



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
FEBRUARY 21, 2023 - 7:00 PM
COUNCIL CHAMBERS**

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

1. Call to Order

2. Introduction of Late Items

3. Approval of Agenda

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for February 21, 2023, be approved.

4. Minutes of Previous Meetings

Recommended Resolution:

THAT the minutes from the Regular Council meeting held on February 7, 2023, be adopted.

THAT the minutes from the Committee of the Whole meeting held on February 14, 2023, be adopted.

5. Petitions and Delegation

a) Serena Gill and Sean Manzer, property owners 711 Kelsey Way RE: Development Proposal Update

b) Mr. Chris Cowley, General Manager, Mainroad North Island Contracting LP re: Winter Maintenance Procedures

6. Correspondence

a) Email from concerned citizen – RE: Nurses need help

b) Letter from Honourable Anne Kang, Ministry of Municipal Affairs - Growing Community Fund (Ref: 272022)

c) Letter from Steven F. Kozuki, Executive Director, Forest Enhancement Society of British Columbia RE: FESBC 2023 Accomplishments Update

Recommended Resolution:

THAT correspondence a) to c) be received

7. Council Reports - None

8. Reports of Committees - None

9. Mayor’s Report - None

10. Unfinished Business - None

11. Staff Reports

a) Sayward Legion and Village Service Agreement (Share Shed) – Keir Gervais, CAO

Recommended Resolutions:

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

THAT Council approve the renewal of the Sayward Legion and Village of Sayward Working Agreement - Share Shed for one (1) year; and,

THAT Council authorize the CAO to execute said Service Agreement on behalf of the Municipality.

b) Regional Grant Opportunity – Salmon River Flood Storymap – Keir Gervais, CAO

Recommended Resolutions:

THAT the report from the Chief Administrative Officer be received.

THAT as part of the Village of Sayward’s ongoing work in relation to disaster risk reduction that an application for financial assistance under the Intake #2 2023 Disaster Risk Reduction / Climate Adaptation grant be authorized for submission to the UBCM in collaboration with the Strathcona Regional District; and

THAT the Strathcona Regional District be authorized to receive and manage the funding on behalf of the Village of Sayward if the application is successful.

c) Village of Sayward Audit Planning Report – Lisa Clark, CFO/CO

Recommended Resolution:

THAT Council receive the Village of Sayward Audit Planning Report for information and discussion.

d) Grant Opportunity: Rural Advisory Program – Keir Gervais, CAO

Recommended Resolutions:

THAT Council receive the Grant Opportunity: Rural Advisory Program Report.

THAT Council directs Staff to complete and submit a grant application to Island Coastal Economic Trust’s Rural Advisory Program for the purpose of funding a Community-based Advisor for a one-year term.

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

13. Bylaws

a) Code of Conduct Amendment Bylaw No. 495, 2023

Recommended Resolution:

THAT Code of Conduct Amendment Bylaw No. 495, 2023 be given fourth and final reading.

14. New Business

15. Public Question Period (maximum 15 minutes)

Mayor: “The purpose of the public question period is to enable citizens to ask questions of Council about issues that are important to the citizen asking the question. Speakers are asked to limit their questions to one each and, if time permits after everyone has had an opportunity to ask questions, speakers may ask a second question. Citizens will be asked to state their name and address.”

16. In Camera

Recommended Resolution:

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

- 90(1)(c) labor relations or other employee relations,
- 90(1)(k) negotiations and related discussion respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of council, could reasonably be expected to harm the interests of the municipality if they were held in public.

17. Adjournment



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
FEBRUARY 7, 2023
COUNCIL CHAMBERS**

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

Present: Mayor Mark Baker
Councillor Scott Burchett
Councillor Kohen Gilkin
Councillor Sue Poulsen
Councillor Tom Tinsley

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

1. Call to Order

Meeting was called to order at 7:00 PM

2. Introduction of Late Items

a) Mayor Baker requested the subject of a letter of support for North Island Forestry be added to the agenda - added to 9. Mayor's Report.

3. Approval of Agenda

**MOTION R23/40
MOVED AND SECONDED**

THAT the agenda for the Regular Meeting of Council for February 7, 2023, be approved as amended.

CARRIED

4. Minutes of Previous Meetings

**MOTION R23/41
MOVED AND SECONDED**

THAT the minutes from the Regular Council meeting held on January 24, 2023, be adopted.

THAT the minutes from the Committee of the Whole meeting held on January 31, 2023, be adopted.

CARRIED

5. Petitions and Delegation - None

6. Correspondence

- b) Decriminalization – FAQ, Liquor and Cannabis Regulation Branch, Ministry of Public Safety and Solicitor General
- c) Email from Village of Sayward resident - RE: Further examples of db ratings around the 400 area of Macmillan
- d) Email from Village of Sayward resident - RE: In regards to proposed Noise Nuisance Bylaw amendment for the consideration of Village Councillors and Mayor Baker

MOTION R23/42

MOVED AND SECONDED

THAT correspondence a) to c) be received.

CARRIED

7. Council Reports - None

8. Reports of Committees - None

9. Mayor's Report

- a) **Mayor Baker – Designating a second Public Question Period to the beginning of all regular Council meetings and Committee of the Whole meetings – verbal report.**

MOTION R23/43

MOVED AND SECONDED

THAT Council receive and discuss the public question period verbal report from Mayor Baker; and,

THAT Council include a public question period at the beginning of regular council and Committee of the Whole meetings; and,

THAT speakers be limited to a maximum of 2 minutes of speaking time; and,

THAT Staff be directed to prepare an amendment to Bylaw No. 416 Village of Sayward Council Procedure Bylaw, 2015 for Council's consideration.

CARRIED

- b) **Mayor Baker - Recommendation of creating a joint letter of support for the Forestry Industry on Northern Vancouver Island with other North Island Mayors & Council, Strathcona Regional District, & Indigenous Governments. Letter to be sent to the Provincial Government addressing the current reduced Allowable Annual Cut (ACC) and the increasingly long timeframes of obtaining permits – verbal report.**

MOTION R23/44

MOVED AND SECONDED

THAT Staff & Mayor Baker bring a draft letter of support for the North Island Forestry Industry to the next regular Council Meeting.

CARRIED

10. Unfinished Business - None

11. Staff Reports

a) Memorial Plaque for former Mayor John MacDonald – Keir Gervais, CAO

** Cllr Poulsen declared a conflict of interest and left the meeting*

MOTION R23/45

MOVED AND SECONDED

THAT Council receive and discuss the supplier's proof for the Memorial Plaque for former Mayor John MacDonald; and,

THAT Council approve the supplier proof and authorize staff to order the Memorial Plaque, after clarifying wording with Mrs. Poulsen.

CARRIED

** Cllr Poulsen returned to the meeting*

b) 2023 Strategic and Financial Planning Process – Keir Gervais, CAO

MOTION R23/46

MOVED AND SECONDED

THAT Council receive the 2023 Strategic and Financial Planning Process report; and,

THAT the COW meeting planned for February 14th at 7:00pm be rescheduled to occur 1:00-7:00pm; and, be closed to the public; and,

THAT a COW meeting be planned for February 28th at 7:00pm; and,

THAT the Council meeting planned for March 7th be cancelled.

CARRIED

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

13. Bylaws

a) Revenue Anticipation Bylaw No. 493, 2023

MOTION R23/47

MOVED AND SECONDED

THAT the Revenue Anticipation Bylaw No. 493, 2023 be given fourth and final reading.

CARRIED

b) Remuneration Amendment Bylaw No. 494, 2023

MOTION R23/48

MOVED AND SECONDED

THAT Remuneration Amendment Bylaw No. 494, 2023 be given fourth and final reading.

Opposed Cllr Burchett

CARRIED

c) Code of Conduct Amendment Bylaw No. 495, 2023

MOTION R23/49

MOVED AND SECONDED

THAT Code of Conduct Amendment Bylaw No. 495, 2023 be given first, second and third reading.

CARRIED

14. New Business- None

15. Public Question Period

16. In Camera

MOTION R23/50

MOVED AND SECONDED

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

- 90(1)(k) negotiations and related discussion respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

17. Adjournment

The meeting was adjourned at 8:25 pm

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
COMMITTEE OF THE WHOLE MEETING MINUTES
FEBRUARY 14, 2023
COUNCIL CHAMBERS**

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

Present: Mayor Mark Baker
Councillor Scott Burchett
Councillor Kohen Gilkin
Councillor Sue Poulsen
Councillor Tom Tinsley

In Attendance: Keir Gervais, CAO
Lisa Clark, CFO/Corporate Officer

1. Call to Order

Meeting was called to order at 1:01 PM

2. Introduction of Late Items - None

3. Approval of Agenda

MOTION C23/4

MOVED AND SECONDED

THAT the agenda for the Committee of the Whole Meeting of Council for February 14, 2023, be approved.

CARRIED

4. Petitions and Delegations - None

5. Correspondence - None

6. Council Reports - None

7. Reports of Committees - None

8. Unfinished Business - None

9. Staff Reports - None

10. New Business - None

11. Public Question Period

12. In-Camera

**MOTION C23/5
MOVED AND SECONDED**

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

- 90(1)(k) negotiations and related discussion respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

13. Adjournment

The meeting was adjourned at 6:54 PM

Mayor

Corporate Officer

Village of Sayward

From: Marie Beaton <mariemajor8@hotmail.com>
Sent: February 4, 2023 9:25 AM
To: Village of Sayward
Subject: Nurses need help



To BC Rural Mayors and Council Members;

BC nurses who are not allowed to work in our province, sent out an email last week providing some information on what we have encountered with the BC Government, the BC Nurses Union and the Health Authorities. We did receive some responses from various councils asking how they could be of assistance.

The driving force of a productive, safe, well functioning society is the protection of the worker. Currently 1 in 3 workers in BC are unionized, which means that 1/3 of the workforce is dependent on unions to represent and protect the wellbeing of its members and ensure that employment contracts are upheld. Unionized employees do not have the legal right to protect themselves from breaches in employment contract, this responsibility has been transferred to unions.

When employees are not protected, services to the public are not protected. And we have seen, in the last year, the domino effect of bad government policy significantly impacting public access to services in many sectors. One of the most significant contributing factors to the demise of our current social services, was the lack of union response to blatant breach of policies and agreements.

Why does this matter?

If unions are not functioning in their intended purpose of holding the employer (in this case the BC Provincial Government) accountable, there is no possible way to hold governments accountable. If we have indeed, entered a season wherein unions are cooperating with government rather than protecting workers, we lose the ability to maintain balance in power levels. (The YouTube video provides a detailed story of what nurses experienced with the BC Nurses Union).

What can rural communities do?

- Many communities have rescinded mandatory vaccination policies but have not returned workers back. Instruct your workers' unions to get these employees back to work in 30 days. Every jurisdiction will have to take responsibility for its own actions. Step up and start the process to reinstate and provide restitution. Then go after the BC Government for the costs of that restitution. Hold the unions accountable and put pressure to ensure that they maintain their function. If unions become inert, we have lost a major component needed for keeping power structures balanced.
- Many communities are struggling to keep healthcare services operational. Communities could consider the following: own your own health unit, hire staff, cover operational costs so that healthcare providers can focus on patient care rather than rushing appointments to pay the electric bill, and maybe...if you have the courage, hold back some of the taxes collected to pay for these services. It has become very clear that local governments will have to take on the brunt of this responsibility as the NDP government has only led us deeper and deeper into collapse. (Gabriola Island has implemented something similar).

- Continue the public pressure on NDP decisions. Bill 4 (Trades) and Bill 36 (Healthcare Professions) has given the BC government unprecedented power to implement authoritarian policy. If unions are not functional, there is nothing to stop BC government from political overreach.

If local governments take responsibility to reinstate terminated workers, create parameters around provincial overreach into local governance, and continue agitating current provincial agendas, we might have a chance. If you can't find a way to protect your communities, well, then this is only the beginning of the end.

Sincerely,

150 BC Nurses who believe in Patient Autonomy in Medical Decision Making and the right to Personal Choice, and who have filed a complaint against BCNU with the BC Labor Board for failure of duty in fair representation.

We can be contacted at this email or by phone to our main communications contact, Corinne Mori, 250-551-5345. Feel free to watch the YouTube video as it gives details on what was really happening behind closed doors.

www.bcnursesfightmandates.ca

<https://www.youtube.com/watch?v=86LK7oKqSmg>

Sent from my iPhone



February 10, 2023

Ref: 272022

Dear Mayors and Regional Chairs:

I am pleased to let you know of the significant investment our government has made to support all our municipalities and regional districts around the province. This is in direct response to my mandate letter to support growing municipalities and regional districts with funding for infrastructure and community amenities.

Today Premier David Eby and I announced the B.C. building stronger communities with \$1-billion Growing Communities Fund | BC Gov News. The fund will provide a one-time total of \$1 billion in direct grants to all 188 of B.C.'s municipalities and regional districts. Your local government can use it to address your community's unique infrastructure and amenities demands, such as recreation facilities, parks and water treatment plants, as well as other community infrastructure. It will help communities prepare for future growth and build the amenities needed to support new home construction, especially with the *Housing Supply Act* where targets are set.

These grants will complement existing infrastructure funding programs for projects such as sewer, water and recreation facilities. The province will distribute them to B.C.'s 188 municipalities and regional districts by the end of March 2023. The Growing Communities Fund arises from the surplus shown in the Second Quarter Financial Report. The province is putting this year's surplus to work for people to support them now and for the long term.

The province has heard from local governments about the need for infrastructure and amenities to support their growth. Infrastructure funding programs are routinely significantly oversubscribed. For example, there were six times more requests for funding through the "Investing in Canada Infrastructure Program Community Culture and Recreation" stream than what was available. This one-time fund also supports priorities identified by the Union of British Columbia Municipalities (UBCM).

The Ministry will issue a direction letter to each local government in March 2023 including further details on this one-time direct grant. This will include information on the formula used to allocate the funds, the amount your local government will be receiving and the province's expectations for the use and reporting of the funds.

As this is a direct grant from the province to each municipality and regional district in B.C., your local government will not have to apply for the funds. Your council or board will be required to make decisions on the use of the funds in compliance with this second letter coming in March 2023. Projects that support neighboring First Nations communities are strongly encouraged.

.../2

I trust you will join me in acknowledging the importance and value that this fund will have to focus on building a secure, low emission, sustainable economy and a province where everyone can find a good home – whether you live in a rural area, a city, or in an Indigenous community. Together we can make life better for people in B.C., improve the services we all rely on, and ensure a sustainable province for future generations.

I look forward to connecting with you again soon in person or virtually as I continue to tour and meet with local elected officials. In the interim, any questions can be directed to myself at: Minister.MUNI@gov.bc.ca. Staff are available at: LGIF.Infra@gov.bc.ca.

Sincerely,



Anne Kang
Minister
Ministry of Municipal Affairs

pc: The Honourable David Eby, Premier
The Honourable Katrine Conroy, Minister of Finance
Chief Administrative Officers
Okenge Yuma Morisho, Deputy Minister, Municipal Affairs
Jen Ford, President UBCM
Gary Maclsaac, Executive Director, UBCM



February 12, 2023

Dear Mayor Mark Baker and Sayward (Village) Council,

There are two main kinds of actions we can take on climate change. First, we can adapt to the changing climate. Second, we can reduce greenhouse gases to limit or stop climate change. The Government of British Columbia is doing both using forestry as a nature-based tool.

There are many forestry workers throughout British Columbia who are on the front lines and are taking action on climate change, and we consider them to be climate change heroes. Behind the scenes, other heroes also work within the BC Ministry of Forests and the Office of the Chief Forester. They work at the crossroad of understanding where the science meets the national and international frameworks, where the natural power of forests to reduce greenhouse gases are being actioned.

They have translated this understanding into meaningful actions in B.C.'s forests to take action, including:

1. Planting trees that otherwise would not be planted because growing trees absorb carbon dioxide.
2. Fertilizing forests to help trees grow faster, to absorb carbon dioxide faster.
3. Using woody biomass waste that otherwise would have been burned to avoid greenhouse gas emissions.
4. Storing carbon in long-lived wood products such as wooden buildings and furniture.

The Ministry of Forests, through the establishment of a new Future Forest Ecosystems Centre, is supporting new guidance and practices to help forests become more resilient to the changing climate. These tools tell us what tree seeds and species will be more suited at a site level as the climate changes. The governments of BC and Canada have provided funding to turn these ideas into significant actions in our forests. For example, \$150 million deployed by the Forest Enhancement Society of BC (FESBC) resulted in the reduction of greenhouse gases equivalent to taking 4.2 million cars off the road for a year. This is an achievement that every British Columbian, and Canadian, can be very proud of.

The enclosed issue of the **FESBC 2023 Accomplishments Update** provides you with further insight into who some of the talented staff are, and the amazing work the Ministry of Forests is doing to take action on climate change.

Steven F. Kozuki, RPF
Executive Director, FESBC

(581) MC - 7



STAFF REPORT

To: Mayor and Council
From: Keir Gervais, CAO
Subject: Sayward Legion Service Agreement - Share Shed
Meeting date: February 21, 2023

BACKGROUND

As per Council Resolution R22/67, the Village of Sayward formed a one-year Service Agreement (Agreement) with the Sayward Royal Legion, Branch 147 (Legion) for operating the Share Shed. The current Agreement expires on March 31, 2023.

DISCUSSION

The Legion would like to renew the Agreement with the Village for another term.

Staff support renewing the Agreement.

Included in the Legion's responsibilities, as outlined in the Agreement, are the operating days/hours:

The Legion will provide staffing for the Shed to maintain at least three (3) days a week of service with hours of operation not less than four (4) hours per day. Any changes to the schedule that would alter a three (3) day/ four (4) hour per day

The Legion would like to amend the operating days/hours to at least four (4) days a week and three (3) hours per day. The change results is the same minimum number of operating hours a week, distributed over an additional day – a Sunday, which the Legion feels benefits those customers who can only attend during weekends.

It is important to note that, due to COVID-19 restrictions, the Share Shed was closed for 2022 and recently reopened in January 2023.

Revenues collected at the Share Shed are distributed 80/20, with 80% of all proceeds going to the Legion and 20% of all proceeds going to the Village to help recover costs for renovations, utilities, garbage, recycling fees and ongoing maintenance. Revenues for January were \$215.30 (\$43.06 to the Village, \$172.24 to the Legion).

RECOMMENDATIONS

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

THAT Council approve the renewal of the Sayward Legion and Village of Sayward Working Agreement - Share Shed for one (1) year; and,

THAT Council authorize the CAO to execute said Service Agreement on behalf of the Municipality.

Sincerely,



Keir Gervais
CAO

Attachment:

- ***DRAFT Service Agreement***



Village of
Sayward

Service Agreement

April 1, 2023

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

The Village of Sayward (the "Village") Mayor and Council thank the Sayward Royal Canadian Legion Branch 147 (the "Legion") for agreeing to operate the Community Share Shed (the "Shed"). Historically the Shed has been a place where Village and Valley residents can donate items in reasonable condition or better to volunteers, then volunteers would offer those items to the public by donation or set price. Reopening the Shed has been a long-standing goal for the Village and provides good usable items to be repurposed by others, diverting them from landfill. This letter serves to underpin the details of this Agreement between the Legion and Village for 2023-2024.

A) LEGION RESPONSIBILITIES

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

this agreement and reporting any concerns, recommendations, or opportunities. Ideally the report would also include measures for diversion of waste to landfill. The CAO will then prepare a Staff Report for mayor and Council.

B) VILLAGE RESPONSIBILITIES

8. The Village will be responsible for funding the utilities of the Shed, the ongoing maintenance of the Shed and will provide advanced notice of not less than four (4) business days when general work is required at the Shed to the Legion.
9. The Village will, at its own cost, advertise the hours of the Shed in the Village Newsletter and through Social Media sites at reasonable intervals.

C) DISTRIBUTION OF REVENUE

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

D) TERM

12. The term of this agreement shall be one (1) year commencing on April 1, 2023, and expiring March 31, 2024.
13. The Legion will contact the Village in terms of renewal of the agreement not later than March 1, 2024, and the Village will give the Legion first right of refusal, provided either party did not exercise their rights under section 15 of this agreement AND the terms of this agreement have been satisfied in year one of this agreement.
14. Either party may end their responsibilities under this agreement by providing to the other written notice of not less than two (2) months. In the case of major breach of the agreement or safety concern, the Village can give immediate notice to the Legion and reserves the right to shut down operations until the conditions are made safe as the landowner.

IN WITNESS WHEREOF, the Parties have signed this MOU as of the date first written above.

Village of Sayward

Royal Canadian Legion

Per: _____

Per: _____

Keir Gervais
Chief Administrative Officer

Name
Title



STAFF REPORT

For: Mayor and Council
Prepared by: Keir Gervais, CAO
Subject: **Regional Grant Opportunity – Salmon River Flood Storymap**
Meeting date: February 21, 2023

BACKGROUND

To consider a regional grant application to the Community Emergency Preparedness Fund (CEPF) 2023 Disaster Risk Reduction Climate Adaptation grant in order to develop a Storymap for the Salmon River Floodplain.

DISCUSSION

The intent of this funding stream is to support eligible applicants to reduce risks from future disasters due to natural hazards and climate-related risks through the development and implementation of:

- Accurate foundational knowledge of the natural hazards they face and risks associated with BC's changing climate; and
- Effective strategies to prepare for, mitigate and adapt to those risks.

Eligible applicants can submit one application per intake, or as a partnering applicant in a regional application. It is proposed that the Strathcona Regional District will be the primary applicant in a regional application with the Village of Sayward as a partner applicant. The deadline submission for this grant is February 24, 2023. To be considered as a partner, the Village of Sayward is required to submit a Council Resolution that clearly states that they authorize the Strathcona Regional District to provide overall grant management by receiving and managing the funding on behalf of the Village of Sayward.

If their application is successful, the Strathcona Regional District would develop a Storymap for the Salmon River Floodplain. Story maps provide an interactive narrative along with flood risk/hazard maps and show the history of flooding in their communities. The Salmon River Flood Storymap will contribute to disaster risk reduction and fill a critical gap in the ability of our community to effectively educate the public about the flood risk of this river. It will increase public preparedness because it will reduce the likelihood or consequence of risk through modifications in human actions and human behaviour. This is because unlike a technical engineering report a Storymap is a literacy

friendly public education tool that better appeals to ESLs (English as second language) and people with a low degree of literacy. The Salmon River Flood Storymap is estimated to cost \$45,000 to produce.

The budget will also include funding for:

- Information to be translated to the Éy7á7juuthem traditional language.
- K'ómoks First Nation artists provide artwork and design for the Storymap.
- K'ómoks First Nation member(s) to undertake a research project to try and learn more about and history/stories that exist pertaining to floods in the Sayward area.

RECOMMENDATIONS

1. THAT the report from the Chief Administrative Officer be received.
2. THAT as part of the Village of Sayward's ongoing work in relation to disaster risk reduction that an application for financial assistance under the Intake #2 2023 Disaster Risk Reduction/Climate Adaptation grant be authorized for submission to the UBCM in collaboration with the Strathcona Regional District; and
3. THAT the Strathcona Regional District be authorized to receive and manage the funding on behalf of the Village of Sayward if the application is successful.

Written by: Shaun Koopman – Protective Services Coordinator

Respectfully submitted,



Keir Gervais, CAO

Attachment:

- **Example of Flood Storymap from Okanagan Basin**
<https://okanagan-basin-flood-portal-rdco.hub.arcgis.com/>

Flood Maps History Changing Climate Responsibility Reducing Risk How to Prepar

Okanagan Flood Story

Discover, Explore, Prepare



Flood Maps



History



Changing Climate



Responsibility





Flood Maps

History

Changing Climate

Responsibility
Reducing Risk

Reducing Risk

How to Prepare



How to Prepare



Response



Recovery

Flooding in the Okanagan - An Introduction

Flood Maps History Changing Climate Responsibility Reducing Risk How to Prepare



City Park in Kelowna. Photo: OBWB-OkWaterWise, 2017.

There have always been floods in the Okanagan – a valley born of water and ice. As times change, with different weather and different ways we live on the land, the story of flooding in the Okanagan changes with each generation. It is a story of resilience, regeneration, balance, and community.

After highwater events in 2017 and 2018, the Okanagan Basin Water Board (OBWB) led a valley-wide partnership of local governments and Indigenous communities to update the region's floodplain mapping. This included mapping Okanagan valley-bottom lakes (Ellison [also known as Duck], Wood, Kalamalka, Okanagan, Skaha, Vaseux and Osoyoos) and the Okanagan River from Penticton to Osoyoos Lake. The project report is linked here: <https://www.obwb.ca/flood/>



" t'ikt is the Syilx (Okanagan) word for flood. There are also words for flood land... but t'ikt talks about the water... it almost sounds like t'ik'wt, which is the word for lake. t'ikt is shallower and not still like the lake..."

Richard Armstrong Syilx Okanagan Elder, Traditional Ecological Knowledge Keeper and Syilx language instructor

Flood Maps

History

Changing Climate

Responsibility

Reducing Risk

How to Prepare

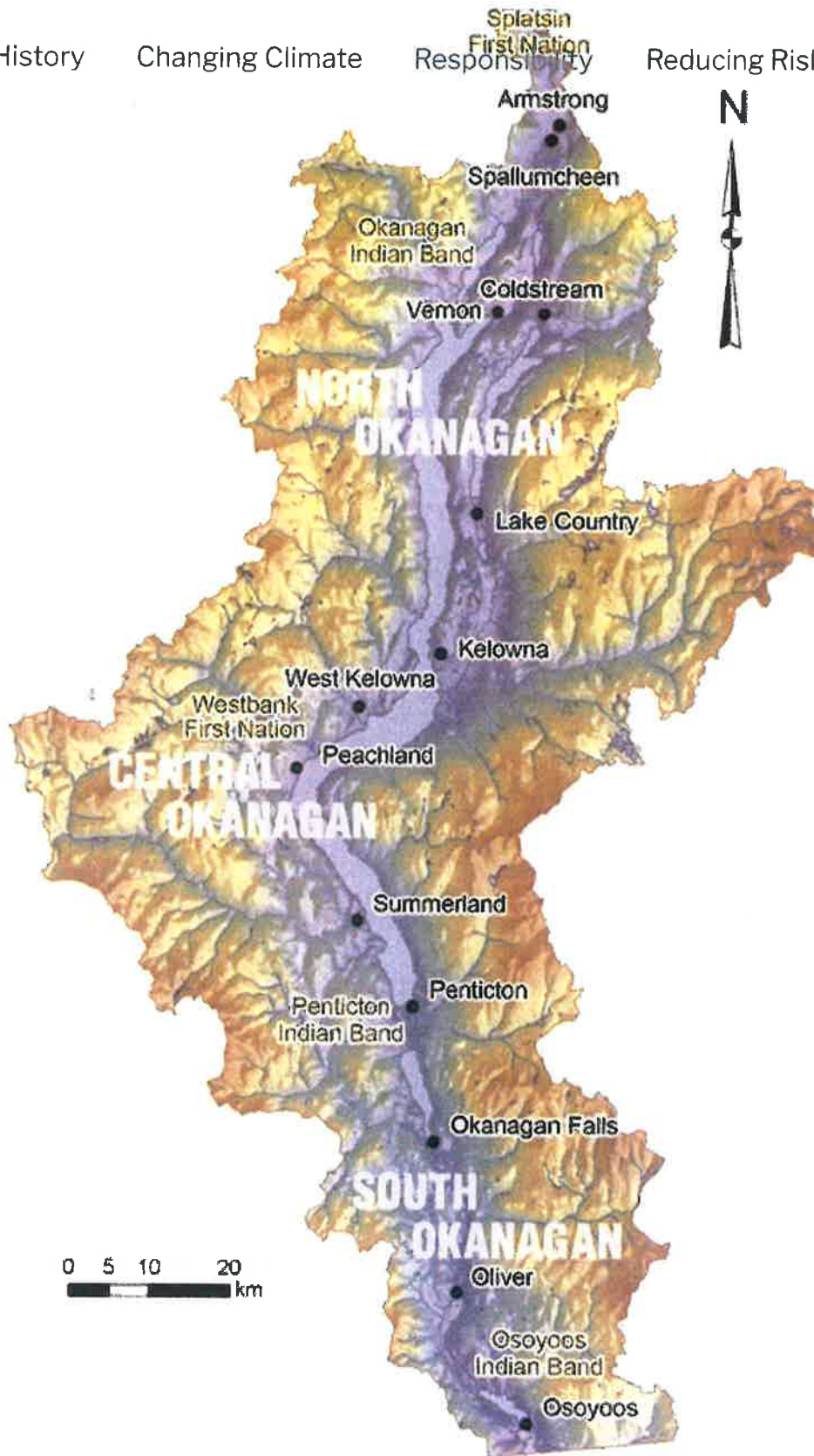


Image: Okanagan Watershed (Basin) the area included in this project

Map of the Okanagan Valley. Map: OBWB-OkWaterWise

need hazard in the Okanagan watershed through information sharing. Click through the tabs along the top of this website to learn more about:

Flood Maps History Changing Climate Responsibility Reducing Risk How to Prepare

- **Flood Map** – See the new floodplain maps and look at potential flood hazards in your area;
- **History** – Scroll through old and new stories of flooding in the Okanagan Basin;
- **Our Changing Climate** – How our changing climate affects our flood story;
- **Mitigation** – How to reduce the risk to things we value
- **How to Prepare** – Resources and information to prepare yourself for flooding;
- **Response** – Where to get information before and during a flood; and
- **Recovery** – Resources for flood recovery.



Okanagan Centre Safe Harbour Regional Park. Photo: District of Lake Country, 2017.

[Click here for mobile user interface](#)

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- is not a substitute for independent professional advice;
- is subject to the uncertainties of scientific and technical research including study limitations, assumptions, and caveats;
- may not be accurate, current or complete;
- is subject to change without notice; and
- may include views or recommendations which do not necessarily reflect the views of the OBWB and project partners, or NHC, or indicate a commitment to a particular course of action.

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Contact us! We want to hear from you.

Let us know how your experience with the Okanagan Basin Flood Portal has been and ask us and questions.

E-mail: OkWaterWise@OBWB.ca

Thank you to all organizations that have contributed to this project and the development of this flood story, including:

Okanagan Basin Water Board - Okanagan WaterWise
 Regional District of Okanagan



REGIONAL DISTRICT OF OKANAGAN-SIMILIKAMIEEN

Flood Maps History Changing Climate Okanagan Nation Alliance Reducing Risk How to Prepare

- Okanagan Nation Alliance
- City of Armstrong
- Township of Spallumcheen
- City of Vernon
- District of Coldstream
- District of Lake Country
- City of Kelowna
- City of West Kelowna
- District of Peachland
- District of Summerland
- City of Penticton
- Town of Oliver
- Town of Osoyoos
- Splatsin First Nation
- Westbank First Nation
- Okanagan Indian Band
- Penticton Indian Band
- Osoyoos Indian Band
- Government of British Columbia

This project was made possible with funding for LiDAR from Emergency Management B.C.; and funding for flood mapping from Emergency Management B.C. and Public Safety Canada under the National Disaster Mitigation Program, and from the Province of B.C. administered by the Union of B.C. Municipalities under the Community Emergency Preparedness Fund.



Emergency Management BC



Public Safety Canada

Sécurité publique Canada

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Flood Maps

History

Changing Climate

Responsibility

Reducing Risk

How to Prepar



STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO/CO
Subject: Village of Sayward Audit Planning Report
Meeting date: February 21, 2023

PURPOSE

To advise Council of the planned visit by the auditors on February 21-23, 2023 and to provide an overview of the planned scope and timing of the 2022 financial audit for the Village of Sayward, including the year-end field work on-site February 21-23, 2023.

The purpose of the audit is to provide an enhanced degree of confidence to Mayor and Council, staff, and the citizens that the financial statements of the Village of Sayward represent an accurate statement of the financial position, performance, and cash flow of the Village, in accordance with Public Sector Accounting Standards.

BACKGROUND

The Audit Planning Report, prepared by Chan Nowosad Boates, (CNB) attached, provides an overview of the planned audit for the Village, to be done in accordance with Public Sector Accounting Standards and Canadian Audit Standards.

The significant financial reporting matters identified during the audit planning process that require special consideration are listed below. The CNB audit team audit will report on each of these items with a specific audit approach.

1. Risk of management override in financial reporting (journal entry testing)
2. Control environment
3. Revenue recognition
4. Operating expenses and capital additions
5. Deferred internet revenue

The CNB team will also bring forward recommendations for improvements in financial or operational processes or controls in the final report which will be delivered to Council in the form

of an Audit Findings Report at the completion of the audit. Draft financial statements are anticipated to be presented to Council at the April 4, 2023 regular council meeting.

STAFF RECOMMENDATION

THAT Council receive the Village of Sayward Audit Planning Report for information and discussion.

Respectfully prepared,



Lisa Clark, CFO/CO

Attachment:

- ***2022 Audit Planning Report, Chan Nowosad Boates***



CHAN NOWOSAD BOATES
CHARTERED PROFESSIONAL ACCOUNTANTS

Village of Sayward

Audit Planning Report

For the year ended December 31, 2022

February 15, 2023

Chan Nowosad Boates Inc., Chartered Professional Accountants





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AUDIT PLAN

We have prepared this audit plan to inform you of the planned scope and timing of the audit for the purpose of carrying out and discharging your responsibilities and exercising oversight over our audit of the financial statements.

WHAT HAS CHANGED

We have set out below a summary of changes that have been taken into consideration in planning the audit for the current period:

Your Organization

- Staffing changes include:
 - The Village's CAO resigned in June; John France acted as interim CAO from July to year end. A new CAO was hired after year end.
- New capital projects include:
 - The Village purchased a plot of land for \$115,000 in the year.
 - The Newcastle Dam project has been completed.
- New agreements include:
 - The Village signed a civil engineering agreement with McElhanney.

Accounting Standards

- Please see the Appendices for the changes or upcoming changes and recent developments in Public Sector Accounting Standards



ANNUAL INQUIRIES TO THE THOSE CHARGED WITH GOVERNANCE

4



PROFESSIONAL STANDARDS REQUIRE THAT WE ASK YOU THE FOLLOWING QUESTIONS:

- Are you aware of, or have you identified any instances of, actual, suspected, possible, or alleged fraud or non-compliance of laws and regulations, including misconduct or unethical behaviour related to financial reporting or misappropriation of assets?

If so, have the instances been appropriately addressed, and how have they been addressed?

- Are you aware of any significant fraud risks within the organization?
- Is there effective oversight of programs and controls to prevent, detect and deter fraud, including oversight of the internal controls management has established to mitigate fraud risks?
- Are you aware of the organization entering into any significant unusual transactions?

We ask that you consider the above inquiries and provide us your feedback. Should you have any questions or concerns about the above inquiries, please do not hesitate to contact us directly to discuss them in further detail. If no response is provided, we will assume there are no concerns with respect to the above.

CNB

SCOPE OF THE AUDIT

The purpose of an audit is to enhance the degree of confidence of the users of the financial statements through the expression of an opinion on whether the financial statements fairly present, in all material respects, the financial position, financial performance, and cash flows of the Village in accordance with PSAS.

In planning our audit, we have considered the level of audit work required to support our opinion, including each of the following matters:

OBJECTIVES OF THE AUDIT, OUR RESPONSIBILITIES, MANAGEMENT'S RESPONSIBILITIES

- The objectives of the audit, our responsibilities in carrying out our audit, and management's responsibilities, are set out in the engagement letter dated and signed February 5, 2020.



SCOPE OF THE AUDIT (CONTINUED)

MATERIALITY

- We determine materiality in order to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and the effects of any uncorrected misstatements on the financial statements.
- For the current period financial statements, a preliminary materiality of \$46,500 (2021 - \$46,000) has been determined, which is approximately 3% of projected gross revenues for 2022.
- We will reassess materiality at year-end to confirm whether it remains appropriate for evaluating the effects of uncorrected misstatements on the financial statements.
- We will communicate uncorrected misstatements to you, other than those that are clearly trivial, being less than \$2,325 (2021 - \$2,300).



SIGNIFICANT AUDIT MATTERS

As part of our audit planning, we identify significant financial reporting matters that, by their nature, require special audit consideration. By focusing on these matters, we are able to target our procedures and deliver a high quality audit that is both efficient and effective.

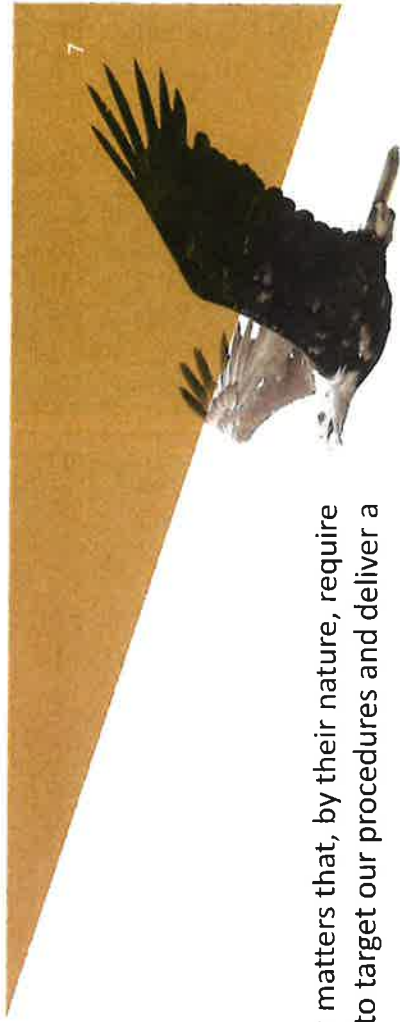
Journal Entry Testing

Risk of Management Override in Financial Reporting

Canadian Auditing Standards require an auditor to perform procedures to test the risk of management override in financial reporting and the risk of fraud associated with that override.

Summary of Planned Audit Approach

- Review, update, and test processes and controls around financial reporting and journal entries.
- Test a sample of journal entries from a population identified to have a higher risk of error or risk of management override.
- Use computer assisted audit techniques / programs to identify unusual journal entries or trends in journal entries.



SIGNIFICANT AUDIT MATTERS (CONTINUED)

8



Control Environment

Control Risk of Material Misstatement

Risk over controls failing to detect fraud and error, resulting in material misstatement of the financial statements.

Summary of Planned Audit Approach

- Update our understanding of the controls and processes implemented and evaluate their design and implementation of all identified controls.
- Review prior year management letter points with management to determine if any action has been taken to correct or remediate any control deficiencies noted from last year's audit.



SIGNIFICANT AUDIT MATTERS (CONTINUED)



Revenue Recognition

Inherent Risk of Material Misstatement

Presumed risk of fraud surrounding overstatement of revenue is rebutted due to the nature of revenue in that amounts can easily be substantiated through funding agreements and number of properties for taxation revenue.

Summary of Planned Audit Approach

- Obtain an understanding of design and implementation of controls around revenue.
- Review all significant funding contracts and verify that approval from the funder has been obtained if the funds are deferred for subsequent fiscal periods, or that the control allows deferral.
- Complete analytical procedures over revenue amounts reported to determine the reasonability of balances.
- Perform recalculations for taxation revenues to assess the accuracy of reported amounts.

SIGNIFICANT AUDIT MATTERS (CONTINUED)



Operating Expenses and Capital Additions

Summary of Planned Audit Approach

- Review and update processes and controls around the approval, input and payment of operating expenses.
- Perform substantive testing over operating expenses reported for the fiscal year ending December 31, 2022 and major capital additions.
- Discuss with management the status of significant projects, including the Newcastle Dam, and obtain and review agreements surrounding these projects to verify values and obligations.

Deferred Internet Revenue

Summary of Planned Audit Approach

- Discuss any updates with management surrounding the agreement formerly in place with Sayward Valley Communications and Comox Strathcona Regional District.
- Obtain and review correspondence between involved parties regarding the breach of lease.
- Determine if the amounts collected to date and recorded as deferred revenue are appropriately classified.

FEES AND ASSUMPTIONS

The fiscal 2022 fee is \$16,800 + GST. This fee is based on the assumptions described in the engagement letter. Other changes that occur within the Village from the date of this plan to our audit report dates have not been considered.

PERFORMANCE IMPROVEMENT OBSERVATIONS

During the course of our audit, we may become aware of opportunities for improvements in financial or operational processes or controls.

We will discuss any such opportunities with management and provide our recommendations for performance improvement. We will also include a synopsis of these issues and our recommendations in our Audit Findings Report to be delivered to you at the completion of the audit.



AUDIT TIMING

We have discussed the key audit deliverables with management and the expected dates indicated below have been agreed upon:

Key deliverables and expected dates	Expected dates
Conduct on-site year-end audit field work	February 21 - 23, 2023
Provide draft financial statements to management	March 28, 2023
Submission of draft financial statements to Mayor and Council	April 4, 2023
Financial statements to be approved by Mayor and Council	April 4, 2023





ENGAGEMENT TEAM

We value our relationship with the Village. We have strived to provide continuity and quality within our core service team, reflecting our commitment to ensure that professionals with the right experience remain focussed on your business.

Engagement Lead Partner	Derek Lamb, CPA, CA
Engagement Partner Quality Control Reviewer	Danna Chan, CPA, CA
Audit Manager	Travis Sapala



APPENDICES

- 1) Draft Independent Auditors' Report
- 2) PSAS Updates and Developments





THANK YOU

Derek Lamb, CPA, CA

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Courtenay, BC
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CHAN NOWOSAD BOATES
CHARTERED PROFESSIONAL ACCOUNTANTS



INDEPENDENT AUDITORS' REPORT

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

Opinion

We have audited the accompanying financial statements of The Corporation of the Village of Sayward (the "Village"), which comprise the statement of financial position as at December 31, 2022, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information (hereinafter referred to as the "financial statements").

In our opinion, the Village's financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2022, and of its financial performance and its cash flows for the year then ended. The financial statements have been prepared by management in accordance with Canadian public sector accounting standards.

Basis of Opinion

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

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

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

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

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

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

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

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

Chartered Professional Accountants
Campbell River, BC

April XX, 20XX

PUBLIC SECTOR ACCOUNTING STANDARDS (PSAS) UPDATES AND DEVELOPMENTS

We have compiled a number of new Public Sector Accounting Standards (PSAS) that are expected to become applicable and be implemented in the coming year(s). Please do not hesitate to contact us should you wish to discuss any of them in further detail.

PSAS 3400 REVENUE

Application: Fiscal years beginning on or after April 1, 2023, with early adoption permitted

Does this section apply to my organization?

This section will apply to your organization if you have general revenues outside of tax revenues, government transfers, financial instruments, revenue from government business enterprises or inflows from restricted economic resources.

The standard is intended to clarify the recognition criteria for revenue that is receipted and considered to have performance obligations associated with it.

If this applies – what does it mean for my organization?

If your organization has general revenues, those being revenues outside the above noted categories, the standard may clarify that the revenue be recorded when received or receivable unless you have a future obligation to satisfy that relates to the revenue.

This means there may be an overall reduction in the deferral of revenue with respect to general revenues. Some examples of revenues which will no longer meet deferral criteria include drivers' license fees, traffic fines or business licenses.

It is not expected that this new standard will have a large impact on the current reporting of revenues for most entities as it further expands on the current standard without materially altering it.

PSG 8 PURCHASED INTANGIBLES

Application: Fiscal years beginning on or after April 1, 2023 with early adoption permitted

Does this section apply to my organization?

If your organization has purchased an intangible asset, being an asset without physical substance including but not limited to a fishing license or woodlot license, this guideline will apply to your organization. This standard can be applied retrospectively (to previous years).

If this applies – what does it mean for my organization?

If this guideline applies you will now be able to recognize intangible assets like licenses as assets in your financial statements. It is important to note that the asset must be purchased from a third party to qualify, and intercompany transfers do not qualify.

PSAS 3160 PUBLIC PRIVATE PARTNERSHIPS

Application: Fiscal years beginning on or after April 1, 2023, with early adoption permitted

Does this section apply to my organization?

This section will apply to your organization if it procures infrastructure using a private sector partner who is obligated to **1)** design, build, acquire or better new or existing infrastructure; **2)** finance the transaction past the point where the infrastructure is ready for use and **3)** operate and/or maintain the infrastructure.

If this applies – what does it mean for my organization?

If this guideline applies to your organization, you will recognize the infrastructure asset in your financial statements when the organization controls **1)** the purpose and use of the infrastructure, **2)** access to the future economic benefits or exposure to the risks of the assets, and **3)** significant residual interest in the infrastructure at the end of the partnership's term. The infrastructure would be amortized over its useful life.

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CHAN NOWOSAD BOATES





STAFF REPORT

For: Mayor and Council
 Prepared by: Keir Gervais, CAO
 Subject: **Rural Advisory Program Grant Application**
 Meeting date: February 21, 2023

BACKGROUND

The Rural Advisory Program (RAP), funded by the Province of B.C. and administered by Island Coastal Economic Trust, supports forestry-reliant communities as they adapt to changes resulting from B.C.'s new forest management system. The RAP provides financial assistance for temporary employment opportunities to support communities impacted by the policy changes and other economic impacts to the forest sector. This includes support for economic diversity and resilience in rural communities. There are two funding streams available, with the Community-based Advisors being the one Sayward can apply to:

- **Community-based Advisors** — 15 available grants of up to \$70,000 for Indigenous and rural communities to create a new one-year term position that provides community and/or business advisory services.

DISCUSSION

Sayward has historically been a forestry-reliant community that has been and will continue to be impacted by changes resulting from B.C.'s new forest management system, making the Village of Sayward an ideal recipient of this grant.

While staff have not begun to prepare the application, if success in our application, generally speaking the Community-based Advisor would support community economic development through research, government liaison, applying best practices, communications and marketing. The Community-based Advisor would work with both staff internally, local businesses and stakeholders in local economic development.

Financial Considerations

Eligible program costs include: wages for new positions, statutory employment costs, and travel expenses related to advisory activities. The work activities staff have identified to-date can be

accomplished without any increases to the operating budget. There would be no additional financial impact as a result of hiring the Community-based Advisor.

Timeline

Staff has the capacity to create the required Job Description, Work Plan and complete the remainder of the application itself in time for the March 17, 2023 deadline. If successful, staff would advertise for applications in April, complete screening and interviews in May and prepare to hire for the beginning of June.

RECOMMENDATIONS

THAT Council receive the Grant Opportunity: Rural Advisory Program Report.

THAT Council directs Staff to complete and submit a grant application to Island Coastal Economic Trust's Rural Advisory Program for the purpose of funding a Community-based Advisor for a one-year term.

Respectively submitted,



Keir Gervais
CAO

Attachment:

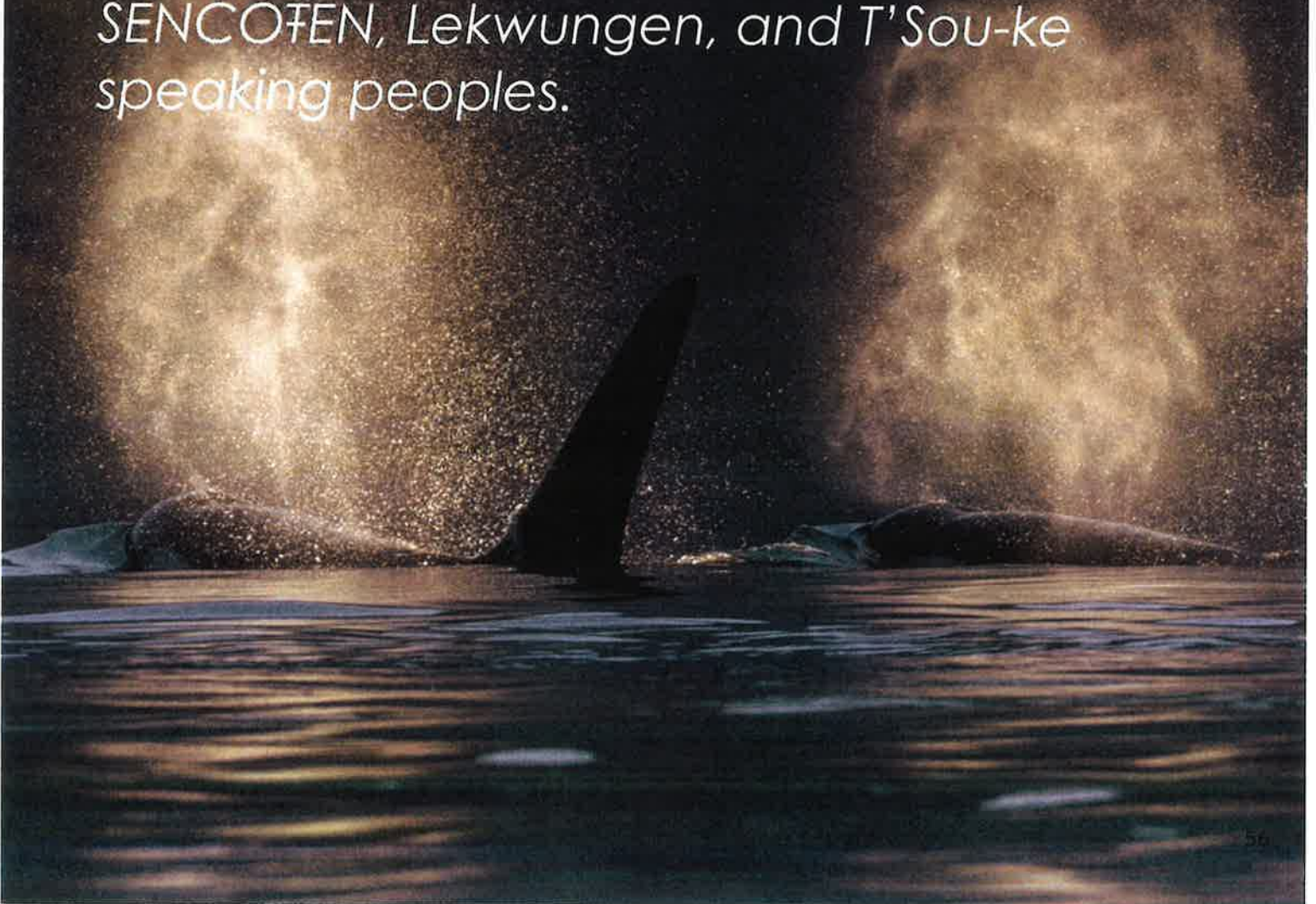
- ***Rural Advisory Funding Program Application Guide***



Rural Advisory

Funding Program Application Guide

Together, we are working to build a sustainable and resilient coastal economy in reciprocal relationships with communities across the unceded territories of the Kwakwaka, Nuučaan̓, Éyájuuthem, Ligwilda'xw, Pəntl'áč, She shashishalhem, Skwxwúmesh, Hul'q'umi'num', diitiidʔaatx, SENĆOŦEN, Lekwungen, and T'Sou-ke speaking peoples.



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ABOUT THE PROGRAM

Program Overview

The Government of B.C. and First Nations across British Columbia are working in partnership to defer logging of old growth, while developing a new, long-term approach to sustainable forest management that prioritizes ecosystem health and community resiliency. As the forest sector faces a declining mid-term supply of timber, the focus is on shifting from high volume to high value production.

The **Rural Advisory Program** has been designed to support forestry-reliant communities as they adapt to changes resulting from the new forest management system. The Program will provide financial assistance for temporary employment opportunities to support communities impacted by these forest policy changes and other economic impacts to the forest sector. This also includes support for economic diversification and resilience in rural communities.

The Province of British Columbia, through the Ministry of Jobs, Economic Development and Innovation, has partnered with Island Coastal Economic Trust to deliver the Rural Advisory Program with \$1.35M in available funding.

Program Objectives

- To support rural businesses and communities impacted by forest policy changes and other impacts to the forest sector
- Increase community and regional adaptation, resilience, and sustainability
- Leverage existing local community/organization capacity to create incremental support and resources for impacted businesses, workers, and communities
- Provide substantive services to impacted businesses and/or communities

Available Funding

The Rural Advisory Program supports the creation of new, temporary advisor employment opportunities to help build capacity, resiliency and diversification in rural communities impacted by forest policy changes and other impacts to the forest sector. Impacts include forest sector mill curtailments, mill closures, declining fibre supply due to recent or planned old growth logging deferrals, and the effects of a significant wildfire season.

Projects must be fully completed by August 31st, 2024 and final claims and reporting submitted no later than September 30th, 2024.

Two Funding Streams

Community-based Advisors

15 available grants

- Non-repayable contributions (grants)
- Up to 100% of eligible costs to a maximum of \$70,000
- Enables creation of a one-year term position to provide community and/or business advisory services to support economic diversification, adaptation, or resilience to an eligible rural community.

Regional Business Advisors

3 available grants

- Non-repayable contributions (grants)
- Up to 100% of eligible costs to a maximum of \$100,000
- Enables creation of a one-year term position to provide specialized and/or sectoral business advisory services to support impacted businesses, workers and communities in a region or subregion by providing specialized services and resources.

ELIGIBILITY

Eligible Applicants

The following organizations are eligible for Rural Advisory Program funding:

- Local governments (municipalities, regional districts, incorporated areas)
- First Nations governments (bands, corporations controlled by First Nations, not-for-profit organizations established by First Nations governments)
- Legally incorporated not-for-profit organizations, including:
 - Economic Development Organizations
 - Industry Associations
 - Business support organizations

Eligible Communities

Projects must be located in the Island Coastal Economic Trust [service region](#).

Priority will be given to communities impacted by changes to the forest management policy and other impacts to the forest sector.

Eligible Costs

- Full-time or part-time term staffing wages for new positions
- Statutory employment costs
- Travel expenses related to advisory activities

Ineligible Uses and Costs

- Service duplication
- Displacing funding already in place for existing employment positions
- Positions combined with chief administrative officer, executive director, general manager, or chief financial officer
- Non-statutory benefit costs including, bonuses, or allowance (such as vehicle, phone, or living expenses)
- Costs related to recruiting, hiring, relocating, or terminating
- Office equipment, overhead costs, and general administration costs
- GST, legal, and/or insurance costs

APPLICATION PROCESS

Intake Dates

The Rural Advisory Program will accept applications until March 17th, 2023.

Required Documents

To apply for Program funding, you must submit:

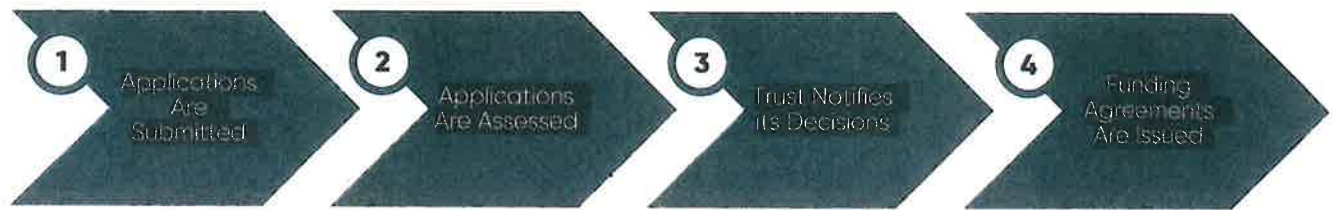
- Completed application form
- Job description for the community or regional advisor position
- Workplan for the community or regional advisory position (template provided)

Application Submission

We invite applicants to contact Hilary Muth, Special and Rural Projects Coordinator, at hilary@islandcoastaltrust.ca to ensure eligibility and to advise on applications as early as possible in the development of an application to the Program.

Completed application forms, including all supplementary materials, must be provided electronically to Island Coastal Economic Trust by email: info@islandcoastaltrust.ca

Intake Process



STEP 1: APPLICATION SUBMISSION

The application form and supplementary Information must be submitted within the required timelines. Incomplete applications will not be considered for funding. Applicants must also submit a project workplan that will identify objectives, activities, and timing of the works to be completed as well as a detailed job description.

STEP 2: ASSESSMENT

Program staff will conduct an initial review of all applications to ensure completeness of documentation and program eligibility. As part of the due diligence process, applicants may be asked to revisit steps to ensure the completeness and quality of your application. A Program Review Committee will then evaluate against assessment criteria (outlined below). Applications that best demonstrate that they meet the selection criteria will be prioritized for funding.

STEP 3: NOTIFICATION OF DECISION

Final decisions will be provided within **10** business days of the intake period's close date.

STEP 4: CONDITIONAL FUNDING AGREEMENT

All approved applications are subject to the execution of a funding agreement, which will include the terms and conditions of the approved funding. Please note that successful applicants will have three months to complete their recruitment of candidates. If recruitment cannot be completed within this timeframe, the Trust reserves the right to cancel the project so that funds can be redistributed to another organization and project.

Assessment Criteria

All applicants must meet basic eligibility criteria. Eligible applications are assessed and scored based on the information provided in the submitted Funding Application:

Impact	Implementation	Anticipated Outcomes
Scoring weight: 40%	Scoring weight: 30%	Scoring weight: 30%
<ul style="list-style-type: none"> ▪ Alignment with Rural Advisory Program objectives – community is rural or remote, dependence on the forest sector is demonstrated, anticipated impacts due to changes in the forest sector are clear. ▪ Clearly defined community need and strong presentation of how the new position will meet this need. 	<ul style="list-style-type: none"> ▪ Level of experience and resources to provide effective oversight to carry out the project ▪ Work plan demonstrates direct targeted support and services to business and communities impacted by forest sector changes and how support and services will be monitored/measured. ▪ Organization has staff, resources, planning is complete, hiring is in process and ready to start. ▪ Project activities and hiring practices demonstrate a strong commitment to equity, diversity, inclusion and Indigenous reconciliation principles. 	<ul style="list-style-type: none"> ▪ Increase in business sector adaptation and/or community capacity ▪ Outcomes leading to increased business and community resiliency and economic diversity over the one-year term and building on initiatives currently underway.

FUNDING TERMS

Funding Award

Successful applicants will receive an initial payment (50% of the total grant amount) upon receipt of a signed employment agreement (between the funding recipient and the successful candidate). To request additional payments, approved applicants are required to submit progress reports which include a description of activities to date.

Reporting

Funding recipients are required to submit progress reports and a final report that outlines the project's performance and outcomes. Recipients are expected to track metrics throughout the duration of project relating to the objectives listed in the workplan. Metrics may include the number of businesses served, description of community or business advisory services provided, description of community or regional diversification initiatives and resources developed.

All approved projects are to be completed within the term specified in the funding agreement, and no later than August 31st, 2024.

Privacy and Confidentiality

Applications submitted under the Program are subject to the *Freedom of Information and Protection of Privacy Act*. The information being collected is for the purpose of program administration and the evaluation of eligibility.

All documents received by the Program are treated as confidential.

Once a project is approved, the name of the successful applicant, location, date of approval, funding amount, and the project descriptions may be proactively disclosed to the public.

Application Support and Program Enquiries

Hilary Muth,
Special and Rural Projects Coordinator
Island Coastal Economic Trust
hilary@islandcoastaltrust.ca
250-871-7797



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FIND OUT MORE:

www.islandcoastaltrust.ca



VILLAGE OF SAYWARD

BYLAW NO. 495

A BYLAW TO AMEND VILLAGE OF SAYWARD CODE OF CONDUCT BYLAW 442, 2018

WHEREAS the Council of the Village of Sayward has adopted a Code of Conduct Bylaw;

AND WHEREAS the Council of the Village of Sayward wishes to amend “Code of Conduct Bylaw No. 442, 2018”;

NOW THEREFORE BE IT RESOLVED that the Municipal Council of the Village of Sayward, in open meeting assembled, hereby enacts as follows:

1. CITATION

This bylaw may be cited as “**Code of Conduct Amendment Bylaw No. 495, 2023**”.

2. AMENDMENT

Code of Conduct Bylaw No. 442, 2018 is hereby amended as follows:

THAT Part 3, Section 8 (2) be deleted in its entirety and replaced with the following:

8 (2) Members of Council must not attend a meeting if their consumption of alcohol, cannabis, or a controlled substance has impaired their ability to participate in the decision-making process.

Read a first time on the 7th day of February 2023.

Read a second time on the 7th day of February 2023.

Read a third time on the 7th day of February 2023.

Adopted on the ___ day of _____ 2023.

Certified a true copy of Bylaw No. 495
this ___ day of _____, _____

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer