in a Park dedication agreement which will secure these lands through the future subdivision process.

DISCUSSION

Community Amenity Contribution

Community Amenity Contributions (CACs) are:

“... amenity contributions agreed to by the applicant/developer and local government as part of a rezoning process initiated by the applicant/developer. CACs can take several forms including community amenities, affordable housing and financial contributions towards infrastructure that cannot be obtained through DCCs, such as recreation facilities or a fire hall. The agreed-to contribution would be obtained by the local government if, and when, the local government decides to adopt the rezoning bylaw.”

Source: Community Amenity Contributions: 3 Ministry of Community, Sport Balancing Community Planning, Public and Cultural Development Benefits and Housing Affordability, 2014.

Council has the authority to negotiate with the applicant to obtain amenities for the community based on the potential development impacts and community need driven from the existing community and residents of the new development. This amenity is typically based on the lift in value that occurs at time of rezoning, in this case it's the increased market value of the land by changing the zoning from Forestry (F-1) to combination of Commercial (C-2). Residential (RC and R-1).

There have been numerous conversations with the applicant regarding proposed CACs. Currently, the applicant has mentioned the following:

- Improve the trail to the proposed park
- A formal turn around at the Kelsey Bay marina
- A parcel in the new development

It should be noted that parkland dedication is not a CAC. Parkland dedication is a requirement of subdivision as stated under Section 542 of the *Local Government Act*. Where a person subdivide more than 3 parcels that are less than 2 hectares in size they are legally required to provide parkland.

Staff recommend that prior to any further CAC discussion that a letter be sent to the applicant requesting a formal CAC proposal to initiate formal CAC negotiation process. Once a formal proposal have been received Staff can provide options on the appropriate level of CAC based on the applicant's project.

Conditions of Zoning

There are several ways to protect the Village and ensure that key project milestones are met. The main authority that Council can use to make sure an applicant completes and carries through with a promise is to make it a condition of the rezoning. An example of this would be to allow for the entire site to be rezoned to R-1 but require a restrictive covenant to be registered that requires the confirmation of water capacity prior to future subdivision. These conditions will be provided for Council's consideration at 1st and 2nd reading of the proposed rezoning.

It is recommended that the CACs and any other potential requirements or restrictions for the proposed development be secured through a condition of rezoning.

STAFF RECOMMENDATIONS

THAT Council receive this report for information and discussion; and

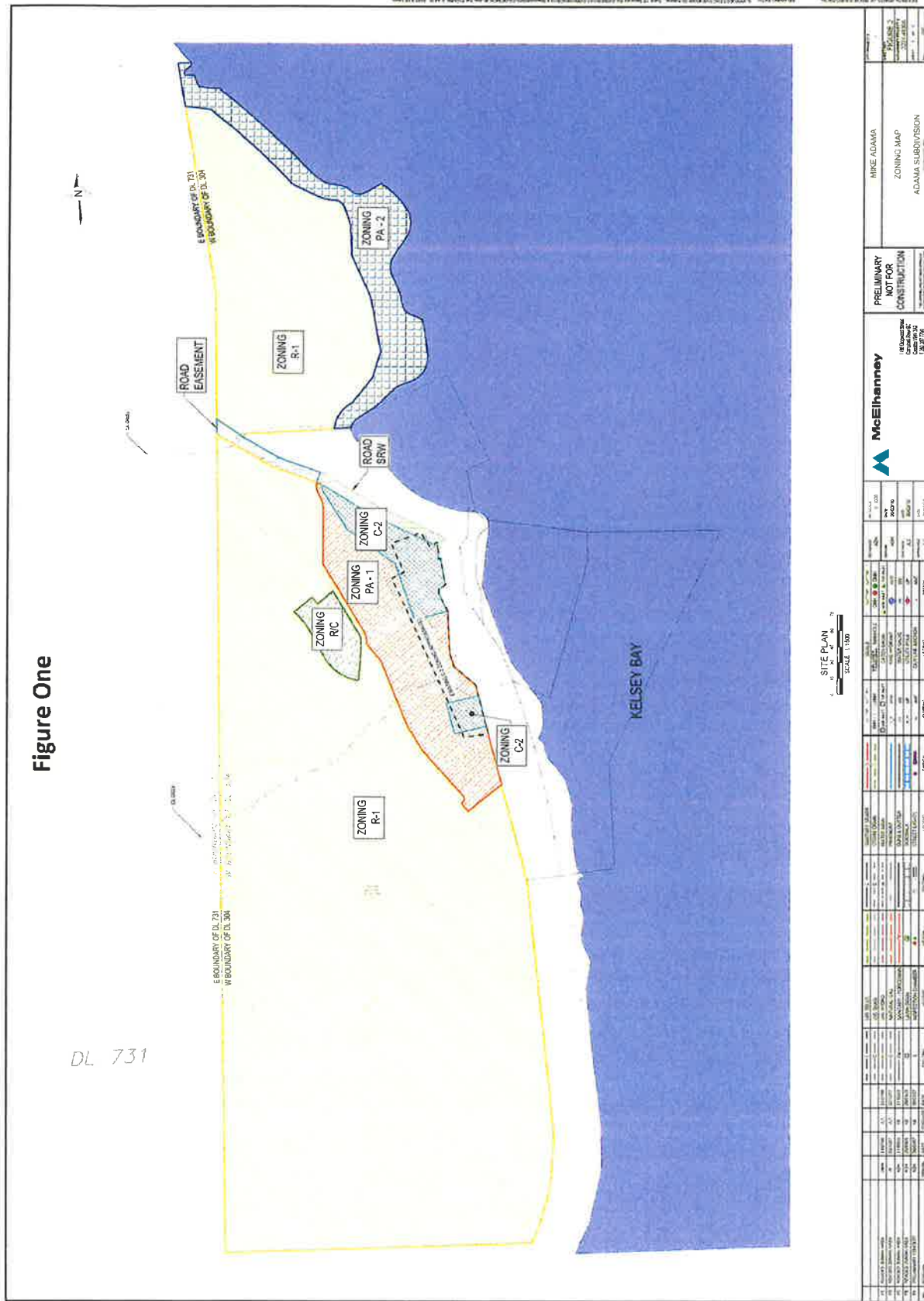
THAT Council instruct staff to send a letter to the applicant requesting a formal CAC proposal; and,

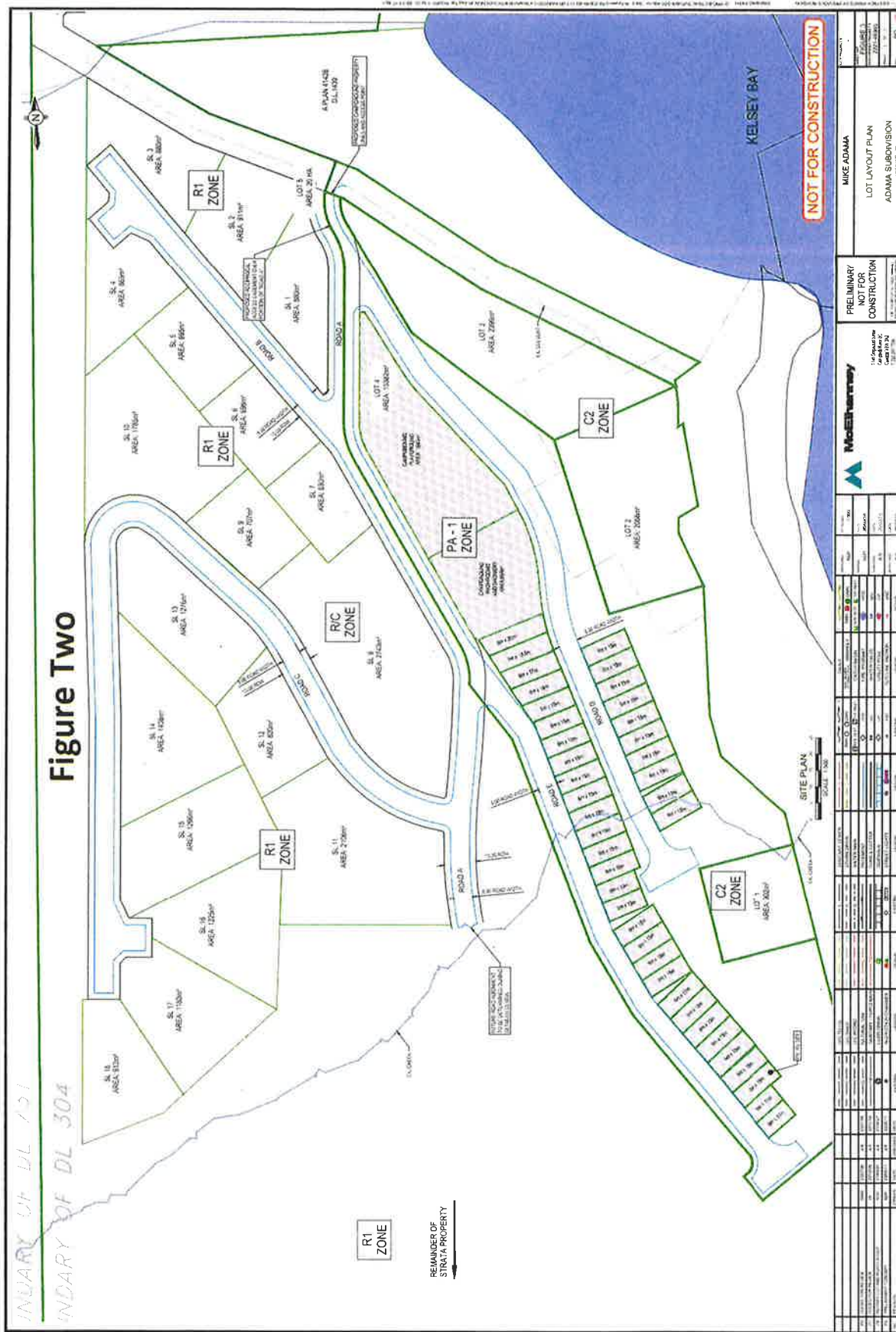
THAT Council instruct staff to enter into negotiations with the application for community amenity contribution commensurate with the lift in the value of land.

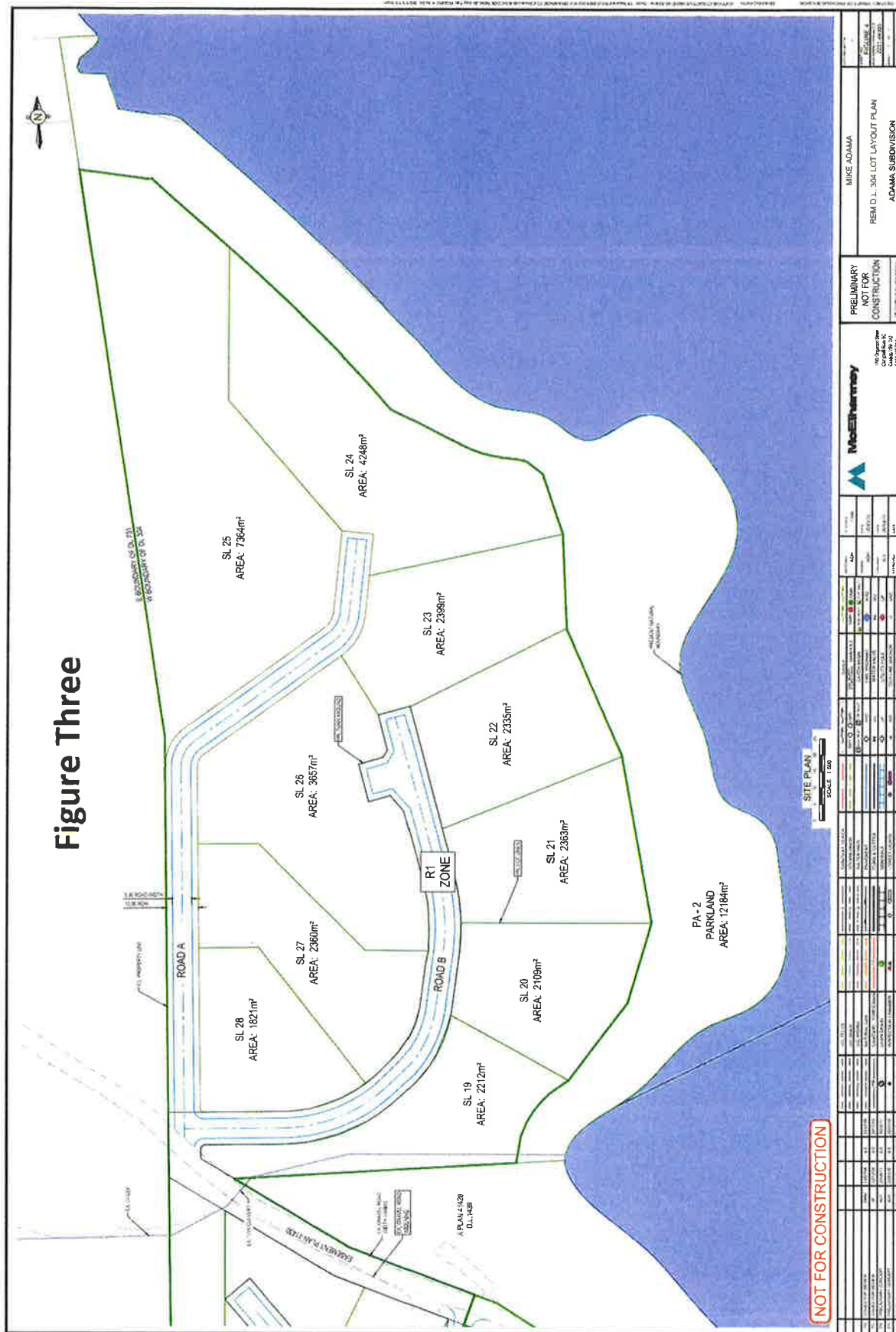
Respectfully submitted,

Kevin Brooks
Planner
Village of Sayward

Figure One









STAFF REPORT

For: Mayor and Council
Prepared by: Keir Gervais, CAO
Subject: **UBCM Community to Community (C2C) Program Grant Application**
Meeting date: August 15, 2023

BACKGROUND

As staff reported to Council on April 18, 2023, the UBCM Community to Community Program (C2C) provides First Nations and local governments an opportunity to apply for funding to host a C2C Forum(s) that brings together elected officials and senior staff from both governments. The goal of the C2C program is increased understanding and improved overall relations between First Nations and local governments. Starting in 2023/24, the C2C program supports this goal with funding for:

1. Forums that support dialogue to build relationships, support reconciliation efforts, resolve issues of common responsibility, interest or concern, and/or to advance tangible outcomes. For more information on C2C forums, refer to Appendix 1.
2. Development of agreements (such as protocols, MOUs, and service agreements), joint plans and/or strategies that advance First Nation/local government reconciliation and relationship building.
3. Joint review of bylaws and/or policies in order to develop recommendations for amendments or new bylaws and/or policies that advance reconciliation.

The C2C program can contribute a maximum of 100% of the cost of eligible activities to a maximum of:

- C2C forums: \$10,000
- C2C agreements and joint review of bylaws/policies: \$10,000

In 2021 the Village of Sayward and K'omoks First Nation met through the C2C program and discussed the Village's OCP and initiatives and strategies the Village could pursue to demonstrate its commitment to reconciliation.

DISCUSSION

On April 15, 2023, Council made the following resolutions:

MOTION R23/102

MOVED AND SECONDED

THAT Council receive the UBCM Community to Community Forum (C2C) Grant staff report for information and discussion; and,

THAT staff be directed to begin building relations with counterparts at K'omoks First Nations, We Wai Kai First Nation, and Wei Wai Kum First Nations and ultimately determine if C2C Forum opportunities with each First Nation is possible.

Staff have and continue to build relations with staff at We Wai Kai and Wei Wai Kum First Nation's, and there is an expressed interest in applying to the C2C program as a means of bringing our respective leaders together to build relations. Staff have not been as successful connecting with staff at K'omoks First Nations. Staff has been informed that K'omoks First Nation is presently undergoing significant change management, and that engaging with them may be best scheduled sometime in the future. With that in mind, staff plans to include K'omoks First Nation in the planning for the engagement *forums* and *C2C agreements and joint review of bylaws/policies*: sections of the grant application.

RECOMMENDATIONS

THAT Council receive the UBCM Community to Community (C2C) Program Grant Application staff report for information and discussion; and,

THAT Council authorize staff to apply to receive the UBCM Community to Community (C2C) Program September 1, 2023 intake for an amount up to \$20,000; and,

THAT the Village of Sayward agrees to provide overall grant management.

Respectfully prepared,



Keir Gervais, CAO

Attachments:

- ***Regional Community to Community Program 2023/24 Pilot Program & Application Guide***

Regional Community to Community Program

2023/24 Pilot Program & Application Guide

1. Introduction

In January 1997, the Union of British Columbia Municipalities (UBCM) and the First Nations Summit (FNS) jointly organized the first province-wide Community to Community (C2C) Forum. This event brought together First Nations and local governments from across BC to discuss common goals and opportunities for joint action. There was consensus among the participants that regional C2C Forums should be supported.

Since then, the provincial Ministry of Municipal Affairs and Indigenous Services Canada have provided funding for the C2C program. In this time, nearly 700 C2C Forums have been held in communities across the province.

With both BC and Canada adopting the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and the Truth and Reconciliation Commission of Canada releasing its Executive Summary of findings and 94 Calls to Action in 2015, the C2C program has taken on ever greater importance as First Nations and local governments use the grant to focus their increased efforts for reconciliation.

Regional C2C Grant Program

The goal of a Regional C2C program is increased understanding and improved overall relations between First Nations and local governments. Starting in 2023/24, the C2C program supports this goal with funding for:

1. Forums that support dialogue to build relationships, support reconciliation efforts, resolve issues of common responsibility, interest or concern, and/or to advance tangible outcomes. For more information on C2C forums, refer to Appendix 1.
2. Development of agreements (such as protocols, MOUs, and service agreements), joint plans and/or strategies that advance First Nation/local government reconciliation and relationship building.
3. Joint review of bylaws and/or policies in order to develop recommendations for amendments or new bylaws and/or policies that advance reconciliation.

Table 1 provides examples of C2C forum and/or agreements.

To be eligible for funding, C2C activities must work toward one or more of the following objectives:

- Strengthening relationships and fostering future co-operative action by building stronger links between First Nation and local government elected officials and senior staff
- Supporting local reconciliation efforts, UNDRIP, and shared capacity building
- Developing or improving coordinated approaches to emergency preparation, mitigation, response and recovery, including recovery from the impacts of climate change and the COVID-19 pandemic.



Table 1: C2C Forum and/or Agreement Topics

Reconciliation & Relationship Building <ul style="list-style-type: none"> • Shared understanding of collective history • Reconciliation Action Plans • Joint cultural safety and cultural humility training • UNDRIP, TRC Calls to Action, Treaties and Aboriginal rights, Indigenous law and Crown-Indigenous relations 	Emergency Management <ul style="list-style-type: none"> • Planning for coordinated and shared: <ul style="list-style-type: none"> ○ Risk mitigation ○ Emergency response ○ Recovery efforts • Joint training to support partnerships with Indigenous communities during times of emergency. • COVID-19 response 	Service Delivery & Planning <ul style="list-style-type: none"> • Service inventories and cost/benefit analysis • Service agreements • Service dispute resolution • Joint land use, sustainability or other plans or policies • Agreements for archaeological or culturally significant sites
Economic Development <ul style="list-style-type: none"> • Agreements for improving regional and local economies • Joint interests/initiatives • Community economic development plans • COVID-19 recovery 	Community Development <ul style="list-style-type: none"> • Age- and accessibility-friendly assessments • Joint youth engagement plans or projects • Agreements for climate action 	Infrastructure Planning <ul style="list-style-type: none"> • Asset Management • Needs assessments • Joint development of infrastructure

2. Eligible Applicants

Funding permitting, all local governments (municipalities, regional districts or the Islands Trust) and all First Nations (Treaty First Nation, Band, Tribal Council or National Government) in BC are eligible to apply.

Eligible applicants can submit one application per intake.

3. Grant Maximum

The C2C program can contribute a maximum of 100% of the cost of eligible activities to a maximum of:

- C2C forums: \$10,000
- C2C agreements and joint review of bylaws/policies: \$10,000

In order to ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding. This includes any other grant funding and any revenue that is generated from activities that are funded by the C2C program.

4. Eligible Activities

In order to qualify for funding:

- Activities must be completed within one year from the date of grant approval
- Willingness of the elected officials and/or senior staff of the partnering community to participate in the activities must be confirmed and provided in writing to UBCM.

- Activities must include direct participation by the elected officials and/or senior staff from both First Nation(s) and local government(s).
- The communities engaging in dialogue must be neighbouring. However, “neighbouring” may mean in the vicinity of, but not necessarily immediately adjacent to each other.

5. Requirements for Funding

As part of the approval agreement, approved applicants must agree to the following requirements for funding:

- Any in-person activities, meetings, or events must meet public health orders and/or guidance
- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.

In addition, as part of both the development of the application package and the delivery of the approved project, local governments are encouraged to engage with local First Nations and Indigenous organizations. Engagement by local governments, both locally and regionally, can help build relationships with First Nations, benefit both communities and enhance reconciliation. More information on engagement best practices is available [here](#).

6. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible costs are direct costs that are approved by the UBCM, properly and reasonably incurred, and paid by the applicant to carry out eligible activities.

Eligible costs can only be incurred from the date of application submission until the final report is submitted. Under the C2C program, eligible activities must be cost-effective and may include:

Forums

- Event organization (e.g. invitations, agendas, event planning, etc.)
- Event costs:
 - Meals, snacks, and non-alcoholic beverages
 - Venue/virtual rentals, including any required audio-visual equipment rentals
 - Facilitation services and/or guest speakers
 - Preparation of materials required for the forum, including printing costs
 - Expenses related to joint visits to participant’s facilities, lands or buildings provided the visits occur as part of the forum
- Transportation between communities as required to attend a forum. Mileage estimates and calculations are required for vehicle travel
- Completion of event minutes, reports, etc. including printing costs

Agreements and Bylaws

- Development of agreements (such as protocols, MOUs, and service agreements), joint plans and/or strategies that advance First Nation/local government reconciliation and relationship building
- Joint review of bylaws and/or policies in order to develop recommendations for amendments or new bylaws and/or policies that advance reconciliation
- Legal fees for review of agreements, joint plans and strategies and/or review of bylaw or policy recommendations
- Data acquisition (as required for agreements, joint plans, etc.)
- Design and/or graphics for agreements, joint plans or strategies

Other Eligible Expenditures

The following expenditures are also eligible provided they relate directly to the eligible activities identified above:

- Incremental applicant staff and administration costs
- Public information costs
- Consultant costs, including facilitation
- Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers when they are scheduled to speak, present, or teach. Please note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts and be equitable to consultant rates
- Expenses related to local cultural protocols (e.g. gifts, ceremonies and/or cultural performances such as dancing or drumming). Please note: expenditure related to local cultural protocols are limited to no more than 10% of the total grant request
- Translation costs and the development of culturally appropriate education, awareness, or engagement materials
- Presentation to Council, Board, Band Council, or Treaty First Nation government, community organizations, etc.

Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application by UBCM is not eligible for grant funding. This includes:

- Routine or ongoing operating costs or activities (e.g. heating, cooling and lighting, security, software or service subscriptions, or membership fees)
- Routine or ongoing planning costs or planning activities that are not incremental to the project
- Alcohol
- Travel within communities
- Purchase of software or hardware

7. Application Requirements & Process

Application Deadline

The Regional C2C program is administered over the course of the fiscal year (April 1 to March 31). Funding permitting, two calls for applications are planned for 2023/24.

Applicants will be notified of the status of their application within 60 days of the following application deadlines:

- May 5, 2023
- September 1, 2023

Required Application Contents

All applicants are required to submit an electronic copy of the complete application, including:

- Completed Application Form and all required attachments.
- Detailed budget(s) including itemized costs/activities that will be funded by the grant and separating out any in-kind and/or cash contributions from the applicant(s) or other grant funding. Refer to Appendix 1 for a sample budget for C2C Forums.
- Confirmation of partners. Written confirmations can be submitted after the application, but are needed in order for grant approval.
- Council, Board or Band Council resolution indicating support for the current proposed activities and willingness to provide overall grant management.

Submission of Applications

Applications should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB.

All applications should be submitted to Local Government Program Services, Union of BC Municipalities by e-mail: lgps@ubcm.ca.

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements have been submitted and to ensure that eligibility criteria have been met. Only complete application packages will be reviewed.

UBCM and the First Nations Summit will then review all complete applications. All funding decisions will be made by UBCM.

All application materials will be shared with the Province of BC and
First Nations Summit

8. Grant Management & Applicant Responsibilities

Please note that grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision & Payments

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM within 30 days.

Grants are awarded in two payments: 50% when the signed Approval Agreement has been returned to UBCM, and the remainder when the project is complete and the final reporting requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Changes to Approved Projects

Approved grants are specific to the project as identified in the approved application, and grant funds are not transferable to other projects. Generally speaking, this means funds cannot be transferred to an activity that was not included in the approved application or to a new or expanded location.

Approval from UBCM will be required for any variation from the approved project. Depending on the complexity of the proposed amendment, requests may take up to 60 days to review.

To propose changes to an approved project, applicants are required to submit:

- Amended application package, including updated, signed application form, required attachments, and an updated Council, Board, Band Council, or Treaty First Nation resolution;
- Written rationale for proposed changes to activities and/or expenditures.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

9. Final Report Requirements & Process

Applicants are required to submit an electronic copy of the complete final report within 30 days of project completion, including the following:

- Completed Final Report Form with all required attachments.
- Financial summary. See below for more information.
- For forums only: Attendance list, including name, title and organization of each participant. Please do not submit sign-in sheets.
- For agreements only: copy of the completed agreement, joint plan or strategy and/or bylaw or policy recommendations. Please contact UBCM with any confidentiality or sensitivity issues related to submitting the agreement or plan. Otherwise all deliverables completed with grant funding will be shared with the Province of BC.
- Optional:
 - Final agenda, session summaries or minutes and other documents/presentations
 - Photos, media releases and press coverage and other public communications
 - Any other relevant background information (e.g. planning process, context, goals)

Submission of Final Reports

Final reports should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB. All reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

10. Additional Information

For information on the C2C Forum program, please contact:

Local Government Program Services
Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8

Tel: (250) 387-4470
Email: lgps@ubcm.ca

First Nations Summit
#1200 - 100 Park Royal South
West Vancouver, BC, V7T 1A2

Tel: (604) 926-9903
Email: cbraker@fns.bc.ca

Appendix 1 – Additional Information for C2C Forums

Topic Ideas & Outcomes

Table 1 outlines potential dialogue topics. The following resources may also be helpful:

- [2019 Guide to Community to Community Forums in British Columbia](#)
- [2008-2018 Regional Community to Community Forum Status Report](#)
- [First Nations Health Authority Policy Statement on Cultural Safety and Humility](#)
- [Truth and Reconciliation Commission of Canada: Calls to Action](#)
- [Declaration on the Rights of Indigenous Peoples Act](#)
- [UBCM Reconciliation Resources](#)
- [Provincial Resources: Local government and First Nations relations](#)

Length and Format

Event length and format are up to the applicant and attendees. In some cases, a day-long event may be preferred to allow participants sufficient time to meet each other and work together to generate ideas and plans for future activities. In situations where the participants do not know one another, an “ice-breaker” event, such as an introductory dinner or reception, may be useful.

Taking the forum out into the community can be a valuable way to learn about an area’s shared history. This could include a tour of traditional territories or joint visits to participant’s facilities, lands, buildings or infrastructure.

The C2C program can also support virtual events, however, the purchase of software or licenses are not eligible expenses.

Table 2: Sample Event Budget

Budgeted Expenditures	Proposed Cost
Event organization	\$350
Meals, snacks and beverages (include # of people)	\$450
Venue/virtual rental costs	\$300
Facilitation services/guest speakers	\$1,450
Forum materials	\$250
Joint visits to participant’s facilities, lands or buildings	\$475
Local cultural protocols (no more than 10% of total grant request)	\$400
Honoraria (include description)	\$200
Transportation (include # of km)	\$25
Event minutes or reports	\$250
Contingency	\$175
TOTAL FUNDING REQUEST	\$4,325

Organization and Facilitation

Experience has shown that a major challenge in organizing a C2C Forum is finding adequate staff time and resources. Many previous applicants have found that contracting the services of a professional facilitator/event organizer can assist in planning, convening and reporting on the forum.

Facilitators can also be very useful in helping communities talk about difficult issues, such as the history and legacy of residential schools or inter-generational trauma. In such events, hiring a facilitator with specific expertise in creating culturally safe spaces and dialogue may be of immense value.

Information on Event Budgets

An itemized budget for each planned event must be submitted with the application. Please submit the event budget(s) in the same format as outlined in Table 2.

Budgets and proposed activities are approved as part of the application and any significant changes to a budget or forum event must be approved before an event takes place. Applicants are responsible for any cost over-runs unless a revised budget is submitted and approved before an event takes place.

Information on the Financial Summary

An itemized financial summary for each completed event must be submitted with the final report. Please submit the financial summary(ies) in the same format as outlined in Table 3.

Table 3: Sample Financial Summary

Actual Expenditures	Budgeted	Actual
Event organization	\$350	\$325
Meals, snacks and beverages (include # of people)	\$450	\$430
Venue/virtual rental costs	\$300	\$175
Facilitation services/guest speakers	\$1,450	\$1,450
Forum materials	\$250	\$0
Joint visits to participant's facilities, lands or buildings	\$475	\$475
Local cultural protocols (no more than 10% of total grant request)	\$400	\$400
Honoraria (include description)	\$200	\$200
Transportation (include # of km)	\$25	\$37
Event minutes or reports	\$250	\$135
Contingency	\$175	
TOTAL	\$4,325	\$3,627

Please note that 'Contingency' is not an eligible final expense and any expenditures made from the funds allocated to contingency in the budget should be allocated to the appropriate line item in the financial summary.