**VILLAGE OF SAYWARD**
**REGULAR COUNCIL MEETING AGENDA**
**APRIL 19, 2022 - 7:00 PM**
**OPEN MEETING - IN PERSON**
**COUNCIL CHAMBERS**

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

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 19, 2022, be approved.
4. **Minutes of Previous Meetings**

   Recommended Resolution:

   THAT the minutes from the Regular Council meeting held on April 5, 2022, be adopted.
5. **Petitions and Delegations**

   **a)** Blake Nobles, KUB World presentation. RE: Unique building solutions in line with Sayward Strategic Planning. CAO has also asked Building Inspector Karl Neufeld to attend.
6. **Correspondence**

   **a)** Ryan Eickmeier, Founding Partner, Lobby Registry, April 4, 2022, Email; Request for Meeting/ Presentation.

   **b)** Cpl. Chris McMillan, Detachment Commander, Sayward RCMP/Government of Canada, April 12, 2022, Email; Input on the Police Plans for the Coming Year.
7. **Council Reports - None**
8. **Reports of Committees - None**
9. **Mayor's Report - None**
10. **Unfinished Business - None**

**11. Staff Reports**

**a) Crack Sealing - Village Roads**

Recommended Resolutions:

THAT $24,500 (2022 roads budget $7,500 and $17,000 Transportation Infrastructure Reserve) be allocated to crack sealing in 2022; and,

THAT the 2022-2026 Financial Plan be amended accordingly; and,

THAT DKI be contracted to do this work based on the fact there is no mobilization and demobilization charges.

**b) Lift Station Generators - Remaining Work**

Recommended Resolutions:

THAT $11,677.40 be transferred from the Sewer Surplus to fund the monitoring and security of the 4 new generators at the lift stations; and,

THAT the 2022-2026 Financial Plan be adjusted accordingly; and,

THAT $160.00 per month be approved for monitoring fees for the 4 new generators at the lift stations to be funded through the Sewer Service and be incorporated into the budget for this department.

**12. Bylaws**

**a) Ticketing for Bylaw Offences Amendment Bylaw No. 482, 2022**

Recommended Resolution:

THAT Ticketing for Bylaw Offences Amendment Bylaw No. 482, 2022 be given first, second and third reading.

**b) Five Year Financial Plan Bylaw No. 483, 2022**

Recommended Resolution:

THAT Five Year Financial Plan Bylaw No. 483, 2022 be given first, second and third reading.

**13. New Business**

**a) Special Meeting - Auditors Report April 26, 2022 (CAO Verbal)**

Recommended Resolution:

THAT Council approve a Special Meeting for April 26, 2022, for the presentation of the 2021 financial statements and corresponding Auditors Report.

**14. 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."

**15. 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 accordance with Section 90(1)(e) of the *Community Charter* that Council may give consideration related to the acquisition, disposition or expropriation of land or improvements.

**16. Adjournment**

**VILLAGE OF SAYWARD**
**REGULAR COUNCIL MEETING MINUTES**
**APRIL 5, 2022**
**OPEN MEETING - IN PERSON**
**COUNCIL CHAMBERS**

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

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

**Regrets:** Councillor Wes Cragg

**In Attendance:** Jason Johnson, CAO
Lisa Clark, CFO
Melissa Coates, Finance/Admin Clerk

**1. Call to Order**

Meeting was called to order at 7:00pm

**2. Introduction of Late Items**

**a)** CAO asked to add Alison Heather Spear to (5) Delegations to speak about the School District and Community Food Hub Proposal (also see Staff Report 11. (b))
**b)** CAO asked to add the SRD Board First Nations Relationship and Governance Session Invite to 13. New Business as item (a)
**c)** CAO asked to add a verbal staff report pursuant to the March 15th Council direction to staff regarding cost recovery for the lifeguard courses offered at Kelsey Centre to 11. Staff Reports as item (m)

**3. Approval of Agenda**

**MOTION R22/57**
**MOVED AND SECONDED**

THAT the agenda for the Regular Meeting of Council for April 5, 2022 be approved as amended.

**CARRIED**

**4. Minutes of Previous Meetings**

**MOTION R22/58**
**MOVED AND SECONDED**

THAT the minutes from the Regular Council meeting held on March 15, 2022, be adopted.

**CARRIED**

## 5. Petitions and Delegations

**a)** Alison Heather Spear addressed Council regarding the School District and Community Food Hub Proposal (also see Staff Report 11. (b))

## 6. Correspondence

**a)** Liz Cookson, ED AVICC, March 18 2022, Email; 2022 AVICC Annual Report and Resolutions Package and 2021 AVICC AGM and Convention Minutes Draft – ***printed copies available upon request.***

**b)** Derek Nighbor, President and CEO, Forest Products Association of Canada, March 18, 2022, Email to Mayor Baker; Fighting Climate Change Through Canadian Forestry.

**c)** Madison Stewart, Coordinator, Strathcona Community Food Hub, Email to CAO for Village Council; Proposal to Village Council - ***(see 11. Staff Reports (b)).***

**d)** Ginger Lester, EA and Communications Coordinator, City of Nelson, Email March 15, 2022; City of Nelson Challenges BC Local Governments to Donate to the Red Cross for Ukraine

**e)** Alisa Thompson, Corporate Administrator, Deputy CAO, City of Terrace, March 15 2022, Email; Resolution for Consideration at the NCLGA Convention

**f)** Jessica Brooks, Assistant Deputy Minister, March 22, 2022, Email; Attendees of the March 2022 Regional Meetings with Minister Cullen, Minister Beare, and Minister Osbourne

**g)** Todd Boychuck, Director Intergovernmental Relations, K'omoks First Nation, Email; Sayward-Guardian Support; Letter from Hegus Nicole Rempel, RE: Support for the K'omoks Guardian Watchman Program - ***(see 11. Staff Reports (e))***

**h)** District of Ucluelet, March 25 ,2022, Email; District of Ucluelet Bans Plastic and Bio-Plastic Utensils

**i)** Minister Lisa Beare, March 28, 2022 Email; Re: Initiation to Join Roundtable-Expansion of Internet Services to all Rural BC

**j)** Rebecca Bishop, Program Officer, UBCM, January 28, 2022 Re: 2022 CRI FireSmart Community Funding & Supports, approval of grant funding for the Wildfire Fighter Training & Residential Fuel Reduction project.

**MOTION R22/59**
**MOVED AND SECONDED**

THAT Correspondence a) through j) be received by Council; and,

THAT Correspondence items b) and d) be pulled at the request of Councillor Tinsley for discussion; and,

THAT Correspondence item "Ukraine - message from Mayor Al Siebring" scheduled for the April 19th Council meeting be emailed directly to Mayor, Council, and the Fire Chief John Hanson for review and discussion. Copy also sent to Director Whalley as stakeholder; and,

FINALLY THAT Chief John Hanson report back to the CAO as to if Sayward has equipment to send to the Odessa Fire Department.

**CARRIED**

**MOTION R22/60**
**MOVED AND SECONDED**

THAT the Village of Sayward donate $1.00 for every person living within the Village of Sayward (334 citizens as at the 2022 Census) to the Red Cross for Ukraine.

**CARRIED**

7. **Council Reports - None**
8. **Reports of Committees - None**
9. **Mayor's Report**
   a) Attendance at AVICC - Verbal Report. The Mayor gave a brief report on the AVICC Conference with the main theme being the need for northern island municipalities to work together on key issues and initiatives, lobbying and sharing costs for greater effect.
10. **Unfinished Business - None**
11. **Staff Reports**
   a) **EV Charging Station**

**MOTION R22/61**
**MOVED AND SECONDED**

THAT Council receive the EV Charging Station Staff Report for information and discussion.

**CARRIED**

   b) **School District and Strathcona Community Food Hub Proposal**

**MOTION R22/62**
**MOVED AND SECONDED**

THAT Council designate all open and available beds at the Sayward community gardens to the care and oversight of Sayward Elementary School for educational purposes and in line with the goals and mission of the Strathcona Community Food Hub; and,

THAT Staff notify by means of newsletter, the community about this designation at no cost to Strathcona Food Hub or the School District so residents of the Village of Sayward are aware of this program; and

THAT the CAO discuss gardens being secured with access given to the operators of this program, along with Public Works with the operators of the program; and

FINALLY, THAT future consideration after the 2022 season be granted to this program pending measured success of the program, and community feedback.

**CARRIED**

   c) **Federation of Canadian Municipalities (FCM) Asset Management Grant**

**MOTION R22/63**
**MOVED AND SECONDED**

THAT Council approve $5,908 (tax not included) for Urban Systems to apply for the Municipal Asset Management Program (FCM) Grant of $50,000 for the purposes of funding a more fulsome Asset and Risk Management Program and if funding allows, Asset Management System in line with the 2022 Strategic Plan; and,

THAT Council approve the CFO to designate $5,000 towards the FCM Asset Management Grant program as the Village's contribution at 10% as per grant guidelines; and;

FINALLY, THAT Council approve, IF successful in the grant application, Urbans Systems to complete a full Asset Management Plan for the Village, replacing the 2016 adopted and 2019 unadopted plans.

**CARRIED**

**d) Final Reporting- ICIP Municipal Raw Water Intake and Dam Decommissioning Project #C40255**

**MOTION R22/64**
**MOVED AND SECONDED**

THAT Council approve $15,000 (tax not included) from contract labour for the purposes of contracting Urban Systems to do all reporting to satisfy the mandatory grant reporting (allows for up to a $5,000 contingency).

**CARRIED**

**e) K'omoks First Nation Guardian Watchmen Program**

**MOTION R22/65**
**MOVED AND SECONDED**

THAT Council approve a contribution of $1,500 per year, for 4 years towards the KFN Guardians Program for work in the Sayward Estuary.

**Opposed Cllr Poulsen** **CARRIED**

**f) Councillor Cragg Resignation**

**MOTION R22/66**
**MOVED AND SECONDED**

THAT Council accept Councillor Cragg's resignation effective April 8, 2022; and,

THAT Council waives a by-election in accordance with Section 54 (3) of the *Local Government Act*; and,

THAT the following Committee appointments take effect April 9, 2022:

Tom Tinsley as the primary for the Sayward Tourism Committee, Mayor Mark Baker as Alternate.

Councillor Sue Poulsen as the alternate for the Community Garden Portfolio.

Mayor Mark Baker as the alternate for the Healthy Communities and Age Friendly Representative.

Councillor Tom Tinsley as the alternate for the First Nations Relations and Community Forest Committee.

**CARRIED**

**g) Sayward Legion Service Agreement - Share Shed**

**MOTION R22/67**
**MOVED AND SECONDED**

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

THAT Council approve the Sayward Legion and Village of Sayward Working Agreement - Share Shed for signing from both Village and Legion to satisfy Resolution R22/54.

**CARRIED**

**h) LGMA 2022 Annual Conference, June 21-23, 2022**

**MOTION R22/68**
**MOVED AND SECONDED**

THAT Council approve CAO attendance at the 2022 LGMA Conference and applicable expenses for registration, per diem (as per Village policy), attendance and accommodation estimated to be $2500.

**CARRIED**

**i) Oscar Daze**

**MOTION R22/69**
**MOVED AND SECONDED**

THAT Council approve concessions 1-4 in the Oscar Days Staff Report inclusive being:

1. The field at no charge for the explicit use of the Oscar Daze Tournament,
2. Notice in Sayward Newsletter and social media advising residents of the event as well as how it may affect them,
3. Closure of the road directly in front of the field for use during the event for food truck staging,
4. Access to showers in the Kelsey Centre (Four (4) hours in the mornings and two (2) at night); and,

THAT Council approve concession 5 in the Oscar Days Staff Report being:

5. The Village will provide bins for waste (typically two (2)) during the event, but this can be leveraged through Comox Strathcona Waste and likely donated; and,

THAT Council consider concession 6 as listed in the Oscar Daze Staff Report being:

6. Access to all available camping spots as a block reservation. Note this has been done at free or favorable terms in some years. The rate for serviced and un-serviced camping sites during this event (Friday, July 29 – Monday, August 1 inclusive) will be in accordance with the Fees and Charges Bylaw; and,

FINALLY, THAT Council approves event end times of 12:00 am on the Friday, 1:00 am on the Saturday, 1:00 am on the Sunday and no adjustment for the Monday.

**CARRIED**

**j) Plan H Grant**

**MOTION R22/70**
**MOVED AND SECONDED**
THAT Council receive the Plan H Grant Staff Report for information and discussion.

**CARRIED**

**k) Sayward Projects and Initiatives Template (SPIT)**

**MOTION R22/71**
**MOVED AND SECONDED**

THAT Council receive the Sayward Projects and Initiatives Template (SPIT) for review and discussion.

**CARRIED**

**l) Financial Plan 2022-2026 Final**

**MOTION R22/72**
**MOVED AND SECONDED**

THAT Council approves the 2022-2026 Financial Plan.

**CARRIED**

**m) Kelsey Centre lifeguarding courses** - the CAO provided a verbal staff report pursuant to the March 15th Council direction to staff regarding cost recovery for the lifeguard courses offered at Kelsey Centre.

**12. Bylaws**

**a) Fireworks Regulation Bylaw No. 481, 2022**

**MOTION R22/73**
**MOVED AND SECONDED**

THAT Fireworks Regulation Bylaw No. 481, 2022 be given fourth and final reading.

**CARRIED**

**13. New Business**

**a) SRD Board First Nations Relationships and Governance Session Invite**

**MOTION R22/74**
**MOVED AND SECONDED**

THAT Council approves Councillor Sue Poulsen and CAO Jason Johnson to attend the SRD Board First Nations Relationships and Governance Session May 2 to 4th 2022 inclusive.

**CARRIED**

**14. Public Question Period - None**

**15. In-Camera**

**MOTION R22/75**
**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 accordance with Section 90(1)(e) of the *Community Charter* that Council may give consideration related to the acquisition, disposition or expropriation of land or improvements.

**CARRIED**

**16. Adjournment**

**The meeting was adjourned at 10:00 PM**

_____

**Mayor**

_____

**Corporate Officer**

**Lisa Clark**

**From:** Ryan Eickmeier <ryan.eickmeier@lobbyregistry.ca>
**Sent:** Monday, April 4, 2022 8:00 AM
**To:** Jason Johnson
**Subject:** Meeting Request - Implementation of a Lobbyist Registry

Dear Mayor, Council and Administrators,

With a new fiscal year upon us, do you have 15 minutes this week to discuss how we can support your transparency efforts? Creating your own lobbyist registry is time consuming, expensive, and resource intensive. We created Lobby Registry to remove these roadblocks by introducing a shared-service solution for municipalities of all sizes, for a flat annual fee of $9,250.

**Why We Created Lobby Registry:**

Every municipality in Canada is lobbied, and constituents from coast-to-coast-to-coast want to know how decisions are made. After reading countless municipal staff reports about how cost prohibitive creating their own lobbying registry would be, we knew there was a better way. We created Lobby Registry for every Municipality in Canada, specifically making it cost effective and nearly effortless for you to demonstrate transparency. We built it without any unnecessary bells or whistles, and free of hidden fees, onboarding costs, or long-term contracts. Instead, we focused on delivering practical and intuitive functionality for Municipalities, regardless of your size or budget.

**Why Do Municipalities Need a Lobbyist Registry?**

A lobby registry is a tool that has proven to lead to greater accountability and transparency for local government, by allowing members of the public to better understand who or what groups are meeting with elected officials. We created Lobby Registry to enable that transparency, virtually overnight.

**Why Work with Lobby Registry:**

- We designed Lobby Registry to meet the specific needs of Canadian municipalities of all sizes.
- No Hidden Costs or Time Consuming Start-Up: With a flat annual fee and turn-key implementation, transparency is at your fingertips.
- Canadian Made: Lobby Registry was made in Canada. All data is stored in a secure cloud environment located in Canada.
- White Label Enabled & Customizable: Make it your own by adding your municipal logo, departments, and public office holders.
- Demonstrate Transparency to Constituents: Your constituents want to know how decisions are made in government.
- Informed Decision Making Through Powerful Analytics: Search and reporting dashboards help identify the key issues constituents care about.

**Pricing:**

We designed Lobby Registry to be affordable for municipalities of all sizes.
$9,250 - transparency for a flat annual fee.

**Offer of Service and Meeting Request:**

We would welcome the opportunity to discuss how the product can support your transparency efforts. Please let us know an appropriate time and we would be pleased to coordinate a full walk through of the product, as well as answer any additional questions you may have.

Yours Truly,

Ryan J. Eickmeier

**Ryan Eickmeier | Founding Partner**
Lobby Registry by J-SAS
ryan.eickmeier@lobbyregistry.ca
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(647) 492-7912

4 Robert Speck Parkway, Suite 1500
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RCMP
Island District
610 Kelsey Way
Sayward, British Columbia V0P 1R0
Telephone: (250) 282-5522 FAX: (250) 282-3879

2022-04-12

To: Sayward Mayor and Council

Good Day, Mayor and Council.

I am just in the process of drafting Sayward RCMP's Annual Performance Plan. As part of the process the local representatives can also provide input on the police plans for the coming year. My current focus will be:

- Enhanced Public Safety (National Mandatory)
- Accountability and Governance (National Mandatory)
- Employee Excellence and Work Place Culture (Mandatory)
- Traffic Safety (local initiative)

If Mayor and Council would like to discuss this proposal or recommend a different focus/direction, then please advise.

Regards,

Chris

Cpl Chris MCMILLAN
Detachment Commander
Sayward RCMP / Government of Canada
Box 100, 610 Kelsey Way
Sayward BC, V0P 1R0
christopher.mcmillan@rcmp-grc.gc.ca / Tel: 250-282-5522 / Fax: 250-282-3879
Cell: 250-895-1523

# STAFF REPORT

**To:** Mayor and Council
**From:** Jason Johnson, CAO
**Subject:** **Crack Sealing – Village Roads**
**Meeting date:** April 19, 2022

## BACKGROUND

The Village of Sayward has roads in varied conditions but almost all are cracking in need of sealing to protect the base layer. The 2016 Onsite Asset Management Plan for Roads (adopted), recommended $75,400 in annual accruals starting in 2016 for a straight-line average for 20 years. This would be required to ensure there was funding available for the replacement of the base layer (estimated in 2016 to cost $1,507,944 with recommended spends of $694,212 in 2020, $615,402 in 2022, and $198,330 in 2025.) The report then suggested a $28,152 spend in 2037 (based on the 2000-2025 work) and then major replacement work in 2047.

This report did not consider any available grant funding for infrastructure, nor would it have factored major raw material increases that we have experienced in the past couple of years. Additional amounts, according to the report, would be needed if the base layer is compromised due to weather or other damage.

At the time of the report, 80% of the Villages roads were assessed as fair to good condition but nearly half were assessed as having a considerable risk associated with the failure of these roads including degradation of the road base due to water seepage and worsening top layer.

Obviously, full replacement of roads when the time comes would be coordinated with other infrastructure work identified in the adopted and unadopted Asset Management Plans from 2016 and 2019 respectively (sewer and water).

In speaking with Public Works staff, crack sealing has not been done in approximately six (6) years. The 2020 and 2022 work has also not been completed and the 2025 work also does not appear in the five (5) year Financial Plan. Currently there is $7,500 in the Financial Plan for 2022, and $5,000 in the plan for each year thereafter to 2026, making up the full road repair line.

Crack sealing is an important process to prevent water and weather from getting into roads and doing more damage in the way of enlarging cracks and undermining roadways as it relates to the base level.

## DISCUSSION

D.K.I Services Ltd. (DKI) has reached out to the office of the CAO and has indicated that they will be in the area this summer due to having contracts with other north island municipalities. Further, the CAO was informed that DKI also owns and operates Island Line Pro should we be interested in any line painting.

As DKI are in the area with other work, there will be no charges for mobilization and demobilization and minimum charges will be waived. In this way, the only charge the Village will pay for crack sealing would be $4.00 per meter for labour and materials.

As mentioned, there is $7,500 in the roads budget for 2022 and there is an additional $17,000 in the Transportation Infrastructure Reserve available for this project.

**RECOMMENDATIONS**

THAT $24,500 (2022 roads budget $7500 and $17,000 Transportation Infrastructure Reserve) be allocated to crack sealing in 2022; and,

THAT the 2022-2026 Financial Plan be amended accordingly; and,

THAT DKI be contracted to do this work based on the fact there is no mobilization and demobilization charges.

Respectfully Submitted,

_____

Jason Johnson
CAO

# STAFF REPORT

**To:** Mayor and Council
**From:** Jason Johnson, CAO
**Subject:** **Lift Station Generators - Remaining Work**
**Meeting date:** April 5, 2022

## BACKGROUND

The Village of Sayward had 4 lift stations that were not attached to emergency power and had to be manually pumped with use of a portable generator at times of power outages. This caused Public Works to have to work over night in some cases to ensure that the lift stations were pumped out and thereby generated staffing costs in association with this task.

The Village then approved the purchase of four (4) generators to be secured and installed for the purposes of operating at times of power outages. Despite several timeline setbacks owing to delayed delivery and manufacturing, the generators are now all installed as per the contract with the provider and despite minor programming issues, functioning as designed.

What does not appear to be budgeted for was security fencing or a solution for preventing tamping of the transfer switch as well as for system automated monitoring so that Public Works can receive notification if there is trouble with one of the generators or it is not operating as designed.

## DISCUSSION

Collins Electric Inc. sent a quote April 7, 2022, for the supply and installation of hardware to remotely monitor 4 generator run/ fault conditions. This is inclusive to cellular antenna broadcast to the Rogers network and 4 sets of the following:

- Alarm Panel
- Keypad
- Battery
- Cellular Antenna

The total Quote for this is $2,760.00 plus GST ($3,091.20). After this initial setup and installation, $160.00 per month will be charged for monitoring.

Iron Horse Welding sent a quote April 4, 2022, for work to protect the transfer switched and lift station panels. This would prevent unauthorized changes and tampering to the 4 new generator units, protecting the investment of these 4 new generators.

The quote for this work is $8,917.40 inclusive to GST.

Staff recommends that this work be done to safeguard the investments in the lift stations and to allow for remote monitoring of the generators preventing failure.

**RECOMMENDATIONS**

THAT $11,677.40 be transferred from Sewer Surplus to fund the monitoring and security of the 4 new generators at the lift stations; and,

THAT the 2022-2026 Financial Plan be adjusted accordingly; and,

THAT $160.00 per month be approved for monitoring fees for the 4 new generators at the lift stations to be funded through the Sewer Service and be incorporated into the budget for this department.

Respectfully Submitted,

_____

Jason Johnson
CAO

# STAFF REPORT

**To:** Mayor and Council
**From:** Lisa Clark, CFO
**Subject:** **Ticketing for Bylaw Offences Amendment Bylaw No. 482, 2022**
**Meeting date:** April 19, 2022

## BACKGROUND

On April 5, 2022 Council gave fourth and final reading to Bylaw No. 481, 2022 Fireworks Regulation Bylaw. With the adoption of this bylaw, several other legislative tasks now need to be completed according to the following workplan:

| Schedule | Action |
|---|---|
| March 15, 2022 | Council gives first 3 readings to Bylaw No. 481, 2022 Fireworks Regulation Bylaw ***done*** |
| April 5, 2022 | Council gives fourth and final reading to Bylaw No. 481, 2022 Fireworks Regulation Bylaw ***done*** |
| April 19, 2022 | Council gives first 3 readings to Bylaw No. 482, 2022 Ticketing for Bylaw Offences Amendment Bylaw |
| April 26, 2022 (Special Meeting) ***new*** | Council gives first 3 readings to Bylaw No. XXX, 2022 Fees & Charges Amendment Bylaw |
| May 3, 2022 | Council gives fourth and final reading to Bylaw No. 482, 2022 Ticketing for Bylaw Offences Amendment Bylaw and Bylaw No. XXX, 2022 Fees & Charges Amendment Bylaw |
| Summer 2022 | Staff work on a new Fire Protective Services Bylaw that will replace Bylaw No. 383, 2010 |

## DISCUSSION

The attached amendment bylaw amends Bylaw No. 422, 2021 Ticketing for Bylaw Offences Bylaw by adding the new Fireworks Regulation Bylaw and corresponding fines in a new schedule – "Schedule 6". Staff recommend that Council give first, second, and third readings at this time in accordance with the workplan outlined above.

An amendment bylaw to the Fees & Charges bylaw will be presented to Council on April 26th. The amendment will include a new fee schedule including permit fees, and inspection fees related to the Fireworks Regulation Bylaw.

Lastly, after considerable Staff review, Fire Protective Services Bylaw No. 383, 2010 will need to be repealed and replaced with an entirely new bylaw due to the dated nature of material referenced in this bylaw. This will be addressed at a later date, TBD, summer 2022.

**RECOMMENDATIONS**

THAT Ticketing for Bylaw Offences Amendment Bylaw No. 482, 2022 be given first, second and third reading.

Respectfully submitted,

_____

Lisa Clark
CFO

Attachments:

- ***Ticketing for Bylaw Offences Amendment Bylaw No. 482, 2022***

# VILLAGE OF SAYWARD

## BYLAW NO. 482

---

**A BYLAW TO AMEND TICKETING FOR BYLAW OFFENCES BYLAW 422, 2021**

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**WHEREAS** the Council of the Village of Sayward has adopted a Ticketing for Bylaw Offences Bylaw;

**AND WHEREAS** the Council of the Village of Sayward wishes to amend "Ticketing for Bylaw Offences Bylaw No. 422, 2021";

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

1. **CITATION**

   This bylaw may be cited as **"Ticketing for Bylaw Offences Amendment Bylaw No. 482, 2022"**.

2. **AMENDEMENT**

   Ticketing for Bylaw Offences Bylaw No. 422, 2021 is hereby amended as follows:

   a.) Item 4 is amended by deleting "Schedules 2 through 5" and replacing it with "Schedules 2 through 6".

   b.) Item 5 is amended by deleting "Schedules 2 through 5" and replacing it with "Schedules 2 through 6".

   c.) Schedule "1" is amended by repealing the existing Schedule "1" and replacing it with Schedule "1" attached to this bylaw.

   d.) Schedule "6" attached to this bylaw is added after Schedule "5".

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.

Adopted on the ___ day of _____ 2022.

Certified a true copy of Bylaw No. 482 this ____ day of _____, _____

_____
Chief Administrative Officer
Village of Sayward

_____
Mayor

_____
Corporate Officer

**SCHEDULE 1**

| *Schedule* | *Designated Bylaws* | *Designated Bylaw Enforcement Officers* |
|---|---|---|
| 2 | Animal Control Bylaw No. 418, 2015 | Bylaw Enforcement Officer<br>Chief Administrative Officer<br>RCMP Officer |
| 3 | Noise Control Bylaw No. 342, 2005 | Bylaw Enforcement Officer<br>Chief Administrative Officer<br>RCMP Officer |
| 4 | Parks Control Bylaw No. 421, 2018 | Bylaw Enforcement Officer<br>Chief Administrative Officer<br>RCMP Officer |
| 5 | Building Bylaw No. 334, 2005 | Bylaw Enforcement Officer<br>Chief Administrative Officer<br>RCMP Officer |
| 6 | Fireworks Regulation Bylaw No. 481, 2022 | Bylaw Enforcement Officer<br>Chief Administrative Officer<br>RCMP Officer |

## SCHEDULE 6

## FIREWORKS REGULATION BYLAW NO. 481, 2022

| *Designated Offence* | *Section* | *Penalty ($)* |
|---|---|---|
| Sell fireworks | 3(1) | 1000.00 |
| Possession without a permit | 3(4) | 500.00 |
| Discharge fireworks without a permit | 5 | 500.00 |
| Not in accordance with permit | 7(2) | 100.00 |
| Not supervised | 7(3) | 100.00 |
| Failure to present permit | 7(4) | 100.00 |

# STAFF REPORT

**For:** Mayor and Council
**Prepared by:** Lisa Clark, CFO
**Subject:** **Financial Plan Bylaw**
**Meeting date:** April 19, 2022

## BACKGROUND

The Financial Plan bylaw and Tax Rate bylaw must be approved by Council before May 15 of each year as set out in the *Community Charter*. The 2022 – 2026 Financial Plan was approved by Council at the April 5th council meeting.

## DISCUSSION

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

| | Item | | Timeline |
|---|---|---|---|
| 1 | Staff reviews 2021-2025 Financial Plan and existing Strategic Plan | Staff Report with timetable to Council | October 5th Regular meeting - **DONE** |
| 2 | Full Strategic Planning session | | November 20th Special meeting - **DONE** |
| 3 | 2022 Strategic Plan presented to Council | | December 7th Regular meeting - **DONE** |
| 4 | Staff continue to work on Financial Plan and Capital Plan for 2022 | | December 2021 – March 2022 |
| 5 | Financial Plan Process:<br>A. COW Council Meeting January 11, 2022. Detailed review of Financial Plan/Capital Projects<br>B. COW Council Meeting January 25, 2022. Detailed review of Financial Plan/Capital Projects<br>C. COW Council Meeting February 8, 2022. Detailed review of Financial Plan/Capital Projects<br>D. COW Council Meeting February 22, 2022. Final review of Financial Plan/Capital Projects<br>E. Council Meeting April 5, 2022. Staff report outlining F/P amendments due to year-end adjustments and carry forwards.<br>F. Council Meeting April 19, 2022. First three readings of Financial Plan | Each meeting will refine the Financial and Capital Plans and provide time for public input and questions. The timeline will also allow for research and reporting on identified issues.<br><br>Adopt Financial and Capital Plan | January 11, 2022 - **CANCELLED**<br>January 25, 2022 - **DONE**<br>February 8, 2022 - **DONE**<br>February 22, 2022 **DONE**<br>April 5, 2022 – **Bylaw moved to April 19th**<br>April 19, 2022 |

| FINANCIAL PLAN 2022-2026 | | | |
|---|---|---|---|
| | Bylaw.<br>G. Council Meeting May 3, 2022. Final reading of Financial Plan Bylaw. | | May 3, 2022 |
| 6 | Tax Rate Bylaw, Fees & Charges Amendment Bylaw (for water, sewer, solid waste fees) | Bylaw | Adopted by Mid May, first 3 readings April 26, 2022 (special meeting), Final reading May 3, 2022. |

Staff have prepared the 2022-2026 Financial Plan bylaw as outlined in the table above and recommend that Council give first, second, and third readings at this time.

**STAFF RECOMMENDATIONS**

THAT Five Year Financial Plan Bylaw No. 483, 2022 be given first, second and third reading.

Respectfully submitted,

_____

Lisa Clark
CFO

Attachments:

- ***Five Year Financial Plan Bylaw No. 483, 2022***

# VILLAGE OF SAYWARD

## BYLAW NO. 483

**A BYLAW TO CONFIRM AND ADOPT THE 2022 – 2026 FINANCIAL PLAN**

**WHEREAS** under section 165 of the *Community Charter* the Council for the Village of Sayward is required to adopt a financial plan before the annual property tax bylaw is adopted.

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

1. This bylaw may be cited as **"Five Year Financial Plan Bylaw No. 483, 2022".**

2. Schedule "A" attached hereto and forming part of this Bylaw is hereby adopted and is the Financial Plan for the Village of Sayward for the period 2022-Jan-01 to 2026-Dec-31.

3. The expenditures set forth in Schedule "A" are hereby authorized.

4. Schedule "B" attached hereto and forming part of this Bylaw is hereby adopted and is the Financial Plan Objectives and Policies for Funding Sources and Distribution of Property Value Taxes.

5. Bylaw No. 472 cited as "Five Year Financial Plan Bylaw No. 472, 2021" is hereby repealed.

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.

Adopted on the ___ day of _____ 2022.

Certified a true copy of Bylaw No. 483 this ___ day of _____, _____

_____
Chief Administrative Officer
Village of Sayward

_____
Mayor

_____
Corporate Officer

# Village of Sayward
## 2022 – 2026 Five Year Financial Plan Bylaw No. 483, 2022
## Schedule A

| | 2022 | 2023 | 2024 | 2025 | 2026 |
|---|---|---|---|---|---|
| **REVENUES** | | | | | |
| **Taxation** | | | | | |
| Property Value Taxes | 377,266 | 414,993 | 444,043 | 475,126 | 508,384 |
| Parcel Taxes | 8,108 | 38,607 | 38,607 | 38,607 | 38,607 |
| Utilities/Payments in Lieu of Taxes | 11,725 | 11,960 | 12,199 | 12,443 | 12,692 |
| **Total Taxation** | **397,100** | **465,560** | **494,849** | **526,176** | **559,683** |
| **Fees and Charges** | | | | | |
| Recreation | 14,550 | 14,620 | 14,691 | 14,764 | 14,839 |
| Licences/Permits | 8,700 | 8,700 | 8,700 | 8,700 | 8,700 |
| Sewer Utility | 75,152 | 77,783 | 80,505 | 83,323 | 86,239 |
| Water Utility | 140,290 | 144,498 | 148,833 | 153,298 | 157,897 |
| Solid Waste Fees | 37,153 | 39,010 | 40,961 | 43,009 | 45,159 |
| Other Revenue | 85,308 | 80,668 | 81,039 | 82,421 | 82,814 |
| **Total Fees and Charges** | **361,153** | **365,280** | **374,730** | **385,515** | **395,649** |
| **Other Revenue** | | | | | |
| Federal Government Grants | 71,562 | 75,143 | 75,143 | 75,143 | 75,143 |
| Provincial Government Grants | 375,000 | 375,000 | 375,000 | 375,000 | 375,000 |
| Capital Asset Grants | 0 | 1,823,120 | 0 | 0 | 0 |
| Other Grants | 342,065 | 552,500 | 2,500 | 2,500 | 2,500 |
| **Total Other Revenue** | **788,627** | **2,825,763** | **452,643** | **452,643** | **452,643** |
| **Proceeds From Borrowing** | 0 | 0 | 0 | 0 | 0 |
| **Transfers Between Funds** | | | | | |
| Statutory Reserve Funds | 0 | 0 | 0 | 0 | 0 |
| Surplus/Reserve Accounts | 260,100 | 103,880 | 14,000 | 0 | 0 |
| **TOTAL REVENUE** | **1,806,979** | **3,760,482** | **1,336,221** | **1,364,334** | **1,407,975** |
| **EXPENSES** | | | | | |
| **Municipal Purposes** | | | | | |
| General Government Services | 549,410 | 446,484 | 450,988 | 455,621 | 460,389 |
| Fire, Emergency & Protective Services | 63,741 | 53,574 | 54,887 | 54,797 | 55,465 |
| Public Works, Roads, Drainage | 134,659 | 131,509 | 133,934 | 136,438 | 139,027 |
| Parks & Recreation | 317,342 | 262,440 | 268,058 | 273,902 | 279,989 |
| Sewer Utility | 92,469 | 75,936 | 77,453 | 79,023 | 80,649 |
| Water Utility | 160,330 | 138,181 | 141,151 | 144,248 | 147,482 |
| Solid Waste Operations | 53,806 | 45,612 | 46,435 | 47,273 | 48,129 |
| Interest Payment on Municipal Debt | 1,837 | 16,538 | 16,396 | 16,320 | 16,320 |
| Amortization | 206,535 | 206,535 | 206,535 | 206,535 | 206,535 |
| Annual Surplus/(Deficit) | **226,850** | **2,383,673** | **-59,616** | **-49,824** | **-26,010** |

**Village of Sayward**
**2022 – 2026 Five Year Financial Plan Bylaw No. 483, 2022**
**Schedule A, cont.**

| | | | | | |
|---|---|---|---|---|---|
| **Capital Expenditures** | | | | | |
| General Capital Expenditures | 314,000 | 2,327,000 | 14,000 | 0 | 0 |
| Sewer Capital Expenditures | 77,000 | 150,000 | 0 | 0 | 0 |
| Water Capital Expenditures | 0 | 0 | 0 | 0 | 0 |
| **Principal Payment on Municipal Debt** | 20,050 | 35,937 | 35,929 | 22,287 | 22,287 |
| **Adjustment for Non-Cash Items (Amortization)** | -206,535 | -206,535 | -206,535 | -206,535 | -206,535 |
| **Transfers Between Funds** | | | | | |
| Statutory Reserve Funds | 0 | 0 | 0 | 0 | 0 |
| Surplus/Reserve Accounts | 22,335 | 77,271 | 96,990 | 134,424 | 158,238 |
| **FINANCIAL PLAN BALANCE** | **0** | **0** | **0** | **0** | **0** |

## Financial Plan Objectives and Policies for Funding Sources and Distribution of Property Value Taxes

### A. Funding Sources

Over the term of the plan funding sources as defined in S(165)(7) of the Community Charter are derived as shown in Table 1; amounts and proportions shown for fiscal 2022.

Table 1: Funding Sources, Fiscal 2022

| | | | |
|---|---|---|---|
| Taxation | $ | 397,100 | 21.98% |
| Fees, Charges & Other Revenue | $ | 361,153 | 19.99% |
| Federal & Provincial Grants | $ | 788,627 | 43.64% |
| Appropriation from Surplus/Reserves | $ | 260,100 | 14.39% |
| | $ | 1,806,979 | 100.00% |

Objectives and Policies:

- Seek and identify alternative revenue sources.
- Reduce dependancy on taxation.
- Annually review proportion of revenue that is received from user fees and charges and increase rates as required.

### B. Distribution of Municipal Property Taxes Across Property Classes

Over the term of the plan municipal property taxes are distributed across eight property tax classes as shown in Table 2; approximate amounts and proportions shown for fiscal 2022.

Table 2: Distribution of Municipal Property Taxes, Fiscal 2022

| | | | |
|---|---|---|---|
| Class 1 - Residential | | 223,802 | 59.322% |
| Class 2 - Utilities | | 1,611 | 0.427% |
| Class 4 - Major Industry | | - | 0.000% |
| Class 5 - Light Industry | | 118,975 | 31.536% |
| Class 6 - Business & Other | | 23,768 | 6.300% |
| Class 7 - Managed Forest | | 5,323 | 1.411% |
| Class 8 - Recreation/Non-Profit | | 3,792 | 1.005% |
| Class 9 - Farm | | - | 0.000% |
| | $ | 377,266 | 100.00% |

Objectives and Policies:

- Tax rates are fully adjusted to eliminate the impact of changes in assessment due only to market changes as identifed by the BC Assessment Authority.
- Attract and sustain commercial and industrial development to/in the Village.
- Maintain property tax rates at a level that attracts families to the Village.
- Council will continue to encourage economic development initiatives designed to attract more businesses to the area.
- Regularly review and compare the Village's distribution of tax burden relative to other small BC municipalities.

### C. Permissive Tax Exemptions

The Village of Sayward believes that Permissive Tax Exemptions are an appropriate way to recognize the value of the services provided to the community by non-profit organizations. Exemptions are granted by Bylaw and are reviewed annually.

Objectives and Policies:

- Continue to provide permissive tax exemptions to non-profit societies that contribute social, economic and cultural benefits to the community.