



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
APRIL 4, 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 April 4, 2023, be approved.

4. Minutes of Previous Meetings

Recommended Resolutions:

THAT the minutes from the Regular Council meeting held on March 21, 2023, be adopted.

THAT the minutes from the Special Council meeting held on March 28, 2023, be adopted.

5. Petitions and Delegation - None

6. Correspondence

a) Letter from UBCM – RE: Strategic Priorities Fund Application

b) Letter from UBCM President Jen Ford – RE: Municipal Land for Housing

c) Letter from UBCM President Jen Ford – RE: UBCM Membership

d) Sayward RCMP Detachment RE: Policing Report for Oct 01, 2022 to December 31, 2022

e) Webform Submission from MADD Canada – RE: Boating Awareness Signs

Recommended Resolution:

THAT correspondence a) to e) be received.

7. Council Reports

a) **Councillor Burchett – RE: Display of First Nations Art in Council Chambers**

Recommended Resolutions:

THAT Council receives the Councillor Report – Display of First Nations Art in Council Chambers for information and discussion.

THAT staff be directed to coordinate the framing/backing of the blanket and hang it in the Village of Sayward Chambers along with the other 2 donated art pieces that are already framed.

8. Reports of Committees - None

9. Mayor's Report

- a) Verbal report – RE: RCMP Sayward

10. Unfinished Business - None

11. Staff Reports

- a) **WorksafeBC Inspection – Sayward Volunteer Fire Department Hall #1 – Keir Gervais, CAO**

Recommended Resolution:

THAT Council receive the WorksafeBC Inspection - Sayward Fire Hall #1 staff report for information.

- b) **John MacDonald Memorial Plaque Location – Keir Gervais, CAO**

Recommended Resolution:

THAT Council receive the John MacDonald Memorial Plaque staff report for information and discussion.

- c) **Amendment to Bylaw 476, 2021 Reserve Fund Establishment Bylaw – Lisa Clark, CFO/CO**

Recommended Resolutions:

THAT Council receive the Amendment to Bylaw 476, 2021 Reserve Fund Establishment Bylaw staff report for information and discussion.

THAT Staff be directed to return the amendment bylaw to the April 18, 2023 council meeting for first, second and third reading.

- d) **Public Nuisance Bylaw – Lisa Clark, CFO/CO**

Recommended Resolutions:

THAT Council receive the Public Nuisance Bylaw staff report for information and discussion.

THAT Council direct staff to prepare a DRAFT Public Nuisance Bylaw for the April 18, 2023 Council meeting.

e) Financial Plan 2023-2027 – Lisa Clark, CFO/CO

Recommended Resolutions:

THAT Council receive the Financial Plan 2023-2027 staff report for information and discussion.

THAT the 2023-2027 Financial Plan be approved; and,

THAT staff be directed to prepare the required bylaws related to the 2023-2027 Financial Plan for the April 18, 2023 regular meeting of Council.

12. Emergency Services/Public Works/Recreation Department Reports

a) Kelsey Recreation Centre Report March 2023 – Michelle Davis, Recreation Manager

Recommended Resolution:

THAT Council receive the Kelsey Recreation Centre March 2023 staff report for information and discussion.

13. Bylaws

a) Council Procedure Amendment Bylaw No. 496, 2023

Recommended Resolution:

THAT Council Procedure Amendment Bylaw No. 496, 2023 be given first, second and third 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) labour relations or other employee relations

17. Adjournment



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
MARCH 21, 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
Melissa Coates, Finance/Admin Clerk

1. Call to Order

Meeting was called to order at 7:03 PM

2. Introduction of Late Items

- a) CAO Gervais requested that a Staff Report titled Request for Support – Sayward Futures Society be added as item 11. d)

3. Approval of Agenda

MOTION R23/63

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for March 21, 2023, be approved as amended.

CARRIED

4. Minutes of Previous Meetings

MOTION R23/64

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on February 21, 2023, be adopted.

THAT the minutes from the Committee of the Whole meeting held on February 28, 2023, be adopted.

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

CARRIED

5. Petitions and Delegations

- a) Mr. Brian Kingzett, Executive Director BC Salmon Farmers Association re: Rights and Reconciliation Leads Salmon Farming Transition Plan
- b) Mr. Alex Turner, Sayward Garden Club – Request to have Sayward News advertising fees waived
- c) Mr. Ken McRae, President Sayward Futures Society – Update about recent and planned activities

6. Correspondence

- a) Email from BC SPCA Government Relations Officer - RE: Animal welfare follow-up (Pet-friendly housing; Public space for dogs; Exotic pets; Fireworks; Humane rodent control; Human-wildlife conflicts)
- b) Letter of Approval from UBCM – RE: 2022 CEPF Disaster Risk Reduction-Climate Adaptation – Approval Agreement & Terms of Conditions of Funding
- c) Email from Island Health – RE: Island Health News: Action taken to strengthen North Vancouver Island health care
- d) Letter from Minister Anne Kang – RE: Growing Communities Fund Grant (Ref: 271994)

MOTION R23/65

MOVED AND SECONDED

THAT correspondence a) to d) be received.

CARRIED

7. Council Reports

- a) **Councillor Tinsley – RE: Current Signage & Property Maintenance at Old Mall**

MOTION R23/66

MOVED AND SECONDED

THAT Council receives the Councillor Report - Current Signage & Property Maintenance at Old Mall for information and discussion.

CARRIED

MOTION R23/67

MOVED AND SECONDED

THAT staff be directed to write a letter to the property owner to address the issues outlined in the staff report.

CARRIED

8. Reports of Committees - None

9. Mayor's Report

- a) The Mayor provided a verbal report regarding an announcement from Minister of Citizens' Services Lisa Beare related to connectivity and cell coverage to rural and remote highways in BC.

MOTION R23/68
MOVED AND SECONDED

THAT Council receive the Mayor's verbal report.

CARRIED

10. Unfinished Business - None

11. Staff Reports

- a) **Sayward Volunteer Fire Department 2022 Annual Report & Call Log - Frank Morgan, SVFD Fire Chief**

MOTION R23/69
MOVED AND SECONDED

THAT Council receive the Sayward Volunteer Fire Department 2022 Annual Report & Call Log staff report for information and discussion.

CARRIED

- b) **Land Exchange Agreement Extension – Lisa Clark, CFO/CO**

MOTION R23/70
MOVED AND SECONDED

THAT Council receive the Land Exchange Agreement Extension staff report for information and discussion; and,

THAT the land exchange agreement amendment be approved; and,

THAT the Mayor and Corporate Officer be authorized to execute the agreement.

CARRIED

- c) **Amendment to Bylaw 416, 2015 Council Procedure Bylaw – Lisa Clark, CFO/CO**

MOTION R23/71
MOVED AND SECONDED

THAT Council receive the Amendment to Bylaw 416, 2015 Council Procedure Bylaw staff report for information and discussion; and,

THAT Staff post notice of the proposed amendment on the Village's public notice board, in the April 2023 Sayward News, on the Village website, and on the Village's Facebook page; and,

THAT staff return to the April 18, 2023 council meeting with a summary of any public comments received on the proposed amendment before fourth and final reading.

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.

CARRIED

d) Request for Support – Sayward Futures Society – Keir Gervais, CAO

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

MOTION R23/72

MOVED AND SECONDED

THAT Council receive the Request for Support - Sayward Futures Society staff report for information and discussion; and,

THAT staff be directed to continue working with Sayward Community Futures representatives towards a detailed joint work plan, including measurable activities that benefit the Village; and,

THAT staff be directed to regularly update Council on the progress of said work.

CARRIED

** Cllr Burchett returned to the meeting*

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

13. Bylaws - None

14. New Business

- a) Council discussed the request from Delegation b) Mr. Alex Turner, Sayward Garden Club – Request to have Sayward News advertising fees waived.

MOTION R23/73

MOVED AND SECONDED

THAT Staff notify Mr. Turner that no relief be provided to the Sayward Garden Club on the Sayward News advertising fee; and,

THAT staff inform Mr. Turner of the option to reduce the font size that will result in no additional advertising fee.

CARRIED

15. Public Question Period - None

16. In Camera

MOTION R23/74

MOVED AND SECONDED

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

- 90(1)(c) labor relations or other employee relations

CARRIED

17. Adjournment

The meeting was adjourned at 9:06 PM

Mayor

Corporate Officer



**VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING MINUTES
MARCH 28, 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 (via TEAMS)
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 6:00 PM

2. Introduction of Late Items - None

3. Approval of Agenda

MOTION S23/1

MOVED AND SECONDED

THAT the agenda for the Special Meeting of Council for March 28, 2023, be approved.

CARRIED

4. Minutes of Previous Meetings - None

5. Petitions and Delegations - None

6. Correspondence - None

7. Council Reports - None

8. Reports of Committees - None

9. Mayor's Report - None

10. Unfinished Business - None

11. Staff Reports - None

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

13. Bylaws

- a) **Highway Closure and Dedication Removal Bylaw No. 492, 2023**

MOTION S23/2

MOVED AND SECONDED

THAT Highway Closure and Dedication Removal Bylaw No. 492, 2023 be given fourth and final reading.

CARRIED

14. New Business - None

15. Public Question Period - None

16. In Camera - None

17. Adjournment

The meeting was adjourned at 6:02 PM

Mayor

Corporate Officer



March 16, 2023

Keir Gervais
Chief Administrative Officer
Village of Sayward
PO Box 29
Sayward, BC V0P 1R0

Dear Keir Gervais:

RE: STRATEGIC PRIORITIES FUND APPLICATION

Thank you for submitting your Strategic Priorities Fund (SPF) application for funding under the Canada Community-Building Fund. We have now completed approvals and unfortunately your application for the Water System Supply and Conservation Improvements (22-0748-SPF) was not approved for funding at this time.

As with previous intakes for pooled funding delivered through the Canada Community-Building Fund, the 2022 SPF intake was oversubscribed. In total, 190 applications were made, with a funding request of over \$514 million. Of these, 45 projects were approved for approximately \$100 million. The projects selected reflect the technical ranking provided to the Management Committee for all projects.

We wish to thank you for taking the time to develop and forward your application. The Management Committee anticipates that funding under the SPF is now fully committed.

Should you have any questions regarding the 2022 SPF intake, please contact Brant Felker, Manager, Canada Community-Building Fund by e-mail at bfelker@ubcm.ca or by phone at 250-356-0893.

Sincerely,

Gary MacIsaac, Chair
Canada Community-Building Fund Management Committee

March 24, 2023

Dear Mayor and Chief Administrative Officer,

In a spirit of continued partnership with the provincial government to address the issue of housing, which is pressing in so many of our member communities both rural and urban, we are writing to convey a voluntary request on behalf of the Ministry of Housing. The Ministry is seeking your assistance with respect to documenting potential municipal land for housing as the Province rolls out and implements its refreshed housing strategy in the coming months and years.

The provincial government is currently undertaking an inventory of provincial lands that could potentially be used for the creation of affordable housing of all sorts: co-ops, non-profits, affordable home ownership and other opportunities to get more people into housing they can afford.

At the same time, the Ministry of Housing would like to invite willing local governments to provide a list of municipally owned land that could potentially be used for housing. This can include bare land. And they are also encouraging local governments to think ahead for the next five to ten years: in addition to potential bare land, is there a community centre, library, firehall or other municipal infrastructure that you plan to build or rebuild where, through partnership, housing could be part of the development or redevelopment?

Providing a list to the Ministry creates no obligation on behalf of the Province or the local government to take any further action. The purpose at this point is to get a sense of public land available for housing and understand which municipalities might be interested down the road in partnerships to create more housing in their communities. All information shared with the Province will be kept confidential.

To make it simple, the Ministry is providing an example (see Appendix A) of the kind of information they are seeking. All that is being requested at this point, as per the Appendix, is a simple description of the lot or lots and any maps or information easily available to share.

Please submit any information you wish to share in confidence with the Ministry by July 31st 2023 by email to housing.policy@gov.bc.ca

In Minister Kahlon's words, "The Province and local governments have been working together to address the housing crisis and together we've had success. In 2017, our government committed \$7 billion to get housing built for people and today we see new affordable housing opening in communities across the province. Yet still with a strong economy and high quality of life, our province, and your communities, continue to grow. That's why in budget 2023 our government is

committing another \$4.2 billion to continue to work with you to build housing that working people, families and seniors can afford, so they can make a good life and have a good home in your cities and towns.”

Sincerely,

A handwritten signature in cursive script that reads "Jen Ford". The letters are dark and fluid, with a prominent loop on the "J" and a long tail on the "d".

Jen Ford
UBCM President

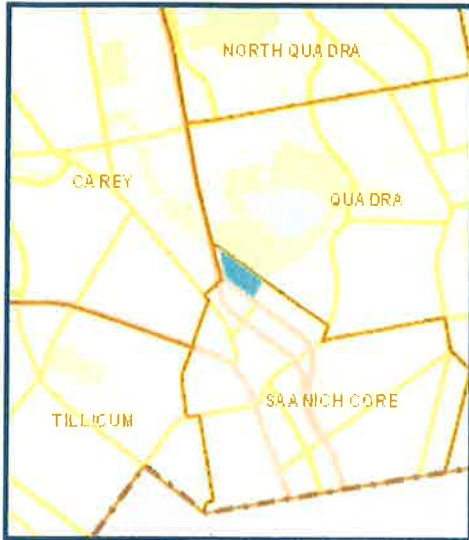
APPENDIX A

770 Vernon Avenue (C-4 Office and Apartment Zoned) 366,775 sq ft. This property houses the District of Saanich Municipal Hall, Fire Station and Police Station, which would all need to be incorporated into a redeveloped building on the site (unless suitable alternate location(s) are found).



District of Saanich Property Information Report

Report generated 3/14/2023 2:01:10 PM



Property location within District of Saanich



Property Map

770 VERNON AVE

Property Information

Folio: 65-2046-999

PID: 004-317-211

Status: ACTIVE

Property Number: 114568

LTO Number: EM6832

Legal: LOT A SECTION 33 VICTORIA DISTRICT PLAN 14934 EXCEPT PLAN 33545 AND PT IN 803RW.

Land Attributes

Exemption/ Taxation Code:	SAANICH OWNED PROPERTY
School District:	SCHOOL DISTRICT 61
BCAA Lot Size:	366775 SQUARE FEET
BCAA Manual Class:	WAREHOUSE - STORAGE
BCAA Neighbourhood Code:	SWAN LAKE/CREASE-CADILLAC
Development Cost Charge Area:	----
Municipal Parks DCC Area:	----
Year Built:	1962
Zoning:	C-4 OFFICE AND APARTMENT
Local Area:	SAANICH CORE
Development Permit Area:	SAANICH CORE

Property Tax Levies and Assessments Summary

Notice Date	Total Levy	Class	Gross Land	Gross Improvement	Gross Assessment	Net Assessment
May 11, 2022	0.00	6-Bus/Other	41,627,000	175,000	41,802,000	0
May 11, 2021	0.00	6-Bus/Other	36,423,000	179,000	36,602,000	0

Property Activity

Building Permits: (any)	YES
Engineering Permits: (any)	YES
Active Tree Permits:	NO
Active Development Applications:	NO
Active Business License:	NO
Active Bylaw Calls:	NO
Covenants on File With Saanich:	NO

It is the responsibility of the client to confirm through a title search at the Land Title Office whether there are covenants or other charges on title. A YES or NO in this field only indicates that the District of Saanich does or does not have a copy of a covenant on file.

If you require additional information, call 250-475-5457 (Inspection Enquiries).

Local Service / Business Improvement Areas

There is no additional information.

Additional Comments

Category	Date	Details
PLANNING	Dec 19, 2011	STREAMSIDE DP AREA
PLANNING	Jul 29, 2003	DEVELOPMENT PERMIT NUMBER DPR2003-00001 proposed construction of a single storey addition for vehicle maintenance bays, with basement, at the north end of the existing municipal fire hall.
PLANNING	Jul 29, 2003	VARIANCE PERMIT DVP97-00007; DVP93-00008 DVP99-00007
PLANNING	Mar 29, 2007	CONTROLLED ACCESS CLASSIFICATION CONTACT MINISTRY OF TRANSPORTATION REGARDING ACCESS TO OR FROM MINISTRY CONTROLLED ROADS
PLANNING	Sep 02, 2008	CONTROLLED ACCESS CLASSIFICATION CONTACT MINISTRY OF TRANSPORTATION REGARDING ACCESS TO OR FROM MINISTRY CONTROLLED ROADS
PLANNING	Sep 02, 2008	DEVELOPMENT PERMIT NUMBER DPR2003-00001 - PROPOSED CONSTRUCTION OF A SINGLE STOREY ADDITION FOR VEHICLE MAINTENANCE BAYS, WITH BASEMENT, AT THE NORTH END OF THE EXISTING MUNICIPAL FIRE HALL
PLANNING	Sep 02, 2008	VARIANCE PERMIT DVP97-00007 DVP93-00008 DVP99-00007

March 17, 2023



Council Members
Village of Sayward
Box 29
Sayward, BC V0P 1R0

Dear Council Members:

Re: UBCM Membership

I am writing to invite Village of Sayward to renew its annual membership in the Union of B.C. Municipalities (UBCM).

Local governments everywhere throughout the province are delivering services to support healthy, safe and complete communities. As we do so, we are facing significant challenges related to a lack of attainable housing, the complex care needs of unhoused populations, public safety issues related to random violence, aging infrastructure, inflationary pressures and the impacts of climate change and associated extreme weather events.

These are challenging times, and the need for a close effective relationship with other orders of government will be critical for navigating our way forward. UBCM is working with the Province of B.C. on the most urgent issues facing B.C.'s communities, guided by the common interest of every local government in the province.

UBCM has been a longstanding advocate for better infrastructure funding and streamlined delivery. Last month I was pleased to join Premier Eby when he announced \$1 billion in new funding to expand and upgrade the core facilities for every local government in the province. As I write this, we are just three weeks away from a housing summit hosted by UBCM to bring together local elected leaders, the Province and key stakeholders from across the housing sector to reimagine housing policy. Plans are also underway for UBCM's administration of doubled funding for emergency preparedness. Preparations are also underway for negotiations to deliver the multi-billion-dollar Canada Community-Building Fund. These examples, drawn from the past few weeks provide a window into our year-round efforts to advocate on behalf of our members and deliver funding that is critical for strengthening B.C.'s communities.

Our strength as an organization is grounded in the support of our membership. For over 40 years, UBCM has attained 100% support from local governments in B.C. I thank you for the renewal by Village of Sayward this past year. Over the coming year, I am dedicated to working with my fellow Executive members and our secretariat to maintain the support of communities across the province.

As always, if you have questions or feedback about our work, please contact me directly.

Sincerely,

A handwritten signature in black ink that reads "JCFord". The signature is written in a cursive, flowing style.

Councillor Jen Ford
UBCM President



MEMO
March 17, 2023

TO: Local Government Chief Financial Officers
FROM: Hervinder Bains, Chief Financial Officer
RE: **UBCM 2023 UBCM MEMBERSHIP DUES**

UBCM President Jen Ford has written to all local councils and regional boards requesting them to consider renewing their membership for 2023 (enclosed).

UBCM membership dues are based on Executive Policies 2.1–2.3. Rates for 2023 are:

<u>Population</u>	<u>Rate</u>
First 5,000	0.7094
Next 10,000	0.5152
Next 15,000	0.3242
Balance	0.0663

Membership dues are calculated on your population, and the population estimates used are those prepared by BC STATS, Ministry of Jobs, Trade & Technology, Province of BC (December 2022).

We also enclose for your attention our 2023 dues invoice.

Please feel free to contact our office (accountspayable@ubcm.ca) if you have any questions.

Encls.

www.ubcm.ca



UNION OF B.C. MUNICIPALITIES
 Suite 60 – 10551 Shellbridge Way
 Richmond, British Columbia
 Canada, V6X 2W9
 Phone: (604) 270-8226 E-mail: ubcm@ubcm.ca

INVOICE

TO: Village of Sayward
 Box 29
 Sayward, BC V0P 1R0

Invoice Date: Mar 15, 2023
Invoice No: D-5652
Due: upon receipt
Reference: 2023 UBCM Annual Dues

DESCRIPTION	AMOUNT
<p>Population: 302</p> <p><i>Your UBCM dues have been calculated using population estimates (Dec 2022 release) provided by BC STATS, the central statistical agency of the Province of British Columbia.</i></p>	
<p>Annual Dues:</p> <p>First 5,000 population at 0.7094 (Minimum \$660) \$660.00</p> <p>Next 10,000 at 0.5152 \$0.00</p> <p>Next 15,000 at 0.3242 \$0.00</p> <p>Balance at 0.0663 \$0.00</p>	
<p>Subtotal: \$660.00</p>	
<p>5% GST: (10815 0541) \$33.00</p>	
<p>Total:</p>	<p>\$693.00</p>



UNION OF B.C. MUNICIPALITIES
 Suite 60 – 10551 Shellbridge Way, Richmond, B.C. V6X 2W9

REMITTANCE PORTION

Village of Sayward
 2023 Annual UBCM Dues

Date: Mar 15, 2023
 Invoice # D-5652

TOTAL DUE: \$693.00

AMOUNT ENCLOSED:

Please return this portion of invoice with payment. Please do not combine payment of this invoice with any other billing you may receive from UBCM. Thank you.



Sayward Policing Report

Royal Canadian Mounted Police
Gendarmerie Royal du Canada

To: Mayor, Council, and Regional District

Policing Report for October 01, 2022 to December 31, 2022

Dear Mayor Baker and Councilors, Regional District Representative,

Please find enclosed the policing report that reflects the crime statistics for the months of October to December 2022. During these months, Sayward RCMP had 183 calls for service, up from 116 for the same period last year.

Report statistics October 01, 2022 to December 31, 2022:	Village	Rural
911-FALSE/ABANDONED CALLS: 0	0	0
Abandoned Vehicles: 3	2	1
Animal Calls: 4	1	1
Assault: 1	4	1
Breach of Peace: 0	0	0
Breach Bail: 0	0	0
Cause a Disturbance: 4	4	0
Check Wellbeing: 8	6	2
Checkstop Program / Road Block: 1	0	1
Children, Family & Community Services: 0	0	0
Collision Damage under \$10,000: 16	0	16
Coroner's Act: 0	0	0
False Alarms: 3	3	0
Firearms Act: 1	0	1
Impaired OP Motor Veh: 0	0	0
Mental Health Act: 1	1	0
Mischief: 9	4	5
Missing Persons: 0	0	0
Other Permit Issue - Provincial: 0	0	0
Property – Lost & Found: 3	3	0
Sex Assault / Interference: 0	0	0
Theft: 14	1	12
Traffic-Other Moving including Bulk VT's & Warnings: 22	9	13
Unspecified Assist: 13	8	4

Traffic Stats for the period:

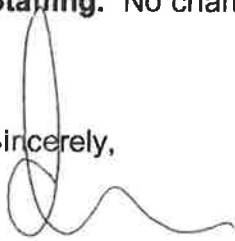
- 60 written Warnings
- 23 written Violation Tickets

Boat Patrols for the period: 4

Significant files and police interactions: The RCMP had an increase in vandalism and vehicle thefts from the rural areas. Back country patrols were increased and also engaged the local logging contractors to enhance they security as well.

Staffing: No change.

Sincerely,



Cpl Chris MCMILLAN
Detachment Commander
Sayward RCMP

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

From: no-reply@upanupstudios.com <no-reply@upanupstudios.com>

Sent: Wednesday, March 29, 2023 12:53 PM

To: Village of Sayward <village@saywardvalley.ca>

Subject: Webform submission from: Contact > Content rows

Submitted on Wed, 03/29/2023 - 12:52

Submitted by: Anonymous

Submitted values are:

First Name

tracy

Last Name

crawford

Phone

6049992205 <<tel:6049992205>>

Email

tcrawford@madd.ca <<mailto:tcrawford@madd.ca>>

What are you inquiring about?

Public Works

Subject

Boating Awareness Signs

Message

Good morning

Report impaired driving. Call 911 is a Canada-wide campaign to encourage and empower the Canadian public to report suspected impaired driving by calling 911. Impaired driving is the #1 cause of criminal death in Canada and, yet, every impaired driving crash is preventable. By calling 911 and reporting suspected impaired drivers to police, all Canadians can play a role in keeping our roads safe and in reducing impaired driving crashes, deaths and injuries.

I am reaching out to you regarding a boat safety sign program – see pictures attached. The goal of the sign program is to remind the public that impaired boating is impaired driving. We want to keep our waterways safe for all.

With alcohol being a factor in almost 40% of recreational boating fatalities, there is a great need to educate boaters about the dangers of operating their vessels while impaired. Thirty-seven per cent of boaters in Canada admit to consuming alcohol every time they boat, and nearly two-thirds admit to consuming alcohol sometimes when boating.

Alcohol consumption affects judgment, reduces motor skills and balance and slows reaction times, and the effects of sun and waves can heighten those effects,. This is why these boating signs are a positive reminder to boat safe and sober.

Signs are available in a variety of sizes and MADD Canada will include your logo, as well as the logo of your local enforcement agency/911 call centre.

Would you be interested in having these signs up? There is no cost to you – MADD Canada covers all costs. If you have any questions at all, please let me know.

Thank you

Tracy
Tracy Crawford
MADD Canada
Regional Manager – Western Canada
PO Box 78043 RPO Northside
Port Coquitlam, BC V3B 7G8
T: 604 552 9273 or 1 877 676 6233
E: tcrawford@madd.ca







COUNCILLOR REPORT

For: Mayor and Council
Prepared by: Scott Burchett, Councillor
Subject: **Display of First Nations Art in Council Chambers**
Meeting date: April 4, 2023

DISCUSSION

I would like to request that Mayor and Council acknowledge the donation of local First Nations art from Councillor Sue Poulsen that was from the late Mayor MacDonald.

The history of the Village of Sayward coming together and providing food and shelter to the multiple First Nations members as they were on a canoe voyage through the Johnstone Strait and needed safe refuge from the weather is immortalized in the tapestry of the blanket.

This gift and display are a testament to our on-going relationship building with all members of the community that we live in.

RECOMMENDATIONS

THAT Council receives the Councillor Report – Display of First Nations Art in Council Chambers for information and discussion.

THAT staff be directed to coordinate the framing/backing of the blanket and hang it in the Village of Sayward Chambers along with the other 2 donated art pieces that are already framed.

Scott Burchett
Councillor



STAFF REPORT

To: Mayor and Council
From: Keir Gervais, CAO
Subject: WorkSafeBC Inspection – Sayward Volunteer Fire Department Hall #1
Meeting date: April 4, 2023

PURPOSE

The purpose of this report is to advise Council that on March 13, 2023 a WorkSafeBC inspector attended Sayward Volunteer Fire Department (SVFD) Hall #1 to conduct a detailed inspection of the operations. The inspection resulted in a number of orders that require attention.

BACKGROUND

During a WorkSafeBC inspection, a prevention officer may call or visit unannounced to inspect a workplace and assess safe work practices in accordance with the *Workers Compensation Act* and the Occupational Health and Safety (OHS) Regulation.

A WorkSafeBC inspector attended SVFD Hall #1 unannounced on March 13, 2023 to perform an inspection of the facility, supporting documentation, policies and operational procedures.

DISCUSSION

The WorkSafeBC inspection resulted in ten orders, all of which have the same compliance due date of May 2, 2023. The following is a list of the measures the employer must take to comply:

1. Establish a Joint Occupational Safety & Health (JOSH) committee.
2. Develop and maintain a young and new worker orientation and training program.
3. Initiate and maintain a process for managing stress of the fire fighters, arising from emergency incidents.
4. Ensure the fire department's SOG's (standard operating guidelines) are onsite and available to fire fighters to access.
5. Initiate and maintain training of the bullying & harassment policy.
6. Initiate and maintain written procedures for the inspection of protective clothing and equipment.
7. Initiate and maintain a hearing conservation program with annual hearing tests for any workers who are required to use hearing protection equipment.
8. Initiate and maintain annual fit testing for all workers who are required to use a respirator or SCBA for their work.
9. Provide applicable WHIMIS 2015 education and training for their workers who use or could be exposed to hazardous materials.

10. Provide calibration records for the CO/NO2 monitoring system and air monitoring results to show that the system is effectively protecting the workers in this fire hall.

Representatives from the fire department and the CAO had a follow-up meeting with the WorkSafeBC Inspector on March 22, 2023 to discuss the orders and the efforts required to be compliant. None are considered overly difficult, and in some cases steps towards compliance are underway. The task of coordinating hearing testing on a day all fire fighters can attend may be the largest logistical challenge.

Except for three (7-9 above), all of the orders can be achieved in-house. Four of the orders (7-10 above) will have associated costs.

The Fire Chief and the newly created JOSH committee will work together towards 100% compliance by the due date. The CAO, CFO and staff will provide support as required. A follow-up inspection is scheduled for May 9, 2023.

STAFF RECOMMENDATIONS

THAT Council receive the WorksafeBC Inspection – Sayward Volunteer Fire Department Hall #1 staff report for information and discussion.

Respectfully submitted,



Keir Gervais, CAO

Attachments:

- **Inspection Report #202320081026A**
- **Inspection Report #202320081027A**

8951 Westminster Highway, Richmond, BC
Mailing Address: PO Box 5350 Stn Terminal, Vancouver BC, V6B 5L5
Telephone 604 276-3100 Toll Free 1-888-621-7233 Fax 604 276-3247

The *Workers Compensation Act* requires that the employer must post a copy of this report in a conspicuous place at or near the workplace inspected for at least seven days, or until compliance has been achieved, whichever is the longer period. A copy of this report must also be given to the joint committee or worker health and safety representative, as applicable.

A revised version of the *Workers Compensation Act* took effect on April 6, 2020. The B.C. government's revisions aim to make the Act easier to read and understand, and to reorganize the numbering to make laws easier to find. The revisions make no changes to B.C.'s laws concerning workers' compensation, occupational health and safety, and employers' assessment premiums. Please be aware there may be a transitional period where correspondence from WorkSafeBC may include references to either the previous Act or the revised Act. For more information, visit www.worksafebc.com/WCA2019 or call the Prevention Information Line at 604.276.3100, or toll free within BC at 1.888.621.7233 (SAFE).

Inspection Report #202320081026A		
Employer Name	Jobsite Inspected	Scope of Inspection
VILLAGE OF SAYWARD	620 Kelsey Way Sayward BC V0P 1R0	Risk Management Basics

Date of Initiating Inspection	Date of This Inspection	Delivery Date of This Report	Delivery Method
Mar 13, 2023	Mar 13, 2023	Mar 16, 2023	Email

THERE ARE FIVE (5) ORDERS OR OTHER ITEMS OUTSTANDING

ACTION REQUIRED

Summary of Orders or other Items		
See "Orders/Items – Full Details" section of this Inspection Report for orders/items cited		
Order/Item No.1 <input type="checkbox"/>	Status: Outstanding	Cited: OHS31.3(1)
Order/Item No.2 <input type="checkbox"/>	Status: Outstanding	Cited: OHS3.23(2)
Order/Item No.3 <input type="checkbox"/>	Status: Outstanding	Cited: OHS31.5(1)(c)
Order/Item No.4 <input type="checkbox"/>	Status: Outstanding	Cited: OHS31.4
Order/Item No.5 <input type="checkbox"/>	Status: Outstanding	Cited: WCA21(2)(e)

ORDER STATUS LEGEND	
Order Status	Description
Outstanding	Order Outstanding - Action Required to Achieve Compliance
Complied	Compliance Achieved - No Further Action Required
Closed	Order is Closed
Rescinded	Order has been cancelled - No Further Action Required

INSPECTION NOTES

Introduction

On March 13, 2023, I, Jason Kozubal and Michael Brown, Occupational Safety Officers, conducted an inspection at Sayward Volunteer Fire Department in Sayward, BC. The scope of this inspection was RISK MANAGEMENT BASICS, pertaining to compliance with the *Workers Compensation Act* (the Act) and Occupational Health and Safety Regulation (the Regulation).

Injury and disease prevention begins with a solid foundation in health and safety at the workplace and the first step to achieving this is to effectively identify workplace hazards and control of inherent risks.

The purpose of this inspection is to:

- Familiarize the employer with the basics of workplace risk management while ensuring regulatory obligations are being met
- Improve the employer's understanding of the value of these requirements while ensuring the risks that have the greatest impact on their workplace are effectively managed
- Provide resources that can assist with meeting these requirements

Employer Background

The Village of Sayward Volunteer Fire Department is a 24 hour-a-day service that provides emergency fire protection services to the Village of Sayward and the local Strathcona Regional District, out of 2 fire halls in the area. The fire department is currently contracted to provide exterior only fire attack services. This inspection took place at fire hall #1, which has shared administrative office space, 2 vehicle bays and oxygen tank filling station. There are 22 members in this volunteer fire department. At the time of this inspection, there were 2 workers on site. An employer representative and worker representative accompanied me on this inspection.

Number of workers engaged: 2 (1 employer representative and 1 worker representative)

Worksite hazards noted:

- Slips, trips, falls
- Musculoskeletal injuries (MSI's)
- Exposure to hazardous products

The Basics of Risk Management:

IDENTIFY and ASSESS workplace hazards and risks (A "hazard" is anything with the potential to cause an injury to a worker and a "risk" is the chance of injury when an individual is exposed to a hazard.)

- This can be done by asking workers/supervisors what specific job-related safety concerns they have, collecting and reviewing information such as manufacturer instructions or previous incident investigation documents, and inspecting the workplace with a focus on observing job function tasks/processes.
- Once the hazards are identified, assess the risks that these may pose to ensure the best solutions are implemented in the right places. Asking workers/supervisors for their ideas on barriers and controls is important and valuable.

RISK CONTROL

Control the risks by following the hierarchy of controls (elimination, substitution, engineering controls, administrative controls, and personal protective equipment) while ensuring compliance with regulatory requirements. This approach helps guide decisions on how to eliminate or reduce risks and ranks risk controls from the highest level of protection and reliability to the lowest.

COMMUNICATE

Through orientation, training, work procedures and signage workers are made aware of current workplace hazards and how these are controlled and managed, as well as how to report potential new hazards and risks.

MONITOR

Continue to monitor the effectiveness of current risk controls and identify new or changing hazards and risks through supervision, inspections, and incident investigations.

WORKER ENGAGEMENT

Ensure there is worker representation throughout the risk management process by involving those from the joint health and safety committee or safety representatives. Workers are often best positioned to identify current health and safety concerns such as emerging workplace hazards and unsafe conditions as well as provide effective insights into how they can be controlled, and this can inform the risk management approach on how to move forward. This is a true WIN/WIN approach to build a robust and sustainable occupational health and safety program and culture.

Discussions/Observations

This inspection focused on verifying that this employer is meeting their regulatory obligations to support effective and sustainable risk management in their workplace. The following topics were discussed:

Safety Program

The employer is considered high risk of injury or occupational disease with 22 total volunteer firefighters, requiring a formal safety program.

- A Joint Occupational Safety & Health (JOSH) committee is required, monthly JOSH committee meetings must be held and the last 3 months of meeting minutes must be posted **See Order #1**
- Regular worksite inspections must be conducted on a frequency which prevents the development of unsafe conditions

Occupational First Aid

The employer must provide for adequate occupational first aid (OFA) supplies, facilities and occupational first aid attendants (OFAA) onsite. This employer had 2 workers at this worksite and are located less than 20 minutes to the nearest hospital.

- OFA Level 3 kits are onsite and in each vehicle
- There are Level 3 occupational first aid attendants (OFAA) onsite and at each call
- The fire hall has CPR, AED and First Responder training scheduled in March and April
- First aid records are kept secure and confidential
- Communication procedures are in place if first aid is required (all firefighters carry a radio)
- BC Ambulance station is next door
- Village medical clinical is across the street

Employer Incident Investigation Report (EIIR)

Sections 69-72 of the Workers Compensation Act require an employer to undertake an investigation into any accident or incident that may have resulted in an injury to a worker. These incidents include fatalities, major structure collapses, release of hazardous substance(s), injuries requiring medical treatment, and any incident that had the potential to cause serious injury.

- Preliminary Report - A preliminary investigation must be undertaken immediately and completed within 48 hours of an incident. The purpose of the preliminary investigation is to identify unsafe conditions, acts or procedures, as far as possible, in order to ensure that work can be done safely during the interim period between the incident and the conclusion of a full investigation.
- Full Report A full investigation must be immediately undertaken after the preliminary investigation to identify the cause or causes of an incident. This means analyzing the facts to identify its underlying factors that made the unsafe condition, act or procedures possible and identify health and safety deficiencies in your firm's safety system or other management system. A copy of the full investigation report must be submitted to WorkSafeBC within 30 days of the incident.
- The employer is aware of EIIR options to submit by fax or electronically.

Young and New Worker Orientation and Training

New and young worker orientation and training is required in all businesses / workplaces in BC.

- This employer must have an orientation and training program in place for new and young workers **See Order #2**
- Training binders in place for firefighter skills assessments
- Procedures must be in place to manage firefighter occupational stress, arising from emergency incidents **See Order #3**
- Standard Operating Guidelines are being updated **See Order #4 Bullying & Harassment**

Policy, procedures and training must be in place to ensure that workers understand their right to a safe work place, free of harassment and bullying, and the process to follow for reporting concerns. **See Order #5**

Due Diligence

Due Diligence requires taking all reasonable steps to protect workers from harm. "All reasonable steps" is based on the level of

judgment and care that a person would reasonably be expected to do under the circumstances. An organization that actively manages health and safety and takes all reasonable steps to protect workers from harm is being duly diligent. Due diligence requires employers to:

- Identify all workplace hazards
- Implement all necessary preventive measures
- Communicate appropriately to all necessary personnel

Steps to being due diligent include, but are not limited to the following:

- Know your legal obligations under the Workers Compensation Act and the Occupational Health and Safety Regulation (Understand which regulations apply to your workplace, review Guidelines)
- Conduct risk assessments to identify issues related to health and safety at the workplace, consider using people knowledgeable in this area (engaging workers in this helps to build safety culture and buy-in)
- Develop a robust health and safety program that includes policies, procedures and practices to minimize risk from specific hazards. Communicate and train workers on these and ensure they are being followed.
- Review your systems and processes frequently through evaluations and apply changes as needed (ie. annual reviews and updates by the joint health and safety committee)
- Keep records by documenting pertinent safety information to demonstrate due diligence (training records, quizzes, training tickets, etc.)
- Maintain a bullying and harassment policy and training program (ie. posted policy & procedures and training records available)

Inspection Summary

The employer and worker representatives were cooperative and responsive to correcting compliance issues. I advised that I would deliver this inspection report via email, be available to review it and would come back in person to review their completed compliance measures on or about May 2, 2023.

Please see the Regulations Referenced section of this inspection report for more information regarding additional topics discussed during this inspection.

Resources provided to employer

WorkSafeBC has several resources that can help you meet your requirements and improve health and safety in your workplace:

- Managing Risks in your workplace
- Sample Young Worker Orientation Checklist
- Violence Risk Assessment Template
- Refusing Unsafe Work
- MSI Employers Guide
- EIIR Employer Guide and Template
- Safety inspections workbook

If there are any questions regarding the items noted in this inspection report, please contact me for further clarification or other assistance.

Jason Kozubal
Occupational Safety Officer
Prevention Field Services
WorkSafeBC
801 30th St, Courtenay, BC
Email: Jason.kozubal@worksafebc.com
Phone: 250.334.8705

More information can be found under the *Workers Compensation Act* and the Occupational Health and Safety Regulation at the following website: www.worksafebc.com

We acknowledge and respect the Indigenous communities on whose territories our employees work and live. WorkSafeBC



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INSPECTION REPORT
Worker and Employer Services Division
202320081026A

recognizes the role of Indigenous Peoples as the original inhabitants and traditional stewards and caretakers of these lands, and aims to build meaningful relationships with community members.

ORDERS/ITEMS

An employer who fails to comply with Occupational Health and Safety ("OHS") provisions of the *Workers Compensation Act*, the Occupational Health & Safety Regulation, or WorkSafeBC orders may be subject to monetary or other sanctions as prescribed by the *Workers Compensation Act*.

Orders/Items - Full DetailsOrder/Item No.1 Status: **Outstanding**Cited: **OHS31.3(1)**

During this inspection, I requested confirmation of a Joint Occupational Safety & Health (JOSH) committee for this volunteer fire department. The employer representative stated to me that this fire hall did not have a JOSH committee in place and was not having monthly JOSH meetings.

This is in contravention of the Occupational Health and Safety Regulation Section 31.3(1).

If an employer is required under the Occupational Health and Safety provisions of the Workers Compensation Act to establish a joint committee or worker health and safety representative, then a fire department or industrial fire brigade operated by the employer must have a separate joint committee or a worker health and safety representative, as applicable.

Measures to Ensure Compliance:

Without undue delay, the employer must initiate and maintain a separate JOSH committee for this volunteer fire department, including posting the last 3 months of meeting minutes. A copy of the first meeting minutes are to be provided to this officer as proof of compliance.

Compliance due date - **May 2, 2023**

Orders/Items - Full Details

Order/Item No.2 <input type="checkbox"/>	Status: Outstanding	Cited: OHS3.23(2)
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During this inspection, I requested to see the employer's young & new worker orientation and training program. The employer representative stated to me that they were not aware of an orientation program being in place.

This is in contravention of Occupational Health and Safety Regulation Section 3.23(2).

The following topics must be included in the young or new worker's orientation and training:

- (a) the name and contact information for the young or new worker's supervisor;
- (b) the employer's and young or new worker's rights and responsibilities under the Workers Compensation Act and this Regulation including the reporting of unsafe conditions and the right to refuse to perform unsafe work;
- (c) workplace health and safety rules;
- (d) hazards to which the young or new worker may be exposed, including risks from robbery, assault or confrontation;
- (e) working alone or in isolation;
- (f) violence in the workplace;
- (g) personal protective equipment;
- (h) location of first aid facilities and means of summoning first aid and reporting illnesses and injuries;
- (i) emergency procedures;
- (j) instruction and demonstration of the young or new worker's work task or work process;
- (k) the employer's health and safety program, if required under section 3.1 of this Regulation;
- (l) WHMIS information requirements set out in Part 5, as applicable to the young or new worker's workplace;
- (m) contact information for the occupational health and safety committee or the worker health and safety representative, as applicable to the workplace.

Measures to Ensure Compliance:

Without undue delay, this employer must develop and maintain a young and formal new worker orientation and training program, including all of the elements noted above.

Compliance due date - **May 2, 2023**

Order/Item No.3 <input type="checkbox"/>	Status: Outstanding	Cited: OHS31.5(1)(c)
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During this inspection, I requested documentation detailing the fire department's procedures for managing stress of fire fighters, arising from emergency incidents. The employer representative stated to me that they did not have a health and wellness program, they did not have an employee and family assistance program (EFAP) and that debriefs were completed after some calls but not all calls.

This is in contravention of the Occupational Health and Safety Regulation Section 31.5(1)(c).

Written procedures must be established and followed by a fire department or industrial fire brigade to manage stress arising from an emergency incident that is likely to cause adverse health effect to firefighters.

Measures to Ensure Compliance:

Without undue delay, this employer must initiate and maintain a procedure for managing the stress of their fire fighters, arising from emergency incidents.

Compliance due date - **May 2, 2023**

Orders/Items - Full Details

Order/Item No.4 <input type="checkbox"/>	Status: Outstanding	Cited: OHS31.4
<p>During this inspection, I requested to see the fire department's standard operating guidelines (SOG). The employer representative was not able to provide the SOG's, noted that they were quite old and were in the process of being updated and were not aware of where they were.</p> <p>This is in contravention of the Occupational Health and Safety Regulation Section 31.4.</p> <p>The employer must ensure the adequate instruction and direction of firefighters in the safe performance of their duties.</p> <p><u>Measures to Ensure Compliance:</u> Without undue delay, the employer must ensure that the fire department's SOG's are onsite and available for fire fighters to access.</p> <p>Compliance due date - May 2, 2023</p>		
Order/Item No.5 <input type="checkbox"/>	Status: Outstanding	Cited: WCA21(2)(e)
<p>During this inspection, I requested records of training for the employer's bullying & harassment policy (Respectful Workplace Policy #200-03), which states that training of workers would be conducted during new hire orientation (line 5.9) and reviewed annually with all workers (line 5.10). No training records were available. The employer representative did provide a copy of the compliant policy and procedures and noted that firefighters were informed about the policy.</p> <p>This is in contravention of the Workers Compensation Act Section 21 (2)(e).</p> <p>An employer must provide to the employer's workers the information, instruction, training and supervision necessary to ensure the health and safety of those workers in carrying out their work and to ensure the health and safety of other workers at the workplace.</p> <p><u>Measures to Ensure Compliance:</u> Without undue delay, the employer must initiate and maintain training of their bullying & harassment policy. A record of training must be provided to this officer for verification of compliance.</p> <p>Compliance due date - May 2, 2023</p>		

REFERENCES

In addition to any orders, or other items, and the information provided in the Inspection Notes section in this Inspection Report, the officer may discuss other health and safety issues with the employer arising out of the inspection. The information below sets out the health and safety requirements discussed with the employer, and unless otherwise noted, violations of these requirements were not observed.

Reference	Details Discussed
<p>REF0(1)</p> <p>Risk Management Basics</p>	Discussed Risk Management Basics with employer
<p>OHS3.1(1)(a)</p> <p>An occupational health and safety program as outlined in section 3.3 must be initiated and maintained</p> <p>(a) by each employer that has</p> <p>(i) a workforce of 20 or more workers, and</p> <p>(ii) at least one workplace that is determined under section 3.16 (2) (b) to create a moderate or high risk of injury.</p>	Reference for employer
<p>OHS3.1(1)(b)</p> <p>An occupational health and safety program as outlined in section 3.3 must be initiated and maintained</p> <p>(b) by each employer that has a workforce of 50 or more workers.</p>	Reference for employer
<p>OHS3.2</p> <p>In any operation where the workforce is less than that referred to in section 3.1 (1) the employer must:</p> <p>(a) initiate and maintain a less formal program based on regular monthly meetings with workers for discussion of health and safety matters,</p> <p>(b) ensure that meetings are directed to matters concerning the correction of unsafe conditions and practices and the maintenance of cooperative interest in the health and safety of the workforce, and</p> <p>(c) maintain a record of the meetings and the matters discussed.</p>	Reference for employer
<p>OHS3.5</p> <p>Every employer must ensure that regular inspections are made of all workplaces, including buildings, structures, grounds, excavations, tools, equipment, machinery and work methods and practices, at intervals that will prevent the development of unsafe working conditions.</p>	We discussed site safety inspections that are required, along with the other regular safety inspections being completed

Reference	Details Discussed
<p>WCA69(1)</p> <p>An employer must conduct a preliminary investigation under section 71 and a full investigation under section 72 respecting any accident or other incident that:</p> <ul style="list-style-type: none"> (a) is required to be reported under section 68, (b) resulted in injury to a worker requiring medical treatment, (c) did not involve injury to a worker, or involved only minor injury not requiring medical treatment, but had a potential for causing serious injury to a worker, or (d) was an incident required by regulation to be investigated. 	<p>Reference for employer</p>
<p>WCA21(1)</p> <p>Every employer must ensure the health and safety of:</p> <ul style="list-style-type: none"> (i) all workers working for that employer, and (ii) any other workers present at a workplace at which that employer's work is being carried out, and <p>(b) comply with the OHS provisions, the regulations and any applicable orders.</p>	<p>Reference for employer</p>
<p>WCA33</p> <p>A joint committee for a workplace must be established in accordance with the following:</p> <ul style="list-style-type: none"> (a) it must have at least 4 members or, if a greater number of members is required by regulation, that greater number; (b) it must consist of worker representatives and employer representatives; (c) at least half the members must be worker representatives; (d) it must have 2 co-chairs, one selected by the worker representatives and the other selected by the employer representatives. <p>Pursuant to Workers Compensation Act Division 5, the employer must post any order written under Division 5 and keep it posted for 12 months.</p>	<p>For employer's reference</p>

Reference	Details Discussed
<p>WCA36</p> <p>A joint committee has the following duties and functions in relation to its workplace:</p> <ul style="list-style-type: none"> (a) to identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations; (b) to consider and expeditiously deal with complaints relating to the health and safety of workers; (c) to consult with workers and the employer on issues related to occupational health and safety and occupational environment; (d) to make recommendations to the employer and the workers for the improvement of the occupational health and safety and occupational environment of workers; (e) to make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the OHS provisions and the regulations and to monitor their effectiveness; (f) to advise the employer on programs and policies required under the regulations for the workplace and to monitor their effectiveness; (g) to advise the employer on proposed changes to the workplace, including significant proposed changes to equipment and machinery, or the work processes that may affect the health or safety of workers; (h) to ensure that accident investigations and regular inspections are carried out as required by the OHS provisions and the regulations; (i) to participate in inspections, investigations and inquiries as provided in the OHS provisions and the regulations; (j) to carry out any other duties and functions prescribed by regulation. 	<p>For employer's reference</p>
<p>OHS8.40(1)</p> <p>A respirator which requires an effective seal with the face for proper functioning must not be issued to a worker unless a fit test demonstrates that the facepiece forms an effective seal with the wearer's face.</p>	<p>Discussed with employer</p>
<p>OHS8.40(2)</p> <p>Fit tests must be performed in accordance with procedures in CSA Standard CAN/CSA-Z94.4-02, Selection, Use, and Care of Respirators.</p>	<p>For employer reference</p>

Reference	Details Discussed
OHS5.48 Except as otherwise determined by the board, the employer must ensure that no worker is exposed to a substance that exceeds the ceiling limit, short-term exposure limit, or 8-hour TWA limit prescribed by ACGIH.	For employer reference
OHS31.4 The employer must ensure the adequate instruction and direction of firefighters in the safe performance of their duties.	The employer noted that the fire departments Standard Operating Guidelines (SOG) are currently being updated by the Fire Chief to current procedures and standards.
OHS3.16(1)(a) The employer must provide for each workplace such equipment, supplies, facilities, first aid attendants and services as are adequate and appropriate for (a) promptly rendering first aid to workers if they suffer an injury at work, and (b) transporting injured workers to medical treatment.	Reviewed Occupational first aid training and requirements with the employer representative. The fire hall has current OFAA3 onsite and more training scheduled in March and April.



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 Telephone 604 276-3100 Toll Free 1-888-621-7233 Fax 604 276-3247

INSPECTION REPORT
 Worker and Employer Services Division
 202320081026A

Employer #	Mailing Address	Classification Unit #	Operating Location
148308	PO BOX 29 SAYWARD BC V0P 1R0	753004	001

Lab Samples Taken	Direct Readings	Results Presented	Sampling Inspection(s)	Workers onsite during Inspection	Notice of Project Number
N	N	N		2	

Inspection Report Delivered To	Employer Representative Present During Inspection	Worker Representative Present During Inspection	Labour Organization & Local
Stephen Houghton	Stephen Houghton	Jennifer McDonald	

WorkSafeBC Officer Conducting Inspection
Jason Kozubal

*Inspection Time	*Travel Time
5.00 hrs	4.50 hrs

*The time recorded above reflects the inspection time and travel time associated with this inspection report and includes time spent on pre and post-inspection activities. Additional time may be added for subsequent activity.

Request a Review

Any employer, worker, owner, supplier, union, or a member of a deceased worker's family directly affected may, within 45 calendar days of the delivery date of this report, in writing, request the Review Division of WorkSafeBC to conduct a review of an order, or the non-issuance of an order, by contacting the Review Division. Employers requiring assistance may contact the Employers' Advisers Office at 1-800-925-2233.

To submit a request online, visit <https://www.worksafebc.com/en/review-appeal/submit-request>

WorkSafeBC values your feedback. To obtain that feedback, an external market research provider may be contacting you to complete a survey.

WorkSafeBC's online services provide employers with tools to view information and to complete a variety of transactions with us in an easy, fast, and secure way. Through an online services account, you can view and download your inspection reports and compliance agreements, submit Employer Incident Investigation Reports, view your Health & Safety Planning Tool Kit, and more. Visit [worksafebc.com](https://www.worksafebc.com) to log in or create an account.



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A revised version of the *Workers Compensation Act* took effect on April 6, 2020. The B.C. government's revisions aim to make the Act easier to read and understand, and to reorganize the numbering to make laws easier to find. The revisions make no changes to B.C.'s laws concerning workers' compensation, occupational health and safety, and employers' assessment premiums. Please be aware there may be a transitional period where correspondence from WorkSafeBC may include references to either the previous Act or the revised Act. For more information, visit www.worksafebc.com/WCA2019 or call the Prevention Information Line at 604.276.3100, or toll free within BC at 1.888.621.7233 (SAFE).

Inspection Report #202320081027A		
Employer Name	Jobsite Inspected	Scope of Inspection
VILLAGE OF SAYWARD	620 Kelsey Way Sayward BC V0P 1R0	Volunteer Fire Department General Inspection

Date of Initiating Inspection	Date of This Inspection	Delivery Date of This Report	Delivery Method
Mar 13, 2023	Mar 13, 2023	Mar 16, 2023	Email

THERE ARE FIVE (5) ORDERS OR OTHER ITEMS OUTSTANDING

ACTION REQUIRED

Summary of Orders or other Items		
See "Orders/Items – Full Details" section of this Inspection Report for orders/items cited		
Order/Item No.1 <input type="checkbox"/>	Status: Outstanding	Cited: OHS31.11(1)
Order/Item No.2 <input type="checkbox"/>	Status: Outstanding	Cited: OHS7.5
Order/Item No.3 <input type="checkbox"/>	Status: Outstanding	Cited: OHS8.40(2.1)(b)
Order/Item No.4 <input type="checkbox"/>	Status: Outstanding	Cited: OHS5.5(a)
Order/Item No.5 <input type="checkbox"/>	Status: Outstanding	Cited: OHS31.32

ORDER STATUS LEGEND	
Order Status	Description
Outstanding	Order Outstanding - Action Required to Achieve Compliance
Complied	Compliance Achieved - No Further Action Required
Closed	Order is Closed
Rescinded	Order has been cancelled - No Further Action Required

INSPECTION NOTES

Introduction

On March 13, 2023, I, Jason Kozubal and Michael Brown, Occupational Safety Officers, conducted an inspection at Sayward Volunteer Fire Department in Sayward, BC. The scope of this inspection was Volunteer Fire Department General Inspection, pertaining to compliance with the *Workers Compensation Act* (the Act) and Occupational Health and Safety Regulation (the Regulation).

Employer Background

The Village of Sayward Volunteer Fire Department is a 24 hour-a-day service that provides emergency fire protection services to the Village of Sayward and the local Strathcona Regional District, out of 2 fire halls in the area. The fire department is currently contracted to provide exterior only fire attack services. This inspection took place at fire hall #1, which has shared administrative office space, 2 vehicle bays and oxygen tank filling station. There are 22 members in this volunteer fire department. At the time of this inspection, there were 2 workers on site. An employer representative and worker representative accompanied me on this inspection.

Number of workers engaged: 2 (1 employer representative and 1 worker representative)

Worksite hazards noted:

- Slips, trips, falls
- Musculoskeletal injuries (MSI's)
- Exposure to hazardous products

Discussions/Observations

This inspection focused on verifying that this employer is meeting their regulatory obligations to support effective and sustainable risk management in their workplace. The following topics were discussed:

Personal Protective Equipment

- Protective clothing and equipment must be inspected at regular intervals [See Order #1](#)
- Some of the gear appears worn and has been scheduled for replacement

Slips, Trips and Falls

The fire hall is kept tidy. The employer stated that they work on housekeeping to reduce tripping hazards.

Musculoskeletal Injuries (MSI)

MSI injuries are a leading cause of claims. Effective MSI programs help to reduce injuries, claims and lost time. Firefighting is a very hands-on operation, with a large amount of manual material handling.

- Lighter SCBA tanks are being used to reduce the weight of gear
- Weekly training is completed

Hearing Conservation Program

Hearing protection is required in areas of the firehall and on the firetrucks.

- Copies of annual hearing testing records were not available for review [See Order #2](#)

Respirator Program

This employer currently uses self contained breathing apparatus (SCBA) for firefighters. The employer representative stated that the fire department has recently purchased new SCBA equipment for its members.

- Copies of annual fit testing records were not available for review [See Order #3](#)

WHMIS 2015

This worksite has hazardous products onsite as part of their work processes and the firefighters regularly are exposed to hazardous products during their work.

- Workers must be trained in WHMIS 2015 if they are required to work with or are exposed to hazardous products [See Order #4](#)

Vehicle Exhaust in Fire Halls

This fire hall has one general exhaust ventilation fan that is triggered by a CO/NO2 sensor when the lower exposure limit is reached. The 2 fire trucks parked inside turbo-diesel powered. **See Order #5**

Inspection Summary

The employer representative and worker representative were very cooperative and clearly demonstrated that this employer has a very robust safety program in place. At the same time, they were receptive to suggestions and ideas to continue building on their program and safety culture. The programs and documentation are nicely done – keep up the great work! I advised that we would supply reference materials, be available to answer questions or attend JOSH meeting and would be sending this inspection report by email.

Please see the Regulations Referenced section of this inspection report for more information regarding additional topics discussed during this inspection.

Resources provided to employer

WorkSafeBC has several resources that can help you meet your requirements and improve health and safety in your workplace:

- Reducing risk of workers being struck by vehicles / mobile equipment
- Safety Headgear Risk Assessment Template
- Preventing MSI
- Breath Safe - Respiratory Protection Handbook

If there are any questions regarding the items noted in this inspection report, please contact me for further clarification or other assistance.

Best Regards,

Jason Kozubal
Occupational Safety Officer
Prevention Field Services
WorkSafeBC
801 30th St, Courtenay, BC
Email: Jason.kozubal@worksafebc.com
Phone: 250.334.8705

More information can be found under the *Workers Compensation Act* and the Occupational Health and Safety Regulation at the following website: www.worksafebc.com

We acknowledge and respect the Indigenous communities on whose territories our employees work and live. WorkSafeBC recognizes the role of Indigenous Peoples as the original inhabitants and traditional stewards and caretakers of these lands, and aims to build meaningful relationships with community members.

ORDERS/ITEMS

An employer who fails to comply with Occupational Health and Safety ("OHS") provisions of the *Workers Compensation Act*, the Occupational Health & Safety Regulation, or WorkSafeBC orders may be subject to monetary or other sanctions as prescribed by the *Workers Compensation Act*.

Orders/Items - Full Details

Order/Item No.1 <input type="checkbox"/>	Status: Outstanding	Cited: OHS31.11(1)
<p>During this inspection, I requested the frequency of inspections for protective clothing and equipment. The employer representative stated to me that while truck and fire hall equipment was being inspected regularly, personal protective clothing and equipment was not being inspected regularly.</p> <p>This is in contravention of the Occupational Health and Safety Regulation Section 31.11(1).</p> <p>The employer must have written procedures for the inspection of protective clothing and equipment at regular intervals.</p> <p><u>Measures to Ensure Compliance:</u> Without undue delay, this employer must initiate and maintain written procedures for the inspection of protective clothing and equipment.</p> <p>Compliance due date - May 2, 2023</p>		
Order/Item No.2 <input type="checkbox"/>	Status: Outstanding	Cited: OHS7.5
<p>During this inspection, I observed hearing protection in the oxygen tank refill room. The employer representative stated to me that hearing protection was used for tasks such as fill tanks when the compressor was running. I requested documentation for a hearing conservation program and annual hearing tests and none was available. The employer representative stated to me that annual hearing tests were not being done.</p> <p>This is in contravention of the Occupational Health and Safety Regulation Section 7.5.</p> <p>If noise in the workplace exceeds either of the noise exposure limits, the employer must develop and implement an effective noise control and hearing conservation program with the following elements:</p> <ul style="list-style-type: none"> (a) noise measurement; (b) education and training; (c) engineered noise control; (d) hearing protection; (e) posting of noise hazard areas; (f) hearing tests; (g) annual program review. <p><u>Measures to Ensure Compliance:</u> Without undue delay, this employer must initiate and maintain a hearing conservation program with annual hearing tests for any workers who are required to use hearing protection equipment.</p> <p>Compliance due date - May 2, 2023</p>		



6951 Westminster Highway, Richmond, BC
 Mailing Address: PO Box 5350 Stn Terminal, Vancouver BC, V6B 5L5
 Telephone 604 276-3100 Toll Free 1-888-621-7233 Fax 604 276-3247

Orders/Items - Full Details

Order/Item No.3 <input type="checkbox"/>	Status: Outstanding	Cited: OHS8.40(2.1)(b)
<p>During this inspection, I requested verification of annual fit testing, no records were available. The employer representative stated to me that annual fit testing was not being completed with workers who use SCBA.</p> <p>This is in contravention of the Occupational Health and Safety Regulation Section 8.40(2.1)(b)</p> <p>A fit test must be carried out</p> <p>(b) at least once a year.</p> <p><u>Measures to Ensure Compliance:</u> Without undue delay, this employer must initiate and maintain annual fit testing for all workers who are required to use a respirator or SCBA for their work.</p> <p>Compliance due date - May 2, 2023</p>		
Order/Item No.4 <input type="checkbox"/>	Status: Outstanding	Cited: OHS5.5(a)
<p>During this inspection, I observed that this employer has hazardous products in the workplace and firefighters are exposed to hazardous products during their work. Upon request, the employer was not able to produce any verification of WHMIS 2015 education or training to workers who use or could be exposed exposed to hazardous products.</p> <p>This is in contravention of the Occupational Health and Safety Regulation Section 5.5(a).</p> <p>If hazardous products are used in the workplace the employer, in consultation with the joint committee or health and safety representative, as applicable, must establish and maintain an effective WHMIS program, as part of the overall workplace health and safety program, which</p> <p>(a) addresses applicable WHMIS Requirements including education and training.</p> <p><u>Measures to Ensure Compliance:</u> Without undue delay, this employer must, as a part of their WHMIS program, provide applicable WHMIS 2015 education and training to their workers who use or could be exposed to hazardous products.</p> <p>Compliance due date - May 2, 2023</p>		

Orders/Items - Full Details

Order/Item No.5 <input type="checkbox"/>	Status: Outstanding	Cited: OHS31.32
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During this inspection, I observed 2 turbo-diesel fire trucks parked inside the fire hall and there was a general exhaust ventilation system installed which was connected to a CO/NO2 sensor that presumably triggers the exhaust fan when the lower exposure limit is reached. The employer representative was not sure if the system was operation, how old the system was or when the system had last been serviced or calibrated. I requested calibration records for the CO/NO2 sensor system and none were available. I requested air monitoring results that show levels of vehicle exhaust gas components are below the exposure limits established under section 5.48 (see regulatory reference and additional reference materials for more information). and none were available.

This is in contravention of the Occupational Health and Safety Regulation Section 31.32.

Unless air monitoring shows that levels of vehicle exhaust gas components are below the exposure limits established under section 5.48, effective local venting for the exhaust gases must be provided in vehicle areas in firehalls.

Measures to Ensure Compliance:

Without undue delay, this employer must provide calibration records for the CO/NO2 monitoring system and air monitoring results to show that the system is effectively protecting the workers in this fire hall.

Compliance due date - **May 2, 2023**

REFERENCES

In addition to any orders, or other items, and the information provided in the Inspection Notes section in this Inspection Report, the officer may discuss other health and safety issues with the employer arising out of the inspection. The information below sets out the health and safety requirements discussed with the employer, and unless otherwise noted, violations of these requirements were not observed.

Reference	Details Discussed
<p>OHS31.11(3)</p> <p>Defective items of protective clothing or equipment must be repaired or replaced.</p>	For employer reference - When advised of defective or worn out gear, it must be repaired or replaced.
<p>OHS31.12</p> <p>Firefighters must ensure that the personal protective clothing and equipment used by them is maintained in good condition.</p>	For employer reference.
<p>OHS31.14</p> <p>Firefighters required to approach the seat of a fire or enter a structure or other hazardous area during an incident must wear protective coats, pants and hoods meeting the requirements of (a) NFPA 1971, Protective Clothing for Structural Fire Fighting, 1991 Edition, or (b) CGSB Standard CAN/CGSB-155.1-M88, Firefighters' Protective Clothing for Protection Against Heat and Flame.</p>	The employer noted that the fire hall has just enough equipment right now and that new gear has been ordered.
<p>OHS31.21</p> <p>Respirators must be used in accordance with CSA Standard CAN/CSA Z94.4 02, Selection, Use, and Care of Respirators, Clause 9.1.</p>	For employer reference
<p>OHS31.22(2.1)(c)</p> <p>A fit test must be carried out (c) whenever there is a change in respirator facepiece, including the brand, model, and size.</p>	Discussed with employer - If SCBA masks are being shared, the person wearing it must be fit tested for that brand, model and size of mask.
<p>OHS5.48</p> <p>Except as otherwise determined by the board, the employer must ensure that no worker is exposed to a substance that exceeds the ceiling limit, short-term exposure limit, or 8-hour TWA limit prescribed by ACGIH.</p>	For employer's reference
<p>OHS31.9</p> <p>The employer must keep the test and inspection records required by this part available at the workplace for inspection by an officer or the joint committee or worker health and safety representative, as applicable.</p>	For employer reference

Reference	Details Discussed
OHS6.2 Sections 6.3 to 6.32 apply to a workplace where a worker is or may be exposed to potentially harmful levels of asbestos fibre, including a workplace where asbestos-containing material is present.	Discussed fire hall renovation considerations with the employer. The building appears to be built in the mid 1980's and may contain asbestos containing material. proper care and investigation is required before doing any renovations on Fire Hall 1 or 2.



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INSPECTION REPORT
 Worker and Employer Services Division
 202320081027A

Employer #	Mailing Address	Classification Unit #	Operating Location
148308	PO BOX 29 SAYWARD BC V0P 1R0	753004	001

Lab Samples Taken	Direct Readings	Results Presented	Sampling Inspection(s)	Workers onsite during Inspection	Notice of Project Number
N	N	N		2	

Inspection Report Delivered To	Employer Representative Present During Inspection	Worker Representative Present During Inspection	Labour Organization & Local
Stephen Houghton	Stephen Houghton	Jennifer McDonald	

WorkSafeBC Officer Conducting Inspection
Jason Kozubal

*Inspection Time	*Travel Time
2.00 hrs	4.50 hrs

*The time recorded above reflects the inspection time and travel time associated with this inspection report and includes time spent on pre and post-inspection activities. Additional time may be added for subsequent activity.

Request a Review

Any employer, worker, owner, supplier, union, or a member of a deceased worker's family directly affected may, within 45 calendar days of the delivery date of this report, in writing, request the Review Division of WorkSafeBC to conduct a review of an order, or the non-issuance of an order, by contacting the Review Division. Employers requiring assistance may contact the Employers' Advisers Office at 1-800-925-2233.

To submit a request online, visit <https://www.worksafebc.com/en/review-appeal/submit-request>

WorkSafeBC values your feedback. To obtain that feedback, an external market research provider may be contacting you to complete a survey.

WorkSafeBC's online services provide employers with tools to view information and to complete a variety of transactions with us in an easy, fast, and secure way. Through an online services account, you can view and download your inspection reports and compliance agreements, submit Employer Incident Investigation Reports, view your Health & Safety Planning Tool Kit, and more. Visit [worksafebc.com](https://www.worksafebc.com) to log in or create an account.



STAFF REPORT

To: Mayor and Council
From: Keir Gervais, CAO
Subject: John MacDonald Memorial Plaque Location
Meeting date: April 4, 2023

BACKGROUND

At the January 3, 2023 Council meeting Council agreed to contribute a maximum of \$2,500 towards a Memorial Plaque for former Sayward Mayor John MacDonald.

Sue Poulsen agreed to pay the costs over and above the Village's contribution of \$2,500.

At the February 7, 2023 Council meeting, Council approved the supplier proof and authorized staff to order the Memorial Plaque.

DISCUSSION

The memorial plaque has arrived.

Staff have met with Councillor Poulsen to review options for where the memorial plaque can be permanently located. A location within a raised garden near the entrance to the gazebo has been selected. The specific location would be in the area of the tree's shadow seen in the images below.



The plaque will be mounted on a custom welded frame that will be bolted to a sub-surface concrete footing. Staff will also explore options to guard against vandalism such as a tamper-proof cover. Sue Poulsen has agreed to pay for the custom welded frame.

Staff will write a story about the new plaque and its location, along with a picture, for the May edition of the Sayward News.

STAFF RECOMMENDATIONS

THAT Council receive the John MacDonald Memorial Plaque Location staff report for information and discussion.

Respectfully submitted,



Keir Gervais, CAO



STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CFO/CO
Subject: **Amendment to Bylaw 476, 2021 Reserve Fund Establishment Bylaw**
Meeting date: April 4, 2023

BACKGROUND

Bylaw No. 476, 2021 Reserve Fund Establishment adopted in 2021 outlines the various reserves that Council has established for specified purposes. In accordance with section 188 (1) of the *Community Charter* a Council may, by bylaw, establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund. In early 2023 the BC Growing Communities Fund was announced which is a direct one time grant to local governments throughout BC intended to fund required infrastructure and amenities. As a condition of the funding the grant must be placed in a segregated reserve fund established by bylaw under section 188 of the *Community Charter*.

DISCUSSION

In order to create a new reserve for the Growing Communities Fund monies, an amendment to Bylaw No. 476 is necessary. Schedule A will be amended to include the new reserve as item 10. In addition, item 7, Climate Action Reserve Fund requires an amendment to Column 3 as the climate action program name has changed from the Climate Action Revenue Incentive Program (CARIP) to the Local Government Climate Action Program (LGCAP).

Staff have prepared DRAFT Bylaw No. XXX, 2023 Reserve Fund Establishment Amendment Bylaw for Council's consideration (attached).

If Council chooses to proceed with this amendment, the amendment bylaw will be brought to Council at the April 18, 2023 council meeting for first, second, and third readings.

RECOMMENDATIONS

THAT Council receive the Amendment to Bylaw 476, 2021 Reserve Fund Establishment Bylaw staff report for information and discussion.

THAT Staff be directed to return the amendment bylaw to the April 18, 2023 council meeting for first, second, and third reading.

Respectfully prepared,



Lisa Clark, CFO/CO

Attachments:

- **Bylaw No. 476, 2021 Reserve Fund Establishment**
- **DRAFT Bylaw No. XXX, 2023 – Reserve Fund Establishment Amendment**



VILLAGE OF SAYWARD

BYLAW NO. 476

A BYLAW TO ESTABLISH RESERVE FUNDS FOR SPECIFIC PURPOSES

WHEREAS the *Community Charter* provides that the Council may, by bylaw, establish a reserve fund for a specified purpose and direct that money be placed into the reserve;

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

1.0 CITATION

1.1 This Bylaw may be cited for all purposes as **“Reserve Fund Establishment Bylaw No. 476, 2021.”**

2.0 INTERPRETATION

2.1 Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated, or replaced from time to time and any Bylaw referred to herein is a reference to an enactment of the Council of the Village of Sayward, as amended, revised, consolidated, or replaced from time to time.

2.2 Unless otherwise defined herein, all words or expressions used in this bylaw shall have the same meaning as defined in the *Local Government Act*, *Community Charter*, *Interpretation Act*, or any successor legislation when used in this bylaw.

2.3 The headings contained in this bylaw are for convenience only and are not to be construed as defining or in any way limiting the scope or the intent of the provisions of this bylaw.

2.4 Schedule A is attached to and forms part of this bylaw and is enforceable in the same manner as this bylaw.

3.0 ESTABLISHMENT OF RESERVE FUNDS

3.1 The Reserve Funds listed in Column 1 of Schedule A are established for the purposes specified in Column 2 of Schedule A.

3.2 Monies received in the manner set out in Column 3 of Schedule A shall be placed in the Reserve Fund established in the corresponding Column 1 of Schedule A.

4.0 EXPENDITURE OF RESERVE FUNDS

4.1 Monies in reserve funds in Column 1 of Schedule A, together with interest earned on the fund balance, must be used for the purposes specified in the corresponding Column 2 of Schedule A.

4.2 Expenditure of monies in a Reserve Fund listed in Schedule A may be authorized by resolution of Council or by a bylaw adopted by Council.

4.3 All monies shall be expended in accordance with any applicable legislation including, but not limited to, the *Local Government Act* and *Community Charter*.

5.0 DISCONTINUATION AND TRANSFER OF RESERVE FUNDS

5.1 Monies held in the reserve funds identified in Column 1 of Table 5.2 are hereby transferred to the reserve fund named and established by this bylaw, in Column 2 of Table 5.2. The reserve fund accounts identified in Column 1 of Table 5.2 will then be discontinued.

5.2 Table 5.2 – Transfer of Funds

Column 1 – Reserve Fund	Column 2 – Transfer to Reserve Fund
Recreation Commission Fundraising Reserve	Capital Reserve Fund
Recreation Centre Reserve	Capital Reserve Fund

6.0 REPEAL

6.1 Village of Sayward Reserve Fund Establishment Bylaw No. 346, 2005 and all its amendments are hereby repealed.

Read a first time on the 17TH day of August 2021.

Read a second time on the 17th day of August 2021.

Read a third time on the 17th day of August 2021.

Adopted on the 7th day of September 2021.

Certified a true copy of Bylaw
No. 476 this ____ day of

Chief Administrative Officer
Village of Sayward

Original signed by "M. Baker"

Original signed by "A. MacDonald"

Schedule A

No.	Column 1 - Reserve Fund Name	Column 2 - Reserve Fund Purpose	Column 3 - Reserve Funding
REGULAR RESERVE FUNDS			
1	Capital Reserve Fund	To fund general capital projects that are not specifically funded from other established reserves or user fees. Capital projects that will be funded from this reserve are budgeted within the Village's long term capital plan.	Annual allocation from general operating budget as provided for in financial plan
2	Sewer Capital Reserve Fund	To fund sewer utility capital projects required for sewer operations.	Annual allocation from sewer operating budget as provided for in financial plan
3	Water Capital Reserve Fund	To fund water utility capital projects required for water operations.	Annual allocation from water operating budget as provided for in financial plan
4	Transportation Infrastructure Reserve Fund	To fund designated road capital projects required for road operations.	Annual allocation from general operating budget as provided for in financial plan
5	Community Works Gas Tax Reserve Fund	To account for funds received and used pursuant to the Community Works Gas Tax Agreement. Projects funded by this account must be in compliance with acceptable uses as defined in the Community Works Gas Tax Agreement. The intent is to spend all funds received, per our Community Gas Tax Agreement.	Monies received pursuant to the Federal Community Works Gas Tax Agreement
6	Fire Facilities and Equipment Reserve Fund	To fund the replacement of fire vehicles and equipment according to planned replacement schedules and planned maintenance, upgrades, additions, or improvements to fire buildings.	<ul style="list-style-type: none"> · Annual allocation from fire operating budget as provided for in financial plan · Proceeds from the sale of fire vehicles and equipment
7	Climate Action Reserve Fund	To fund projects that reduce greenhouse gas emissions.	Monies received from the Climate Action Revenue Incentive grant
8	COVID-19 Reserve Fund	To fund COVID-19 related expenditures.	Monies received from the COVID-19 Safe Restart grant
9	Election Reserve Fund	To fund Election related expenditures.	Annual allocation from general operating budget as provided for in financial plan
STATUTORY RESERVE FUNDS			
10	Land Sale Reserve Fund	As per subsection 188(2) of the <i>Community Charter</i> funds received from the sale of land and improvements must be set aside for paying any debt remaining in relation to the property and for acquiring land, improvements, and other assets of a capital nature. The Land Sale Reserve has been established for accumulating and expending monies as per this requirement.	Proceeds from the sale of land and improvements
11	Parkland Acquisition Reserve Fund	As per subsection 188(2)(b) of the <i>Community Charter</i> funds received from the sale or disposal of parkland as well as funds received pursuant to section 510 of the <i>Local Government Act</i> (parkland funds received upon subdivision) must be set aside in a reserve and be used exclusively to purchase parkland. The Parkland Acquisition Reserve has been established for accumulating and expending monies as per this requirement.	Monies received from the sale of parkland under section 27(2)(b) of the <i>Community Charter</i> (disposal of parkland), or under section 510(1)(b) of the <i>Local Government Act</i> (provision of parkland on subdivision)



**VILLAGE OF SAYWARD
BYLAW NO. XXX**

A BYLAW TO AMEND VILLAGE OF SAYWARD RESERVE FUND ESTABLISHMENT BYLAW 476, 2021

WHEREAS the Council of the Village of Sayward has adopted a Reserve Fund Establishment Bylaw;

AND WHEREAS the Council of the Village of Sayward wishes to amend "Reserve Fund Establishment Bylaw No. 476, 2021";

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 "**Reserve Fund Establishment Amendment Bylaw No. XXX, 2023**".

2. AMENDMENT

Reserve Fund Establishment Bylaw No. 476, 2021 is hereby amended by deleting Schedule "A" in its entirety and replacing it with Schedule "A" attached to and forming part of this Bylaw.

Read a first time on the ___ day of _____ 2023.

Read a second time on the ___ day of _____ 2023.

Read a third time on the ___ day of _____ 2023.

Adopted on the ___ day of _____ 2023.

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

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

Schedule A

No.	Column 1 - Reserve Fund Name	Column 2 - Reserve Fund Purpose	Column 3 - Reserve Funding
REGULAR RESERVE FUNDS			
1	Capital Reserve Fund	To fund general capital projects that are not specifically funded from other established reserves or user fees. Capital projects that will be funded from this reserve are budgeted within the Village's long term capital plan.	Annual allocation from general operating budget as provided for in financial plan
2	Sewer Capital Reserve Fund	To fund sewer utility capital projects required for sewer operations.	Annual allocation from sewer operating budget as provided for in financial plan
3	Water Capital Reserve Fund	To fund water utility capital projects required for water operations.	Annual allocation from water operating budget as provided for in financial plan
4	Transportation Infrastructure Reserve Fund	To fund designated road capital projects required for road operations.	Annual allocation from general operating budget as provided for in financial plan
5	Community Works Gas Tax Reserve Fund	To account for funds received and used pursuant to the Community Works Gas Tax Agreement. Projects funded by this account must be in compliance with acceptable uses as defined in the Community Works Gas Tax Agreement. The intent is to spend all funds received, per our Community Gas Tax Agreement.	Monies received pursuant to the Federal Community Works Gas Tax Agreement
6	Fire Facilities and Equipment Reserve Fund	To fund the replacement of fire vehicles and equipment according to planned replacement schedules and planned maintenance, upgrades, additions, or improvements to fire buildings.	<ul style="list-style-type: none"> · Annual allocation from fire operating budget as provided for in financial plan · Proceeds from the sale of fire vehicles and equipment
7	Climate Action Reserve Fund	To fund projects that reduce greenhouse gas emissions.	Monies received from the Local Government Climate Action Program
8	COVID-19 Reserve Fund	To fund COVID-19 related expenditures.	Monies received from the COVID-19 Safe Restart grant
9	Election Reserve Fund	To fund Election related expenditures.	Annual allocation from general operating budget as provided for in financial plan
10	Growing Communities Reserve Fund	To account for funds received from the Province of BC and used for expenditures authorized under this program.	Monies received from the Growing Communities Fund
STATUTORY RESERVE FUNDS			
10	Land Sale Reserve Fund	As per subsection 188(2) of the <i>Community Charter</i> funds received from the sale of land and improvements must be set aside for paying any debt remaining in relation to the property and for acquiring land, improvements, and other assets of a capital nature. The Land Sale Reserve has been established for accumulating and expending monies as per this requirement.	Proceeds from the sale of land and improvements
11	Parkland Acquisition Reserve Fund	As per subsection 188(2)(b) of the <i>Community Charter</i> funds received from the sale or disposal of parkland as well as funds received pursuant to section 510 of the <i>Local Government Act</i> (parkland funds received upon subdivision) must be set aside in a reserve and be used exclusively to purchase parkland. The Parkland Acquisition Reserve has been established for accumulating and expending monies as per this requirement.	Monies received from the sale of parkland under section 27(2)(b) of the <i>Community Charter</i> (disposal of parkland), or under section 510(1)(b) of the <i>Local Government Act</i> (provision of parkland on subdivision)



STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO/CO
Subject: Public Nuisance Bylaw
Meeting date: April 4, 2023

BACKGROUND

Over the years, repeated BC Hydro outages have left Sayward residents without power for extended periods of time. In recent years more and more property owners have elected to install standby generators to provide power to their residences during outages. For some models, when a power outage occurs, an automatic cutoff switch is triggered which disconnects the residence from the grid, the engine starts, and power is supplied by the generator until power is restored to the grid.

Generators emit noise. Installers of generators typically recommend a location close to the electrical panel which is often located at the side of a home, where the distances between properties is often least. The noise emitted from generators operating for extended periods can be disturbing to neighbouring residents and local governments are commonly asked to intervene.

Local governments have authority to regulate, prohibit and impose requirements, by bylaw, in relation to various matters. The *Community Charter* grants municipalities the authority to regulate nuisances, which includes noise, vibration, odour, dust, illumination or any other matter that is liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public.

Council has been considering the implementation and adoption of a new Public Nuisance bylaw to regulate noise since late 2022.

At the December 6, 2022 regular Council meeting the following resolution was passed:

MOTION R22/215
MOVED AND SECONDED

THAT Staff be directed to bring a report outlining options regarding a new Public Nuisance Bylaw to the January 17, 2023 regular Council meeting.

CARRIED

At the January 24, 2023 regular Council meeting correspondence was presented to Council from a concerned community member regarding the effects that noise can have on a person's ability to have a good night's sleep. Information was provided including but not limited to the World Health Organization guidelines around acceptable decibel levels, why sleep is essential to human health, and several examples of urban municipalities that include a nighttime noise level limit in their noise or public nuisance bylaws. The community member also appeared at this meeting as a delegation to speak directly to Council in person. At this meeting the following resolution was passed:

**MOTION R23/35
MOVED AND SECONDED**

THAT Council receive the Public Nuisance Bylaw staff report for information and discussion; and,
THAT Staff be directed to bring a draft Public Nuisance Bylaw to the February 7, 2023 Council meeting for Council review.

CARRIED

Due to competing priorities, the time required to gather further information, and additional public input received at the end of January, staff is just now reporting back to Council.

DISCUSSION

There are varying degrees to how generator noise can be regulated through the Public Nuisance Bylaw. Staff has outlined varying options below, which are largely based on how other communities address the matter and the following key factors:

- The difference between living in urban and rural locations;
- Some citizens need power during outages as a medical necessity (ex. CPAP machines, etc.);
- The number, frequency, and duration of most power outages in Sayward;
- Noise disturbs the quiet, peace, rest, or enjoyment of citizens living in the community;
- Noise can interrupt the need for a good night's sleep;
- The resources required to enforce the certain noise-related aspects of a nuisance bylaw; and
- The Village's staff capacity for bylaw enforcement.

Options

Option 1 (no restrictions): Allow the use of a generator, at all times of the day, 7 days a week, for any reason.

- This option would completely exclude generators from the public nuisance bylaw, in the same way that the operation of emergency vehicles and snow clearing are excluded.
- Any noise produced by generators for any reason would be excluded from the bylaw.

- There would be no enforcement action required for generator noise and no need at all for a Bylaw Enforcement Officer to monitor generator use.
- Financial impact: none

Option 2 (minimally restrictive): Allow the use of a generator during power outage events and through a permit (RECOMMENDED)

- This option most closely reflects the language in the current draft Public Nuisance Bylaw.
- This option would only exclude generator noise from the bylaw if the Village experiences a power outage event. Within thirty minutes of the power being restored, generator noise would not be permitted.
- This option includes the possibility of site-specific power outages due to only one phase of the 3-phase system being out (as experienced recently) and other individual circumstances, such as the installation or replacement of a power pole where the power is only out for a select number of residences. The latter could be addressed by way of a permit issued by the Village for these special circumstances if a generator is needed during the outage.
- Bylaw enforcement would be required for any complaints received regarding generator noise occurring outside of a power outage event, when a generator is being operated without a permit, or when a permit has been obtained but a generator is being operated contrary to the permit requirements.
- Village of Sayward Ticketing bylaw would require an amendment to include fines for contravening this section of the Public Nuisance Bylaw.
- Financial impact: staff time/wages to issue permits, staff time/wages (including overtime outside of normal hours) to investigate complaints.

Option 3 (moderately restrictive): Allow the use of a generator during power outage events and through a permit, but also restrict decibel levels, one level during day (or no level at all) and one level at night.

- This option is similar to Option 2 but also restricts the decibel levels of generators.
- If this option is chosen, definitions related to sound levels will need to be added to the bylaw (decibels etc.) as well as a section in the bylaw to place a limit on overnight decibel levels. For example, limit the maximum level of noise during the overnight hours of 10:00pm to 6:00am to 45 decibels, measured at the property line of the sound emitter. This limit could apply to air conditioners, heat pumps, generators, and other any other equipment or noises exceeding the maximum overnight decibel level.
- This option includes the possibility of site-specific power outages due to only one phase of the 3-phase system being out or other individual circumstances such as the installation or replacement of a power pole where the power is only out for a select number of residences. The latter could be addressed by way of a permit issued by the Village for these special circumstances if a generator is needed during the outage.

- Bylaw enforcement would be required for any complaints received regarding generator noise occurring outside of a power outage event, when a generator is being operated without a permit, or when a permit has been obtained but a generator is being operated contrary to the permit requirements.
- Bylaw enforcement would be required for any complaints regarding decibel levels. A decibel meter would need to be purchased, and policy regarding its use developed. For example, where is the measurement taken? At the property line? Near the generator that is making the noise? A certain distance from the generator? The latter would involve a tape measure and bylaw enforcement would be required to enter private property to take this measurement.
- Village of Sayward Ticketing bylaw would require an amendment to include fines for contravening this section of the Public Nuisance Bylaw.
- Financial impact: staff time/wages to issue permits, staff time/wages (including overtime outside of normal hours) to investigate complaints, decibel meter costs.

Option 4 (most restrictive): Allow generators only during power outage events and only during certain hours (for example no generator noise permitted between 10pm and 6am)

- This option is also similar to Option 2 but restricts generator noise between certain hours, for example the overnight hours when many people are sleeping.
- This option does not consider community members who may have medical needs requiring power from a generator at all hours during a power outage (CPAP machines etc.)
- Similar to Option 2 this option includes the possibility of site-specific power outages due to only one phase of the 3 phase system being out or other individual circumstances such as the installation or replacement of a power pole where the power is only out for a select number of residences. The latter could be addressed by way of a permit issued by the Village for these special circumstances if a generator is needed during the outage. However the permit would not allow generator noise during the overnight hours with this option.
- Bylaw enforcement would be required for any complaints received regarding generator noise occurring outside of a community wide outage, during the restricted hours, or without a permit.
- Village of Sayward Ticketing bylaw would require an amendment to include fines for contravening this section of the Public Nuisance Bylaw.
- Financial impact: staff time/wages to issue permits, staff/time to investigate complaints with probable overtime if during the overnight hours

Option 5: Any other option, or combination of options, that Council deems appropriate.

Given the factors considered, staff recommends Option 2. Staff is requesting direction from Council.

Education

Staff recognize that there are instances when conflicts will arise with neighbors. To help address these situations, staff are proposing to conduct public messaging and education opportunities related to the use of generators, and generator location and installation best practices.

Timeline

A possible timeline to review and implement the bylaw is provided below for Council's consideration:

Schedule	Action
April 4, 2023	Council reviews options related to Bylaw No. XXX Public Nuisance Bylaw and directs staff accordingly
April 18, 2023	Council reviews DRAFT Bylaw No. XXX Public Nuisance Bylaw
May 2, 2023	Council gives first 3 readings to Bylaw No. XXX Public Nuisance Bylaw
May 16, 2023	Council gives fourth and final reading to Bylaw No. XXX Public Nuisance Bylaw
Early Summer	Ticketing for Bylaw Offences Amendment Bylaw No. XXX presented to Council for first 3 readings (not necessary if option 1 chosen)
Mid Summer	Council gives fourth and final reading to Bylaw No. XXX Ticketing for Bylaw Offences Amendment Bylaw (not necessary if option 1 chosen)

STAFF RECOMMENDATIONS

THAT Council receive the Public Nuisance Bylaw staff report for information and discussion.

THAT Council direct staff to prepare a DRAFT Public Nuisance Bylaw for the April 18, 2023 Council meeting.

Respectfully submitted,



Lisa Clark, CFO/CO



STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CFO/CO
Subject: Financial Plan 2023-2027
Meeting date: April 4, 2023

BACKGROUND

The five-year Financial Plan (FP) is developed by Council and staff through a strategic planning process and the Council approved Strategic Plan (SP). This document identifies for staff, and the public, what types and level of services are to be provided by the Village.

The FP bylaw and Tax Rate bylaw must be approved by Council before May 15 of each year as set out in the *Community Charter*. Amendments to the FP after the FP bylaw is adopted are allowed for by way of an amendment bylaw, this is typically done near the end of the fiscal year.

DISCUSSION

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

	Item	Notes	Timeline
1	Staff reviews 2022-2026 FP and existing SP	Staff Report with timetable for 2023-2027 financial planning sessions to Council	November 15 th regular meeting - DONE
2	Staff work on draft FP and Capital Plan for 2023-2027 based on SP, approved outstanding items not yet completed, and input from department managers		November 2022 to January 2023 - DONE
3	SP & FP Process: A. COW Meeting January 31, 2023. Strategic Planning. B. COW Meeting February 14, 2023. Detailed review of FP/Capital Projects C. COW Meeting February 28, 2023. Detailed review of FP/Capital Projects D. COW Meeting March 14, 2023. Final review of FP/Capital Projects E. Council Meeting April 4, 2023. Approval of FINAL Financial Plan	Use each meeting to discuss and refine the Operating and Capital Plans. Provide time for Council review, public input, and questions. This timeline allows staff to research and report back to Council on identified topics as directed.	January 31, 2023 - DONE February 14, 2023 - DONE February 28, 2023 - DONE March 14, 2023 - DONE April 4, 2023

	F. Council Meeting April 18, 2023. First three readings of the FP Bylaw G. Council Meeting May 2, 2023. Final reading of the FP Bylaw	Adopt Financial Plan	April 18, 2023 May 2, 2023
4	Tax Rate Bylaw, Fees & Charges Amendment Bylaw (for water, sewer, solid waste fees)		Adopted by mid May, first 3 readings April 18, 2023, Final reading May 2, 2023.

Summary of 2023 budgeting process to date

As outlined in the chart above Council has held 3 Committee of the Whole meetings to discuss the 2023-2027 Financial Plan and allow for public input into the plan as per legislation. This public feedback is an important part the financial plan process. The February 28, 2023 meeting was promoted in the community and the public was encouraged to attend the meeting to provide input. Staff presented Council with budget materials in a budget binder, recommended increases in tax revenues and increases to user fees, recommended reductions in service levels/operating budgets and transfers from reserves (COVID-19) to offset the 2023 deficit, provided time for Council feedback and discussion, and proposed several options moving forward to address the ongoing deficits experienced by the Village including the application of frontage or parcel taxes, installation of water meters, pursuing shared service agreements with the regional district, among other options.

Kelsey Centre

During budget planning sessions, staff informed Council about the steps they had taken to reduce operating expenses; namely, through reducing services and facility hours. Staff also informed Council about some exceptionally high utility increases, and needed capital repairs, captured in the M&R budget. Council requested that staff provide Council with further details, which follows.

Reduction in facility hours for 2023

Post COVID, the Kelsey Centre has experienced a steady recovery to pre COVID attendance levels with signs of an even further increase in attendance for 2023 and beyond. In order to meet demand for programming, hours were increased in 2022 with associated costs funded from the COVID-19 Reserve (funds which in part are meant for municipal costs related to facility re-openings post COVID). For the last quarter of 2022 and the first quarter of 2023 the Centre has been operating with a full compliment of recreation staff including fitness instructors, after-school caregivers/front desk clerks, and lifeguards who were trained in the summer of 2022.

From January to March of 2023 the hours of operation were as follows:

- Mondays/Wednesdays: 9am to 7pm
- Fridays: 9am to 8pm
- Saturdays: 12pm to 4pm

In order to reduce Kelsey Centre department costs, hours of operation are planned to be decreased for the remainder of 2023 (despite increased attendance and positive feedback from patrons regarding current programming). For April and May the hours of operation will be:

Mondays: 10:30am to 5:30pm
 Wednesdays: 12pm to 7pm
 Fridays: 1pm to 8pm
 Saturdays: closed

This is a reduction from 35 hours per week to 22 hours per week. Other planned reductions include closing the Centre at the end of May rather than the end of June, and not reopening the pool until October rather than September when the rest of the Centre opens after the summer closure. Closing the Centre in June will prove to be challenging for some parents of Sayward School students who rely on the After School Program for their children during the school year (last day of school is June 29, 2023); however, staff are responding to the need for fiscal restraint.

The following chart outlines the effect of reduced facility hours on staff hours for 2023.

	Jan	Feb	Mar	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Manager	130	130	130	130	130	60	30	30	120	125	125	120
Lifeguards	149	149	149	102	102	0	0	0	0	92	142	142
Front desk	188	188	188	172	172	0	0	0	106	148	187	187
All other	191	191	191	97	97	40	24	24	48	98	116	116
Total	658	658	658	501	501	100	54	54	274	463	570	565

"All other" includes fitness & aquatics instructors, pool ops & custodians

Reducing hours from April to December will save approximately \$25,000 in staff wages. Note: these reductions have already been factored into the 2023 budget and are not additional savings.

Increase in M&R

Despite the reduction in facility operating hours the following items are factors when looking at the overall department budget for the Centre:

- the cost of propane has tripled post COVID. It is expected that costs for 2023 will be approximately \$10k higher than the budgeted amount for 2022
- the cost of electricity has also increased substantially, it is expected costs for 2023 will be approximately \$3k higher than the budgeted amount for 2022.
- A new boiler for the heating system is needed in 2023, cost \$10k

Note: reduced recreation facility hours do not substantially equate to a reduction in heating or electricity costs as the Admin, Emergency Program, Council and Chambers spaces are located in the same building. Similarly, the pool and equipment continually need to be powered and heated whether the Kelsey Centre is open or not.

Detailed department budget for 2023

A detailed 2023-2027 department budget is included below for Council's information.

FINANCIAL PLAN 2023-2027

Description	Account Codes	2023	2024	2025	2026	2027
		Budget	Budget	Budget	Budget	Budget
RECREATION CENTRE						
Revenue						
Grants - Recreation	01-01-06-0140	0	0	0	0	0
Kelsey Centre Gift Certificates	01-01-06-0167	0	0	0	0	0
Age Friendly Program Revenue	01-01-06-0168	750	750	750	750	750
Swim Lesson Fees	01-01-06-0169	1,200	1,200	1,200	1,200	1,200
Ten Pack	01-01-06-0171	2,700	2,700	2,700	2,700	2,700
Single User - Pool	01-01-06-0173	1,100	1,100	1,100	1,100	1,100
Single User - Gymnasium	01-01-06-0174	550	550	550	550	550
Drop In Fitness Fees	01-01-06-0177	150	150	150	150	150
Drop In Weight Room Fees	01-01-06-0178	500	500	500	500	500
Monthly Passes	01-01-06-0179	250	250	250	250	250
Shower Fees	01-01-06-0181	100	100	100	100	100
After School Program/Day Care Fees	01-01-06-0182	1,500	1,530	1,561	1,592	1,624
Concession Sales	01-01-06-0183	2,500	2,500	2,500	2,500	2,500
Pool Rental	01-01-06-0185	500	500	500	500	500
Gym Rental	01-01-06-0186	2,000	2,000	2,000	2,000	2,000
Room Rental	01-01-06-0187	400	400	400	400	400
Rentals - Tables and Chairs	01-01-06-0188	150	150	150	150	150
Birthday Party/Event Revenue	01-01-06-0189	1,750	1,750	1,750	1,750	1,750
Revenue - Other	01-01-06-0192	0	0	0	0	0
Kelsey Centre Van Donations	01-01-06-0270	3,750	3,750	3,750	3,750	3,750
Special Event Revenue/Donations	01-01-06-0271	1,400	1,400	1,400	1,400	1,400
Afterschool Program Donations	01-01-06-0272	0	0	0	0	0
Total Recreation Centre Revenue		22,000	21,280	21,311	21,342	21,374
Expenditure						
Operating Expenses						
Wages and Payroll Costs	01-02-06-0350	148,448	151,417	154,445	157,534	160,685
Travel & Education - Recreation	01-02-06-0380	3,000	3,000	3,000	3,000	3,000
Advertising	01-02-06-0400	750	750	750	750	750
Information Technology	01-02-06-0414	1,600	1,600	1,600	1,600	1,600
Bank Charges, Fees & Interest	01-02-06-0420	475	475	475	475	475
Dues, Memberships & Subscriptions	01-02-06-0435	500	500	500	500	500
Afterschool Supplies/Expenses	01-02-06-0437	1,000	1,000	1,000	1,000	1,000
Concession	01-02-06-0438	1,500	1,500	1,500	1,500	1,500
Seniors Special Events	01-02-06-0439	500	500	500	500	500
Special Events Expense	01-02-06-0440	1,500	1,500	1,500	1,500	1,500
Swim Lesson Expenses	01-02-06-0442	150	150	150	150	150
Age Friendly Programming Expenses	01-02-06-0443	0	0	0	0	0
COVID-19 Expenses	01-02-06-0452	750	0	0	0	0
M & R, Gas & Oil - Age Friendly Van	01-02-06-0480	2,875	2,875	2,875	2,875	2,875
Office Supplies	01-02-06-0510	1,500	1,500	1,500	1,500	1,500
Chemicals & Maintenance - Pool	01-02-06-0515	7,500	7,500	7,500	7,500	7,500
Rec Centre Supplies	01-02-06-0516	1,200	1,200	1,200	1,200	1,200
Business Travel/Meetings	01-02-06-0518	650	650	650	650	650
Community Wellness Project expense	01-02-06-0524	0	0	0	0	0
Equipment - Recreation Centre	01-02-06-0529	5,050	5,000	5,000	5,000	5,000
Telephone & Internet	01-02-06-0540	2,750	2,805	2,861	2,918	2,977
Sub Total Operating Expenses		181,698	183,922	187,006	190,152	193,361

Building Expenses						
Salaries - Public Works	01-02-06-0360	12,709	12,963	13,222	13,487	13,757
Payroll Costs: Admin & PW	01-02-06-0370	2,448	2,497	2,547	2,598	2,650
Insurance - Building	01-02-06-0445	11,408	12,549	13,804	15,184	16,703
Insurance - Liability	01-02-06-0447	1,424	1,566	1,723	1,895	2,084
Maintenance & Repairs - Recreation	01-02-06-0450	28,000	18,000	18,000	18,000	18,000
Cleaning Supplies	01-02-06-0454	1,300	1,300	1,300	1,300	1,300
Heating Fuel	01-02-06-0550	44,000	44,880	45,778	46,693	47,627
Utilities	01-02-06-0555	16,000	16,480	16,974	17,484	18,008
Sub Total Building Expenses		117,289	110,235	113,348	116,641	120,129
Total Recreation Centre Expenditure		298,986	294,157	300,354	306,793	313,490
Net Recreation Centre		(276,986)	(272,877)	(279,043)	(285,451)	(292,116)
Amortization expense	01-02-06-0574	8,744	8,744	8,744	8,744	8,744

Moving forward and looking at the possibility of the regional district contributing to the Centre, staff have begun research and information gathering and aim to have a report to Council in the summer of 2023. So far staff have found several other recreation facilities in BC that use a model of a shared service which sees both the municipality and the regional district contribute funding for operating and capital costs. Examples of such facilities/local governments are outlined below.

- Campbell River Strathcona Gardens– funded by Strathcona Regional District Electoral Area “D’ and the City of Campbell River
- Smithers Pool – funded by the Bulkley-Nechako Regional District, Town of Smithers, and the Village of Telkwa
- Recreation centres located in Quesnel, Williams Lake and 100 Mile House – funded by each municipality and the Cariboo Regional District
- Sicamous & District Rec Centre – funded by Sicamous District (municipality) and the Columbia-Shuswap Regional District
- Golden Community Centre – funded by the Town of Golden and the Columbia-Shuswap Regional District
- Burns Lake Multiplex – funded by the Village of Burns Lake and the Bulkley-Nechako Regional District
- Squamish pool – funded by the District of Squamish (municipality) and the Squamish-Lillooet Regional District

Staff plan to correspond with their counterparts in these communities to gain an understanding about how their shared service agreements were developed, and how a similar one may fit for Sayward and the regional district.

Final version of Financial Plan

The final version of the 2023-2027 Financial Plan is included as an attachment to this report. As discussed during budget planning meetings and directed by Council, the following measures have been applied to the 2023-2027 Financial Plan:

- Addition of the one-time Growing Communities Grant from the Province of BC - \$622,000. How and when this funding will be spent will be determined in the future by Council. In the meantime, the funds will be placed into a dedicated legislated reserve.
- Addition of \$29,910 in grant funding from UBCM's Community Emergency Preparedness Fund for the Volunteer & Composite Fire Department Training & Equipment project.
- Transfer of \$106,573 from the COVID-19 Reserve to the Operating budget in order to fully expend these funds in 2023.

Staff have also added the following grant funding which was approved by UBCM in March:

- Addition of \$72,000 in grant funding from UBCM's Community Emergency Preparedness Fund for the Kelsey Recreation Centre Emergency Cooling Enhancement project.

As discussed previously, the Financial Plan is a living document that can and will change based on circumstances that arise during the year. Examples of this include expenditures further to approved grant funding, unforeseen or emergency expenditures not accounted for during budget planning, and reserve transfers and the associated funding source for these transfers. The Financial Plan is amended by way of Council resolutions which are then consolidated into an amendment bylaw near the end of the fiscal year.

Tax Scenarios for 2023

Staff were asked to provide some scenarios related to allocating the tax revenue for 2023 amongst the various assessment classes in order to shift some of the burden off of Class 1 – Residential. Shifting some of the burden from class 1 translates to an increased burden for the other classes including Class 5 - Light Industry, Class 6 - Business, and Class 7 - Managed Forest. It should be noted that Class 2 - Utilities is capped by legislation and can not exceed \$40 for each \$1,000 of assessed value, and 2.5 times the rate applicable to class 6. In addition, increasing the burden for Class 8 - Recreation/Non-Profit is not possible due to permissive tax exemptions on virtually every class 8 property located in the Village.

It is also important to note that when looking at the total assessment value for all properties in the Village, over 92% of the assessed value is coded as Class 1 – Residential. This means that when shifting the burden to other classes, the effect of a small shift in residential, has a much larger effect on every other class.

Staff have done some analysis and provide the following information for Council's review.

Total tax revenue in all scenarios is the same, this is the approved budgeted amount in the Financial Plan - \$414,993

2022/Base allocations

Class	Land	Improvements	Total	% allocation	Rev needed
1	23,326,900	40,236,900	63,563,800	59.944%	248,763.40
2	80,600	6,300	86,900	0.427%	1,772.02
5	2,571,800	1,112,100	3,683,900	31.560%	130,971.79
6	1,132,950	254,200	1,387,150	6.305%	26,165.31
7	204,600		204,600	1.446%	6,000.80
8	42,500		42,500	0.318%	1,319.68
	27,359,350	41,609,500	68,968,850	100%	414,993

Scenario 1 allocations (moderate shift)

Class	Land	Improvements	Total	% allocation	Rev needed
1	23,326,900	40,236,900	63,563,800	58.000%	240,695.94
2	80,600	6,300	86,900	0.750%	3,112.45
5	2,571,800	1,112,100	3,683,900	32.250%	133,835.24
6	1,132,950	254,200	1,387,150	6.750%	28,012.03
7	204,600		204,600	2.000%	8,299.86
8	42,500		42,500	0.250%	1,037.48
	27,359,350	41,609,500	68,968,850	100.000%	414,993

Scenario 2 allocations (aggressive shift)

Class	Land	Improvements	Total	% allocation	Rev needed
1	23,326,900	40,236,900	63,563,800	56.500%	234,471.05
2	80,600	6,300	86,900	0.750%	3,112.45
5	2,571,800	1,112,100	3,683,900	33.250%	137,985.17
6	1,132,950	254,200	1,387,150	6.750%	28,012.03
7	204,600		204,600	2.500%	10,374.83
8	42,500		42,500	0.250%	1,037.48
	27,359,350	41,609,500	68,968,850	100.000%	414,993

The effect of these scenarios on Class 5 and 7 is shown below:

Scenario 1

Class 7 - Managed Forest (All Island Timberlands)

Municipal taxes

	2022	2023	Dollar increase	% increase
Total	5323.23	8076.74	2753.51	52%

Class 5 - Light Industry (All Island Timberlands)

Municipal taxes

	2022	2023	Increase
Total	118973.61	127775.43	8801.82 7%

Scenario 2

Class 7 - Managed Forest (All Island Timberlands)

Municipal taxes

	2022	2023	Increase
Total	5323.23	10374.81	5051.58 95%

Class 5 - Light Industry (All Island Timberlands)

Municipal taxes

	2022	2023	Increase
Total	118973.61	132756.29	13782.68 12%

The effect on Class 1 (average assessed home of \$395,743) is shown below:

	Effect on an average home		
	Base	Option 1	Option 2
Mun. taxes	2630.23	2580.00	2541.25
\$ inc from 2022	303.71	253.48	214.73
% inc from 2022	13.05%	10.90%	9.23%

*includes user fees

Summary:

Scenario 1 is a moderate shift between the classes and will have less of an exponential effect on Class 5 and 7 versus Scenario 2. With Scenario 1, more of the burden remains with Class 1, the largest assessment class in the Village.

Staff is seeking direction from Council regarding which scenario it prefers.

Next steps

After the 2023-2027 Financial Plan is approved by Council, staff will be tasked with the creation of several bylaws as follows:

- 1.) 2023-2027 Financial Plan Bylaw: this will summarize the budget into bylaw format to be submitted to the Province by the legislated May 15th deadline. Staff propose that first,

second, and third readings occur at the April 18th regular Council meeting, and that fourth and final reading occur at the May 2nd regular Council meeting.

- 2.) 2023 Tax Rate Bylaw: this bylaw is produced using information from the 2023 budget, and from tax requisition information received from other entities such as Vancouver Island Regional Library (VIRL), Strathcona Regional District (SRD), Comox Strathcona Waste Management (CSWM) and the Hospital District. Staff will be receiving this information from these entities in early April and propose that first, second, and third readings of the bylaw occur at the April 18th regular Council meeting, and that fourth and final reading occur at the May 2nd regular Council meeting.
- 3.) Fees & Charges Amendment Bylaw: this bylaw contains schedules related to fees charged in the Village, including utility user fees (water, sewer, and solid waste). As rates have increased in 2023 an amendment to the schedules is necessary and will be done by way of an amendment bylaw. Staff propose that this amendment bylaw be given readings on the same dates as suggested in items 1 and 2.
- 4.) Upon the adoption of these bylaws the final step for staff is to enter information into the property tax system and produce tax notices. This process is expected to occur around the middle to end of May. The due date for 2023 property taxes (to avoid a 10% penalty) is July 4, 2023.

STAFF RECOMMENDATIONS

THAT Council receive the Financial Plan 2023-2027 staff report for information and discussion.

THAT the 2023-2027 Financial Plan be approved; and,

THAT staff be directed to prepare the required bylaws related to the 2023-2027 Financial Plan for the April 18, 2023 regular meeting of Council.

Respectfully submitted,



Lisa Clark, CFO/CO

Attachment:

- **FINAL 2023-2027 Financial Plan**

Final 2023-2027 Financial Plan

Final Operating Budget	2022 Budget	2022 Actual	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
OPERATING REVENUE							
Taxation - General Municipal Purpose	377,266	380,893	414,993	456,492	502,142	552,356	607,591
Other taxes	11,725	13,844	14,600	15,134	15,690	16,271	16,877
Federal Community Works Fund Grant	71,562	71,568	71,568	75,149	75,149	75,149	75,149
Provincial Govt Grants	463,000	463,000	360,000	360,000	360,000	360,000	360,000
Provincial Govt Grants - Growing Communities Fund	0	0	622,000	0	0	0	0
LGCAP Grant	41,082	41,082	41,082	41,082	41,082	41,082	41,082
Interest & Tax Penalties	9,000	10,002	9,000	9,000	9,000	9,000	9,000
Unrealized Gain (Loss)	0	(595)	0	0	0	0	0
General Investment Income	7,500	14,536	13,500	13,500	13,500	13,500	13,500
Other Revenue	13,400	12,172	8,400	8,400	8,400	8,400	8,400
Licences, Permits & Fines	8,700	6,319	10,900	10,900	10,900	10,900	10,900
General Operating Grants	95,065	41,009	69,160	2,500	2,500	2,500	2,500
Sale of Service - Recreation Centre	14,550	22,971	21,250	21,280	21,311	21,342	21,374
Sale of Service - Other	17,750	20,936	22,500	22,963	23,438	23,926	24,428
RCMP Rent	24,000	24,000	24,000	24,000	25,000	25,000	25,000
RCMP Maintenance	9,748	7,758	9,748	9,748	9,748	9,748	9,748
Sewer Revenue	83,771	88,275	98,132	98,561	101,799	105,151	108,620
Water Revenue	144,608	148,153	159,661	163,565	168,410	173,400	178,539
Solid Waste Revenue	43,523	44,426	49,465	52,654	54,360	56,126	57,953
Parcel Tax - Drainage project	0	0	30,499	30,499	30,499	30,499	30,499
Total Operating Revenue	1,436,251	1,410,943	2,050,458	1,415,427	1,472,928	1,534,349	1,601,161

Final 2023-2027 Financial Plan

Final Operating Budget	2022	2022	2023	2024	2025	2026	2027
	Budget	Actual	Budget	Budget	Budget	Budget	Budget
OPERATING EXPENDITURES							
Legislative Services	74,960	55,456	68,700	67,700	67,700	67,700	67,700
Administration	514,351	454,560	444,537	401,567	408,538	415,708	423,086
Election	7,100	10,320	0	0	0	10,090	0
Recreation Centre	298,438	261,396	298,986	294,157	300,354	306,793	313,490
Parks	63,393	42,567	37,283	38,091	38,718	39,364	40,031
Public Works	98,018	93,841	107,234	106,954	95,173	97,182	99,267
Roads	65,472	65,980	51,561	54,262	52,977	55,707	54,451
Drainage	6,789	8,394	40,102	38,194	38,288	38,384	38,482
Planning	24,000	27,493	23,450	23,479	23,509	23,539	23,570
Police	12,619	7,758	11,040	11,348	11,675	12,021	12,388
Fire	43,022	42,827	44,232	57,821	57,909	60,464	61,490
Emergency	13,100	4,636	9,032	9,123	9,218	9,318	9,422
Health Clinic	1,000	1,794	1,000	1,000	1,000	1,000	1,000
Bylaw	3,000	0	0	0	0	0	0
Solid Waste	53,806	54,049	49,000	49,870	50,757	51,663	52,586
Sewer Operations	115,019	97,857	101,400	98,576	100,309	102,101	103,957
Water Operations	177,405	167,147	148,523	149,686	152,979	156,412	159,995
Total Departmental Expenditures	1,571,493	1,396,073	1,436,080	1,401,828	1,409,104	1,447,444	1,460,914
Surplus/(Deficit) Before Amortization	(135,242)	14,870	614,378	13,598	63,824	86,906	140,247

Final 2023-2027 Financial Plan

Final Operating Budget	2022 Budget	2022 Actual	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Amortization Expense - General	76,279	0	84,266	84,266	84,266	84,266	84,266
Amortization Expense - Sewer	36,799	0	37,810	37,810	37,810	37,810	37,810
Amortization Expense - Water	93,457	0	92,910	92,910	92,910	92,910	92,910
Annual Operating Surplus/(Deficit)	(341,777)	14,870	399,392	(201,388)	(151,162)	(128,080)	(74,739)
Transfer to LGCAP Reserve	41,082	41,082	41,082	41,082	41,082	41,082	41,082
Transfer to CWF Reserve (Gas Tax)	71,562	71,568	71,568	75,149	75,149	75,149	75,149
Transfer to Election Reserve	0	0	3,363	3,363	3,363	0	3,363
Transfer to Growing Communities Fund (GCF) Reserve			622,000				
Transfers from Reserve Accounts:							
Transfer from LGCAP Reserve	(23,500)	(23,500)					
Transfer from COVID-19 Reserve	(119,991)	(82,075)	(106,573)				
Transfer from CWF Reserve	(40,000)	(35,000)					
Transfer from GCF Reserve			(45,000)				
Transfer from Roads Reserve	(17,000)	(17,000)					
Transfer from Election Reserve	(7,100)	(7,600)				(10,100)	
Net contributions to (from) Reserves	(94,947)	(52,525)	586,440	119,594	119,594	106,131	119,594
Annual Operating Surplus before amortization ad	(246,829)	67,396	(187,048)	(320,982)	(270,756)	(234,211)	(194,333)
Adjust for Non-Cash Items (Amortization)	206,535	-	214,986	214,986	214,986	214,986	214,986
Annual Operating Surplus/(Deficit) adjusted	(40,295)	67,396	27,938	(105,996)	(55,770)	(19,225)	20,653
Transfer to/(from) Sewer Surplus/Reserves	(21,248)	417	(3,268)	(15)	1,491	3,050	4,664
Transfer to/(from) Water Surplus/Reserves	(7,797)	6,006	11,138	13,879	15,431	16,988	18,544
Transfer to/(from) General Surplus/Reserves	(11,249)	60,972	20,068	(119,860)	(72,692)	(39,264)	(2,555)
NET	0	0	0	0	0	0	0



STAFF REPORT

For: CAO/CFO, Mayor & Council
Prepared by: Michelle Davis, Recreation Manager
Subject: Kelsey Recreation Centre Report March 2023
Meeting date: April 4, 2023

This report summarizes the various activities of the Recreation Centre for March 2023.

Special Events:

- Folk Music Concert: March 5th
- Community Luncheon: March 1st & March 15th
- Teen Group Outing Heart & Soul Muay Thai: March 11th
- Pro D-Day Camps: March 6th & March 15th
- Spring Break Camps: March 27-April 5th

Meetings:

- Leadership Team Meetings: every Monday morning
- Recreation Staff/Safety meetings: March 16th 2hrs

Grants:

- Applied for \$3,000 equipment grant: ISPARC March 1, 2023
- Applied for \$5,000 Youth Program Grant: Canada Post March 7, 2023
- In process of looking into Island Health Grant & Canadian Tire Jump Start Grants

Donations:

- Western Forest Products, \$1,000: Kelsey Centre Teen Program
- Mid Island Co-op, \$1,000: Kelsey Centre Teen Program
- Mark Fisher, 4 Tidemark Theater Ticket: Currently running Silent Auction, proceeds will be donated to the Kelsey Centre Teen Program.
- North Island Communication, installed Emergency Radio into Age Friendly Van
- MOUHSS Outreach Bus, afterschool snacks

Pool:

- Swim Lessons every Monday, Wednesday, Friday
- Pool Rental Comox Valley Ocean Fix Dive School March 8 & 10th 6-9pm

After School Program:

- Average 8-10 kids every Monday, Wednesday, Friday

Teen Program:

- Teen Night Friday's

- One monthly outing to Campbell River
- Average 15 teens
- Continuously seeking donations

Spring Break:

- 12 Youth Camps running over the course of Spring Break
- Camps offered to ages 0-4 years 5-11 years & 11+ years
- All camps full with waitlists

Reduced Facility Hours Beginning in April

- Closed Saturdays Starting April 8th

February Stats:

(Closed Family Day) Feb 20th

- | | |
|---|---|
| <ul style="list-style-type: none"> • Aerobics
Total Patrons: 57
- Townsite: 19
- Valley: 38 | <ul style="list-style-type: none"> • Carpet Bowling: (Free Program)
Total Patrons: 44
- Townsite: N/A
- Valley: N/A |
| <ul style="list-style-type: none"> • After School Program
Total Patrons: 50
- Townsite: 15
- Valley: 35 | <ul style="list-style-type: none"> • Yoga
Total Patrons: 16
- Townsite 6
- Valley 10 |
| <ul style="list-style-type: none"> • Weight Room
Total Patrons: 17
- Townsite: 9
- Valley: 8 | <ul style="list-style-type: none"> • Teen Night
Total Patrons: 34
- Townsite: 12
- Valley: 22 |
| <ul style="list-style-type: none"> • Pool
Total Patrons 267
- Townsite: N/A
- Valley: N/A | <ul style="list-style-type: none"> • Pro D Day Camp
Total Patrons: 10
- Townsite: 3
- Valley: 7 |
| <ul style="list-style-type: none"> • Seniors Social
Total Patrons: 28
Townsite: 7
Valley: 21 | <ul style="list-style-type: none"> • Friday Teen Outing
Total Patrons: 10
- Townsite: 2
- Valley: 8 |

Special Events Coming in April 2023:

- Folk Music Concert: April 16th
- Sayward School Swim to Survive Lesson for all Sayward School students: April 17th - May 19th five-week program
- Teen Program, Movie in Campbell River: April 16th

****Centre Closed April 7th Good Friday & April 10th Easter Monday**



**VILLAGE OF SAYWARD
BYLAW NO. 496**

A BYLAW TO AMEND COUNCIL PROCEDURE BYLAW 416, 2015

WHEREAS the Council of the Village of Sayward has adopted a Council Procedure Bylaw;

AND WHEREAS the Council of the Village of Sayward wishes to amend "Council Procedure Bylaw No. 416, 2015";

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 "**Council Procedure Amendment Bylaw No. 496, 2023**".

2. AMENDMENT

Council Procedure Bylaw No. 416, 2015 is hereby amended as follows:

a.) THAT Part 4, section 16, Order of proceedings and business, be amended by deleting (1) in its entirety and replacing with the following:

(1) The Agenda for all regular Council meetings contains the following matters in the order in which they are listed below:

- (a) Public Input (Maximum of 2 minutes per speaker, 15 minutes total)
- (b) Call to Order
- (c) Introduction of late items;
- (d) Approval of agenda;
- (e) Adoption of minutes;
- (f) Public and statutory hearings;
- (g) Petitions and delegations;
- (h) Correspondence and emails;
- (i) Council Reports;
- (j) Reports of committees and COTW;
- (k) Mayor's Report;
- (l) Unfinished business;

- (m) Staff Reports;
- (n) Reports from Fire Chief, Public Works Supervisor, Recreation Coordinator and Emergency Program Coordinator;
- (o) Bylaws;
- (p) New business and Notice of Motions;
- (q) Question and Answer Period (Maximum 15 minutes);
- (r) Adjournment.

Read a first time on the ____ day of _____ 2023.

Read a second time on the ____ day of _____ 2023.

Read a third time on the ____ day of _____ 2023.

Adopted on the ____ day of _____ 2023.

Certified a true copy of Bylaw No. 496
this ____ day of _____, _____

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer