



**VILLAGE OF SAYWARD  
REGULAR COUNCIL MEETING AGENDA  
February 2, 2021 – 7:00 PM  
TEAMS Electronic Meeting**

**1. Call to Order**

**2. Public Input (maximum 30 minutes)**

**Mayor:** “Public Input is for the purpose of permitting people in the gallery to provide input and shall be no longer than 30 minutes unless approved by majority vote of Council; each speaker may provide respectful comment on any topic they deem appropriate and not necessarily on the topics on the Agenda of the meeting; the public input opportunity is meant for input and questions and answers. Each speaker may not speak longer than 2 minutes but may have a second opportunity if time permits. Each speaker must not be allowed to speak regarding a bylaw in respect of which a public hearing has been held. For the record, please state your name and address.”

**3. Introduction of Late Items**

**4. Approval of Agenda**

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for February 2, 2021 be approved.

**5. Minutes of Previous Meetings**

Recommended Resolution:

THAT the minutes from the Regular Council meeting held on January 19, 2021 be adopted, and;

THAT the minutes from the Committee of the Whole meeting held on January 26, 2021 be adopted.

**6. Petitions and Delegations**

**a) Aggie Pringle, A/ Unit Chief, Station 131 | North Island District, BC Ambulance Service – BCEHS, Nathaniel Pottage, Community Paramedic, Amanda Jorgenson, Are Manager for North Island**

15 minute introduction to the Community Paramedic Program to Council. The program includes looking after citizens in their own home and community [reducing visits to hospital], doing community health presentations, and holding in person health clinics for specific health conditions [post Covid restrictions].

Recommended Resolution:

THAT the presentation by the BC Ambulance Service be received.

**7. Correspondence**

**a) An Island Good Introduction**

**b) Public Service Announcement COVID Cases increase January 15, 2021**

**c) Canada Youth Summer Jobs Program**

**d) Small and Medium Sized Business Recovery Grant Program**

Recommended Resolution:

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

**8. Council Reports**

**9. Reports of Committees - None**

**10. Mayor's Report**

**a) Mayor's Report – Keys to 652 H'Kusam Way (Verbal)**

Recommended Resolution:

THAT keys to the Mayor and Council's Office be provided to members of Council in order to enhance security in the administrative offices.

**11. Unfinished Business – None**

**12. Staff Reports**

**a) Staff Report Application to Rezone 18 Sayward Road – M. Adama**

Recommended Resolutions:

THAT the Staff Report be received, and;

THAT staff continue to work with the developer to clarify and address further information required for Council to review the proposal, once the final plan for development has been resubmitted, and;

THAT staff return to Council for further direction once the applicant advises that the plans have been finalized and the issues in the Staff Report addressed.

**b) Staff Report: Highland Engineering January 11, 2021 Proposal to update Village of Sayward Master Drainage Plan**

Recommended Resolutions:

THAT Highland Engineering be retained to update the Master Drainage Plan as proposed in their January 11, 2021 proposal, and;

THAT \$16,690 be appropriated from General Surplus funds to cover the cost of this work, and;

FURTHER THAT the 2021-2025 Financial Plan be adjusted accordingly, and;

FINALLY THAT staff be directed to seek grant funding opportunities to cover this costs and costs for carrying out the upgrades to the drainage system.

**c) Emergency Support Services – Community Emergency Preparedness Fund Grant Application**

Recommended Resolutions:

THAT the report from the Chief Administrative Officer be received, and;

THAT an application for financial assistance under the Community Emergency Preparedness Fund Emergency Support Services grant be authorized for submission to the UBCM in collaboration with the Strathcona Regional District, and;

THAT the Village of Sayward authorizes the Strathcona Regional District to receive and manage the funds on behalf of the Village of Sayward if the application is successful.

**d) Urban Systems Review and Update of the Village of Sayward Official Community Plan - Proposal**

Recommended Resolutions:

THAT Council receives the proposal from Urban Systems to review and update the Village of Sayward Official Community Plan, and;

THAT Council enter into a contract with Urban Systems to review and update Bylaw No. 308, Village of Sayward Official Community Plan for a sum of \$50,000 to be funded as follows:

\$25,000 UBCM Age Friendly OCP Grant (secured)

\$15,000 UBCM Housing Needs Assessment Grant (secured)

\$10,000 ESS OCP Firesmart Policies (pending).

**13. Bylaws – None**

**14. New Business**

**15. Public Question Period (maximum 15 minutes)**

**Mayor:** “The purpose of the public question period is to permit people in the gallery to ask questions about the issues discussed by Council during the meeting. Speakers will be allowed to ask one question each. If time permits, after everyone has had an opportunity to ask questions, speakers will be allowed to ask a second question. For the record, please state your name and address.” Given the meeting is being held electronically, any questions will have to be submitted in writing in advance of meeting adjournment.

a) Lee Ettinger letter, January 24, 2021

**16. In-Camera – None**

**17. Adjournment**

Recommended Resolution:

THAT the Regular Meeting of Council for February 2, 2021 be adjourned.



**VILLAGE OF SAYWARD  
MINUTES  
REGULAR COUNCIL MEETING  
JANUARY 19, 2021  
TEAMS Electronic Meeting**

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

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

**1. Call to Order**

Meeting was called to order at 7:15 PM.

**2. Public Input**

**MOTION R21/17**

**MOVED AND SECONDED**

THAT the Public Input section be moved to the end of the meeting after Public Question Period.

**CARRIED**

**3. Introduction of Late Items**

a) January 5, 2021 letter from J. MacDonald regarding three resolutions carried forward from January 5 (7) council meeting.

**MOTION R21/18**

**MOVED AND SECONDED**

THAT the late addition of the letter be accepted.

**CARRIED**

**4. Approval of Agenda**

**MOTION R21/19**

**MOVED AND SECONDED**

THAT the agenda for the Regular Meeting of Council for January 19, 2021 be approved as amended.

**CARRIED**

**5. Minutes of Previous Meetings**

**MOTION R21/20**

**MOVED AND SECONDED**

THAT the minutes from the Regular Council meeting held on January 5 (meetings rescheduled to January 7, 2021) be adopted, and;

THAT the minutes from the Committee of the Whole meeting held on January 12, 2021 be adopted.

**CARRIED**

**6. Petitions and Delegations**

**a) Written delegation by Alex Turner**

**MOTION R21/21**

**MOVED AND SECONDED**

THAT Council receives the written delegation by Alex Turner, and;

THAT staff arrange for this issue to be discussed and considered in the context of the upcoming review and update of the Official Community Plan.

**CARRIED**

**7. Correspondence**

- a) Email Correspondence to Mayor Baker from Statistics Canada
- b) Association of Vancouver Island and Coastal Communities 2021 Call for Resolutions – February 26, Deadline
- c) UBCM Resolution 2017 – B61 Follow up Re Gas Tax Funds for Firefighting Equipment
- d) B.C. Insurance Premium Tax: potential revenue source for local fire services
- e) Federal funds coming to support Legions in local communities
- f) Highland Engineering January 11, 2021 Quote for Master Drainage Plan Update Village of Sayward.

**MOTION R21/22**

**MOVED AND SECONDED**

Recommended Resolutions:

THAT the email correspondence from (a-f ) be received, and;

THAT the engineering quote from Highland Engineering be received, and;

FINALLY THAT staff be directed to add this item to the January 26, 2021 Committee of the Whole meeting for further discussion by Council.

**CARRIED**

**8. Council Reports**

- a) Councillor Cragg – Notice of three resolutions to Association of Vancouver Island and Coastal Communities (AVICC)

**MOTION R21/23**

**MOVED AND SECONDED**

THAT Council considers the resolutions.

**9. Reports of Committees - None**

**10. Mayor's Report**

**a) North Island Mayors correspondence regarding closure of North Island Fish Farms**

**MOTION R21/24  
MOVED AND SECONDED**

THAT the correspondence be received, and;

THAT Council supports adding the Mayor's signature to the letter from North Island Mayors to Minister Jordan (attached)

**CARRIED**

**b) Request for support by way of resolution - Statistics Canada**

**MOTION R21/25  
MOVED AND SECONDED**

THAT Council supports the 2021 Census and encourages all Village of Sayward residents to complete their census questionnaire online at [www.census.gc.ca](http://www.census.gc.ca) in order to collect accurate and complete census data to support programs and services that benefit our community.

**CARRIED**

**11. Unfinished Business – None**

**12. Staff Reports**

**a) Staff Report: Verbal - Appointment of Pat Rusch, Emergency Program Coordinator (EPC) following the Village of Sayward's request for an expression of interest for this volunteer position.**

**MOTION R21/26  
MOVED AND SECONDED**

THAT Pat Rusch be appointed to the Emergency Program Coordinator position and be awarded the \$300.00 monthly stipend to carry out the duties of this position, effective March 1, 2021, and;

THAT staff post notice to seek expressions of interest for parties wishing to assume the volunteer position of Emergency Services Support Director that will be vacated by Ms. Rusch as she assumes the EPC position.

**CARRIED**

**b) Staff Report: COVID-19 Safe Restart Grants for Local Governments**

**MOTION R21/27  
MOVED AND SECONDED**

THAT Council direct staff to obtain the items listed in Table 1 within the budgeted amounts shown and to seek the most economical pricing for the Village, per Council's discussion at its January 5, 2021 (rescheduled to January 7, 2021) Committee of the Whole meeting:

**Table 1:**

<b>ITEM</b>	<b>AMOUNTS</b>
<b>GRANT AMOUNT</b>	<b>\$268,000</b>
Laptops for remote Council meetings	\$6,000
Keyless entry systems for Village office and Kelsey Rec Centre doors	\$2,000
Public Address Sound Systems for Mayor and Council and public use	\$15,000
Village Website Redesign	\$8,000
Upgrades to access and egress, windowed doors if possible, disabled opener	\$15,000
<b>Total Expenditures:</b>	<b>\$46,000</b>
Transfer remainder to reserves	\$222,000

Opposed Cllr. Cragg **CARRIED**

**13. Bylaws - None**

**14. New Business - None**

**15. Public Question Period (maximum 15 minutes)**

**Mayor:** "The purpose of the public question period is to permit people in the gallery to ask questions about the issues discussed by Council during the meeting. Speakers will be allowed to ask one question each. If time permits, after everyone has had an opportunity to ask questions, speakers will be allowed to ask a second question. For the record, please state your name and address." Given the meeting is being held electronically, any questions will have to be submitted in writing in advance of meeting adjournment.

**16. In-Camera - None**

**17. Adjournment**

**MOTION R21/28**

**MOVED AND SECONDED**

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

**CARRIED**

**The meeting was adjourned at 8:15 PM.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer



**VILLAGE OF SAYWARD  
COMMITTEE OF THE WHOLE MINUTES  
JANUARY 26, 2021  
TEAMS Electronic Meeting**

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

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

**1. Call to Order**

Meeting was called to order at 7:02 PM.

**2. Public Input (maximum 30 minutes)**

**MOTION C21/6**

**MOVED AND SECONDED**

THAT the Public Input section be moved to the end of the meeting after Public Question Period.

**CARRIED**

**3. Introduction of Late Items**

**MOTION C21/7**

**MOVED AND SECONDED**

a) **UBCM 2020 Housing Needs Reports program – Approval Agreement & Terms of Conditions of Funding – IN CONFIDENCE**

THAT the correspondence be added to the agenda and reviewed by Council in Section 7. Correspondence.

**CARRIED**

b) **Lee Ettinger Letter, January 24, 2021**

**MOTION C21/8**

**MOVED AND SECONDED**

THAT the Committee of the Whole receive the January 24, 2021 letter; and,

THAT the letter be referred to the February 2, 2021 regular Council meeting and reviewed under the Public Question Period portion of that agenda.

Opposed Mayor Baker

**CARRIED**



**4. Approval of Agenda**

**MOTION C21/9**

**MOVED AND SECONDED**

THAT the agenda for the Committee of the Whole Meeting for January 26, 2021 be approved as amended.

**CARRIED**

**5. Minutes of Previous Meetings – None**

**6. Petitions and Delegations**

Presentation by M Adama; Application to rezone 18 Sayward Road Application, Kevin Brooks, Planner, John Sorenson, Engineer, McElhanney Engineering Ltd.

**MOTION C21/10**

**MOVED AND SECONDED**

THAT the presentation by M Adama; Application to rezone 18 Sayward Road Application, Kevin Brooks, Planner, John Sorenson, Engineer, McElhanney Engineering Ltd. be received.

**CARRIED**

**7. Correspondence**

- a) DCC Feasibility Study, Village of Sayward, 2008 Urban Systems
- b) Local Government Leadership Academy for Elected officials
- c) BC Economic Summit
- d) Village of Sayward Update on Master Drainage Plan
- e) UBCM 2020 Housing Needs Reports program – Approval Agreement & Terms of Conditions of Funding

**MOTION C21/11**

**MOVED AND SECONDED**

THAT the Committee of the Whole receive correspondence (a – e).

**CARRIED**

**8. Unfinished Business - None**

**9. Staff Reports**

**a) Staff Report: Financial Plan 2021 – 2025**

**MOTION C21/12**

**MOVED AND SECONDED**

THAT the Committee of the Whole receive the Financial Plan 2021-2025 Version 2 report for information and discussion.

**CARRIED**

**b) Staff Report: Application to Rezone 18 Sayward Road**

THAT the Committee of the Whole receive the Application to Rezone 18 Sayward Road report for information purposes.

**Note: No resolution** (referred to Council February 2, 2021 Council Meeting).

**10. New Business - None**

**11. Adjournment**

**MOTION C21/13**

**MOVED AND SECONDED**

THAT the Committee of the Whole Meeting for January 26, 2021 be adjourned.

**CARRIED**

**The meeting adjourned at 8:50 pm.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**Lisa Clark**

**From:** Vancouver Island Economic Alliance <george@viea.ca>  
**Sent:** Thursday, January 14, 2021 10:48 AM  
**To:** Ann MacDonald  
**Subject:** An Island Good Introduction



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## An Island Good Introduction

Island Good is happy to announce that effective immediately, Suzanne Hedges, is enthusiastically representing the Island Good brand as 'Relationship & Business Development Manager.' It has never been more important to support local products and Island Good makes it easy to find them! With well over 100 licensees from Victoria to Port Hardy and expanding rapidly, Suzanne will be busy raising the Island Good profile; opening new doors for Island and Gulf Island products; and helping licensees increase sales and market share. Island Good is Great! And Suzanne is a wonderful addition to our team! – George Hanson, President & CEO

### A message from Suzanne:

Happy New Year Island Good Community!

This is going to be a year full of connecting, renewing, elevating and supporting one another with an aligned business vision. With that all setting the tone, I am thrilled to be joining the Island Good collective as Relationship & Business Development Manager. I am looking forward to strengthening our Island bonds and enhancing the way we promote and encourage business & partnership.

A little about me - I am an Islander through and through – homegrown in fact. Born and raised in mid-Vancouver Island, I have loved being witness to the incredible growing group of talented entrepreneurs and business owners creating local goods and edibles right here in our own ecosystem. I have been fortunate to have my career in tourism & hospitality on Vancouver Island for 15+ years, showcasing the beauty and bounty of our Island to visitors through

corporate, social, leisure and recreation markets. I have always loved creating itineraries and experiences for visitors & fellow Islanders--"You've gotta go here! You've gotta eat here! You've gotta check this out! You can't miss this local gem!"--to really showcase the pride in our landscape. I love to boast of our local flavours, culture and why we all have made beautiful Vancouver Island & Gulf Islands our home.

I consciously support local and give recognition to the businesses enhancing the health and wellness of our authentic Island lifestyle. I am raising an Island Good ambassador as well. It is important to me to demonstrate to my young son how fortunate we are to have abundance and nourishment from our local communities. Our slogan at home is "Team Work Makes the Dream Work." We can do great things together.

To all of you who are contributing to the culture and vibrancy of our community - Thankyou! It is "All Good, Island Good!" I am so honored to have the opportunity to connect with each of you and continue strengthening our roots while we strive for more local sustainability, a stronger economy, reducing our carbon footprint, and creating more food security for us all to enjoy the abundance of what is readily available to us. My contribution and vision to this collective is to create strategy, awareness, interaction with the brand and truly celebrate the success of living, working and producing throughout the island region.

Please reach out to me anytime. I look forward to our work together! Island Good is Great!!!

Suzanne Hedges - Relationship & Business Development Manager

## Island Good Gift Boxes



Know someone who might like a taste of Vancouver Island? Order Retriever will deliver an [Island Good Gift box](#) of your choice. (Free shipping in BC)!

You are receiving this email because you have attended VIEA events, asked to receive information, you are a VIEA member, or have been referred by a colleague as someone interested in the vitality of the Vancouver Island economy.

**Our mailing address:** Vancouver Island Economic Alliance, P.O. Box 76, Station A, Nanaimo, BC V9R 5K4 Canada

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FOR IMMEDIATE RELEASE  
January 15, 2021

## Reminder: Help reduce the spread of COVID-19

**Island-wide** — With COVID-19 cases on the rise, Island Health is asking people across our region to double down on their efforts to help stop the spread of the virus. COVID-19 is in all of our communities and everyone must continue to follow the steps we know are effective in reducing the risk of transmission.

On January 8, Provincial Health Officer Dr. Bonnie Henry extended Orders on all gatherings and events to February 5, 2021, at midnight. In addition to these Orders, it is also strongly recommended that everyone limit their travel between communities and outside of the province unless it is absolutely essential for work or medical care.

Here's what we must do to keep everyone safe:

- Limit our social interactions to our immediate household. Those who live alone must limit their social interactions to one or two people in their frequent bubble. The fewer people we see, the less chance of exposure.
- Wash our hands often – an easy and effective way to prevent the spread.
- Wear a mask in all indoor public settings, including all retail stores and restaurants, except when eating or drinking.
- Limit time in public places to essential trips for things like groceries and medications.
- If you are experiencing cold, influenza, or COVID-19 symptoms, even if they are mild, please stay home, self-isolate and visit [bc.thrive.health](https://bc.thrive.health) or Island Health's [website](#) to determine if you require testing.
- Testing is fast and easy – people aged 4 and older with symptoms of COVID-19 can be tested with a gargle test or nasopharyngeal swab and results are usually available within 24 hours.

Before calling to book an appointment for testing, please use the self-assessment tool at [bc.thrive.health](https://bc.thrive.health) to determine if you or your child needs a COVID-19 test. If a test is recommended, call 1-844-901-8442 to book an appointment (daily 8:30 a.m. - 8:00 p.m.). Testing is available by appointment only.

Thank you for continuing to do your part - everything you do now will make a difference in the days and weeks to come.

For more information on COVID-19 case numbers, visit Island Health's COVID-19 [dashboard](#) or the BCCDC COVID-19 [data hub](#). You can find more information on COVID-19 at [www.islandhealth.ca/covid19](https://www.islandhealth.ca/covid19).

**Date:** January 20, 2021 at 6:19:58 AM PST

**To:** undisclosed-recipients;

**Subject: Reminder: Canada Summer Jobs 2021 – Call for Applications / Rappel : Emplois d’été Canada 2021 – Appel de demandes**

**Subject:** Canada Summer Jobs 2021 – Call for Applications

The annual call for applications for the Canada Summer Jobs (CSJ) program is open until January 29, 2021.

To support employers through a period of economic recovery, we will fund up to 120,000 jobs for youth through CSJ 2021 - an increase of 40,000 jobs compared to last year. In addition, temporary flexibilities will be offered for CSJ 2021 to respond to the needs of employers and youth.

Applicants will be able to seek funding to hire youth between April 26, 2021 and February 26, 2022. While employers are encouraged to offer quality jobs on a full-time basis (35 hours per week), part-time jobs (minimum of 12 hours per week) will also be eligible for funding. This flexibility was introduced to enable hiring of youth outside of the summer period.

Approved employers from the not-for profit sector will still be eligible for a wage subsidy reimbursement of up to 100% of the provincial or territorial minimum hourly wage. Approved public and private sector employers will be eligible to receive a wage subsidy reimbursement of up to 75% of the provincial or territorial minimum hourly wage.

### **Are You Ready?**

Are you ready to:

- create quality work experiences for youth?
- provide youth with opportunities to develop and improve their skills?
- respond to national and local priorities to improve access to the labour market for youth who face unique barriers?

If yes, then apply for the Canada Summer Jobs funding! It is easier than ever. The application form for CSJ 2021 has been simplified to make it less time consuming for you to complete.

Remember to read [the Applicant Guide](#). It contains detailed information about the application process, including on how you can demonstrate the quality of your proposed job placement(s).

Should you have any questions about CSJ 2021 or the application process after reading the guide, please do not hesitate to contact Service Canada.

For more information:

Click: [www.canada.ca/canada-summer-jobs](http://www.canada.ca/canada-summer-jobs)

Call: 1-800-935-5555 (ATS: 1-800-926-9105)

Visit: [a Service Canada Centre](#)

If you are interested in attending an information session, please register here:

<https://www.eventbrite.ca/o/western-canada-and-territories-region-program-delivery-28784963083>

**Thank you for your interest in Canada Summer Jobs.**

Canada Summer Jobs Program

Program Delivery Branch

[Service Canada](#) / [Government of Canada](#)



Canada

**Subject:** Emplois d'été Canada 2021 – Appel de demandes

L'État pour l'appel des demandes de financement pour Emplois d'été Canada est maintenant ouvert jusqu'à le 29 janvier 2021.

Pour soutenir les employeurs pendant une période de reprise économique, nous financerons jusqu'à 120 000 emplois pour les jeunes grâce à EÉC 2021, soit une augmentation de 40 000 emplois par rapport à l'année dernière. En plus, des flexibilités temporaires seront offertes pour EÉC 2021 pour répondre aux besoins des employeurs et des jeunes.

Les employeurs pourront présenter des demandes de financement pour embaucher des jeunes entre le 26 avril 2021 et le 26 février 2022. Bien que les employeurs soient encouragés à offrir des emplois de qualité à temps plein (35 heures par semaine), des emplois à temps partiel peuvent également être admissibles au financement (minimum 12 heures par semaine). Cette flexibilité a été introduite pour permettre l'embauche d'étudiants en dehors de la période estivale.

Les employeurs approuvés pour financement du secteur à but non lucratif seront toujours admissibles à un remboursement de contribution salariale pouvant atteindre 100% du salaire horaire minimum provincial ou territorial. Les employeurs approuvés pour financement des secteurs public et privé seront admissibles à un remboursement de contribution salariale pouvant atteindre jusqu'à 75% du salaire horaire minimum provincial ou territorial.

### **EÉC 2021 - Êtes-vous prêt ?**

Êtes-vous prêt à :

- offrir des expériences de travail de qualité aux jeunes ?
- offrir aux jeunes des occasions de développer et d'améliorer leurs compétences ?
- répondre aux priorités nationales et locales afin d'améliorer l'accès au marché du travail pour les jeunes qui font face à des obstacles à l'emploi ?

Si oui, présentez une demande de financement pour le financement pour Emplois d'été Canada! C'est plus facile que jamais. Le formulaire de demande pour EÉC 2021 a été simplifié afin d'être plus rapide à remplir.

N'oubliez pas de lire: [le Guide du demandeur](#). Il contient des informations détaillées sur la manière dont vous pouvez démontrer la qualité de votre proposition d'emploi(s). Si vous avez des questions sur EÉC 2021 ou le processus de demande après avoir lu le guide, n'hésitez pas à contacter Service Canada.

Pour plus de renseignements :

Cliquez : [www.canada.ca/emplois-ete-canada](http://www.canada.ca/emplois-ete-canada)  
Composez : 1-800-935-5555 (ATS : 1-800-926-9105)  
Visitez : [un bureau de Service Canada](#)

Si vous souhaitez assister à une séance d'information, veuillez-vous inscrire ici :

<https://www.eventbrite.ca/o/region-de-louest-du-canada-et-des-territoires-direction-generale-de-lexecution-des-programmes-28787265085>

**Merci de votre intérêt pour Emplois d'été Canada.**

Emplois d'été Canada

Direction générale de l'exécution des programmes

[Service Canada](#) / [Gouvernement du Canada](#)





# Small and Medium Sized Business Recovery Grant Program

Fact Sheet for MLAs and Constituency Offices

The Small and Medium Sized Business Recovery Grant program provides fully funded grants to B.C. businesses to ensure they have the support they need throughout the COVID-19 pandemic. The program runs until March 31, 2021 or until the funds are fully allocated, whichever comes first.

<p><b>How much funding is available?</b></p>	<p>A <b>\$10,000 to \$30,000</b> grant is available to eligible small and medium sized B.C. businesses impacted by COVID-19.</p> <p>An <b>additional \$5,000 to \$15,000</b> grant is available to eligible tourism-related businesses.</p>
<p><b>Who is eligible?</b></p>	<p>Eligibility criteria were streamlined on <b>December 18, 2020</b>, to make it easier for businesses to qualify.</p> <ul style="list-style-type: none"> <li>• B.C. businesses must meet <b>all</b> eligibility criteria to receive a base grant of \$10,000 to \$30,000 (see Page 2).</li> <li>• Tourism-related businesses can qualify to receive an additional grant up to \$15,000 if they meet <b>all</b> the base grant eligibility criteria <b>and</b> the tourism grant top-up eligibility criteria (see Page 2).</li> </ul> <p>Businesses may determine their eligibility <a href="#">online</a>.</p>
<p><b>How does the Grant program work?</b></p>	<p><b>Step 1: Apply</b> Businesses apply for funding <a href="#">online</a>.</p> <p><b>Step 2: Develop a plan</b> If eligible, a business must develop a recovery plan. Professional service providers are available to help businesses plan for their recovery as needed.</p> <p><b>Step 3: Receive funding</b> Once a recovery plan is submitted and approved, funding is provided to implement plan.</p> <p><b>Step 4: Report</b> Businesses may be asked to submit to an audit of their recovery efforts and spending supported by the grant funding.</p>
<p><b>More information:</b></p>	<p>Visit the Small and Medium Sized Business Grant program website at: <a href="https://www2.gov.bc.ca/gov/content/economic-recovery/business-recovery-grant">https://www2.gov.bc.ca/gov/content/economic-recovery/business-recovery-grant</a></p>
<p><b>Need help?</b></p>	<p><b>Email:</b> <a href="mailto:BusinessRecoveryGrantProgram@gov.bc.ca">BusinessRecoveryGrantProgram@gov.bc.ca</a></p> <p><b>Phone:</b> 1-833-254-4357</p>

# Small and Medium Sized Business Recovery Grant Program

Fact Sheet for MLAs and Constituency Offices

## Eligibility Criteria:

<p><b>Base grant</b></p>	<p>A business must meet <b>all</b> eligibility criteria to receive a base grant:</p> <ul style="list-style-type: none"> <li>• Majority share of the business is owned by one or more B.C. residents</li> <li>• Business has been operating in B.C. for at least 18 months as of the date of application</li> <li>• Business’s sole or primary operations are located and conducted in B.C., is registered in B.C., is current and pays taxes in B.C.</li> <li>• Business is currently operating (seasonal or temporarily closed businesses are also eligible)</li> <li>• Business employs up to 149 people in B.C. for at least four months of the calendar year             <ul style="list-style-type: none"> <li>○ Includes businesses that had employees or contracted staff prior to February 1, 2020</li> <li>○ Businesses such as sole proprietorships and partnerships that do not have staff must have fixed costs related to tangible assets: property, plant or equipment</li> </ul> </li> <li>• Business had positive cash flow for the last financial statement, prior to February 1, 2020</li> <li>• Business experienced revenue losses compared to the same period of 2019 of:             <ul style="list-style-type: none"> <li>○ At least 70% at some point during March or April 2020 and</li> <li>○ At least 30% at some point during May 2020 to present</li> </ul> </li> <li>• Business’s ownership has not prepared the business for closure, dissolution or for sale following February 1, 2020</li> </ul> <p>Businesses may determine their eligibility and find out what they need to apply <a href="#">online</a>.</p>
<p><b>Tourism grant top-up</b></p>	<p>To receive the tourism grant top-up, a business must meet <b>all</b> base grant eligibility criteria <b>and</b> declare that a majority (50% or more) of their business is tourism-related as defined in the eligibility criteria.</p> <p>Tourism-related businesses are those that cater to persons travelling to and staying in places outside their usual environment for not more than one consecutive year for leisure business and other purposes.</p> <p>A list of eligible tourism sector and accommodation businesses is <a href="#">online</a>.</p>



## STAFF REPORT

For: Mayor and Council  
Prepared by: Ann MacDonald, CAO  
Meeting date: January 26, 2021, Committee of the Whole  
Subject: Application to Rezone 18 Sayward Road (M. Adama)

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### BACKGROUND

On June 15, 2020, the owner of 18 Sayward Road made application to amend the Village of Sayward Zoning Bylaw No. 304. The application is to rezone a 14-hectare portion of the 24.53-hectare parcel from Forestry One (F-1) to Residential One (R-1) and Commercial Two (C-2) to allow for 31 serviced residential lots and a 33-pad serviced Recreational Vehicle campground (attached.) The property is currently undeveloped with no services and to prepare for the development, the owner has been carrying out some road work, including rock blasting. The proponent has completed an engineering report that confirms the requirement for a booster pump to service the lots in higher elevations. An OCP amendment is not required as the proposed use falls within the existing Comprehensive Development Area 2 designation in the OCP.

On January 12, 2021, the applicant verbally advised staff of his plan to revise the application to allow for an RV Resort on the entire R-1 portion with possibly as many as 250 RV sites. The proposal is for the lots to be sold as strata lots and the applicant described a scenario where the RV's could be used for full time occupancy.

The property represents a significant portion of developable land in the Village. An upcoming review of Bylaw No. 308, Village of Sayward Official Community Plan is expected to identify the inventory of developable land to help direct future growth of the Village and to define the capacity of the infrastructure to accommodate new growth. The issues raised in this staff report reflect a preliminary analysis of the June 15<sup>th</sup> application for 18 Sayward Road given that the project is still in the planning phase and may change. If the applicant submits a revised project plan and application different and additional issues may be presented to the applicant with a request to address any new issues, in accordance with Part Five of the OCP.

Section 464 of the Local Government Act requires the Village of Sayward to conduct First Reading of the amended bylaw and to host a Public Hearing prior to final adoption of the zoning bylaw amendment. The Public Hearing is an important statutory step intended to allow the public to make representations to council respecting matters contained in the proposed amendment, prior to it being adopted.

Generally, the Official Community Plan contains a series of policy statements that guide future development, such as community values, housing needs and future land use plans. The zoning bylaw contains existing development rights and conditions for use and development of the land.

The two work together in that the zoning bylaw can ONLY be amended to comply with the official community plan. If a development plan does not comply with the OCP, the OCP must be amendment by Council prior to the zoning being amendment being considered. The plan provides for the future and the zoning provides for existing and current development rights. The future land uses are obtained through amendments to the zoning bylaw to reflect the policies and land use designations in the OCP.

This application is an example of this. District Lot 304 has been earmarked in the 2005 Village of Sayward OCP as a Comprehensive Development Area which acknowledges the potential of the parcel to be repurposed for tourism, recreation, and residential use by way of a zoning amendment. The parcel is located adjacent to the Sayward Marina and affords scenic views of the estuary, Kelsey Bay and Mt H'Kusam.

Section 4.2 Comprehensive Development Area 2, Bylaw No. 308, Village of Sayward Official Community Plan provides for the uses listed below. Appendix 1, attached, also list the policy requirements for a rezoning application in a CDA 2 area. The property is in a Development Approval Information area and this allows staff to work with the developer to assist in bringing the project forward to council in a way that enriches community benefits and mitigates negative impacts. See section 4.2 (5).

#### **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.

#### **DISCUSSION**

The proposed application has the potential to significantly increase the number of residential units in the Village from 159 to 190, a 20% percent increase in community residential units. This raises questions on the capacity the water and sewer infrastructure to accommodate any further growth given the limited capacity of the water treatment plant, the reservoir, and the sewage lagoon.

In addition to providing much needed economic benefits to the village through expanded residential development the proposal includes the development of an RV park. That too has the potential to bring economic benefits to the village as well as significant impacts.

There are several tools in place to assist the Village in working with a developer to assist in the finance and cost recovery of new infrastructure, as defined in the Local Government Act and Community Charter. There are also several established principles, such as that of “user pay” which is a guiding principle and established approach to fostering and managing growth in local government. Risk management, i.e., ensuring existing residents do not incur costs from a stalled development, and easing the administrative burden to developers.

Several financing options and tools are generally available to local governments to help pay for new infrastructure. This includes a Development Cost Charges Bylaws that apportions costs to each lot as it sells with fees payable at subdivision or at time of issuing a building permit; a Works and Services agreement generally administered through a Subdivision Bylaw; Extended Latecomer Agreements and finally, Negotiated Partnerships agreements on a project-by-project basis.

It isn't clear at this point what sort of tax revenues the Village can expect to receive as the project is in its preliminary phase but staff have made some effort to estimate revenues, as included in the table attached as appendix 2.

Council could explore these financing options with the developer.

This is a preliminary set of questions to help refine our understanding of the proposed project. Several questions need to be addressed by the applicant as follows. More questions are likely to follow as we move through the process.

#### 1. On-site Drainage and Water Management

Given the site topography of steep inclines, rock and significant natural drainage channels that serve to bring significant water and snow melt down from the mountain, questions remain as to how the drainage from the property will be managed. It will be important that all roadways in the campground be well drained and maintained in such a manner as to render them free from dust and that drainage culverts be installed. It will also be important to consider how the construction of new roads and impervious surfacing that change surface run off will impact the drainage below.

A Drainage Management Plan should be completed that shows how the onsite drainage from the property will be managed and incorporated into the Village of Sayward drainage infrastructure.

***Staff recommend that a Drainage and Water Management Plan be provided.***

#### 2. Campground Tenure Arrangements

Council will want to understand how the Strata Bylaws propose to address future tenure of the RV pads. This is important because the length of tenure will have a differing impact on traffic patterns. For instance, daily or weekly rentals will bring significantly more traffic movements in and out of the community during the busy summer months than would an RV that was parked and used by differing or the same persons without moving, i.e. short term rentals.

Please specify the breakdown of the RV park in terms of tenure including the number of rental pads, the number of recreational model rentals and the number of RVs that will be owner occupied. As you have proposed an RV campground, we assume this implies offering services for the travelling public, so please specify further on how the proposed Strata bylaws will provide for the tenure of the RV pads.

Please also be advised that the Village of Sayward Zoning Bylaw known as Bylaw No. 309 currently allows occupation of an RV under only certain conditions. The bylaw defines RV's as follows:

“Any structure, trailer, or vehicle used or designed to be used for temporary living or sleeping purposes and which is designed or intended to be mobile on land, whether or not self-propelled, but specifically excludes manufactured homes and park model trailers.”

The bylaw permits temporary use of an RV for a maximum of 365 days with a permit and with the possibility of a one-time extension. The bylaw does not envision that RVs would be occupied as permanent dwelling units.

Please specify how you envision the Strata Bylaws will address the issue of tenure and ensure that the RV's do not become full time residences requiring ongoing support from First Responders on a regular, year-round basis.

***Staff recommend that Council require a Traffic Impact Study to reflect the impacts on traffic and that the study be based on the densities and tenure proposed to be included in the Strata bylaw.***

### 3. Camping Spaces

Can you please reference any objective criteria such as RV campground design guidelines and standards that were used in the design of the RV campground? In the absence of standards, can you please specify and show on the site map the proposed minimum area in square metres?

In the absence of standards, please confirm that a minimum area of 84 square metres (904.2 square feet) per campsite is acceptable as a design standard, and that minimum size would be applied to a site map going forward to show the number of camping spaces?

Please specify how your Strata bylaws will address density and tenure by limiting the use of the strata lot to one (1) trailer or tent; and ensure that each travel trailer (RV) will be no closer than 3 metres (9.842 feet) to any roadway; and no closer than 7.5 metres (24.61 feet) to the boundary of the campground; and have one (1) conveniently located parking space adjacent to the roadway, all or part of which may be within any setbacks required in the revised zoning bylaw approved by Council?

***Staff recommend that Council consider specified lot size dimensions in the absence of RV Campground standards and guidelines.***

### 4. Buffer Area

Campgrounds generally include sufficiently landscaped buffering with at least a 7.5 metres (24.61 feet) wide buffer between any front lot line and at least than 4.5 metres (14.76 feet) wide adjacent to all other lot lines and within which no camping space, residential accommodation, parking, garbage disposal areas, privies, service buildings or recreational areas will be permitted in and stated in the Strata bylaws. Is this a standard you can agree to meet as to be defined in the final zoning bylaw?

The only roadways to be permitted in the buffer area other than those at right angles as and connecting directly with the roadway system contained within the remainder of the campground, and to be shown on site maps required above. Is this a standard you can agree to and can show on your maps going forward for bylaw amendment?

**Staff recommend that Council consider specified buffer areas be shown including dimensions and lot size dimensions on required site maps going forward for bylaw amendment.**

#### 5. Recreation Area

Given the location and size of the proposed campground some of the area of the campground should be set aside to serve the users as playgrounds, park, sports, games, social gathering, and social recreation.

These recreational areas must be shown on site maps and indicate where recreational areas will be located and how much the area is proposed to be set aside for recreation. Please keep in mind that Council will determine the required amount but please show on your maps what you are proposing and define its area amount that is reasonable and commensurate with the amount of campground area. Please do not include any buffer areas, parking areas, ancillary buildings, camping spaces, driveways, or storage areas in calculating this recreation use.

**Staff recommend that Council require a recreation area of the campground be set aside for use by the campground users as recreation and that this area be commensurate with the overall size of the campground, as determined by Council.**

#### 6. Lighting

Please describe what level of lighting you propose for the campground in terms of street and road lights. Please indicate which lighting will be owned by the Strata development and which lighting infrastructure will be transferred to the Village of Sayward. Please note how the lighting will fit into the otherwise "dark sky" presence that is currently valued by the residents of the village.

**Staff recommend that the application be revised to include more details regarding street and road lights.**

#### 7. Other Related Facilities

Please identify any other buildings and facilities that you proposed to construct to support the campground. This would include any owner and/or care takers residence, office space, business centre, retail store and please identify the general maximum floor area of each building proposed and its location.

#### 8. Customer Parking

Site maps should show the location of all user and customers parking including any holding areas.

#### 9. Access to the Site by First Responders

The dead-end roadways and cul-de-sacs have a turning circle at the end with a radius of at least 12 metres (39.37 feet). The plans need to demonstrate that each provide for ready access to first responder vehicles.

#### 10. Water and Sewage Servicing - Strata costs

We understand that as a strata development the campground will provide for water distribution from the property line to each RV lot using the Village of Sayward community water system that will be delivered to the property line. Council will want to know the general strata costs for water to ensure that there is some parity with village users.

#### 11. Sewage Disposal

We understand that as a strata development the campground shall provide for the disposal of all wastewater and human excretion generated within the campground by causing all sewage and wastewater to be discharged into the Village of Sayward community sewer system or into a private sewage disposal.

Please outline the plans for trailer sewage disposal and details the calculated capacity requirements of receiving the contents of trailer sewage. Again, this will vary according to the planned density and tenure arrangements, as will be provided for in the Strata bylaws. Plans for sewage collection and disposal based on the expected and planned for tenure and occupancy provisions need to be clear to Council and included in the Strata bylaws.

#### 12. Sewage Disposal Station

Please indicate the location of any planned trailer sewage disposal station. Please clarify how the station will be safely and easily accessed by a trailer and in such a way as not to disrupt regular traffic and any emergency vehicles. If known, add projected daily volumes of sewage that you propose will be introduced to the sewage lagoon.

***Staff recommend that Council require the site map to clearly identify where a sewage disposal station and privies will be located, how many privies will be installed and confirm that all privy buildings shall be meet the requirements of the Sewage Disposal Regulations under the Health Act and constructed and maintained against pests, rodents and wildlife, and that the applicant project daily sewage volumes to be entering the sewage lagoon.***

#### 13. Waste Disposal

Please advise how you intend to dispose of or arrange for disposal of garbage and refuse. As the roads will be owned by the strata and given that you have indicated in past that the strata roads will be cPage constructed to a different standard than those owned and maintained by the Village of Sayward, please confirm that your strata bylaws will make it clear that maintenance of the strata owned roads will be the responsibility of the Strata and clarify that the Village of Sayward will not be providing this service.

Do you intend to allow garbage pick up at each site, or a provide a central, bear proof container with pick up? Please show locations on site maps. Please clarify how the strata bylaws will seek to prohibit foul smelling, unsightly, and rodent and wildlife attractant

***Staff recommend that a Waste Disposal Plan be provided.***

#### 14. Road Construction in Riparian areas



Last June the owner commenced road construction work including blasting in areas defined as riparian areas in the Village of Sayward Official Community Plan (OCP). Section 3.2 of Bylaw No. 354, Riparian Area OCP Amendment, 2005 requires an owner to obtain an assessment by a Qualified Environment Professional (QEP) prior to any development in a defined riparian area.

The bylaw also requires the applicant to produce a Streamside Protection and Enhancement Area (SPEA), as prepared by a QEP. These steps did not occur. Riparian areas are defined in the Village of Sayward OCP as areas that are thirty (30) metres from top of the bank on all streams and ravines less than sixty (60) metres in width, and ten (10) metres from top of the ravine bank for ravines greater than sixty (60) metres in width.

***Staff recommend the applicant be required to comply with the bylaw prior to proceeding with any further work to ensure ongoing compliance with the Riparian Area Regulations.***

#### 15. Financial Viability of the Project and Proponent Financial Strategy / Potential Revenues to Village of Sayward

The Village of Sayward wishes to obtain some demonstration of the financial viability of the project. The property is currently delinquent with 2019 and 2020 property taxes overdue. It will be important for the proponent to demonstrate the project's financial strategy going forward.

#### 16. Archaeologic Assessment

The Strathcona Regional District carries out some planning services for the Village of Sayward and in so doing, has provided some consultation and analysis of this proposal. While consulting with First Nation governments the We Wai Kai Nation has requested that an Archaeological Impact Assessment be carried out in association with representatives of the We Wai Kai Nation.

***Staff recommend that an Archaeological Impact Assessment be carried out in the presence of representatives of the We Wai Kai Nation, and that this be done prior to any further ground or road work occurring on site.***

#### 17. Site Layout

The applicant is requested to provide final plans at a scale of 1:10,00 or more showing the following services and facilities prior to the application going forward for First Reading:

- a) a legal description of the land on which the proposed campground is to be constructed.
- b) the dimensions of any proposed buffer or park area that would be set aside at the time of subdivision.
- c) the number, location, and dimensions of all camping spaces.
- d) the location of any roadways that are proposed to be retained by the strata organization and those intended to become public roads that will be owned and maintained by the Village of Sayward.
- e) The location and dimensions of any owner's or caretaker's residence plot and building area.
- f) The location and dimensions of any common recreation area for the campground users.
- g) The location and general dimensions of area set aside for storage.

- h) The location of service buildings, sewage disposal provision or any other proposed structures including privies and sewage disposal sites.

**Staff recommend that Council require the applicant provide two (2) full sets of working drawings to a scale of 1:10,000 or more to show the above level of detail prior to the project going forward for the bylaw amendments.**

Part Five of the OCP identifies the property as being in a Development Approval Information Area which allows the village the opportunity to work with the landowner to realize benefits and mitigate impacts.

In summary, staff recommend the applicant provide the following prior to the application proceeding to First Reading:

1. The applicant be advised to comply with Bylaw No. 354, Riparian Area OCP Amendment, 2005 Bylaw 354, bylaw prior to proceeding with any further work to ensure ongoing compliance with the Riparian Area Regulations.
2. That council require a Traffic Impact Study to reflect the impacts on traffic and that the study be based on the densities and tenure proposed to be included in the Strata bylaw.
3. That a Drainage and Water Management Plan be provided.
4. That a Waste Disposal Plan be completed.
5. That the application be revised to include details regarding street and road lighting.
6. That Council require a recreation area of the campground be set aside for use by the campground users as recreation and that this area be commensurate with the overall size of the campground.
7. That Council consider specified buffer areas be shown including dimensions and lot size dimensions on required site maps going forward for bylaw amendment.
8. That Council consider specified lot size dimensions in the absence of RV Campground standards and guidelines.
9. That an Archaeological Impact Assessment be carried out in association with representatives of the We Wai Kai Nation, and that this be done prior to any further ground or road work occurring on site.
10. That the conditions of Part Five of the Village of Sayward Official Community Plan, Bylaw No. 308, be met.

## **RECOMMENDATION**

In considering the current and revised application council has several options:

***Option 1. Require further information before proceeding for First and Second Reading of the bylaw to amend the zoning.***

This step is important regardless of whether the applicant significantly revises his plan. Detailed information on the topics listed above will assist the Village in planning for any sized RV park being proposed by the developer.

***Option 2. Proceed to conducting First Reading to amend Bylaw No. 304, Village of Sayward Zoning Bylaw and set a date for the Public Hearing.***

Given the wide range of issues that Council requires further information on, this option could impose significant new costs to the developer. It makes sense for Council to deliberate on the application once it has had the opportunity to listen to the presentation by the developer.

***Option 3. Deny the amendment and encourage the applicant to reapply once the review of the Village of Sayward Official Community Plan is complete, likely Fall 2021.***

The Village of Sayward has recently received provincial funding to complete an update and review of Bylaw No. 309, Village of Sayward Official Community Plan. (OCP). Staff plan to bring the terms of reference to a February council meeting to launch the OCP review. The Local Government Act recommends a plan review every five years and this bylaw has not been reviewed since 2006. Given the impacts the proposed amendment has on the community, a comprehensive review of the OCP will assist Council in obtaining public input on future development in the Village of Sayward.

The OCP review will identify infrastructure capacity and requirements for new growth, identify areas for future development and conduct a housing needs assessment. This will assist Council in identifying priorities for the future and provide options for landowners and developers to work to develop housing options that may be specific to the needs of this community, such as patio housing for seniors and new affordable housing development projects that contribute to community vibrancy and financial health, and support infrastructure maintenance and its eventual replacement.

Sincerely,

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Ann MacDonald, MCIP, RPP  
Chief Administrative Officer

**PART FIVE Development Approval Information Requirements, Village of Sayward OCP**

Development applications in the Comprehensive Development Area 1, 2, and 3 shall meet the following criteria:

- 1) Demonstrate support and compliance with the justification and objectives of the applicable CDA.
- 2) Demonstrate compatibility with adjacent uses.
- 3) Demonstrate mitigation of potential negative impacts to the environment including the estuary, air quality, and water quality.
- 4) Provide links to the recreation access trails.
- 5) Provide adequate sewage treatment and disposal, water supply and distribution systems.
- 6) Provide adequate transportation links, access and off-street parking.
- 7) Demonstrate respect for the policies and regulations of senior agencies and work within the framework of senior government agency policies in close contact with agency personnel.
- 8) Satisfy the development approval information requirements.

**Part Five Development Approval Information Requirements**

In accordance with the policies and guidelines in this Plan, the following options are provided for the scope and nature of information the Village may require at the time of a rezoning, or development, in Comprehensive Development Areas 1, 2 and 3, Agriculture, Rural Residential, and Residential/Industrial designations. In addition to the application requirements in the “Bylaw Amendment, Permit Procedures and Fees Bylaw, 2000” being Bylaw No. 310, applications for subdivision, construction, rezoning, or development may require:

- 1) A Terms of Reference for the preparation of the development approval information. The Terms of Reference shall:
  - a) Specify professional expertise to be used for preparation of information, including their identity, qualifications, and experience.
  - b) Outline the information to be provided at each stage of approval and be accepted by the Village prior to the information being prepared.
  - c) A comprehensive plan at a scale of 1:10,000 or more detailed, with recommendations indicating proposed:
    1. Land use mix and density.
    2. Access, circulation and parking areas.

3. Subdivision pattern, consolidation or parceling (conceptual lot layout plan).
  4. Ecological and recreational access trails.
  5. Proposed phasing plan of the development.
  6. Mitigation measures, to show how undesirable environmental impacts will be mitigated or avoided.
- 2) An applicant may be required to prepare the following plans and they must be acceptable to Council:
- a) Sewage treatment and disposal system.
  - b) Stormwater management system.
  - c) Water supply and distribution system.
  - d) Community consultation strategy.
  - e) A buffering plan that protects adjacent land uses, that meets the objectives and policies of this Plan and that is acceptable to the Village.
  - f) An environmental assessment by registered professional(s) or other candidate deemed acceptable by Council and senior agency personnel, which assesses the impact of the proposed land uses on the surrounding community and ecological areas, and proposes mitigating measures, supported by:
    - 1) A fish and wildlife habitat inventory;
    - 2) A land use plan;
    - 3) A hydrological assessment of drainage patterns and proposed stormwater management facilities;
    - 4) A geotechnical stability assessment and recommendations if required by the B.C. Building Code;
    - 5) A traffic and parking impact analysis;
    - 6) An assessment of environmental impacts and proposed mitigating measures, including a vegetation management plan and an erosion and sedimentation control plan; and
    - 7) A written statement indicating compliance with the Land Development Guidelines and the No Net Loss (NNL) guiding principle for fish habitat, or where variance with the Land Development Guidelines or NNL is proposed, the extent of and rationale for the proposed variance.
- 3) To the extent that the proposed activity or development can reasonably be expected to have an impact on any of the following, the following may be required in the information to be submitted.
- a) The natural environment of the area affected, e.g. surface drainage and groundwater, ecosystems and vegetation, soils, and identification of areas of environmental sensitivity and any rare plant or animal species, and existing or proposed recreation access trails;
  - b) Public infrastructure in the area affected, e.g. local highways, water supply and sewage disposal systems including wells and ground sewage absorption systems, utilities, parks, local transportation services, local parking facilities and any other affected public services or infrastructure;
  - c) Agricultural or forest land reserve areas, or other existing land uses in the vicinity;
  - d) Aesthetic and heritage values associated with the property and its surroundings;
  - e) Child impact study;
  - f) Identification and evaluation of the impacts on the above resources, an assessment of the significance of the impacts and how they might be mitigated.
- 4) An applicant may request reconsideration by the Village of information requirements, setting out the grounds on which the information request is considered inappropriate and what, if any, alternative the applicant considers should be accepted.

Appendix 2.

**Class D Estimate of Anticipated Tax Revenues.**

**Calculation of potential tax revenue and user fee revenue  
Residential development at 18 Sayward Rd.  
(2020 averages and  
rates)**

	<b>Value \$</b>	<b># of units</b>	<b>Municipal tax rate</b>	<b>User Rates \$</b>	<b>Annual revenue \$</b>
<b>Residential - SFD</b>	236,163	31	0.0054394		39,822.28
<b>User fees (S/W/SW)</b>		31		851.08	26,383.48
<b>Residential - vacant</b>	44,852	31	0.0054394		7,563.03
<b>RV Pads - Land only</b>	600,000		0.0054394		3,263.65



## **STAFF REPORT**

For: Mayor and Council

Prepared by: Ann MacDonald, CAO

Subject: Highland Engineering January 2021 Proposal update Master Drainage Plan

Meeting date: February 2, 2021

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### **BACKGROUND**

The proposal is to update the Village of Sayward Master Drainage Plan completed in 2000. That plan provided a good summary of the drainage issues within the Village, but many of the recommendations were not implemented given the costs and resource shortages. In addition, and since that was more than 20 years ago, further work is required to assess the condition and capacity of existing pipes and culverts given their age and given the increase in storm surges and overall rainfall due to a changing climate.

### **DISCUSSION**

The Village of Sayward has ongoing drainage issues in the central area and along MacMillan Drive. This area, and in particular the northern portion of MacMillan Drive experiences regular flooding events after a heavy rainfall or snow melt. This results in regular sand bagging by residents being required at all hours of the day and night during these events, and since 2000 yards and crawlspaces are experiencing serious and increased flooding. As well, during high flows, water is overflowing the ditch along the trail that runs behind and above MacMillan Drive. This water then runs down the slope through private properties on MacMillan Drive.

During the last significant rain event in December 2020 staff contacted Highland Engineering to discuss the 2000 plans in today's context. Highland committed to tour the area without charge and to submit a proposal to update the plan.

The current proposal before Council in the 2021 Drainage Plan proposal includes the following scope of work:

- Compile existing data in a current base plan of drainage infrastructure, property information and contours
- Provide an assessment that factors in climate change projections to the year 2095
- Site assessment to confirm drainage elevations
- Assess status and condition of creek crossings on M Branch
- Recommendations for ongoing maintenance
- Preparation of Opinion of Probable Costs for recommended upgrades

The proposal is to work from the 2000 report and its recommendations, most of which the Village was not able to implement given the cost. Many of the recommendations from the 2000 report are expected to be current and still required though the price to carry out this work is likely to have significantly increased.

The cost to carry out this work is \$16,690.00 plus GST. Should Council opt to pursue this work the engineering team from Highland will commence work within 2 days and submit a final report within 5 weeks.

#### **RECOMMENDATION**

Recommended Resolutions:

THAT Highland Engineering be retained to update the Master Drainage Plan as proposed in their January 11, 2021 proposal, and;

THAT \$16,690 be appropriated from General Surplus funds to cover the cost of this work; and,

FURTHER THAT the 2021-2025 Financial Plan be adjusted accordingly, and;

FINALLY THAT staff be directed to seek grant funding opportunities to cover this costs and costs for carrying out the upgrades to the drainage system.

Sincerely,

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Ann MacDonald  
Chief Administrative Officer





## STAFF REPORT

For: Mayor and Council

Prepared by: Ann MacDonald, CAO

Subject: Emergency Support Services – Community Emergency Preparedness Fund

Meeting date: February 2, 2021

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### BACKGROUND

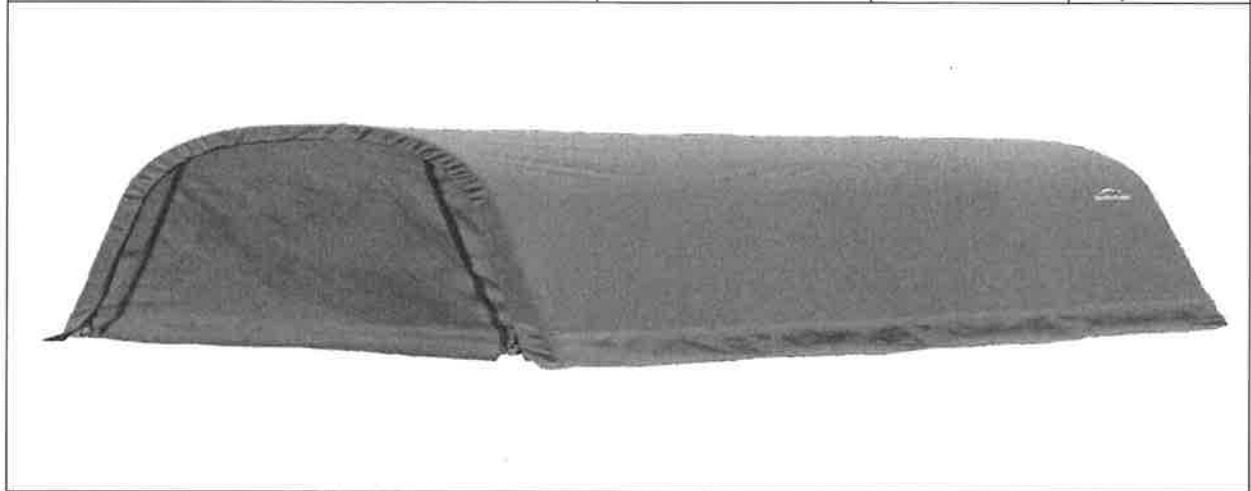
To consider a regional application with the Strathcona Regional District to the Community Emergency Preparedness Fund Emergency Support Services grant program from the Union of BC Municipalities (UBCM) to further the Village of Sayward's efforts to respond to emergency events by procuring mobile shelters; and procuring 25-year shelf-life emergency water.

### DISCUSSION

The Emergency Support Services funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$25,000.00. All local governments (municipalities and regional districts) and First Nations (bands and Treaty First Nations) in BC are eligible to apply. Eligible applicants can submit one application per intake, or as a partnering applicant in a regional application. It is proposed the Village of Sayward will be a partner applicant in a regional application with the Strathcona Regional District as the primary applicant. The deadline for the current intake is January 29, 2021. This is the fourth and final intake of this grant and the Union of B.C. Municipalities have informed staff that since the Village of Sayward has received this grant previously a regional application would have a higher chance of successfully receiving funding. It is proposed that the Strathcona Regional District allocate \$6,200 in their grant application to provide the aforementioned items for the Village of Sayward.

The Strathcona Regional District would manage the financial aspects of this project.

Item	Cost Per Unit	Units	Total Cost
10ft. wide x 15 ft. deep x 8 ft. high mobile enclosed shelter	\$300	4	\$1,200
12ft wide x 20 ft deep x 12 ft high mobile enclosed shelter	\$700	5	\$3,500
25-year shelf-life water	\$60 per 24	25	\$1,500
		<b>Total</b>	<b>\$6,200</b>



Providing support for a regional Emergency Support Services grant application requires a resolution stating that the Village of Sayward authorizes the Strathcona Regional District to oversee grant management on behalf of the Village of Sayward. This regional application partnership process was last used to modernize the Sayward Community Wildfire Protection Plan.

Section 3(1)(f) of BC Reg.380/95 (*Local Authority Emergency Management Regulation*) requires that local authorities coordinate the provision of food, clothing, shelter, transportation, and medical services to victims of emergencies or disasters, whether that provision is made from within or outside of the local authority.

Section 6(2) of the *Emergency Program Act* states that a local authority must prepare or cause to be prepared local emergency plans respecting preparation for, response to and recovery from emergencies and disasters.

**RECOMMENDATION**

Recommended Resolutions:

THAT the report from the Chief Administrative Officer be received.

THAT an application for financial assistance under the Community Emergency Preparedness Fund Emergency Support Services grant be authorized for submission to the UBCM in collaboration with the Strathcona Regional District; and

THAT the Village of Sayward authorizes the Strathcona Regional District to receive and manage the funds on behalf of the Village of Sayward if the application is successful.

Sincerely,

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Ann MacDonald, MCIP, RPP  
Chief Administrative Officer



## STAFF REPORT

For: Mayor and Council

Prepared by: Ann MacDonald

Subject: Review and Update of the Village of Sayward Official Community Plan – Terms of Reference, Urban Systems.

Meeting date: February 2, 2021

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### BACKGROUND

To consider the proposal from Urban Systems to review and update the Village of Sayward Official Community Plan, Bylaw No. 308. (attached)

### DISCUSSION

A community plan review can be a process that is very positive as it engages the whole community and is looking towards the future. The community plan is an expression that encourages citizens and their leaders to articulate the important values of the community and those values can be used to determine how the community grows and develops in the future. The plan is a forward-looking policy document that guides investment and local government decisions in a way that reflects the community's aspirations and their definition of what is important in their community.

The existing Village of Sayward Official Community Plan, (OCP) known as Bylaw No. 308 was adopted on December 27, 2000 and amended three times, as shown in Appendix 1. Much has changed in 21 years, and much remains the same. The intent of this exercise is for the community to express how the community may change in the future.

Over the past several years there has been a pattern of new residents choosing the quality of life that Sayward offers. This exercise will bring those newer and long termed residents together to discuss the future of the Village of Sayward along with the aid of a team of planning consultants who can facilitate those discussions so that some consensus is generated from a wide range of responses and interests.

The OCP sets direction in areas such as preservation of the environment, economic development, land use planning, growth management, housing, density, infrastructure, transportation, energy and emissions management, park planning, the social and cultural aspects of our community, community facilities and services, and the agriculture system.

This Plan generally reflects a 30 or more-year vision of the community to ensure that future councils, developers, and investors can make decisions in a way that brings those visions to life.

Part 13 of the Local Government Act prescribes the process to adopt and revise an Official Community Plan as well as its purpose and goals. While the Village of Sayward is not a participant of a Regional Growth Strategy as are 90% of BC residents who live in high growth regions, the *Local Government Act* requires that an official community plan address the same range of issues that a regional growth strategy would address, as listed in Appendix 2.

Current examples of updated community plans that express some of this can be reviewed through the links included in Appendix 3.

### **Key elements of the Urban Systems Proposal**

#### **1. Three hour kick off workshop with Council and staff.**

A key first step of the review will include a three-hour workshop with Council and staff on the topic of land use planning, specifically focusing on the basics of an OCP, including the legislative framework through the Local Government Act. This workshop will set the framework for a review that guides both the development and implementation of the OCP going forward. During this workshop, the consulting team will also facilitate a visioning exercise with Council and staff to obtain Council's vision and goals for Sayward as we look to what the future might hold for the community.

#### **2. Several Rounds of public engagement – Community Visioning Exercise.**

The team will commence with a future looking visioning-style set of questions to gauge public opinion. The objective of this first round of engagement is to listen to the community and acquire an understanding of the future goals of the people in Sayward. These questions will be high level and broad in scope to facilitate conversation. Staff will work with the consultants to develop the survey questions and bring the results to Council for its review. This portion of the review will seek to encourage residents to explore what the community might look like in 30 years, what values are important to protect, and others to nourish and grow.

#### **3. Community Survey**

This portion of the update will provide residents an opportunity to comment on a range of existing likes and aspirations for their community as well as potential policy and bylaw matters. Given the small number of residents the team expects to be able to make this process somewhat exhaustive with room for everybody to get involved. The survey will also provide the opportunity for residents to comment on future growth and development.

#### **4. Stakeholder Workshops.**

The workshops will engage key stakeholders in one -hour workshops. Included in this step, though not excluding other groups, and as a minimum this will include K'omoks First Nation, Island Timberlands, Western Forest Products, Nature's Trust of British Columbia, Strathcona Regional District, SD72Island Coast Economic Trust, (ICET), Sayward Futures, BC Ministries of Health, Education (SD72), Transportation and Infrastructure, RCMP, Canadian Coast Guard and Canada Post.

**5. Community Amenity Policies**

To identify amenities that the community will benefit and for which council can negotiate with proponents of new development in exchange for increased density. This may include amenities such as cash, infrastructure, and parks. There are some rules around amenities, such as that they can not be legislated by council and must be negotiated, they must be in a location that will benefit those affected by the new development and increased density and a negotiated amenity must be commiserate with the scale of development. After that, a community can negotiate the gift of an amenity that works for them. This section of the process can help identify amenities that the Village deems appropriate such as cash contribution toward a second water storage reservoir, new fire fighting equipment, new parks, or cash toward affordable housing initiative. Desired amenities can be quite broad. The community amenities are in addition to and over and above any servicing and infrastructure requirements that the developer requires to construct their project.

**6. OCP Mapping and Graphics**

This will enhance the ability of citizens, staff, investors, and Council to identify areas of growth, future development etc. and will be aligned with both the new website as well as the GIS services delivered to the Village by the Strathcona Regional District.

**7. Final Approval Process and Public Hearing(s)**

Urban Systems will assist in final approval and the required public hearing. This is an important and formal step in the process that occurs after First Reading of the new bylaw to amend the OCP and before Third Reading and Final Adoption.

**8. Policies, including Advocacy Policies**

While a revised OFP generally includes polices that Council is obliged to implement and comply with the plan also can include Advocacy Policies that can be forwarded to senior government agencies to advocate for different, better, or additional services and decisions. This may address issues in the Sayward Valley outside the Village boundaries, such as Electoral Areas, Agricultural Land Reserve matters, etc.

**FINANCIAL IMPLICATIONS**

The Urban System’s proposal includes a cost of \$50,000 for the plan review.

Staff were advised by Urban Systems in the Fall of 2020 that grant funding was available from UBCM to complete an age friendly OCP review. Urban Systems prepared the grant application on the Village’s behalf and were successful in obtaining \$25,000 for that work.

An additional \$15,000 has been provided from UBCM for a Housing Needs Analysis which will assist in covering this cost.

Finally, staff have applied for a \$10,000 grant to cover the costs of including Fire Smart Policies in the OCP. In the event funding is not approved for the remaining \$10,000 staff will seek other sources for the remaining \$10,000.

\$25,000	UBCM Age Friendly OCP Grant (approved)
\$15,000	UBCM Housing Needs Analysis Grant (approved)

\$10,000 2021 UBCM Community Resiliency Investment funding stream to reduce wildfire risk  
Fire Smart OCP Policies Council endorsed in October 2020, Grant decision Pending.

**\$50,000 TOTAL**

**COMMUNITY RELATIONS**

In addition to several opportunities for citizens to participate, staff and the consultants will be reaching out to carry out specific consultation with key stakeholders as listed as a minimum. The review of an OCP can involve the interests and needs of all age groups in the community with a series of community events. In addition to the steps and process mentioned above, the Village is currently deliberating an application to revise the Village of Sayward Zoning bylaw in order to construct an RV Park and a number of residential lots across from the Kelsey Bay Marina. The proponents and their agent, McElhanney Engineering and Planning has indicated their interest to participate and work with the village to complete the community plan.

**IMPACT OF A REVISED COMMUNITY PLAN**

Once adopted, a revised community plan will guide many of council’s decisions in future. The Local Government Act requires that any future rezoning decisions be made in compliance with the community plan. It may include a series of policies that can be used to seek grant funding as well as guide how investments in parks, housing and infrastructure occur in future.

**TIMING/NEXT STEPS**

Once approved, staff will firm up the schedule and timing of the work proposed. It is anticipated that the plan review will be complete by September 2021.

Once approved, staff will compile a list of existing and relevant documents to provide to the consultant. This will include at a minimum the Village Drainage Plan, The Working Waterfront Plan, completed economic strategies and plans, a range of bylaws and other relevant documents. We will also provide, through coordination with SRD, mapping and graphic standards and requirements in order that the OCP designations can be added to the Village of Sayward GIS (Geographic Information System).

**RECOMMENDATION**

Recommended Resolutions:

THAT Council receives the proposal from Urban Systems to review and update the Village of Sayward Official Community Plan; and;

THAT Council enter into a contract with Urban Systems to review and update Bylaw No. 308, Village of Sayward Official Community Plan for a sum of \$50,000 to be funded as follows:

\$25,000 UBCM Age Friendly OCP Grant (secured)

\$15,000 UBCM Housing Needs Assessment Grant (secured)

\$10,000 ESS OCP Firesmart Policies (pending).

Respectfully,

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Ann MacDonald  
Chief Administrative Officer



**Appendix 1. Amendments to Bylaw No. 308, Village of Sayward Official Community Plan**

<b>Bylaw No.</b>	<b>Adopted</b>	<b>Purpose</b>
<b>349 05-01</b>	<b>May 11/05</b>	Weyerhaeuser – changing the generalized future land use designation of part of District Lot 1604, Sayward District, except those parts in Plans 20197 and 21662 and part of the North East ¼ of the South East ¼ of Section 36, Township 4, Sayward District, except those parts in Plans 21662, 23763, 27978 and VIP54962, both located off of MacMillan Drive from “Forest Land Reserve” to “Residential”
<b>354 05-02</b>	<b>June 22/05</b>	To provide for the establishment of riparian assessment areas thirty metres from the top of bank on all streams and ravines less than sixty metres in width, and ten metres from the top of the ravine bank for ravines greater than 60 metres in width. Any new residential, commercial, or industrial development proposed within those areas will require the preparation of an assessment report and the authorization of the Department of Fisheries and Oceans. All provisions of the Riparian Area Regulation shall apply. Riparian Area Regulations from Province
<b>382</b>	<b>August 4, 2010</b>	To amend Schedule A, to reflect greenhouse gas reducing goals.

**Appendix 2. Local Government Act Excerpts.**

**Requirements and Purpose of an Official Community Plan**

- a) avoiding urban sprawl and ensuring that development takes place where adequate facilities exist or can be provided in a timely, economic and efficient manner;
- (b) settlement patterns that minimize the use of automobiles and encourage walking, bicycling and the efficient use of public transit;
- (c) the efficient movement of goods and people while making effective use of transportation and utility corridors;
- (d) protecting environmentally sensitive areas;
- (e) maintaining the integrity of a secure and productive resource base, including the agricultural land reserve;
- (f) economic development that supports the unique character of communities;
- (g) reducing and preventing air, land and water pollution;
- (h) adequate, affordable and appropriate housing;

- (i) adequate inventories of suitable land and resources for future settlement;
- (j) protecting the quality and quantity of ground water and surface water;
- (k) settlement patterns that minimize the risks associated with natural hazards;
- (l) preserving, creating and linking urban and rural open space, including parks and recreation areas;
- (m) planning for energy supply and promoting efficient use, conservation and alternative forms of energy;
- (n) good stewardship of land, sites and structures with cultural heritage value.

**Policy statements that may be included**

**474** (1) An official community plan may include the following:

- (a) policies of the local government relating to social needs, social well-being and social development;
- (b) a regional context statement, consistent with the rest of the plan, of how matters referred to in section 429 (2) (a) to (c) [*required content for regional growth strategy*], and other matters dealt with in the plan, apply in a regional context;
- (c) policies of the local government respecting the maintenance and enhancement of farming on land in a farming area or in an area designated for agricultural use in the plan;
- (d) policies of the local government relating to the preservation, protection, restoration and enhancement of the natural environment, its ecosystems and biological diversity.

(2) If a local government proposes to include a matter in an official community plan, the regulation of which is not within the jurisdiction of the local government, the plan may state only the broad objective of the local government with respect to that matter unless the minister has, under section 473 (1) (g), required or authorized the local government to state a policy with respect to that matter.

**Effect of official community plan**

**478** (1) An official community plan does not commit or authorize a municipality, regional district or improvement district to proceed with any project that is specified in the plan.

(2) All bylaws enacted or works undertaken by a council, board or greater board, or by the trustees of an improvement district, after the adoption of

- (a) an official community plan, or
- (b) an official community plan under section 711 of the *Municipal Act*, R.S.B.C. 1979, c. 290, or an official settlement plan under section 809 of that Act, before the repeal of those sections became effective, must be consistent with the relevant plan.

### **Purpose and Intent.**

**471** (1) An official community plan is a statement of objectives and policies to guide decisions on planning and land use management, within the area covered by the plan, respecting the purposes of local government.

(2) To the extent that it deals with these matters, an official community plan should work towards the purpose and goals referred to in section 428 [*purpose of regional growth strategy*].

**473** (1) An official community plan must include statements and map designations for the area covered by the plan respecting the following:

(a) the approximate location, amount, type and density of residential development required to meet anticipated housing needs over a period of at least 5 years;

(b) the approximate location, amount and type of present and proposed commercial, industrial, institutional, agricultural, recreational and public utility land uses;

(c) the approximate location and area of sand and gravel deposits that are suitable for future sand and gravel extraction;

(d) restrictions on the use of land that is subject to hazardous conditions or that is environmentally sensitive to development;

(e) the approximate location and phasing of any major road, sewer and water systems;

(f) the approximate location and type of present and proposed public facilities, including schools, parks and waste treatment and disposal sites;

(g) other matters that may, in respect of any plan, be required or authorized by the minister.

(2) An official community plan must include housing policies of the local government respecting affordable housing, rental housing and special needs housing.

(2.1) Unless a local government is exempted, or is in a class of local governments exempted, under section 585.11 [*application of this Division*], the local government must consider the most recent housing needs report the local government received under section 585.31 [*when and how housing needs report must be received*], and the housing information on which the report is based,

(a) when developing an official community plan,

(b) when amending an official community plan in relation to statements and map designations under subsection (1) (a) of this section, or

(c) when amending an official community plan in relation to housing policies under subsection (2) of this section.

(3) An official community plan must include targets for the reduction of greenhouse gas emissions in the area covered by the plan, and policies and actions of the local government proposed with respect to achieving those targets.

(4) In developing an official community plan, the local government must consider any applicable guidelines under section 582 [*provincial policy guidelines*]

**Requirement for a Public Hearing.**

**464** (1) Subject to subsection (2), a local government must not adopt

(a) an official community plan bylaw,

(b) a zoning bylaw, or

(c) a bylaw under section 548 [*early termination of land use contracts*]

without holding a public hearing on the bylaw for the purpose of allowing the public to make representations to the local government respecting matters contained in the proposed bylaw.

(2) A local government may waive the holding of a public hearing on a proposed zoning bylaw if

(a) an official community plan is in effect for the area that is subject to the zoning bylaw, and

(b) the bylaw is consistent with the official community plan.

**Public hearing procedures**

**465** (1) A public hearing under section 464 (1) must be held after first reading of the bylaw and before third reading.

(2) At the public hearing, all persons who believe that their interest in property is affected by the proposed bylaw must be afforded a reasonable opportunity to be heard or to present written submissions respecting matters contained in the bylaw that is the subject of the hearing.

(3) Subject to subsection (2), the chair of the public hearing may establish procedural rules for the conduct of the hearing.

(4) More than one bylaw may be considered at a public hearing and more than one bylaw may be included in a notice of public hearing.

(5) A written report of each public hearing, containing a summary of the nature of the representations respecting the bylaw that were made at the hearing, must be prepared and maintained as a public record.

(6) A report under subsection (5) must be certified as being fair and accurate by the person preparing the report and, if applicable, by the person to whom the hearing was delegated under section 469.

(7) A public hearing may be adjourned and no further notice of the hearing is necessary if the time and place for the resumption of the hearing are stated to those present at the time the hearing is adjourned.

**Appendix 3.**

[Official Community Plan Bylaw No. 990, 2014 – The Village of Cumberland](#)

[Whistler’s Vision and OCP | Resort Municipality of Whistler](#)

[Official Community Plan \(campbellriver.ca\)](#)

[Official Community Plan \(OCP\) | City of Kelowna](#)

[2-20161122 chow saratoga miracle beach lap powerpoint.pdf \(comoxvalleyrd.ca\)](#)

[Gabriola Island Official Community Plan \(islandstrust.bc.ca\)](#)

January 21, 2021

File: 1320.0003.01

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

**Attention: Ann MacDonald, Chief Administrative Officer**

**RE: Village of Sayward – Official Community Plan Review and Update**

Thank you for reaching out to Urban Systems Ltd. (Urban) to discuss updating the Village of Sayward's (Village) Official Community Plan (OCP). We are excited to support the Village in this important project.

## **PROJECT UNDERSTANDING**

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We understand that the Village would like the following addressed in the review and update of its OCP:

- Incorporate age-friendly planning principles
- Identify key housing and infrastructure needs in the community
- Evaluate opportunities to enhance community amenities
- Provide greater clarity for OCP policies
- Enhance the user-friendliness of the OCP through improved formatting, clear language and modern graphics and definitions
- Ensure modern policies and reflect recent legislative changes
- Address any general housekeeping issues identified by the Village
- Meaningfully engage residents and stakeholders within the Village

In addition to the elements identified above, we understand that the Village would like a process that is efficient and uses resources – including people, time and funds – effectively. With that in mind, we have worked hard to develop a work program that incorporates digital communication wherever possible and ensures that when travel is undertaken, multiple meetings are conducted within the trip in order to reduce time and cost.

## **PROPOSED WORK PROGRAM**

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The following includes an outline of the tasks involved with completing an Official Community Plan review and update:

### **Phase One – Background Review and Project Start Up**

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#### **Task 1.1 – Project Start Up Meeting**

We propose to have a teleconference start up meeting with the Urban and Village project teams. The purpose of this start up meeting will be to:

- Review work program and answer any questions that may have arisen
- Obtain input for an Engagement Plan, including level of engagement and identification of stakeholders
- Confirm deliverables and schedule, including establishing key milestone dates
- Discuss reporting procedures
- Discuss in detail the key topics identified by both the Village and Urban for inclusion in this update process, including method of incorporation
- Obtain background materials from the Village
- Discuss any optional tasks that the Village may wish to incorporate into the process

*Deliverable – Meeting Notes*

#### **Task 1.2 – Review and Analysis of Existing Documents**

This will include a review of any relevant documents to derive policies and other items which have implications for the OCP update.

#### **Task 1.3 – Community Baseline Report**

Based on our review and analysis of existing documents (see Task 1.2), we will prepare a community profile report that summarizes the current conditions in the community. It will also identify emerging trends, issues and opportunities. This report will include the following:

- Demographic profile and future population projections
- Preliminary housing needs assessment
- Infrastructure overview (e.g. water, sewer, storm, transportation and parks)
- Recreation and culture overview (e.g. facilities, programming, and services)
- Community service delivery overview (e.g. education and health care services)
- Assessment of land base (e.g. opportunities and development constraints)
- Overview of key environmental considerations
- Economic profile (e.g. employment trends and key redevelopment opportunities)

- Indigenous stakeholder overview

*Deliverable – Community Baseline Report*

#### **Task 1.4 – Prepare Draft Engagement Plan**

We will prepare a Draft Engagement Plan that will outline what public engagement we propose to undertake. The Engagement Plan will consist of two rounds of public engagement – one at the onset of the OCP process and one at the closure.

Our methodology is to find efficiencies in the engagement process while ensuring that we have ample and clear feedback from all stakeholders, including the community, Council and staff. Part of the development of this engagement plan will be to identify key stakeholders and to identify how stakeholders will be engaged with. The draft engagement plan will be submitted to the Village for review and comment.

*Deliverable – Draft Engagement Plan*

#### **Task 1.5 – Finalize Engagement Plan**

Once the Village has reviewed the engagement plan, we will have a telephone call to obtain any feedback and identify revisions that the Village would like to see made. With that information, we will make one round of revisions and finalize the engagement plan.

*Deliverable – Final Engagement Plan*



## **Phase Two – Consultation and Engagement (Round 1)**

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### **Task 2.1 – Prepare Engagement Materials**

In this task, we will prepare the engagement materials used to promote the engagement, as well as the actual materials to be used at the public engagement. This includes development of a community survey that will be a primary tool to collect community feedback during COVID-19.

### **Task 2.2 – Council and Staff Workshop – OCP 101 And Visioning**

We will host a three-hour workshop with Council and staff on the topic of land use planning, specifically focusing on the basics of an OCP, including the legislative framework through the *Local Government Act* that guides both the development and implementation of an OCP. During this workshop, we will also facilitate a visioning exercise with Council and staff to obtain their vision and goals for Sayward as we look to what the future might hold for the community.

*Deliverable – Facilitated Council and Staff Workshop: OCP 101 and Visioning*

### **Task 2.3 – Public Engagement Round 1 – Visioning and Goals**

The first round of public engagement is proposed to occur at the onset of the OCP review and we anticipate this engagement occurring the same day as the Council and staff workshop in Task 2.2 above. We will carry out the engagement activities identified in the Engagement Plan for the various identified stakeholders, including the public and Council. We will draft promotional materials for engagement and send them in draft format for Village staff for review, prior to engagement events and activities.

The initial round of public engagement will be designed in an open-ended manner, where we will be asking visioning-style questions, including ones to gauge the public's opinions on the previously identified areas of incorporation. The objective of this round of engagement is to listen to the community and acquire an understanding of the future goals of people in Sayward. These questions will be high level and broad in scope in order to facilitate conversation.

In this process, we will also answer any questions that may arise about the OCP process, including what an OCP is, its purpose, how information gathered in the engagement sessions will be incorporated into the document, and any other questions the community may have.

We will send the Village a brief summary of the engagement conducted with each stakeholder as well as the overall direction desired by the community. This feedback will be used to inform and guide the development of the OCP.

*Deliverable – Engagement Round 1 – Visioning and Goals Summary Report*

### **Task 2.4 – Community Survey**

The survey prepared in Task 2.1 will be initiated. We recommend posting the survey online and in-person at key locations and at the Public engagement (Task 2.3) and for a period of at least 4 weeks to allow for sufficient opportunity for public feedback. The survey timing will be confirmed in the engagement plan (see Task 1.4).

*Deliverable – Community Survey and Summary Memo*

### **Task 2.5 – Stakeholder Workshops**

We will host a series of one-hour workshops with key stakeholders prior to the open house (Task 2.3). A broad range of stakeholders will be consulted to allow key voices to be heard. Stakeholder workshops will be grouped based on organizations within logical groupings to facilitate the discussion (e.g. the fire department and RCMP in a community safety grouping). We feel this will be the most effective use of the project team's efforts, as well as have the added benefit of encouraging a dialog between mutually aligned stakeholders and the project team. However, we anticipate stand alone workshops with representatives from Western Forest Products, Island Timber, K'omoks First Nation and the Nature Trust.

*Deliverable – Summary Memo*

### **Task 2.6 – Staff Workshop – Visioning and Review Engagement Round 1**

We will hold a two-hour virtual workshop with Village staff. The purpose of this workshop will be to review the Engagement Round 1 Summary Report that will include feedback from all identified stakeholders, including the public and Council and staff. In this workshop, we hope to receive direction from the Village moving forward with the development of draft objectives and policies in the next phase.

*Deliverable – Facilitated Staff Workshop – Engagement Round 1 Review*

## **Phase Three – Develop Draft Official Community Plan**

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### **Task 3.1 – Draft OCP**

Following the visioning engagement undertaken with Council, the public and Village staff, we will be in a position to develop a draft OCP that reflects the direction provided by the community, current legislation and best practices and trends. As we develop the draft OCP, we will compile a list that identifies bylaws, studies, policies, and documents that may need to be updated as a result of the direction of the OCP. This list will enable the Village to ensure that their municipal documents are complementary and do not conflict with one another.

*Deliverable – Draft OCP*

### **Task 3.2 – Community Amenity Policy**

In 2008, assessed several development finance and amenity contribution tools and make a series of recommendations to the Village of Sayward. We will update the report that was produced in 2008 develop a draft community amenity policy within the Draft OCP.

*Deliverable – Draft Community Amenity Policy (within OCP)*

### **Task 3.3 – Update OCP Mapping and Graphics**

If mapping changes are identified, we will prepare mapping in conjunction with the preparation of the draft OCP. ESRI ArcGIS will be used to prepare the maps. We have assumed the Village can provide Urban with the electronic mapping data in either GIS or AutoCAD in order for us to prepare any mapping updates necessary. In addition to this, we will seek out opportunities to incorporate graphics into the draft OCP at this time as well, and will prepare and incorporate those.

*Deliverable – Updated OCP mapping and graphics*

### **Task 3.4 – Staff Workshop – Review Draft OCP, Mapping, and Graphics**

We will facilitate a three-hour virtual workshop with Village staff to review the draft OCP, including mapping and graphics. At this workshop, we hope to gain input from Village staff on the draft OCP, mapping and graphics, and identify any revisions that may be required before presenting the draft OCP to Council.

*Deliverable – Facilitated Staff Workshop: Review of Draft OCP*

### **Task 3.5 – Revise Draft OCP based on Staff Direction**

Based on feedback from the Village staff, we will revise the draft OCP, mapping and graphics. We have allocated time for one round of revisions to the document at this time. The revised version of the draft OCP, including all mapping and graphics, will be provided to the Village.

*Deliverable – Revised Draft OCP, mapping and graphics*

### **Task 3.6 – Council Workshop – Review Draft OCP and Mapping**

For this task, Urban will present the draft OCP to Council and facilitate a workshop highlighting key changes in the document. This workshop is critical as it is the first opportunity that Council will have to see the draft OCP.

*Deliverable – Facilitated Council Workshop: Review Draft OCP*

## **Phase Four – Consultation and Engagement (Round 2)**

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### **Task 4.1 – Prepare Engagement Materials**

In this task, we will prepare the engagement materials used to promote this final engagement, as well as the actual materials to be used at the public engagement.

### **Task 4.2 – Public Engagement Event Round 2 – Reviewing Draft OCP**

We will carry out the engagement activities identified in the Engagement Plan for the same stakeholders in the previous rounds of engagement. We will draft promotional materials for engagement and send them in draft format for Village staff for review, prior to engagement events and activities. The draft OCP will also be made publicly available for the engagement activities.

This round of engagement will be designed to provide information to the community on the draft OCP and highlight how the community's input has helped shape these documents.

We will prepare a brief Engagement Summary report and provide it to the Village for review. Any feedback received will be evaluated by the Village and Urban to determine if any final revisions are required to the OCP.

*Deliverable – Engagement Round 2 – Summary Report*

### **Task 4.3 – Staff Workshop – Review Engagement Round 2**

We anticipate having a maximum two-hour virtual workshop with Village staff to discuss the final engagement and if any revisions to the OCP are required at this time.

*Deliverable – Facilitated Staff Visioning Workshop (Teleconference)*

### **Task 4.4 – Submit Final Draft OCP**

Based upon the direction provided by staff, Urban will undertake any final revisions to the document and submit a final draft to the Village.

*Deliverable – Final Draft of OCP*

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#### **Task 4.5 – Council Update – Final Draft of OCP**

For this task, Urban proposes preparing a summary brief for Village staff to present to Council to highlight any final revisions that have been made to the OCP stemming from the final engagement and the legal review that it is recommended that the Village undertakes (see *Optional Task* below).

*Deliverable – Council Update – Summary Brief*

## **Phase Five – Official Community Plan Approvals**

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### **Task 5.1 – Submit Final OCP to Village for First Reading**

We will ensure that the final document is complete for First Reading by working with the Village to ensure the document is in order, including the formal OCP and all required schedules.

*Deliverable – Final OCP*

### **Task 5.2 – Approvals Process**

The Village of Sayward staff will take the OCP through the formal approval process. Urban Systems will be available to help answer questions over the phone or online (e.g. Zoom), however, will not be preparing materials required for final approvals.

### **Task 5.3 – Project Wrap Up**

Once the project deliverables have been submitted, we propose to have a project wrap up meeting and debrief with the Village to reflect back on how the project was delivered. This meeting also serves as an opportunity to discuss what elements of the project worked well and if there were areas that could be improved. Urban greatly values the opportunity to continue our relationship that we have with the Village of Sayward and look forward to any feedback that the Village can provide. The project wrap-up enables us to always ensure that we are providing the best service at all times to our great clients. This task is completed in-kind by Urban and is not included in our fee estimate.

## OPTIONAL TASKS

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In addition to the work program presented above, Urban would like to propose the optional tasks identified below for the District's consideration. Please note that the fee estimate provided below does not include any costs for these optional tasks.

- **Additional Public Engagement – Focus Groups**

This optional public engagement includes the incorporation of a variety of focus groups in the initial OCP engagement. These focus groups could include: youth, First Nations and Elders, business organizations, social service organizations and seniors, as well as any other groups identified by the District. The engagement with these focus groups could also help meet the requirements of the UBCM Age-Friendly Grant, should the District be successful in its application of this grant. One of the elements of the Age-Friendly grant is to undertake engagement with seniors and Elders in planning projects and/or to add an age-friendly/seniors/Elders lens to existing plans and policies. As a certain amount of this engagement would be done through the OCP process regardless, this engagement could have a more focused approach to engaging with those key groups within the community. This engagement would provide excellent additional insights for policies in the OCP and serve to identify how to build a greater sense of community for all demographics. Furthermore, a summary of the engagement and key insights heard from an age-friendly perspective would be compiled and used to guide policy development in the OCP around ensuring Sayward as an age-friendly community, as well as the preparation of an Age-Friendly Action Plan.

- **Creation of Development Permit Guidelines**

In addition to updating the OCP, the Village may wish to consider establishment of Development Permit Guidelines. Development Permit Guidelines allow the Village to provide key direction on the form and character of development and to protect important features within the community.

- **Legal Review of OCP**

We recommend that the Village undergo a legal review of the OCP. If the Village wishes, we can facilitate the legal review of the Final Draft of the OCP to ensure compliance with all aspects of the Local Government Act and complete all edits that result from this review. Alternatively, the Village can arrange the legal review with its solicitors and Urban will address any edits that result from that review.

- **Attendance at Public Hearing**

Should the Village desire, Urban can be available to attend the Public Hearing for the OCP and be available to address any questions that arise. The timing of the Public Hearing will be contingent on Council's agendas.

## FEE ESTIMATE

Our proposed budget to complete the work outlined in the proposal is \$50,000 lump sum. 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 – Project Start Up and Background Review	\$7,500
Phase Two – Official Community Plan Visioning Engagement	\$11,500
Phase Three – Develop Draft Official Community Plan	\$18,000
Phase Four – Official Community Plan Wrap-Up Engagement	\$11,500
Phase Five – Official Community Plan Approvals	\$1,500
<b>Total</b>	<b>\$50,000</b>

## 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.
- Zack Haigh - Project Planner**  
 Zack is a land use planner based out of our Courtenay office. Zack will work closely with Jake and other team members to help facilitate community meetings and develop polices and regulations.
- Sydney Rankmore - Junior Planner**  
 Sydney is a community planner based out of our Courtenay office. Sydney will work closely with team members to help facilitate community meetings and develop polices and regulations.
- Dr. Pamela Shaw, MCIP, RPP - Senior Advisor**  
 Pam is the Director of Vancouver Island University's Master of Community Planning Program. She would help coordinate students and provide senior review.
- Masters Students from Vancouver Island University**  
 Students would work closely with Jake, Zack and Pam. They would conduct research, facilitate community meetings and prepare updates to the draft plan.



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## CLOSURE

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Thank you again for the opportunity to submit this work program to update the Village's OCP and Zoning Bylaw mapping update. We are excited at the prospect of working with the Village on developing modern and user-friendly documents that is imperative for future planning. 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.

Sincerely,

URBAN SYSTEMS LTD.

A handwritten signature in blue ink, appearing to read "Zack Haigh".

Zack Haigh MCP  
Community Planner

/ZH

A handwritten signature in blue ink, appearing to read "Jake Hughson".

Jake Hughson, RPP MCIP  
Community Planner

January 24, 2021

Village of Sayward  
Attn: Mayor, Council and Chief Financial and  
Administrative Officers.

Ladies and Gentlemen:

Re: Committee of the Whole Meeting  
Tuesday, January 26, 2021  
7:00 pm

Please accept this as formal notice of my strong objection to our Village Council hearing ANY submission or application for the subdivision of property at 18 Sayward Rd. while:

A) There is overdue/outstanding property taxes owing to OUR VILLAGE from this property owner. Any property owner with that amount property tax outstanding would be facing a property tax sale.

And

B) There has been no acknowledgement of or attempt to remediate the damages done to sensitive riparian areas ..... as identified by the Ministry of the Environment. (i.e..... the diversion and bulldozing shut of a salmon-bearing stream to avoid the environmentally correct need to provide an under-road culvert beneath the road accessing the owner's property.

I am expecting the courtesy of these items being read to the record, added to the agenda AND publicly announced at the meeting for the advisement of the Sayward public. I am also expecting that Mayor and Council address these issues with the "developer" who has been granted the courtesy of participating in the meeting..... something which the public has not.

Respectfully,

  
Lee Ettinger