



STAFF REPORT

DATE: January 3, 2022 **FILE:** 0550-04 Board

TO: Chair and Directors,
Regional Board

FROM: Dave Leitch
Chief Administrative Officer

RE: BYLAW NO. 449 – ROYAL CANADIAN LEGION (SAYWARD) FUNDING

PURPOSE/PROBLEM

To consider Bylaw No. 449 which would authorize the Regional District to enter into an agreement to provide gas tax funding to the Sayward Branch of the Royal Canadian Legion to assist with costs for renovation of the Legion's building.

EXECUTIVE SUMMARY

The attached report was considered at the December 8, 2021 meeting of the Regional Board at which time the following resolution was passed:

Whalley/Abram: SRD 1034/21

THAT the Regional District enter into an agreement with the Sayward Branch of the Royal Canadian Legion to access the Electoral Area A gas tax fund for the amount of \$50,000.

The attached bylaw has been prepared based on the Board's direction to authorize the expenditure from the Electoral Area A community works (gas tax) fund of not more than \$50,000 as a financial contribution towards the cost of renovations to the Legion's building. If adopted, the bylaw would authorize the Regional District to enter into an agreement with the Legion for the use of gas tax funds subject to adherence to the requirements of the Regional District's funding agreement with the Union of BC Municipalities.

The proposed agreement has been structured to acknowledge the Regional District's obligations to Canada and the Union of BC Municipalities for the proper use and accounting of funds provided under the Community Works funding agreement, and specifically includes the ability of the Regional District to monitor expenditures to ensure they are in line with appropriate standards and requirements. The agreement has been reviewed by the Legion which has indicated its acceptance of the terms and conditions.

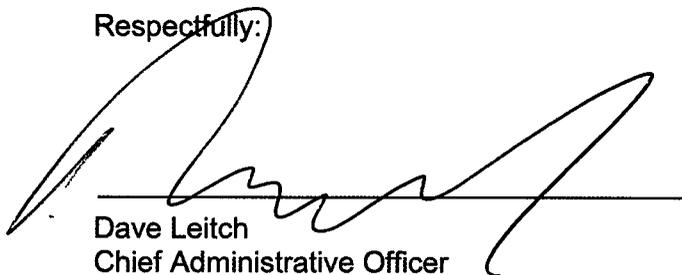
At this time, it is recommended that the Board proceed to third reading of Bylaw No. 449 following which the bylaw will be submitted for the consent of the director for Electoral Area A. Once that has been received the bylaw can be returned to the Board for further consideration.

RECOMMENDATIONS

1. THAT the report from the Chief Administrative Officer be received.
2. THAT Bylaw No. 449, being a bylaw to authorize entering into an agreement respecting the use of community works funds, be now introduced and read a first time.

3. THAT the rules be suspended and Bylaw No. 449 be given second and third readings.
4. THAT Bylaw No. 449 be returned for further consideration following written consent for the bylaw being received from the director for Electoral Area A.

Respectfully:



A handwritten signature in black ink, appearing to read 'Dave Leitch', is written over a horizontal line. The signature is fluid and cursive.

Dave Leitch
Chief Administrative Officer

Prepared by: T. Yates, Corporate Services Manager

Attachments: Bylaw No. 449
Copy of November 18, 2021 report to the Regional Board



BYLAW NO. 449

A BYLAW TO AUTHORIZE ENTERING INTO AN AGREEMENT RESPECTING THE USE OF COMMUNITY WORKS FUNDS

WHEREAS the Regional District may, pursuant to s.263 of the *Local Government Act*, provide assistance for the purpose of benefiting the community or any aspect of the community;

AND WHEREAS the Regional District has been requested to provide financial assistance to renovate a building owned by the Sayward Valley Branch of the Royal Canadian Legion;

AND WHEREAS the Regional Board believes that the use of public funds for the aforesaid renovation project would provide a benefit to the community;

AND WHEREAS the Regional District wishes to enter into an agreement with the Royal Canadian Legion regarding the use of community works funding for the renovation project;

AND WHEREAS the written consent of the director representing Electoral Area A of the Strathcona Regional District has been obtained;

NOW THEREFORE the Board of Directors of the Strathcona Regional District, in open meeting assembled, enacts as follows:

Definition

1. In this bylaw, unless the context otherwise requires, the term '**Legion**' or '**Royal Canadian Legion**' means the Royal Canadian Legion, Branch 147 (Sayward Valley).

Funding Agreement Authorized

2. The Strathcona Regional District is hereby authorized to enter into an agreement with the Royal Canadian Legion to provide funding for the building owned by the Legion and located at 699 Sayward Road in the Village of Sayward in the Province of British Columbia.

Form and Substance

3. The agreement referenced in section 2 shall substantially comply in form and substance with the agreement shown in Schedule 'A', attached to and forming part of this bylaw.

Source of Funding

4. Funding to meet the Regional District's financial obligations under the agreement shall be provided from the Electoral Area A allocation of the community works reserve fund established

by Bylaw No. 240, being Community Works Fund Administration and Reserve Fund Establishment Bylaw 2016.

Authority to Execute

- 5. Following the adoption of this bylaw, the Chair and Corporate Officer shall have full authority to execute the agreement and such further documents as may be necessary to give effect to the agreement.

Effective Date

- 6. This bylaw shall take effect on the date of adoption.

Citation

- 7. This bylaw may be cited for all purposes as Bylaw No. 449, being Royal Canadian Legion (Sayward Valley) Funding Agreement Authorization Bylaw 2022.

READ A FIRST TIME ON THE DAY OF , 2022

READ A SECOND TIME ON THE DAY OF , 2022

READ A THIRD TIME ON THE DAY OF , 2022

**WRITTEN CONSENT OF THE DIRECTOR FOR ELECTORAL AREA A OBTAINED ON THE
DAY OF , 2022**

RECONSIDERED, FINALLY PASSED AND ADOPTED ON THE DAY OF , 2022

Chair

Corporate Officer



Schedule 'A' – Project Funding Agreement

This Agreement dated for reference the _____ day of _____, 2022.

Between:

STRATHCONA REGIONAL DISTRICT

990 Cedar Street
Campbell River, BC V9W 7Z8

(hereinafter called the "Regional District")

And:

**ROYAL CANADIAN LEGION,
BRANCH 147 (SAYWARD VALLEY)**

P.O. Box 119
Sayward, BC V0P 1R0

(hereinafter called the "Legion")

WHEREAS:

- A. Canada, British Columbia and the Union of British Columbia Municipalities (the 'UBCM') wish to help communities build and revitalize their public infrastructure that supports national objectives of productivity and economic growth, a clean environment and strong cities and communities;
- B. The UBCM representing local governments in British Columbia has entered into an Agreement with Canada and British Columbia to transfer a portion of federal gas tax funds to local governments by establishing a Community Works Fund (the 'Fund');
- C. The UBCM and the Regional District have entered into an agreement (the 'Fund Agreement') to work together in partnership to fulfill the terms and conditions of the Fund and acknowledge that the success of the Fund will require the collective efforts of all participating local governments in British Columbia;
- D. The Regional District shall expend funds under the Fund Agreement only to pay eligible costs for eligible projects as set out in Schedule B (Eligible Project Categories) and Schedule C (Eligible and Ineligible Expenditures) of the Fund Agreement, has agreed to all of the terms and conditions of the eligible recipient accountability framework as set out in Schedule D (Reporting and Audits) of the Fund Agreement, and all of the terms and conditions of the communications protocol as set out in Schedule E (Communications Protocol) of the Fund Agreement;
- E. The Legion has requested that the Regional District provide financial assistance to assist with the renovation of a building located at 699 Sayward Road in the Village of Sayward in the Province of British Columbia (the 'project');
- F. The Legion is the owner in fee simple of the land upon which the building referenced in Paragraph E is located;
- G. The Board of the Regional District believes that the project will benefit the public and wishes to provide up to \$50,000 (the 'Project Grant') to be used by the Legion for the project;

- H. The parties wish to enter into an agreement covering the disbursement of the Project Grant in accordance with the intent of the Fund Agreement.

NOW THEREFORE in consideration of the covenants and agreements herein contained and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by the parties), the parties covenant and agree as follows:

PAYMENT OF FUNDS

1. The Regional District will provide a grant to the Legion of not more than \$50,000 for eligible expenses, inclusive of taxes, relating to the project.
2. The Legion will advise the Regional District in the event funding provided under this agreement exceeds the amount required for the project whether the result of rebates, credits, donations, incentives or in-kind contributions being received from other parties or for any other reason and, in that event, the Regional District may reduce the Project Grant by an appropriate amount.
3. Notwithstanding any other provision of this agreement, the Regional District will in no event become obligated to the Society for an amount exceeding, in the aggregate, \$50,000.
4. Any payment made by the Regional District under this agreement is subject to approval by the Regional District Board by inclusion in the Regional District's financial plan for the fiscal year in which the payment is being made.

TERMS AND CONDITIONS

5. This agreement is for a fixed term, commencing on the execution date of this agreement and ending automatically on December 31, 2023, unless extended by mutual written agreement.
6. The Project Grant provided pursuant to this agreement is for the purpose of renovating the building owned by the Legion and located at 699 Sayward Road in the Village of Sayward in the Province of British Columbia.
7. The Legion covenants with the Regional District that the Project Grant will be used only for the purpose outlined in section 6 and agrees to abide by the Terms and Conditions of the Community Works Fund agreement (as amended) between the UBCM and the Regional District.
8. The Legion shall ensure that all eligible expenditures are incurred in a manner that is transparent, competitive, and consistent with value for money principles, and will avoid all actual or perceived conflicts of interest in its procurement of goods and services required for the project.
9. The Legion agrees to submit complete documentation, including invoices, cancelled cheques, vouchers, receipts or any other documentary evidence related to the project should they be requested by the Regional District.
10. The Legion agrees to preserve and keep available, for six (6) years after completion of the Project, proper books of account recording project revenues and costs, and all associated supporting records and administrative documentation, and upon reasonable notice make them available to the Regional District.
11. The Legion agrees to grant to the Regional District the exclusive right to any and all greenhouse gas (GHG) reductions that result from implementation of the project, and to

provide sufficient information to allow the Regional District to report on and claim the GHG reductions.

12. If, at any time within five (5) years from the date of the completion of the project, the Legion receives any revenue from the sale, lease, encumbrance or other disposal of physical assets resulting from the project, it shall remit to the Regional District, on demand, all such proceeds received up to the amount of the Project Grant. The Legion agrees to notify the Regional District in writing as soon as practicable of any transaction that could trigger the above mentioned repayment.
13. The Legion shall permit any authorized representative of the Regional District, or auditors engaged by the Regional District, reasonable access to its premises:
 - a) to inspect and assess the progress of the project, or
 - b) to examine the Legion's books, accounts or other records related to the project and the Project Grant, and to make copies thereof for the purposes of audit, evaluation and ensuring compliance with this agreement and the Fund Agreement.
14. The Legion shall, if requested by the Regional District, provide evidence of insurance coverage in the form and to the satisfaction of the Regional District.
15. The Legion shall obtain all necessary licenses, permits, and approvals required for the project by applicable legislation, regulations and bylaws.
16. The Legion shall, if directed by the Regional District, forthwith repay to the Regional District any overpayments or amounts obtained by error or fraud, and such amounts shall constitute a debt due to the Regional District. These debts will be due upon notice to the Legion and any amounts unpaid after 30 days from the day of notice will be subject to interest at the rate of two per cent (2%) per annum.
17. The Legion represents and warrants to the Regional District that it has not, nor has any other person, corporation, or organization, directly or indirectly paid or agreed to pay, and covenants that it and they shall not directly or indirectly pay, any person to solicit this Agreement or the Project Grant, for a commission, contingency fee or any other consideration dependent on the execution of this Agreement or the payment of the Project Grant or any portion thereof.
18. The Legion represents and warrants to the Regional District that no current or former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from this Project Grant, unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.

REPORTING

19. On completion of the project and, for certainty, before January 31, 2024 the Legion will provide to the Regional District written notification of project completion and final claim for the project, and sufficient information for the Regional District to comply with any and all reporting requirements under the Community Works Fund agreements and any amendments thereof.
20. The Regional District retains the right to require that the Legion provide a full accounting of the expenditures made under this agreement including copies of such documentation as may be necessary to confirm the accuracy of the information provided.

INDEMNIFICATION

21. The Legion shall indemnify and save harmless the Regional District, UBCM, and Canada, their officers, servants, employees or agents, from and against all claims and demands, losses, costs, damages, actions, suits or other proceedings by whomsoever brought or prosecuted in any manner based upon, or occasioned by any injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights caused by or arising directly or indirectly from:
- a) the project;
 - b) the performance of this agreement by the Legion, its officers, employees and agents or by a third party, and any of that party's officers, employees, servants or agents;
 - c) the design, construction, operation, maintenance and repair of any part of the project; and
 - d) any omission, or other willful or negligent act of the Legion or third party and their respective employees, officers, servants or agents;

except to the extent to which such claims, demands, losses, costs, damages, expenses, actions, suits or other proceedings relate to an act of negligence by an officer, employee, agent or other official of the Regional District.

GENERAL

22. Time shall be the essence of this agreement.
23. Any requirements or conditions in this agreement which, by their nature, should extend beyond the expiration or termination of this agreement will extend beyond such expiration or termination.
24. This agreement does not establish and shall not be deemed to establish a partnership, joint venture, principal-agent relationship or employer-employee relationship in any way or for any purpose whatsoever between Canada, British Columbia, UBCM, the Regional District and the Legion or any of them, and neither the Legion or the Regional District shall represent this agreement as evidence of such relationship, including in any agreement with a third party.
25. This agreement and the attachments hereto contain the entire agreement between the parties with respect to the subject matter hereof and shall supersede all previous negotiations, representations and agreements in relation to the project.
26. All information provided by the Legion to the Regional District will be treated in accordance with the *Freedom of Information and Privacy Act*. These laws govern, protect and limit the collection, use and disclosure of personal, financial and technical information by the Regional District, its departments and agencies. In addition to and notwithstanding the above, the Regional District reserves the right to make information relating to this agreement available to the public, including providing limited information on a public website as part of a list of all projects funded by the Regional District. The Legion represents that it has authority to consent and hereby consents to such information being made available to the public.
27. This agreement may be executed in counterparts and the executed counterparts shall together constitute a fully executed agreement and facsimile copies, photocopies or portable document format (pdf) copies of originally signed counterparts shall be deemed to be originals of the signed counterparts.

- 30. Neither party may assign its rights and/or obligations under this agreement without the other party's prior written consent.
- 31. No amendments or modifications to this agreement shall become effective unless agreed upon by both parties in writing.
- 32. Any notice, request, demand and other communication required or permitted to be given under this agreement will be in writing and will be validly given if delivered personally or sent by facsimile transmission, email or prepaid registered mail (return receipt requested):

a) to the Regional District at:

Strathcona Regional District
990 Cedar St
Campbell River, BC V9W 7Z8

Attention: Corporate Officer
Email: administration@srd.ca

b) to the Legion at:

Royal Canadian Legion
Sayward Valley No. 147
P.O. Box 119
Sayward, BC V0P 1R0

Attention: Rosemary Romaine, President
Email: Rosemaryromaie@icloud.com

In witness whereof the parties hereto have set their hands on the dates set out below.

STRATHCONA REGIONAL DISTRICT
by its authorized signatories:

Chair

Corporate Officer

Dated

ROYAL CANADIAN LEGION by its
authorized signatories:

President

Secretary

Dated



STAFF REPORT

DATE: November 18, 2021 **FILE:** 0550-04 Board

TO: Chair and Directors,
Regional Board

FROM: Dave Leitch
Chief Administrative Officer

RE: ROYAL CANADIAN LEGION (SAYWARD BRANCH) – REQUEST FOR FUNDING

PURPOSE/PROBLEM

To consider a request from the Royal Canadian Legion (Sayward Branch #147) that the Regional District provide funding in the amount of \$50,000 to assist with renovation costs for the Legion's building.

EXECUTIVE SUMMARY

The attached correspondence has been received from the Royal Canadian Legion (Branch # 147) in which it is requested that the Regional District provide funding in the amount of \$50,000 to assist with the costs of renovating the Legion's building. In considering this request, the Regional District has a number of alternative approaches that may wish to consider:

Option A – THAT the Regional District consider entering into an agreement with the Sayward Branch of the Royal Canadian Legion to access the Electoral Area A gas tax fund. This is the standard approach for providing gas tax funds to third parties based on the agreement between the Regional District and the Union of BC Municipalities which administers these funds on behalf of the Federal government. The current balance for the Electoral Area A gas tax account is approximately \$695,000 of uncommitted funds. The process for accessing gas tax funds can typically be completed within 2-3 months.

Option B – THAT the Electoral Area A grants in aid budget be increased by \$50,000 for 2022 to provide funding for the Sayward Branch of the Royal Canadian Legion. While this is a significant increase over the \$10,000 normally allocated on an annual basis for Electoral Area A grants in aid, it could be accommodated within current statutory limits if that is the Board's wish. This option would allow a grant to be provided as soon as the 2022-2026 financial plan is adopted.

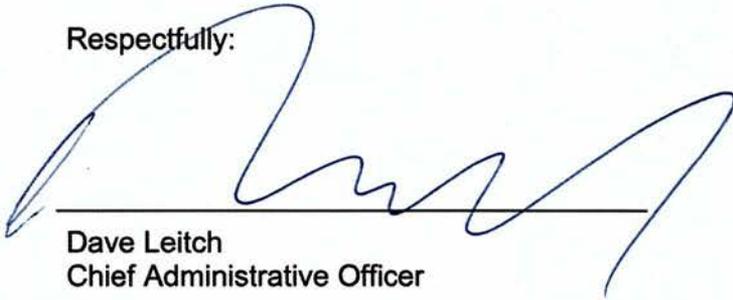
Option C – THAT the Regional District consider the establishment of a service to provide capital funding for the Sayward Branch of the Royal Canadian Legion. This option requires elector approval but does provide the ability for local ratepayers to determine whether the use of property taxes to fund the Legion's building renovation is appropriate. The process to establish such a service would take between 4-6 months depending on the method for obtaining elector approval.

Alternatively, the Board could direct that this matter be referred to the Electoral Areas Services Committee before making a decision.

RECOMMENDATIONS

THAT the report from the Chief Administrative Officer be received.

Respectfully:



Dave Leitch
Chief Administrative Officer

Prepared by: *T. Yates, Corporate Services Manager*

Attachments: November 17, 2021 correspondence from the Royal Canadian Legion (Sayward Branch)

COPY



THE ROYAL CANADIAN LEGION

SAYWARD VALLEY NO. 147

P.O. BOX 119, SAYWARD, B.C. V0P 1R0

Nov. 17th. 2021

Gerald Whalley: Director
Strathcona Reginal District

Futher to our recent conversion, please accept this letter as a formal request from The Royal Canadian Br.#147, Sayward Valley. For a grant of \$50,000. The purpose for the funding is to allow us to undertake the much needed renovations to our building. This will include leveling of the building and upgrades to the kitchen and the plumbing.

We sincerely appreciate you considering this request, and for providing any assistance that you can.

Please let me know if you require further information.

Yours truly,

Rosemary Romaine
President of Royal Canadian Legion Br>#147