VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
MAY 3, 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 May 3, 2022, be approved.
4. **Minutes of Previous Meetings**

   Recommended Resolution:

   THAT the minutes from the Regular Council meeting held on April 19, 2022 be adopted.

   THAT the minutes from the Special Council meeting held on April 26, 2022 be adopted.
5. **Petitions and Delegations**
   a) Serena Gill, 711 Kelsey Way RE: Development Proposal
   b) Shaun Bonnough, New Owner, Cable House RE: Presentation and ask for Letter of Support
6. **Correspondence**
   a) Louann McCurdy, Chair, Status of Women and Human Rights Committee, Email April 26,2022; Invitation to participate In Person/Online February 6 International Day of Zero Tolerance for Female Genital Mutilation
7. **Council Reports - None**
8. **Reports of Committees - None**
9. **Mayor's Report**
   a) Review and Discussion of Policy 09-02 Council, Staff and Community Recognition and Gift Policy (Policy and Staff Recommendations attached)
10. **Unfinished Business – None**
11. **Staff Reports**
    a) **711 Kelsey Way Development Proposal**

Recommended Resolutions:

THAT Council repeal Feb 1, 2022, Motion R22/13 in its entirety; and,

THAT Council Grant the setback variance as requested by the property owner for the subject property located at 711 Kelsey Way: Lot A, Plan VIP8359, Section 31, Township 3, Sayward Land District, 06571 RICKETTS Manufactured Home Park, MHP Roll # 06-571-00703.000 AND (no civic) Kelsey Way: Lot 2, Plan EPP5814, Section 31, Township 3, Sayward Land District); and,

FINALY THAT Council direct staff to research zoning allowing short individual term rentals and what zoning would most appropriately accommodate this style of accommodation within our current Bylaw bringing recommendations back to Council for discussion and review.

b) Election Bylaw

Recommended Resolutions:

THAT Council receive the Election Bylaw report for information and discussion; and,

THAT Council direct staff to prepare a new election bylaw for the May 17th council meeting.

c) Financial Statements/ Variances

Recommended Resolution:

THAT Council receives the Financial Statements/Variances to Mar 31, 2022, staff report for information and discussion.

d) Committees, Groups and Representation

Recommended Resolutions:

THAT Council review the current listing of committees, groups, and representation to determine if it meets the current needs of the Village; and,

THAT Council set time aside to review the listing of committees, groups and representation and advises staff prosed date(s) of COW or Special Meetings to do so; and,

THAT Council, after full review of committees, groups and representation directs staff as to the drafting of Terms of Reference, Service Agreements, Letters of Support, Contracts, and other pertinent documentation so there is clarity and understanding for both Village and any committee, group, or representation; and,

FINALLY, THAT Council reviews the historic community events for the Village of Sayward and advise staff how to proceed accordingly, developing policy for the process of permitting, park use and asset utilization.

e) Sayward Projects and Initiatives Template (SPIT)

Recommended Resolution:

That Council receives the Sayward Projects and Initiatives Template (SPIT) for review and discussion.

f) Fees and Charges - Proposed Changes 2022

Recommended Resolutions:

THAT the Fees and Charges - Proposed Changes 2022 Staff Report be received by Council for review and discussion; and,

THAT Council advise staff as to a date to introduce an amendment bylaw after Council Review of proposed changes to Schedule A, B, C, G, H, I, and K (second amendment for Fees and Charges Bylaw, first being Schedule D, E, F and J on May 3, 2022, agenda).

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 fourth and final reading.

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

Recommended Resolution:

THAT Five Year Financial Plan Bylaw No. 483, 2022 be given fourth and final reading.

c) Tax Rate Bylaw No. 484, 2022

Recommended Resolution:

THAT Tax Rates Bylaw No. 484, 2022 be given fourth and final reading.

d) Fees & Charges Amendment Bylaw No. 485, 2022

Recommended Resolution:

THAT Fees & Charges Amendment Bylaw (Schedule D, E, F, J) No. 485, 2022 be given first, second and third reading.

13. New Business

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

16. Adjournment

3

VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
APRIL 19, 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 Sue Poulsen Councillor Tom Tinsley
Unexcused Absence:	Councillor Norm Kirschner
In Attendance:	Jason Johnson, CAO Lisa Clark, CFO Melissa Coates, Finance/Admin Clerk

1. **Call to Order**

   Meeting was called to order at 7:02 PM

2. **Introduction of Late Items**

   a) CAO asked to add a verbal Staff Report (KC Grant) to 11. Staff Reports as item c)

3. **Approval of Agenda**

   MOTION R22/76
   MOVED AND SECONDED

   THAT the agenda for the Regular Meeting of Council for April 19, 2022, be approved as amended.

   CARRIED

4. **Minutes of Previous Meetings**

   MOTION R22/77
   MOVED AND SECONDED

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

   CARRIED

5. **Petitions and Delegations**

   a) Blake Nobles, KUB World presentation. RE: Unique building solutions in line with Sayward Strategic Planning

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**

   MOTION R22/78
   MOVED AND SECONDED

   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.

   CARRIED

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

   MOTION R22/79
   MOVED AND SECONDED

   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.

   CARRIED

   c) Verbal Report - Kelsey Centre Grant

   The CAO gave a verbal report that Michelle Davis, Recreation Manager for the Kelsey Centre was successful in her application for a $3,000.00 grant from Indigenous Sport, Physical Activity and Recreation (ISPARC) on April 11. 2022. Funds will be used for new equipment as listed on her application.

12. **Bylaws**

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

MOTION R22/80
MOVED AND SECONDED

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

CARRIED

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

MOTION R22/81
MOVED AND SECONDED

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

CARRIED

13. New Business

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

MOTION R22/82
MOVED AND SECONDED

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

CARRIED

14. Public Question Period - None

15. In-Camera

MOTION R22/83
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 8:35 PM

_____

Mayor

_____

Corporate Officer

VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING MINUTES
APRIL 26, 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 Sue Poulsen
Councillor Tom Tinsley
Councillor Norm Kirschner

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

1. **Call to Order**

   Meeting was called to order at 7:00 PM

2. **Introduction of Late Items - None**

3. **Approval of Agenda**

   MOTION S22/10
   MOVED AND SECONDED

   THAT the agenda for the Special Meeting of Council for April 26, 2022, be approved.

   CARRIED

4. **Minutes of Previous Meetings - None**

5. **Petitions and Delegations**

   a) Derek Lamb and Gaby Martin, Audit Team for Chan Nowosad Boates to present the 2021 Audited Financial Statements and Audit Findings Report (via TEAMS).

   MOTION S22/11
   MOVED AND SECONDED

   THAT the Village of Sayward 2021 Audited Financial Statements be approved.

   CARRIED

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. **Bylaws**

a) **Tax Rate Bylaw No. 484, 2022**

MOTION S22/12
MOVED AND SECONDED

THAT Tax Rates Bylaw No. 484, 2022 be given first, second and third reading.

CARRIED

b) **Fees & Charges Amendment Bylaw No. 485, 2022**

MOTION S22/13
MOVED AND SECONDED

THAT Fees & Charges Amendment Bylaw No. 485, 2022 (Schedules A, B, C, D, E, F, H, J) be received by Council for review and discussion; and,

THAT Council direct staff to create an Amendment Bylaw for Fees and Charges Amendments to schedule D-Solid Waste Collection, Schedule E-Water Usage Rates and F-Sewer Usage rates and J-Fire Protective Services for May 3 and this be given first, second and third reading: and,

FINALLY THAT Council direct staff to create a staff report outlining proposed changes to Fees and Charges Bylaw amendment for the remaining Schedules (A, B, C, G, H, I, K) for May 3 2022.

CARRIED

13. **New Business - None**
14. **Public Question Period - None**
15. **In-Camera - None**
16. **Adjournment**

The meeting was adjourned at 7:56 PM

_____
Mayor

_____
Corporate Officer

Lisa Clark

Subject: FW: Third try
Attachments: UWCV Invitation re May 17 2022 Event final.pdf

From: Bev Wong <bevcwong@gmail.com>
Sent: April 26, 2022 2:58 PM
To: Bev Wong <bevcwong@gmail.com>
Subject: Fwd: Third try

Please forward to your Mayor and Councillors.

Greetings, I am sending this notice on behalf of The University Women's Club of Vancouver. Female Genital Multilation is an important topic for all municipalities as it affects many of our residents.

The United Nations has declared February 6th as International Day of Zero Tolerance for Female Genital Mutilation. Find out more and have your municipality join the February 6th declaration.

Canada has 80,000 survivors of Female Genital Mutilation (FGM). Join Prime Minister Trudeau's voice to help women overcome a culture of silence and invisibility by making the issue public and promoting Zero Tolerance for FGM.

You are invited to learn more from a special screening of the award-winning documentary *In the Name of Your Daughter* and a Panel Discussion with Filmmaker Giselle Portenier, Moderator Nurjehan Mawani, University Women's Club Member and Former Chair of the Immigration and Refugee Board, and others with first-hand experiences. Learn about the girls who are subjected to FGM and their stories of courage and hope.

Participate in-person on **Tuesday, May 17, 2022**, or view the documentary online May 18th at your convenience.

Click **here** to view poster for Registration Information.

In addition, **please forward this email** to a friend, other organizations, those in the medical community, teachers, counsellors, social workers, municipal counsellors and staff, politicians, and anyone else in mind.

Let's help women overcome a culture of silence and invisibility by making the issue public and promoting Zero Tolerance for FGM.

Louann McCurdy

Chair, Status of Women and Human Rights Committee

The University Women's Club of Vancouver

THE UNIVERSITY
WOMEN'S CLUB
of VANCOUVER
at HYCROFT

April 26, 2022

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In addition, **please forward this email** to a friend, other organizations, those in the medical community, teachers, counsellors, social workers, municipal counsellors and staff, politicians, and anyone else in mind.

Let's help women overcome a culture of silence and invisibility by making the issue public and promoting Zero Tolerance for FGM.

Louann McCurdy
Chair, Status of Women and Human Rights Committee
The University Women's Club of Vancouver

Lisa Clark

From: Jason Johnson
Sent: Wednesday, April 13, 2022 9:33 AM
To: Mark Baker
Subject: RE: Inquiry from Mayor Baker

Thank you, Mark
Will this be a written or verbal report? If you wish to bring a motion (example being to adjust repeal or adjust the policy) then it may be best to do a written report so we can capture the correct wording of the resolution.

Let me know and I will certainly add it to the agenda.

Cheers

Jason Johnson
Chief Administrative Officer
Village of Sayward
652 H'Kusam Way, PO Box 29
Sayward, BC V0P 1R0
250-282-5512 (office)

From: Mark Baker <mbaker@srd.ca>
Sent: April 13, 2022 9:17 AM
To: Jason Johnson <cao@saywardvalley.ca>
Subject: RE: Inquiry from Mayor Baker

Please add this to the agenda under Mayors report

Thank You

Mayor Mark Baker
Village of Sayward
652A H'Kusam Way
Sayward, BC
V0P 1R0
250-203-5428

From: Jason Johnson <cao@saywardvalley.ca>
Sent: April 12, 2022 4:09 PM
To: Mark Baker <mbaker@srd.ca>
Subject: FW: Inquiry from Mayor Baker

NOTICE: This email is from an external source.

Hello Mark

It seems that due to staff turnover during the departure of some of the past staff and council, there was a gap in honouring the policy around gifts. Please see the below and let me know which way you would like to go. Note the attached policy can be amended or removed if it is the wish of Mayor and Council (attached). Specifically, as it relates to Wes Cragg, here is what our options are:

1.) Mayor Baker can be told that this is an operational item and that it is something staff take care of according to the Council approved policy – Policy #09-02 Council, Staff, and Community Recognition and Gift Policy, or

2.) Mayor Baker can be thanked for bringing this matter to our attention and that staff have now determined that these gifts were missed during the governance vacuum in 2020. As such, and according to policy, staff will be purchasing a $250 gift for former Mayor MacDonald, a $150 gift for former Councillor Ellis, and a $50 gift for former Councillor Ives.

Thank you

Jason Johnson
Chief Administrative Officer
Village of Sayward
652 H'Kusam Way, PO Box 29
Sayward, BC V0P 1R0
250-282-5512 (office)

From: Lisa Clark <cfo@saywardvalley.ca>
Sent: April 12, 2022 2:29 PM
To: Jason Johnson <cao@saywardvalley.ca>; Melissa Coates <village@saywardvalley.ca>
Subject: RE: Inquiry from Mayor Baker

Hello, we have two options here:

1.) Mayor Baker can be told that this is an operational item and that it is something staff take care of according to the Council approved policy – Policy #09-02 Council, Staff, and Community Recognition and Gift Policy, or

2.) Mayor Baker can be thanked for bringing this matter to our attention and that staff have now determined that these gifts were missed during the governance vacuum in 2020. As such, and according to policy, staff will be purchasing a $250 gift for former Mayor MacDonald, a $150 gift for former Councillor Ellis, and a $50 gift for former Councillor Ives.

Please advise,

Lisa Clark, CPA, CGA
Chief Financial Officer
Village of Sayward
652 H'Kusam Way, PO Box 29

Sayward, BC V0P 1R0
250-282-5512 Ext. 3 (office)

Village of Sayward

From: Jason Johnson <cao@saywardvalley.ca>
Sent: Monday, April 11, 2022 9:49 AM
To: Lisa Clark <cfo@saywardvalley.ca>; Melissa Coates <village@saywardvalley.ca>
Subject: Inquiry from Mayor Baker

Good Morning
I received a call from Mayor Baker this morning and he is wondering what gifts and amounts were given to the last three people that left the employ of the Village OR were elected officials

Specifically, he wanted the numbers for

Joyce Ellis
John McDonald

As I do not readily have that information, would you mind sending it to me please and I will ensure I forward this off to mayor and Council.

Thank you

Jason Johnson
Chief Administrative Officer
Village of Sayward
652 H'Kusam Way, PO Box 29
Sayward, BC V0P 1R0
250-282-5512 (office)

Village of Sayward
Policy No. 09-02

TITLE: Council, Staff and Community Recognition and Gift Policy

APPROVED: March 4, 2009	**RESOLUTION NO.: R09/69**
REVISED: August 15, 2017	**RESOLUTION NO.: R17/160**

A: POLICY

The Village of Sayward believes that Council members, Staff, Community Individuals or Community Organizations deserve thanks, respect, recognition or gratitude from time to time and a gesture of appreciation will be given under these or other special circumstances.

B: DEFINITIONS

Councillor - Council member elected to serve
Staff includes all Staff

C: PROCEDURES

a) Bereavement: a card will be sent to a Staff member, Councillor or Community Individual who have experienced a loss of a close family member. Under special circumstances, flowers may also be sent.

b) Accomplishment: a card will be sent to a Staff member, Councillor, a member of the community or Community Organization who has brought positive recognition to the Village.

c) Councillor or staff member retirement, resignation:

1. Retirement - Conditions
   - Staff - Employee must be over the age of 50 with a minimum of 5 years of service.
   - Councillor – Any length of service.
2. Resignation - Conditions
   - Staff - Employee must be over 5 years of service.
   - Councillor – Any length of service.
3. The Village will contribute to a gift for the Staff member or Councillor at $25/year to a maximum of $250.
4. The Village will contribute to a luncheon or dinner to maximum of $350. The Village will not pay for alcoholic beverages and will use the services of a Village establishment wherever possible. The Mayor or CAO may reduce the length of service requirement in special circumstances for this event and the amount of the contribution.

d) Special or Other Circumstances: by majority vote by Council, a card will be sent to anyone Council considers deserving of thanks, respect, recognition or gratitude. (Discussions will be held incamera and then reported on in open council).

e) For a), b), and c) above, the Mayor or CAO may take the appropriate action as outlined in this policy.

Date: March 4, 2009	**The CAO is responsible for the enforcement of this policy**

STAFF REPORT

To: Mayor and Council
From: Jason Johnson, CAO
Subject: **711 Kelsey Way Development Proposal**
Meeting date: April 5, 2022

BACKGROUND

On February 1, 2022, Council Considered a development variance permit (DVP) application and made the following resolutions:

> **MOTION R22/13**
> **MOVED AND SECONDED**
>
> THAT Council require that Lots 701 and 711 Kelsey Way (legal address) be consolidated by way of a registered subdivision prior to the issuance of a DVP; and
>
> THAT the owners provide an overview of their intended development plans of the property to show how the relocation of the accessory building within the current front setback can be relocated to accommodate better use of the property; and
>
> THAT the attached correspondence be sent to the owners of Lots 701 and 711 Kelsey Way in reply to their application for a DVP.
>
> **CARRIED**

At that time, staff presented the case that two lots, 701 and 711 Kelsey Way be consolidated prior to the owner, Serena Gill be granted a variance to setback requirements to three meters. A letter was sent out after Council passed the above resolution and was sent out outlining the resolution, listing both 701 and 711 Kelsey Way as a requirement to amalgamate before variance would be considered.

Staff have since discovered inaccuracies in the original application. 701 Kelsey way is not owned by Serena Gill. The two lots that would ideally be joined are both within the GIS outline of 711 Kelsey Way. **In this way, Motion R22/13 needs to be completely repealed.**

While this was not the first correspondence with the new owners of 711 Kelsey Way, there has been some events after this resolution passed for Council's review and discussion.

The owners of 711 Kelsey Way including both titles (Lot A, Plan VIP8359, Section 31, Township 3, Sayward Land District, 06571 RICKETTS Manufactured Home Park, MHP Roll # 06-571-00703.000)

AND ((no civic) Kelsey Way: Lot 2, Plan EPP5814, Section 31, Township 3, Sayward Land District), Hereby referred to in this report as Subject Property, have since revealed plans for the subject property to staff.

DISCUSSION

Since February 1st, the Owners of the Subject property have listed the property for sale. The CAO reached out to the Owners to inquire about the sale as there were plans in place prior to listing the property for sale that reflects the Village of Sayward Strategic Plan in the following area:

Economic Development - Encourage and Support new Housing Initiatives (*updated development framework including updating Zoning Bylaw and building permit calculation process; access to additional staff resources to administer new building and development applications*)

The CAO was made aware that there was a certain level of frustration on behalf of the owners in plans to transform the property to separate accommodation (short term) from its current non-conforming use of mobile homes.

After this discussion, and as per resolution R22/13, the Owners have submitted new plans for the property to the CAO (see attached A-E). Plans now are for short term rental accommodation in separate smaller builds, starting with three (3) units and then scaling to seven (7).

The Owners have also successfully applied for and have been awarded Access to a Provincial Public Highway (see attachment E)

RECOMMENDATIONS

THAT Council repeal Feb 1, 2022, Motion R22/13 in its entirety; and,

THAT Council Grant the setback variance as requested by the property owner for the subject property located at 711 Kelsey Way: Lot A, Plan VIP8359, Section 31, Township 3, Sayward Land District, 06571 RICKETTS Manufactured Home Park, MHP Roll # 06-571-00703.000 AND (no civic) Kelsey Way: Lot 2, Plan EPP5814, Section 31, Township 3, Sayward Land District); and,

FINALY THAT Council direct staff to research zoning allowing short individual term rentals and what zoning would most appropriately accommodate this style of accommodation within our current Bylaw bringing recommendations back to Council for discussion and review.

ATTACHMENTS

20220419-ATTACHMENT A 711 Kelsey Way Development Plan 2022
20220419-ATTACHMENT B 711 Kelsey Way Business License Application
20000419-ATTACHMENT C 711 Kelsey Way Sayward High_res
20220419-ATTACHMENT D 711 Kelsey Way Original Application for Variance
20220419-ATTACHMENT E MoTI Approval Driveway Permit

Respectfully Submitted,

_____

Jason Johnson
CAO

Objective

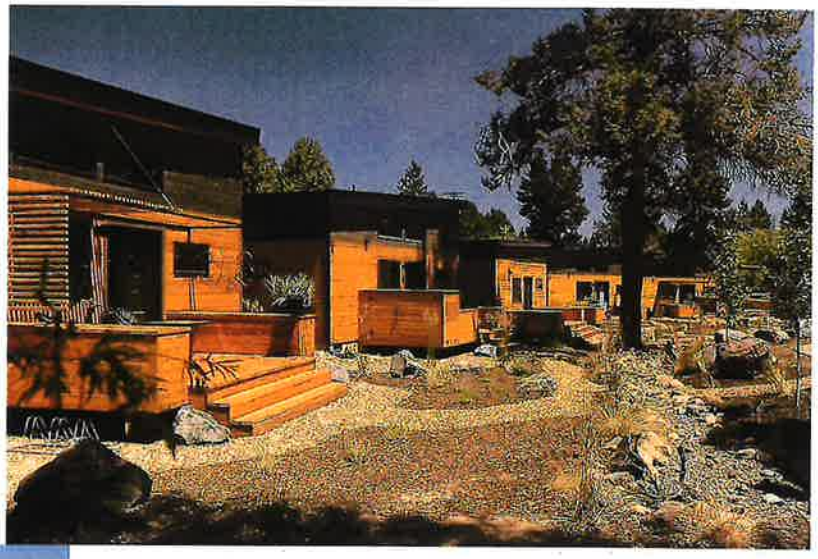
Our goal is to provide independent rental suites to accommodate the service providers who cover shift work in the Sayward Valley and need termporary lodging. We will have new and modern tiny homes along Kelsey Way positioned behind a new fence or hedge. Although this will need an RV licence to operate, we will only allow well maintained tiny homes on the property. If the demand for long-term accommodation out-weighs the demand for short-term lodging, we will look at approving long-term pad rentals to tiny homeowners once all mobile homes are removed and the two parcels are amalgamated.

Products and timeline summarized

Proposed project for Short Term Lodging in independant suites:

- Remove 3 old mobile homes by June 2022. (Mobiles #5 & #7 remain until Sept. 2023)
- Permanently position 3 new, prefabricated suites along Kelsey Way and complete fencing. (June-Aug 2022)
- New suites will be rented out on short term contracts only beginning September 2022.
- Priority will be given to corporate contracts. (i.e. Health Care employees, Forestry Employees, or RCMP officers).
- Once final mobile trailers are removed in 2023, update available space for a minimum of 7 tiny homes suites.

An example of what the suites will look like when set permently at 711 Kelsey Way, Sayward, BC.





Style and curb appeal

Three tiny homes will be located permanently on the property, all wheels removed with skirting, and patios constructed on site for each unit. There will be no RVs used as accommodation. All suites will all be hardwired for smoke and CO2 Detectors, fibre optics and security cameras. The buildings will be monitored and maintained regularly to retain the value. If any damage occurs to the buildings, they will be repaired promptly. The visual appeal and function of these buildings, and the property, is of high importance and will be monitored closley to ensure repeat business and longevity.

Some examples of the size and shape of the units to be constructed. Materials and colors to be determined.









Space and Specs

New Prefabricated Tiny Homes at a Low Cost and High Efficiency:

- CSA A277 certified.
- Cozy 252sq ft, with a defined living space, full kitchen, 3-piece washroom and laundry machines.
- Fully serviced and functional for all the desired needs of a short-term stay.
- 10ft Vaulted Ceilings provide a spacious feel in a compact area.
- Large windows and patio doors create openness to the outdoors.

3 photos showing an example of a cozy 28' trailer with 1-bedroom, full kitchen and 3 piece bathroom.







Two variations with loft options, accessible from a ladder or stairs adding 108 sq ft.





Key Stakeholders

Key people involved in this development include the two property owners, Serena Gill and Sean Manzer.

Serena has over 20 years of experience managing businesses and promoting sales. With a diploma in Business Management and Marketing, plus a history of small business and corporate start ups, her main responsibilities are legal administration, project coordination, and public relations.

Sean Manzer has over 15 years of project management, and multiple trade certifications. Sean's knowledgeable skills of the construction industry will be essential for the property maintenance, development, and contractor management for this project.

SCHEDULE "A"
Village of Sayward
Business Licence Application

Name of Business: Surfside Suites

Business Street Address: 711 Kelsey Way, Sayward, BC

Business Mailing Address: 6973 Burnaby St, Powell River, BC

Postal Code: V8A 1Z3

Business Phone Number: 250-204-1679 Business ~~Fax Number:~~ EMAIL: Serena.Vi@gmail.com

Type of Business Short term rental accomodation

Home Based Business: Y (N) Number of Employees:

Name of Business Owner: Serena Bill / Sean Manzer Postal Code:

Name of Operator (if different from Owner):

Address of Operator: 6973 Burnaby St, Powell River, BC Postal Code: V8A 1Z3

Operator's Home Number : 250-204-3334 Is the property ____ leased (Owned)____

Name of Property Owner (if leased): N/A (as above)

Address of Property Owner:

Postal Code:

Number of Units (campsites, rooms): 7 Number of Seats (restaurant/pub): N/A

Other Permits or Licences Required: Ministry of Environment Permit: ____ Liquor Licence: ____

Health Permit: ____ Fire Inspector: ____ Other: ____

I understand that a Business Licence is an annual requirement and must be renewed each year; that my Business Licence may require permits and licences from other government agencies; that satisfactory proof of their approval must be provided prior to the issuance of a Business Licence; that my Business abide by the bylaws of the Village which include water, sewer and waste disposal, which may establish annual or other rates to be paid for certain services; that these rates also apply to home based businesses; that any fees for services payable are effective the date of issuance of this permit; and that this Business Licence is issued on the condition that any changes to the information provided will be provided immediately to the Licence Inspector. I hereby submit my application for Business Licence and fully understand the conditions contained herein.

Serena Bill
Signature of Applicant

April 19th 2022
Date of Application

For Office Use Only

Property Zoned: _____ Is Proposed Use Permitted: __ Yes __ No

Other Agency Approval required: ___ Yes ___ No (specify) _____

Other Agency Permits or Licence required: ___ Yes ___ No (specify) _____

Building Inspector Approval Required: ___ Yes No ___ (specify) _____

Council Approval Required: ___ Yes No ___ _____

Copy of approval provided: ___ Yes No ___ _____
(when change in use occurs)

Fee: _____

Approved: _____ Denied: _____

_____ _____
Licence Inspector Date

Special comments:



Application for a Development Variance Permit

LEGAL DESCRIPTION *(see your Tax Assessment Notice or Certificate of Indefeasible Title)*

711 Kelsey Way PID - 005-505-755

Name of Street:	Kelsey Way	Street Number (if known):	711 Kelsey Way

OWNER

Name:	Serena Gill				
Mailing Address:	6973 Burnaby St Powell River			Postal Code:	V8A - 1Z3
Home Phone:	250-204-1679	Business Phone:		FAX:	

AGENT *(NOTE : A LETTER OF AGENCY IS REQUIRED IF THE AGENT IS ACTING ON BEHALF OF THE PROPERTY OWNER)*

Name:					
Mailing Address:				Postal Code:	
Home Phone:		Business Phone:		FAX:	

THIS IS AN APPLICATION FOR A DEVELOPMENT VARIANCE PERMIT FOR THE PURPOSE OF:

(if space is not adequate, please attach a separate sheet)

This is an application for the new electrical shed setback and any other building under the combined address of 711 Kelsey Way.

SITE INFORMATION

Existing Buildings on Site:	**None:** ☐	**Yes:** *What type of buildings?* Single Family Dwelling ☒	Accessory ☒	Other ☒

If yes show dimensions and location (including distance to proposed construction) on your attached sketch.

ENVIRONMENTALLY SENSITIVE AREAS

Is the proposed construction within **100m (328ft)** of the sea, a lake, river, stream, creek, wetland, swampy area, bog, cliff, sand dune(s), gravel area, etc.	No ☒	Yes ☐

If yes show dimensions and location (including distance to proposed construction) on your attached sketch.

Serena Gill	Dec 17/2021
Signature of Owner or Authorized Agent	Date

PLEASE NOTE THAT WHERE AN AUTHORIZED AGENT ACTS ON THE PROPERTY OWNERS BEHALF, A LETTER OF AUTHORIZATION IS REQUIRED.

PID:		**Folio:**	
Site Declaration: ☐	**Site Profile:** ☐	Sent to Site Registry? ☐	Sent to Regional Manager? ☐

604 318-6470

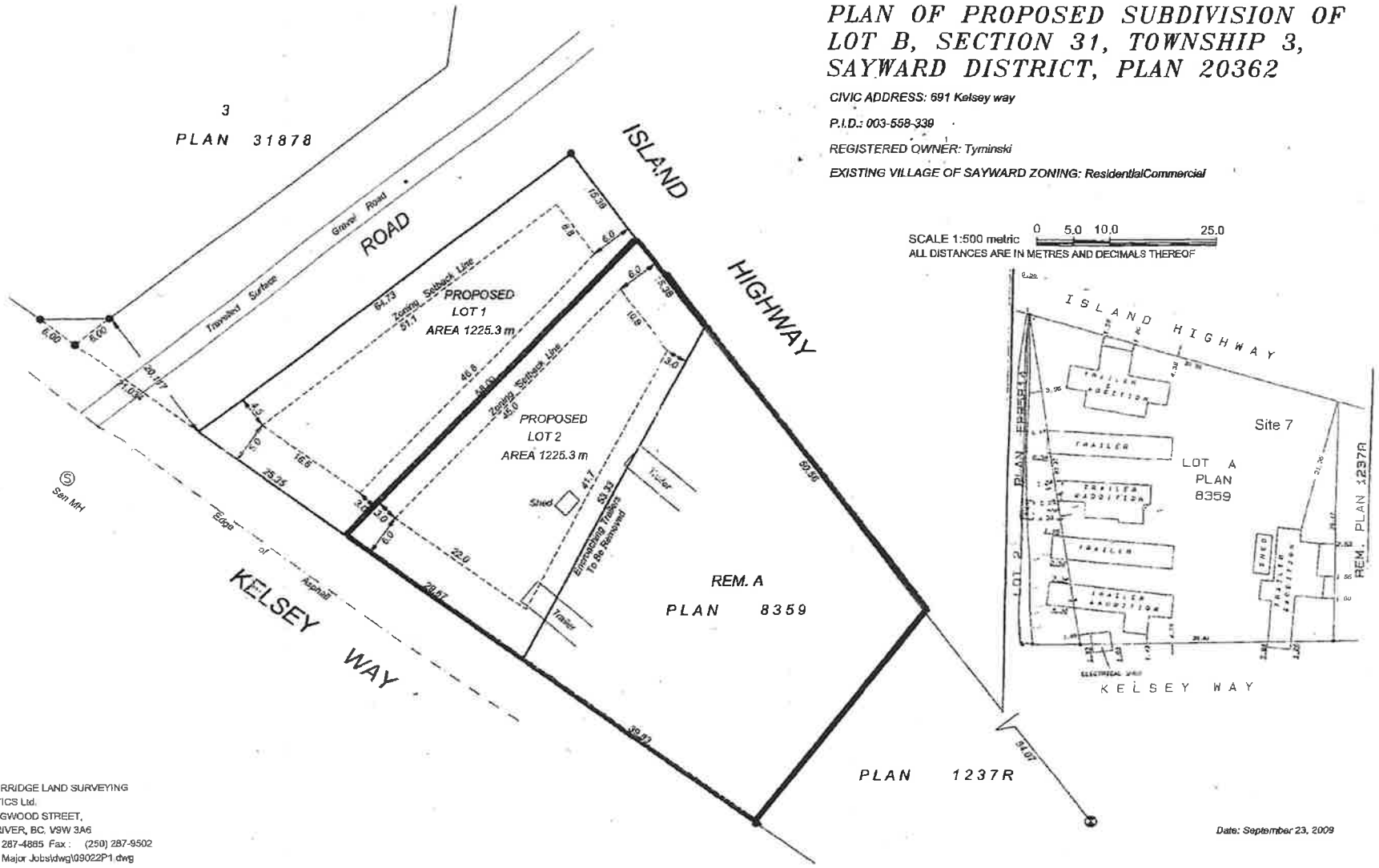
PLAN OF PROPOSED SUBDIVISION OF LOT B, SECTION 31, TOWNSHIP 3, SAYWARD DISTRICT, PLAN 20362

CIVIC ADDRESS: 691 Kelsey way

P.I.D.: 003-558-339

REGISTERED OWNER: Tyminski

EXISTING VILLAGE OF SAYWARD ZONING: ResidentialCommercial



CHICALO BURRIDGE LAND SURVEYING
and GEOMATICS Ltd.
#2 - 1330 DOGWOOD STREET,
CAMPBELL RIVER, BC, V9W 3A6
Phone : (250) 287-4885 Fax : (250) 287-9502
File : 09022 Major Jobs\dwg\09022P1.dwg

Date: September 23, 2009

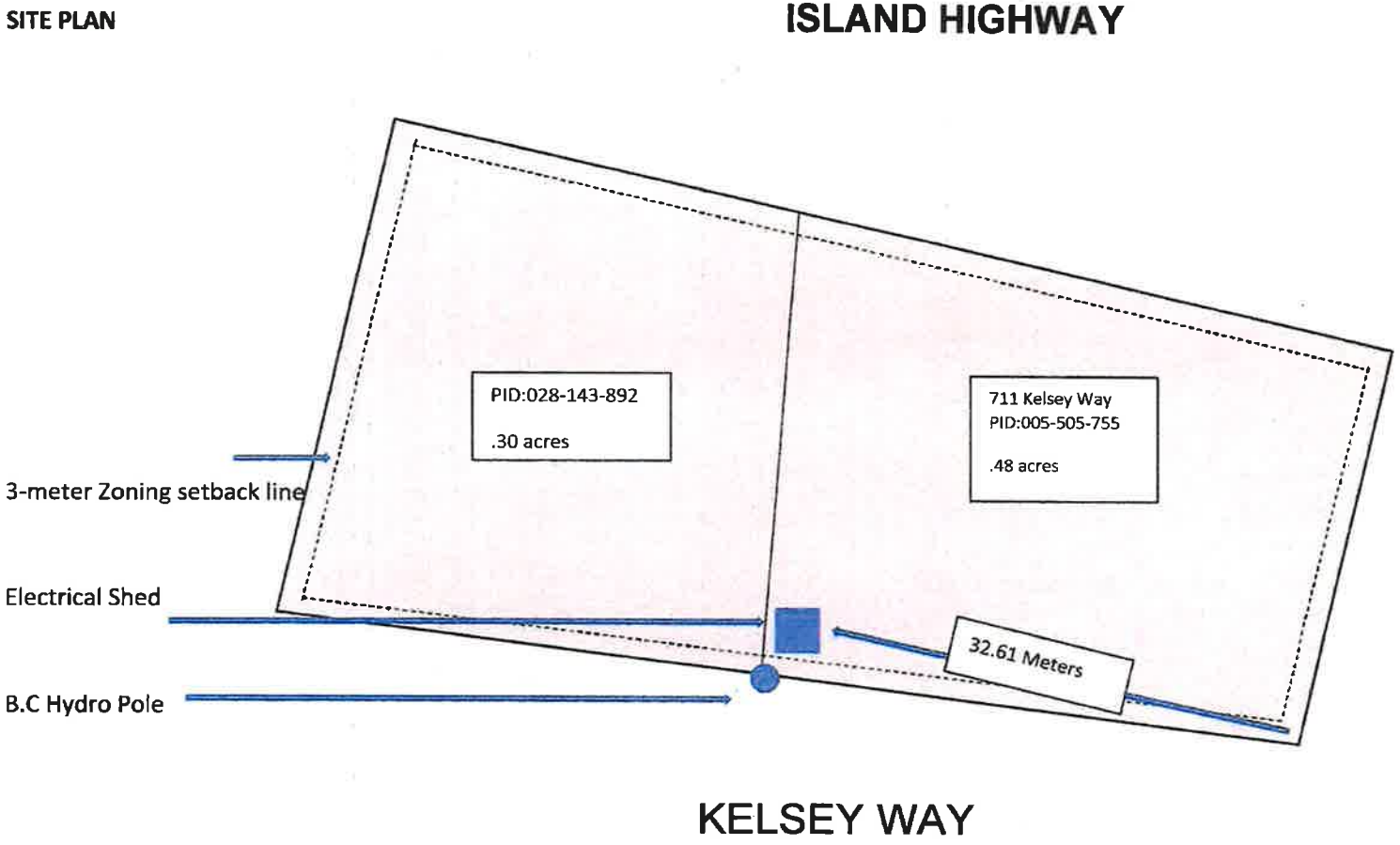
OUTBUILDINGS ANNEXED

SURFSIDE COMMUNICATION

PID-005-505-755, 028-143-892

SAYWARD DISTRICT

SITE PLAN




11:29
Modern Shed

LAND TITLE OFFICE

STATE OF TITLE CERTIFICATE

Certificate Number: STSR3446307

Serena Gill
6973 Burnaby Street
Powell River BC V8A 1Z3
Pick up by: Serena Gill

A copy of this State of Title Certificate held by the land title office can be viewed for a period of one year at https://apps.ltsa.ca/cert (access code 103228).

I certify this to be an accurate reproduction of title number **CA9238857** at 12:55 this 17th day of December, 2021.

REGISTRAR OF LAND TITLES

LAND TITLE & SURVEY AUTHORITY OF BRITISH COLUMBIA
bc Land Title & Survey
THE LAND TITLE OFFICE VICTORIA PRINCE GEORGE PRINCE RUPERT

Land Title District	VICTORIA
Land Title Office	VICTORIA
Title Number	CA9238857
From Title Number	FA50718
Application Received	2021-07-30
Application Entered	2021-08-04
Registered Owner in Fee Simple	
Registered Owner/Mailing Address:	SERENA VIOLET GILL, DIRECTOR OF COMMUNICATIONS 6973 BURNABY STREET POWELL RIVER, BC V8A1Z3
Taxation Authority	Courtenay Assessment Area Sayward, Village of

LAND TITLE OFFICE

STATE OF TITLE CERTIFICATE

Certificate Number: STSR3446307

Description of Land

Parcel Identifier: 005-505-755

Legal Description:

LOT A, SECTION 31, TOWNSHIP 3, SAYWARD DISTRICT, PLAN 8359

Legal Notations	NONE
Charges, Liens and Interests	NONE
Duplicate Indefeasible Title	NONE OUTSTANDING
Transfers	NONE
Pending Applications	NONE

This certificate is to be read subject to the provisions of section 23(2) of the Land Title Act(R.S.B.C. 1996 Chapter 250) and may be affected by sections 50 and 55-58 of the Land Act (R.S.B.C. 1996 Chapter 245).

Lisa Clark

From:	Serena Gill <serenavi@gmail.com>
Sent:	Friday, January 7, 2022 12:12 PM
To:	Lisa Clark
Cc:	Melissa Coates; village@saywardvelley.net
Subject:	Application for development variance permit
Attachments:	Certificate of Title Dec 2021.pdf; SURFSIDE SITE PLAN Proposed.docx; sayward site plan (1).pdf; Application_Development_Variance_Permit.pdf

Hi Lisa, Happy New Year!
I'd just like to follow up about the variance permit for 711 Kelsey Way. Also, I wonder if it would be beneficial if I were to attend the next council meeting.
If not this month, I would like to at some point in the near future.
Hope to speak with you soon.

Thank you,
Have a great day!

Serena Gill
250-204-1679

Begin forwarded message:

> **From:** Serena Gill <serenavi@gmail.com>
> **Date:** December 17, 2021 at 1:55:29 PM PST
> **To:** Lisa Clark <cfo@saywardvalley.ca>
> **Cc:** village@saywardvalley.ca
> **Subject: Application for development variance permit**
>
> Hi Lisa,
>
> Please see attached for the items requested to begin the process at 711 Kelsey Way.
> We hope to have the setbacks around the perimeter of the property set at 3 meters from the property line for continuity and re-build our utility shed in a better location to accommodate better use of the property.
> We currently have a surveyor, JE Anderson, working on the proposed setback plan with a 5-week time frame for completion. In the meantime, we have attached a plan

with the proposed location of the utility shed and 3-meter setbacks.

You will also find a photo of a small shed as an example of what we are planning when we re-build the utility shed.
I will phone the village office to make the application payment over the phone today.

Thank you, I hope you're enjoying the holiday so far!
Serena Gill

250-204-1679

Village of Sayward
CASH RECEIPT

Receipt #: 02-271 22/12/21 10:16:38

10 Misc Receipts
00 01-01-16-0161 $250.00
Variance Permit Fees 711 Kelsey Way

EPay $250.00

GST #: 108179920 RT0001

AMOUNT TENDERED $250.00
CHANGE DUE $0.00

652 H'Kusam Way, PO Box #29
Sayward, BC
V0P1R0

BRITISH COLUMBIA | Ministry of Transportation

Permit/File Number: 2022-00024
Office: Courtenay Area Office

PERMIT TO CONSTRUCT, USE, AND MAINTAIN ACCESS TO A PROVINCIAL PUBLIC HIGHWAY

PURSUANT TO TRANSPORTATION ACT AND/OR THE INDUSTRIAL ROADS ACT AND/OR THE MOTOR VEHICLE ACT AND/OR AS DEFINED IN THE NISGA'A FINAL AGREEMENT AND THE NISGA'A FINAL AGREEMENT ACT.

BETWEEN:

The Minister of Transportation and Infrastructure

Courtenay Area Office
550 Comox Road
Courtenay, British Columbia V9N 3P6
Canada

("The Minister")

AND:

Sean Manzer
6973 Burnaby Street
Powell River, BC V8A 1Z3
Canada

("The Permittee")

WHEREAS:

A. The Minister has the authority to grant permits for the auxiliary use of highway right of way, which authority is pursuant to both the Transportation Act and the Industrial Roads Act, the Motor Vehicle Act, as defined in the Nisga'a Final Agreement and the Nisga'a Final Agreement Act;

B. The Permittee has requested the Minister to issue a permit pursuant to this authority for the following purpose:

The installation, operation, and maintenance of 1 X 6 meter wide Residential Access (secondary) within Sayward Road, to serve LOT A, SECTION 31, TOWNSHIP 3, SAYWARD DISTRICT, PLAN 8359, as shown on applicant Site Plan.

C. The Minister is prepared to issue a permit on certain terms and conditions;

ACCORDINGLY, the Minister hereby grants to the Permittee a permit for the Use (as hereinafter defined) of highway right of way on the following terms and conditions:

1. The Minister shall designate an official ("the Designated Ministry Official") who shall act as the Minister's agent in the administration of this permit in the manner hereinafter set out.
2. The Use shall be carried out according to the reasonable satisfaction of the Designated Ministry Official.
3. The Permittee shall indemnify and save harmless the Ministry, its agents and employees, from and against all claims, liabilities, demands, losses, damages, costs and expenses, fines, penalties, assessments and levies made against or incurred, suffered or sustained by the Ministry, its agents and employees, or any of them at any time or times, whether before or after the expiration or termination of this permit, where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Permittee, its employees, agents or Subcontractors, in connection with the permit.
4. The Permittee shall make diligent attempts to determine if there are other users of the right of way in the vicinity of the Permittee's location whose use may be affected. It shall be the responsibility of the Permittee to contact any such users before exercising any of the rights granted hereunder and to attempt to reach an accommodation.

5. The Minister shall take reasonable care to do as little damage or interference, as possible, to any Use authorized by this permit in the carrying out of the construction, extension, alteration improvement, repair, maintenance or operation of any work adjacent thereto, but the Minister shall not be responsible for any damage regardless.

6. The Minister at the absolute discretion of the Minister may, at any time, cancel this permit for any reason upon giving reasonable notice; provided, however, that in the case of default by the Permittee or in the case of an emergency no notice shall be necessary. The Minister shall not be liable for any loss incurred as a result of permit cancellation.

7. Placing of speed arresters on the access (or accesses) or in the Permittee's property without the prior consent in writing of the Designated Ministry Official shall render the permit void.

8. The Permittee shall be responsible for replacing any survey monuments that may be disturbed or destroyed by the Use. Replacement must be by a British Columbia land surveyor at the Permittee's expense.

9. The Permittee shall remove any mud, soil, debris, or other foreign material tracked onto the highway from the access authorized herein. Such removal shall be at the Permittee's expense and shall be done at any time the material unduly inconveniences traffic and, in any event, daily.

10. The Permittee acknowledges that the issuance of this permit by the Minister is not a representation by the Minister that this permit is the only authority needed to carry out the Use. The Permittee shall give deference to any prior permission given for use of the right of way in the vicinity of the permit area, shall obtain any other permission required by law, and shall comply with all applicable laws regardless of their legislative origin.

11. At the end of the term of this permit, or when the permit is cancelled or abandoned, the Permittee shall, if so requested by the Minister, remove all installations and shall leave the site as near as reasonably possible in the condition it was in before this permit was issued or such other condition as shall reasonably be required by the Designated Ministry Official. If the Permittee refuses to comply with these obligations, the Minister may perform them as required and the Permittee shall be liable to the Minister for the costs of doing so.

12. The rights granted to the Permittee in this permit are not assignable without the consent of the Minister.

13. As a condition of this permit, the permittee unconditionally agrees with the Ministry of Transportation and Infrastructure that the permittee is the prime contractor or will appoint a qualified prime contractor, as described in Section 118 of the Workers Compensation Act, for the purposes of the work described by this permit, at the work location described in this permit, and that the permittee or designated prime contractor will observe and perform all of the duties and obligations which fall to be discharged by the prime contractor pursuant to the Workers Compensation Act and the Occupational Health and Safety Regulation.

14. The permittee is advised and acknowledges that the following hazards may be present at the work location and need to be considered in co-ordinating site safety: overhead hazards, particularly electrical or telecommunications lines; buried utilities, particularly electrical, telecommunication, and gas lines; traffic, danger trees, falling rocks, and sharp or infectious litter.

15. Any works within the Ministry right-of-way that fall within the scope of "engineering" under the Engineers and Geoscientists Act will be performed by a Professional Engineer, and shall comply with this Ministry's "Engineer of Record and Field Review Guidelines". The Guidelines can be viewed on the Ministry's website at http://www2.gov.bc.ca/assets/gov/driving-and-transportation/transportation-infrastructure/engineering-standards-and-guidelines/technical-circulars/2009/t06-09.pdf

16. The permittee is responsible for preventing the introduction and spread of noxious weeds on the highway right-of-way as defined by the British Columbia Weed Control Act and Weed Control Regulation.

17. The Use shall be carried out according to the following drawings and specifications, and shall be considered to be part of this permit:

    Applicant Site Plan

18. (a) The rights granted under this permit shall not be exercised before February 9, 2022.

    (b) The Construction and Installations must be completed on or before May 9, 2022.

19. A. LOCATION

20. The layout shown on the attached drawing is a condition of this permit, and any change in layout without the prior consent in writing of the Designated Ministry Official shall render the permit void.

21. B. CONSTRUCTION AND INSTALLATIONS:

22. The rights granted under this permit and certificate are temporary and will expire on _____or for an indefinite period.

23. The Permittee shall take all reasonable precautions to attempt to ensure the safety of the public in connection with the Use. In particular, but not so as to limit this obligation, the Permittee shall, if so required by the Designated Ministry Official on

reasonable grounds, prepare and implement a traffic control plan. The contents of the plan and the manner in which it is implemented must meet the reasonable satisfaction of the Designated Ministry Official.

24. The Permittee shall, at their cost, supply, erect, and maintain standard traffic control devices in accordance with the Ministry of Transportation and Infrastructure Traffic Management Manual for Work on Roadways and Occupational Health and Safety Regulation.

25. That before opening up any highway or interfering with any public works, written notice of intention to do so must be given to the Designated Ministry Official at least two(2) weeks before the work is begun.

26. The access (or accesses) shall be graveled to an extent satisfactory to the Designated Ministry Official to prevent the tracking of mud and soil onto the highway surface.

27. The access (or accesses) shall be constructed with minimum 450 mm culvert pipe manufactured to CSA or ASTM standards and laid at ditch invert elevation. Maintenance and periodic cleaning of this culvert is the responsibility of the Permittee.

28. The profile of the access (or accesses) shall not exceed 2% grade from the ditchline for a distance of at least 10 metres as measured away from the highway along the centerline of the access.

29. The finished grade of the access (or accesses) at the ditch-line shall be 15 cm below the highway shoulder elevation.

30. The Permittee shall provide off-street parking in the amount of 4 stalls.

31. Access to be constructed at 90 degrees to the highway for a distance of 10 metres from the highway shoulder.

32. In accordance with Sections 000.03 Non-Ministry Developments on Ministry Land or That are Intended to Become Ministry Assets and 165.20 Archaeological and Paleontological Discoveries of the Design Build Standard Specification for Highway Construction - In the event that any item of archaeological, heritage, historical, cultural or scientific interest is found on the project site, the following Chance Find Procedure shall apply:

    Such item(s) shall remain the property of the Province and the Permittee shall, on making or being advised of such a find, immediately cease operations in the affected area, minimize activities which create ground disturbance in and adjacent to the affected area, and notify the District Official and the Archaeology Branch of the British Columbia Ministry of Forests, Lands, Natural Resource Operations and Rural Development. Work shall not resume within 30 m of the discovery site until an appropriate directive has been received from that agency.

    To protect archaeological and paleontological sites that are situated within or adjacent to a project site, the Permittee may be required to use a variety of mitigative measures, including but not limited to drainage or erosion control, slope stabilization measures, or erecting fences or other suitable barriers to protect archaeological or paleontological sites that are situated within or adjacent to a project site. These measures, with any negotiated extensions of time for completion of the Works they require, will be determined and adopted at the discretion of the District Official. The costs associated with such mitigative measures will be borne by the Permittee.

    A buffer zone, in which no land alteration or other activity is permitted, may be required to ensure adequate site protection. The width of this buffer zone shall be determined by the District Official in consultation with a representative of the Archaeology Branch of the British Columbia Ministry of Forests, Lands, Natural Resource Operations and Rural Development. The Permittee shall be responsible for the actions of employees and subcontractors with respect to site vandalism and the unlicensed collection of artifacts from Designated archaeological sites in and around the work location.

    The Permittee shall ensure that all workers and Subcontractors are fully aware of these requirements and processes.

33. C. AUTHORIZED ACTIVITIES

34. The access (or accesses) shall be restricted to the following movements only Full Movement and the Permittee shall construct and erect all necessary channelization, signs, and other traffic-control devices at their cost.

35. D. OPERATION AND MAINTENANCE

36. The Permittee will ensure that the works do not, impair, impede or otherwise interfere with;

    I. public passage on the Highways;

    II. the provision of highway maintenance services by the Province, or by its servants, contractors, agents or authorized representatives of the Province in connection with the Highways; or

    III. the operation of the Highways;

37. That where the said works are in the proximity of any bridge, culvert, ditch or other existing work, such work shall be properly maintained and supported in such manner as not to interfere with its proper function, and on the completion of the said works any bridge, culvert, ditch or other existing work interfered with shall be completely restored to its original condition.

38. That before opening up any highway or interfering with any public works, written notice of intention to do so must be given to the Designated Ministry Official at least 72 hours before the work is begun, except in the case of an emergency situation, the Permittee will immediately contact the Road & Bridge Maintenance Contractor or local RCMP.

39. That when necessary all excavations, materials, or other obstructions are to be efficiently fenced, lit, and watched, and at all times every possible precaution is to be taken to ensure the safety of the public.

The rights granted to the Permittee in this permit are to be exercised only for the purpose as defined in Recital B on page 1.

Dated at Courtenay, British Columbia, this 10 day of February, 2022

On Behalf of the Minister

STAFF REPORT

To: Mayor and Council
From: Lisa Clark, Chief Election Officer
Subject: **Election Bylaw**
Meeting date: May 3, 2022

BACKGROUND

The purpose of this report is to seek Council approval for a new election bylaw to replace Bylaw No. 409 General Local Government Election and Voting Day Registration Bylaw. In accordance with Section 56(1)(a) of the *Local Government Act (LGA)*, an election bylaw (or any amendments to an election bylaw) must be adopted at least 56 days before the first day of the nomination period of the general local election. For the 2022 general local election this date is July 4, 2022.

DISCUSSION

The CEO is recommending several items for the new bylaw:

a.) Several *LGA* section numbers need to be updated to reflect updates in legislation. These updates are listed in the table below:

Prior section number	New section number
54	69
110(3)	120(3)
141	151
97(3)	107(2)
100	110
116	126

b.) Section 2 – Advance Voting Opportunities: currently this section of the election bylaw outlines a specific location for the advance voting opportunity. To allow for alternate locations based on different circumstances, it is recommended that the specific location be removed and that a statement be included that Council authorizes the Chief Election Officer to designate the voting places and voting hours within the limits set out in the *Local Government Act*, for such voting opportunities.

c.) Section 6 - Mail Ballot Voting: this section contains limitations on who may vote by mail – persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity, OR persons who expect to be absent from the Village of Sayward on general voting day and at the time of the advance voting opportunity. As of June 17, 2021, the Province made changes to legislation related to mail ballot voting. Starting on this date **ALL** electors are eligible to vote by mail ballot, where a bylaw provides for mail ballot voting. It is recommended the new bylaw be written to reflect this new legislation.

The following chart outlines the schedule for the preparation and adoption of the new bylaw:

Schedule	Action
May 3, 2022	Report from the CEO regarding new election bylaw
May 5-11, 2022	Staff prepare new election bylaw
May 17, 2022	Council gives first, second and third readings to Bylaw No. XXX, Election and Assent Voting Bylaw
June 14, 2022	Council gives fourth and final reading to Bylaw No. XXX, Election and Assent Voting Bylaw

RECOMMENDATIONS

THAT Council receive the Election Bylaw report for information and discussion, and;

THAT Council direct staff to prepare a new election bylaw for the May 17th council meeting.

Respectfully submitted,

Lisa Clark, CEO

Attachments: General Local Government Election and Voting Day Registration Bylaw No. 409, 2014

VILLAGE OF SAYWARD

BYLAW NO. 409

A bylaw to provide for the determination of various procedures for the conduct of local government elections and other voting and to limit registration of electors to registration at the time of voting.

WHEREAS under the *Local Government Act,* Council may, by bylaw, determine various procedures and requirements to be applied to the conduct of local government elections and other voting;

AND WHEREAS Council of the Village of Sayward wishes to establish voting procedures and requirements under that authority;

WHEREAS pursuant to Section 54 of the *Local Government Act,* Council may, by bylaw, limit registration of electors to registration at the time of voting;

AND WHEREAS the Council of the Village of Sayward wishes to limit registration of electors to registration at the time of voting for all elections under Part 3 and 4 of the *Local Government Act*;

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

1. CITATION

This Bylaw may be cited for all purposes as "General Local Government Election and Voting Day Registration Bylaw No. 409, 2014."

2. ADVANCE VOTING OPPORTUNITIES

a) An advance voting opportunity shall be held on the tenth (10^{th}) day immediately preceding general voting day for each election or other voting in the Village of Sayward between the hours of 8:00 a.m. and 8:00 p.m. at the Village Office, 652 H'Kusam Way, Sayward, B.C.

3. NUMBER OF SCRUTINEERS AT VOTING PLACES

a) As authorized under section 110(3) of the *Local Government Act*, the number of scrutineers for each candidate that may attend at an election is one scrutineer for each ballot box in use;

4. RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT

a) In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with section 141 of the *Local Government Act*.

5. VOTER REGISTRATION

a) For the purposes of all elections and other voting under Part 3 and 4 of the *Local Government Act*, a person may register as an elector only at the time of voting.

b) Registration as an elector under this bylaw is effective only for the voting or other matters on which the opinion of the electors is being sought at the time of voting.

c) In accordance with Section 97(3) of the Local Government Act a second advance voting opportunity will not be held.

6. MAIL BALLOT VOTING

a) As authorized under section 100 of the Local Government Act, voting and registration may be done by mail for those electors who meet the criteria in paragraph (b).

b) The following electors are permitted to vote by mail ballot and to register to vote by mail:
   i. those persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity;
   ii. persons who expect to be absent from the Village of Sayward on general voting day and at the time of the advance voting opportunity;

c) The following procedures for voting and registration must apply:
   i. Sufficient record will be kept by the chief election officer so that challenges of the elector's right to vote may be made in accordance with the intent of section 116 of the Local Government Act;

ii. a person exercising the right to vote by mail under the provisions of section 100 may be challenged in accordance with, and on the grounds specified in section 116 of the Local Government Act.

d) The time limits in relation to voting by mail ballot will be determined by the chief election officer.

e) As provided in the Local Government Act, a mail ballot must be received by the chief election officer before the close of voting on general voting day in order to be counted for an election.

7. REPEAL

a) "General Local Government Election Bylaw No. 350, 2005" is hereby repealed.

READ a first, second and third time by the Council this 15th day of July, 2014.

ADOPTED by the Council of the Village of Sayward this 5th day of August, 2014.

Mayor

Chief Administrative Officer

Certified a true copy of Bylaw No. 409, 2014 this 6th day of August, 2014.

Chief Administrative Officer
Village of Sayward

STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO
Subject: **Financial Statements/Variances to Mar 31, 2022**
Meeting date: May 3, 2022

BACKGROUND

Staff provide a variance report for Council's review approximately every three months. This report provides a comparison of what has been approved to be spent and what has actually been spent. It also shows comparisons from the previous year. The attached variance shows progress on the work plan and the approved Financial Plan. The report also ensures that the actual results are aligning with approved budgets and any variances are investigated and explained.

The 2022-2026 Financial Plan/budget was approved by Council on April 5, 2022. The budgeting process allows municipalities to prioritize projects, programs, and service levels based on anticipated revenue and expenses. The budget document provides a framework to ensure project spending is on track, expenses are appropriate, and it provides a level of control over spending.

DISCUSSION

The Village's operational revenues and expenses up to the end of Mar 31, 2022 are summarized below, with a comparison to the same period in 2021, as well as the variance to the 2022 approved budget.

The operational budget analysis indicates the Village is generally on trend as compared to budget and prior year activity, indicating that the Village continues to operate in a fiscally responsible manner. Summary notes on select revenue sources and departmental expenditures is included for information purposes.

Various budgeted operating projects and capital projects for 2022 are also summarized and presented at the end of this report.

Summary		2021 Budget	2021 Actual to Mar 31, 2021	2022 Budget	2022 Actual to Mar 31, 2022	Y/Y Variance $
OPERATING REVENUE						
Taxation - General Municipal Purpose		345,834	0	377,266	0	0
Other taxes		10,783	0	11,725	0	0
Federal Community Works Fund Grant		139,783	0	71,562	0	0
Provincial Govt Grants		393,370	0	375,000	0	0
CARIP Grant		2,000	0	0	0	0
Interest & Tax Penalties		6,500	320	9,000	106	(214)
Unrealized Gain (Loss)		0	0	0	0	0
General Investment Income		5,000	165	7,500	1,830	1,666
Other Revenue		10,250	3,991	13,400	1,271	(2,720)
Licences, Permits & Fines		6,000	4,453	8,700	3,036	(1,417)
General Operating Grants		303,217	0	42,065	2,500	2,500
Sale of Service - Recreation Centre		14,800	2,447	14,550	3,236	789
Sale of Service - Other		16,500	1,606	17,750	2,695	1,089
RCMP Rent		25,200	6,000	24,000	6,000	0
RCMP Maintenance		10,236	2,437	9,748	2,437	0
Sewer Revenue		76,268	300	81,185	44	(256)
Water Revenue		135,685	1,574	142,365	0	(1,574)
Solid Waste Revenue		39,981	0	41,063	272	272
Total Operating Revenue		1,541,407	23,292	1,246,879	23,427	
OPERATING EXPENDITURES						
Legislative Services		84,260	21,456	72,760	14,937	(6,519)
Administration		508,763	95,273	441,550	99,652	4,379
Election		2,525	0	7,100	450	450
Recreation Centre		238,801	71,423	276,439	52,449	(18,973)
Parks		51,464	2,336	40,903	1,629	(708)
Public Works		84,017	29,757	93,177	29,082	(675)
Roads		38,052	7,652	48,472	10,998	3,347
Drainage		28,166	581	6,789	626	45
Planning		9,000	0	24,000	3,661	3,661
Police		12,136	3,651	12,619	4,028	377
Fire		40,658	18,706	43,021	19,620	914
Emergency		170,600	11,496	8,100	651	(10,846)
Health Clinic		550	454	1,000	421	(32)
Bylaw		500	0	3,000	0	0
Solid Waste		43,000	5,394	53,806	4,903	(491)
Sewer Operations		88,929	23,719	98,501	18,433	(5,285)
Water Operations		131,131	26,830	162,405	37,843	11,013
Total Departmental Expenditures		1,532,552	318,728	1,393,644	299,385	
Surplus/(Deficit) Before Amortization		8,855	(295,436)	(146,765)	(275,957)	

REVENUES

1.) Interest and tax penalties: Trending lower for 2022. This is due to a decrease in unpaid property taxes from 2021 to 2022. On March 31, 2022, approximately $30k remains receivable ($47k for same period in 2021), which represents approximately 8% of total tax revenues. Staff continue to attempt collection of overdue taxes, and reminder notices are sent at least quarterly.

2.) General Investment Income: Revenue is trending higher than 2021 due to cash being invested at a higher interest rates.

3.) Other Revenue includes tax certificate fees, general rent (weather station), snow removal revenue, Area A Fire Service admin fees, and other misc. items. 2022 actuals are lower than 2021 only due to timing of revenue received.

4.) Licenses, Permits and Fines: Slightly lower for 2022, but on trend with prior years.

5.) General Operating Grants: Several grants have been included in the budget but will not be posted to the G/L until later in the fiscal year when the majority of the expenses have been incurred:

Project	Grant Amount	Source
Kindling Community Kindness	$5,000	Plan H
2021 CRI FireSmart Grant (carry fwd)	$16,000	UBCM
2022 CRI FireSmart Grant	$11,090	UBCM
Kelsey Centre grants	$7,475	ISPARC & Island Health (carry fwd)

6.) Sale of Service – Recreation Centre: Trending higher in 2022 due expanded programming and hours.

EXPENDITURES

Each area of the Village's operations has been analyzed below.

Legislative

On trend with prior years. Additional items for 2022 include possible reconfiguration of Council chambers.

Administration

Total overall department expenses are on target with budget.

Recreation

Expenses are trending lower due to COVID-19 shutdowns at the beginning of the year and the pool closure. Upcoming expenditures for 2022 include lifeguarding courses, exterior door replacement, equipment purchases (funded by grants) and painting the building.

Parks
Expenses are on target with budget. Included in this budget is interpretive signage, and repairs to the Village lawnmower.

Public Works
Expenses are on target with budget.

Roads
Expenses are on target with budget. Crack sealing of Village roads expected to start summer of 2022.

Drainage
Expenses are on target with budget. The Drainage Improvements Project is not anticipated to start until 2023.

Planning
This department includes fees for building inspections which is contracted through the SRD, as well as costs for re-zoning, GIS services and other planning items. Included in 2022 is the cost for the legal review of the new OCP ($3k). Expenses are on target with budget.

Police
Expenses are on target with budget. Note: The majority of these expenses are covered by the monthly maintenance fees received from the Federal Government. At year end a reconciliation is done to determine any over or under payment and a disbursement or invoice is generated.

Fire
Expenses are on target with budget. Upcoming expenditures for 2022 include 2 new SCBA's, bunkergear, and painting of Hall #1.

Emergency
Expenses are on target with budget.

Health Clinic
Expenses are on target with budget.

Bylaw
Nothing to note, budget is earmarked for ticketing supplies.

Solid Waste, Sewer and Water Operations
Expenses are on target with budget. Upcoming expenditures for 2022 include refurbishment of the Share Shed, sewage capacity study, and a water master plan (all 3 being funded by reserves).

OPERATING & CAPITAL PROJECTS

The chart attached (appendix A) shows operating and capital projects with additional comments on status to date.

STAFF RECOMMENDATIONS

THAT Council receives the Financial Statements/Variances to Mar 31, 2022 staff report for information and discussion.

Respectfully submitted,

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Lisa Clark, CFO

Appendix A

Complete
On track
Possible delay
Cancelled/delayed to future budget

Operating & Capital Projects

Item	Category	Project Name/Description	31-Mar-22 Budget		Variance $	Variance %	Status	Comments
Strategic Plan Projects								
1	Community Relations	Interpretive signage at KFN totem etc.	-	3,000	3,000	-100.00%		CAO is meeting with Natures Trust to review signage in parks as a first step, then redesign with KFN. CAO also working with KFN on other initiatives.
2	Community Relations	Legal agreement with WFP regarding early start times, dust, and noise concerns	-	1,000	1,000	-100.00%		CAO had a first meeting with WFP. This is tied with proposaed nuisance bylaw to replace noise bylaw. Larger issue here - water keeps dust down, water use is an issue.
3	Infrastucture Upgrades & Asset Replacement	Water Master Plan	-	25,000	25,000	-100.00%		Funded from CWF - start date TDB
4	Infrastucture Upgrades & Asset Replacement	Sewage Capacity Study	-	10,000	10,000	-100.00%		Funded from CWF - start date TDB
5	Infrastucture Upgrades & Asset Replacement	Drainage Improvements Project	-	1,788,000	1,788,000	-100.00%		Expected to start in 2023 contingent on grant funding decision.
6	Water	Newcastle Dam project	946,209	1,194,726	248,517	-20.80%		Carry forward from 2021, expected completion 2022. Staff are working with engineer to resolve costs issue for 2022.
7	Living Green	Water Meter Bylaw in place	-	3,000	3,000	-100.00%		Not started. Who will fund meters? Efectiveness? Might be best to do this in conjuction with Master Water Plan.
8	Living Green	Kelsey Centre exterior doors	-	23,500	23,500	-100.00%		Awaiting quote from Advanced. PMC quote exceeded funding.
9	Infrastucture Upgrades & Asset Replacement	Volume pump for engine #4, SCBA, bunkergear	9,345	13,500	4,155	-30.78%		SCBA purchased.
10	Tourism Development	Cleaning and painting Village buildings and structures, ORV signage	-	12,500	12,500	-100.00%		All quotes in and work to be scheduled. No work slated for medical centre. Paint and some repairs on firehall 1 and police station. KC needs more extensive work.
11	Village Operations	Risk Management Strategy/Asset Management	-	5,000	5,000	-100.00%		Village portion of the $50K grant for asset management.
Other Projects								
12	Sewer	Generators for sewer lift stations	100,000	177,000	77,000	-43.50%		Project nearing completion, some final monitoring costs and cages to protect equipment required.
13	Fire	Genset for Fire Hall#1	-	50,000	50,000	-100.00%		Staff in contact with SRD to discuss shared funding, 50% Village, 50% SRD. Possible delay to 2023.
14	Council	Chambers remodel	-	10,000	10,000	-100.00%		Quote has come in for tables. Will have to get additional quote for moving of electronics due to table reconfigeration if it is Council's direction this takes place.
15	Admin	Share Shed refurbishment	-	9,000	9,000	-100.00%		Approve by Council March 15th, work will be commencing soon.
16	Admin	Kindling Community Kindness project	638	5,000.00	4362	-0.8724		Staff to coordinate with clinic for lunches or dinners for seniors.

STAFF REPORT

To: Mayor and Council
From: Jason Johnson, CAO
Subject: **Committees and Representatives**
Meeting date: April 5, 2022

BACKGROUND

On February 1, 2022, Council approved the following appointments:

MOTION S21/19
MOVED AND SECONDED

1.) THAT Mayor Mark Baker be appointed to the Strathcona Regional District Board and Councillor Sue Poulsen be appointed as alternate; Cllr Poulsen to attend the Comox Strathcona Regional Hospital District Board and the Comox Strathcona Waste Management Committee.

2.) THAT Councillor Wes Cragg be appointed to the Sayward Community Tourism Committee and Councillor Tom Tinsley be appointed as alternate.

3.) THAT Councillor Norm Kirschner be appointed to the Community Garden Portfolio and Councillor Wes Cragg be appointed as alternate.

4.) THAT Councillor Sue Poulsen be appointed as the Healthy Communities and Age Friendly Representative and Councillor Wes Cragg be appointed as alternate.

5.) THAT Mayor Mark Baker be appointed to the First Nations Relations and Community Forest Committee and Councillor Wes Cragg be appointed as alternate.

6.) THAT Councillor Norm Kirschner be appointed to the Mid Island Forestry Lands Advisory Group.

7.) THAT Councillor Sue Poulsen be appointed as Deputy Mayor.

8.) THAT Mayor Mark Baker be appointed the Council representative on the Sayward Futures Society Board.

CARRIED

On April 5th, Council approved the following changes to Council Appointments considering the resignations of Councillor Wes Cragg:

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

Effective policy governance can be either aided or inhibited by committees, external agencies, boards and standing committees. The determining factor as to whether or not committees add value is generally the expectation of Council in establishing or continuing such bodies. What was/is their purpose? Has Council received good advice from these committees over the last year? Do they meet regularly? Do they respect the Council, to whom the committee reports? Does Council invite their chairs to a meeting with Council, or can council function for a year and never hear from them? (Effective Policy Governance, George B. Cuff)

A review should take place not less that annually of all committees, boards, and representation of various groups and this may entail the following measures:

1. Effectiveness. What was achieved against goals for the past year or two. Did the outcomes match the direction given to the committees? Was the work done efficient, timely and works to advance Village priorities or strategic planning? Did the group or committee rise to points agreed to in the Terms of Reference or other such agreement?
2. Attendance. Did the committees or groups meet regularly and was there consistent attendance? Is there a clear and concise group that meets as established?
3. Reporting. Were updates on activities, financials, goals, timelines, projects, or initiatives brough to council and if so, done effectively, in a timely manner and accurate?
4. Purpose. Is there a need for the committee, group, or representation or is this a carry over from pervious years or councils? Is there need for a new committee or group?
5. Appointments. Is the appointed representative meeting regularly with the established group or committee and bring information back in the form of Council Reports?

Committees can work to advance specific goals, tasks or projects in an efficient and timely way adding to the bandwidth of staff if setup to do so. If preforming work for the Village or on behalf of the Village, a Service Agreement is drawn up, signed by both Village and Committee or Group and term and conditions, measures for success, costs, duration of contract, authority to act, limitations and any other pertinent information is clearly laid out.

Having clearly written Service Agreements as well as Term of Reference and/or other framework written and understood together with reporting requirements assists Village staff to understand the function and authority of committees and working groups and provides for easy contact information for working collaboratively.

DISCUSSION

Currently the Village of Sayward has several committees, groups and portfolios that have either not allegedly met recently, have disbanded during the pandemic, and/or have no current Terms of Reference or Service Agreement on record with the Village. In some cases, the Village has no information or clear details on membership, format or directive(s) or authorities. This is not true of course for established boards that Council representation has been attending such as:

Strathcona Regional District Board

Comox Strathcona Regional Hospital District Board

Comox Strathcona Waste Management Board

Mid Island Forestry Lands Advisory Group

That said, is attendance regular and is information brought back to Council?

There are other portfolios that may no longer serve a purpose as well such as the Community Garden Portfolio (no defined group or meetings) and the Community Forest Committee (there has not been a committee formed or regular meetings that take place to the knowledge of the staff). Further there is also no clear Age Friendly group or defined Seniors Steering Committee that may fall into the Age Friendly category.

It should also be noted that there have been some events in Sayward have historically been championed by volunteers and/ or committees. Staff do not know if these events are still championed by those who have historically done so nor have means to understand this. As in the case of Oscar Daze, it is incumbent on the organizers to present their proposals to Council year over year for approvals/permits and special approvals if need be and they did so successfully. Tour de Rock as an example of an important community event however staff has found no current local organizing committee/group or champion and organization cannot fall to staff to facilitate event planning as there is no community or events department with allocated resources budgeted or approved. Staff can write staff reports for council on requests for current asset use but do not organize events on behalf of other individuals, groups, or organizations and does not have the authority to do so.

Not having defined agreements in place with groups, committees or representation with the Village is causing both gaps and overlap in some work undertaken by staff and with certainty, is causing frustration for some groups, committees or representation that is operating under the belief they have full authority to do so. In some cases, groups, committees, or representation may be acting on behalf of the Village currently without legal means to do so.

RECOMMENDATIONS

THAT Council review the current listing of committees, groups, and representation to determine if it meets the current needs of the Village; and,

THAT Council set time aside to review the listing of committees, groups and representation and advises staff of proposed date(s) of COW or Special Meetings to do so; and,

THAT Council, after full review of committees, groups and representation directs staff as to the drafting of Terms of Reference, Service Agreements, Letters of Support, Contracts, and other pertinent documentation so there is clarity and understanding for both Village and any committee, group, or representation; and,

FINALLY, THAT Council reviews the historic community events for the Village of Sayward and advise staff how to proceed accordingly, developing policy for the process of permitting, park use and asset utilization.

Respectfully Submitted,

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Jason Johnson
CAO

STAFF REPORT

To: Mayor and Council
From: Jason Johnson, CAO
Subject: **Sayward Projects and Initiatives Template (SPIT)**
Meeting date: May 3, 2022

BACKGROUND

As part of the 2022 Strategic Plan, Community Relations, Council has a goal of "building a collaborative relationship with Sayward residents by working together with Council and Staff."

On March 15th, Council directed the CAO to reinstate a monthly report as a tool to keep Council and the public more up to date on projects and ongoing initiatives in the interest of transparency.

The new Sayward Projects and Initiatives Template (SPIT) is updated and in a new format, designed for this purpose. It is a living document meaning that it is subject to continual updates, often several times daily.

While Mayor and Council can request to get the most current version at any time, the template will be shared with Council once per month, at the first Council Meeting of the month for discussion. Note that the SPIT will not have any in camera details or information about in-camera projects and that the audience for this report is Mayor, Council and through minutes, the public.

DISCUSSION

Attached is the updated SPIT as of April 29th for Council review. The report will show items, description, and progress as well as priority for major projects but does not include day to day items that often take considerable amount of staff resources. As all projects can potentially take considerable time for completion, consideration should be given to what is approved already and in the work plan.

Items in yellow are completed and will be removed from the SPIT for next meeting.

Council is advised to go through the items in advance of the Council Meeting, identifying any line items they seek clarification on, mindful that in some cases, staff may not be able to respond if the nature of the question warrants In Camera responses.

Items listed should also state which area of the Strategic Plan that the work falls under further enforcing the importance of the strategic planning process.

RECOMMENDATIONS

That Council receives the Sayward Projects and Initiatives Template (SPIT) for review and discussion.

Respectfully Submitted,

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Jason Johnson
CAO

Attachments: SPIT report as at April 29, 2022

Sayward Projects and Initiatives Template (SPIT)

Brief overview of Projects or Initiatives that staff are current working on or flagged to commence work on and current status of this work.
Note that this is not an exhaustive list of all projects and initiatives but rather an Executive Summary of major projects

April 29 2022
CURRENT AS AT

Status Key
C-COMPLETE OG-ONGOING C-CANCELLED
D-DELAYED NS-Not Started
Priority Key
1-Priority to 5-Non Priority
Complete-will be removed from SPIT

NUMBER	PART	ASSIGNED	PROJECT	DESC	DATE	UPDATE	COMMENT	STATUS	STRAT PLAN PART	PRIORITY
				1) INFRASTRUCTURE						
1	A	CAO/CFO	**DAM-Construction and completion**	NHC 2022 WORK PLAN	Feb 10 2022	CFO and CAO had a meeting with NHC to talk 2022 work plan and budget. Discrepancies in numbers have been resolved and draft work plan has been submitted. Project is scheduled for completion this year.	CAO sifted through 6 years of data to get caught up on project	C	Infrastructure Upgrades and Asset Replacement	1
	B	CAO/CFO		NHC 2022 WORK PLAN/BUDGET	March 9 2022	CAO, CFO, NHC met again to discuss budget and vendor charges for the completion of the project. Findings will go before Council March 15th, In Camera. Staff identified some challenges with proposed budget.		C	Infrastructure Upgrades and Asset Replacement	1
	C	CFO NHC		Progress report	March 23 2022	Awaiting information from NHC regarding subcontractor. Told to expect further delays due to vacations and in field work.		OG	Infrastructure Upgrades and Asset Replacement	1
	D	CFO, John S, CFO		NHC CALL for update and clarification	April 20 2022	A call was had between NHC, John Sorenson with McElhanney, the CAO and CFO. CAO had John there for support of questions about billing for 2022 work and completion of project as well as other questions about scope, timelines and responsibilities. Bottom line is the two parties need to make this right. NHC was also asked to provide the 2021 schedule and was unable to do so.		OG	Infrastructure Upgrades and Asset Replacement	1
2	A	CAO/CFO	**DAM-Grant Reporting**	ICIP Request for more reporting (75% threshold)	Feb 16 2022	Min of Mun Affairs sent email to office with additional reporting requirements that need to be completed. These additional reports are inclusive to water conservation plan, asset management plan and asset renewal profile. This is in process		OG	Infrastructure Upgrades and Asset Replacement	1
	B	CAO/CFO		Third party selection-Dam Reporting	March 11 2022	Quote is now in to create plans and other requirements that would satisfy reporting requirements for the grant. Final selection will go before council April 5th		OG	Infrastructure Upgrades and Asset Replacement	1
	C	CAO/CFO		Third Party Reporting request for data	April 27 2022	Urban Systems has requested a fair amount of data in order to be in a better condition to complete ICIP grant reporting required to get final funding released. CAO and CFO are working on this now		OG		1
										1
3	A	CAO/CFO	**DRAINAGE PROJECT**	Grant application for 2023 work plan	Feb 18 2022	Urban Systems completed the complex grant application and submitted in ahead of deadline. Urbans Systems will advise on status of the grant application.		OG	Infrastructure Upgrades and Asset Replacement	1
	B	CAO/CFO		Funding for phases	March 15 2022	CAO working through the Drainage Plan and will work with Mayor and Council on the recommended 3 phases of the project (short, medium and long term) strategies and prework needed for larger project.		OG	Infrastructure Upgrades and Asset Replacement	1
4	A	CAO/CFO	**Strategic Planning Reports**	To find funding for Major reports needed to effectively plan responsible growth for the community.	Mar-22	The CAO is actively seeking grant funding that would cover expenses for creating reports that would allow the village to plan the repair or replacement of major infrastructure (water, sewer, drainage),have data sets required for rezoning and subdivisions applications and allow for muti year financial planning.		OG	Infrastructure Upgrades and Asset Replacement	1

5	A	CAO	**Master Water Plan**	A Water System Master Plan is needed to determine the capacity of the new system, what the system will support, the conditions of linear lines, planning for future development and recommendations for phased work.	Initial work toward funding study was March 2022	Estimated at $15-25K. Will be offset by the Asset management Report.		OG	Infrastructure Upgrades and Asset Replacement	2
	B	CAO	**Council Approval to fund master Water Plan**	Council approved funding for the master water plan at $25K through the approval of the Financial Plan	April 27 2022	Urban Systems was contacted that the budget for a plan was approved and asked for Project Scope. Scope will be reviewed by staff to ensure that focus is on current capacity, expansion and multi year planning with recommendations.		OG	Infrastructure Upgrades and Asset Replacement	2
6	A	CAO	**Sewage Capacity Study**	A Sewage Capacity Plan is needed to determine current capacity, condition of the system, upgrades needed in both short and long term and recommendations for phased work.	Initial work toward funding study was March 2022	Estimated at $5-10K. Will be offset by the Asset Management Report.		OG	Infrastructure Upgrades and Asset Replacement	2
	B	CAO	**Council Approval to fund Sewage Capacity Study**	Council approved funding for the Sewage Capacity Study at $10K through the approval of the Financial Plan	April 27 2022	Urban Systems was contacted that the budget for a plan was approved and asked for Project Scope. Scope will be reviewed by staff to ensure that focus is on current capacity, expansion and multi year planning with recommendations.		OG	Infrastructure Upgrades and Asset Replacement	2
7	A	CAO	**Asset Management Plan**	While there has been some work towards an asset management program in the past (water, sewage, roads 2016-adopted) (buildings, fleet and vehicles 2019 not adopted), the new water treatment centre and weir are not accounted for and other information is stale dated due to building values, replacement costs and other updates needed. This report is generally needed for grant funding requests and is considered a higher priority	April 5 2022	The CAO will be submitting a staff report to Council about a grant for $50k that can be used to fund the report as well as a asset management program that can be implemented for public works use.		OG	Infrastructure Upgrades and Asset Replacement	1
	B	CAO	**Approved Funding for FCM Asset Management Grant**	Having a current and fulsome asset management program is critical for planning as well as for potential large scale infrastructure grants when then come available. Dated plans do not have new water system or weir included and there are other assets added like generators at lift stations as well as changing property values as well as asset useful life and risk assessments.	April 5 2022	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	Urban Systems is working on this grant application	OG		1

	B	CAO		UPDATE	March 31 2022	In a call with Urban Systems, The CAO went over scope of the Asset Management and Risk Assessment plan, pitting this against what we have adopted and unadopted currently. There are several missing assets that the Village owns that has no inclusion in reports currently ("Kelly's" Bridge, weir, water plant) and other material does not go deep enough into assets or has become outdated. The completion of this series of studies will be foundational to work and maintenance plans for each asset, developing a phased repair/replacement strategy for each asset and to prioritize work based on risk. It will also offset some other major studies that are needed as parts to this will already be complete (Master Water, Sewage and Water Conservation). Request for funds to be allocated for the application of the $50K grant, the Village portion of the grant (10% or$5k) will be put before Council April 5, 2022		OG		1
8	A	CAO	**Water Conservation Plan**	Seen as the lowest priority report. If funding provides, this may be mart of the master water study.	TBA	No estimate on the cost of this report. The Master Water Plan will have elements of the Water Conservation plan in it but conservation assumes assets in reasonable shape and will focus on planning on more features for conservation planning once a master water plan is conducted.		NS	Infrastructure Upgrades and Asset Replacement	5
NUMBER	**PART**	**ASSIGNED**	**PROJECT**	**DESC**	**DATE**	**UPDATE**	**COMMENT**	**STATUS**	**STRAT PLAN PART**	**PRIORITY**
				2) DEVELOPMENT						
1	A	CAO	**ADAMA SUBDIVISION**	Rezoning application	Feb 8 2022	Adama files were discussed with the SRD with plans to transfer to their office for review.		C	Economic Development	2
	B	CAO/SRD	**Adama Rezoning Application**	Application to amend Zoning Bylaw: to amend Village of Sayward Zoning Bylaw, portion of lot 304, 14-hectare portion of a 24.53-hectare parcel situated at Kelsey Bay, Sayward, from Forestry One (F-1) to Residential One (R-1) and Commercial Two (C-2) to allow the development of 31 residential serviced lots	(See section 2-development)	Staff have identified a series of concerns to pose to developer's agent through the SRD. Studied done include traffic impacts study and requirement for archaeological assessment. RAPR work completed. RV Park design guidelines, turning radius and access to the area and lots by the fire and rescue equipment, details of amenities being offered as compensation for increased density, generally negotiated between the developer and the local government, such as parks, funds to support infrastructure and other negotiated amenities. All files for the Adama subdivision have been transferred to the SRD for review to see what (if anything) is left for the developer to do towards this rezoning application.		C	Economic Development	1
	C	SRD		SRD Oversight	February	SRD was given all working files and permissions to contact the applicant and any and all authors of reports or findings related to this project.		C	Economic Development	1
	D	SRD		Contractor Feedback	March 11 2022	Inquiry from one of the contractors that facilitated mandatory reports required for the rezoning application-redirected to SRD. Second contractor also told to follow up with SRD.		C	Economic Development	3
	E	SRD			23-Mar	Mike Adama phoned the CAO and was redirected to SRD for progress report. CAO followed up with SRD and some reporting required for rezoning can no longer be used or is absent from the application.		C	Economic Development	1
	F	SRD/CAO		Call with SRD for Updates and Review	April 4 2022	SRD indicated that they are in final stages of compiling information to go before Council. There were still a couple of stakeholder that the SRD had not heard back from (Island Timberlands and Hub City) and there is not a drainage plan on file and that is needed. CAO supplied SRD the financials for the application required from Village perspective as well as proposed change to the amenity ask/ water plan. Project is in play to determine final water system plan for this development.		OG	Economic Development	1

	G	SRD		SRD compiling last information required.	April 26 2022	CAO received a call from Mike Adama about the progress of the application. SRD asked for a more fulsome drainage report and Mike has said this is in process. Mike Adama was also concerned about the		OG	Economic Development	1
2	A	CAO	**VanBrocklin Subdivision**	Encroachment Issue-MoTI RoW	Feb 10 2022	MoTI was contacted regarding their position on the encroachment		C	Economic Development	2
	B				Feb 16 2022	Building Inspector unable to obtain files needed for building permit review. Reported back to proponents.		C	Economic Development	2
	C				Feb 22 2022	CAO connected with MoTI to discuss possible land exchange and proposed new roadway as pitched by the landowner. Proposed land exchange not accepted as viable option owing to costs for public		C	Economic Development	2
	D				Feb 25 2022	Encroachment found to be substantially larger that reported by the proponent (2.34 meters out of 10M roadway) so granting a variance was not an option for MoTI. Proponent was notified.		C	Economic Development	2
	E				March 7 2022	Proponent stated that they were working on a solution and stated they would be back in touch with required paperwork to satisfy encroachment and then look to seeking a building permit allowing completion of the home and occupancy. This solution proposed was in best interest of all parting and governing bodies and represents the most cost effective resolve.		C	Economic Development	2
	F				March 23 2022	No new information to report. Mr. VB has not indicated that the discussed solution was finalized, a survey was done or that there was any changes to the encroachment. MoTI indicated that they will not require the house to be moved immediately but can required this at any time at their discretion.		OG	Economic Development	2
	G				April 27 2022	Building Inspector stopped by the property and was told that the surveyors were now done with mapping out proposal and next step is legal filing of all paperwork required to satisfy the encroachment. All costs for this are on the proponent. As of this update, proponent still in breach of occupancy, permitting and encroachment on RoW				2
3	A	CAO	**Roger Paquette**	Meet and Greet and discussion around development	April 26 2022	CAO met with Roger Paquette to get understanding of potential plans for his property and informal discussion around development and planning. Roger will reach out to other developers and work on ways to share costs for development to meet Village requirements surrounding water, sewage and drainage. Long term planning was also discussed.		C	Economic Development/ Tourism Development	2
4	A	CAO	**Tourism Committee**	Committee Review	March 23 2022	Staff noted that the Tourism Committee does not have a current Terms of Reference or Current Service Contract with Village or Valley. Staff needed clarity from Council on direction and strategy for tourism development and responsibility and then advise staff.		OG	Tourism Development	1
	B	CAO			21-Apr-22	The CAO sent an email to Sayward Futures after Sayward Futures asked the Newsletter to post a public meeting with the Sayward Community Tourism Committee and call for public input on regional tourism activity. The CAO asked that the committee in whatever form keep it is in currently keep in mind that there is no legal agreement with the Village or Valley and therefore this group cannot (at this time) speak on behalf of or represent the Village or Valley formally.		OG	Tourism Development	2

5	A	CAO	**Committees Review**	Interim solution to Appointments in light of Councillor Cragg Resignation.	5-Feb	CAO to review current inventory of appointments as established Feb 1 2022 and present information to the Mayor and Council for review. Appointments Schedule 2022 was addressed April 5 in light of the resignation of Councillor Cragg; Resolution 22R66C 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: Councillor 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"	While this re-established immediate need, it did not address the need for Council to deep dive into Committees, groups, portfolios or representation that will be put forward via staff report.	C	Economic Development	2
	B	CAO		CAO has crafted a Staff Report to go before Council May 3 2022. Council to review current committees, representations, portfolios and appointments as well as community events and advise staff	May 3 2022	Recommendations went before Council May 3. Council to advise what Committees/ Representation is required and what authorities should be granted and advise staff accordingly		OG	Economic Development	2
NUMBER	**PART**	**ASSIGNED**	**PROJECT**	**DESC**	**DATE**	**UPDATE**	**COMMENT**	**STATUS**	**STRAT PLAN PART**	**PRIORITY**
				3) VILLAGE OPERATIONS						
1	A	CFO	**Budget Variance Updates to Council**	Quarterly-next scheduled update is April 19 2022	April 19 2022	High level report of budget to actual variances and any spends anticipated but not budgeted.	May 3 first report to Council	OG		1
	B	CFO	**Budget Variance Reports to CAO**	Monthly (or as requested)-Last Monday of the month		Detail report of budget to actual, forecast to actual and updates on grants/ reporting		OG		1
2	A	CAO/BCSPI/ CFO	**RFP-Engineering Services**	Create RFP for Engineering services with goal of anchoring 5 year contract	May 1 2022	Create an effective RFP, including elements of social procurement where possible so that all major work and studies flow through one provider with grater knowledge of the community, infrastructure and future needs.		NS		1
3	A	CFO/CAO	**Records Management System**	There is a need for a records management review as current filing system not consistent, efficient and very time consuming.	TBD	This will likely go third party and can possibly involve VIU.		NS		3
4	A	CAO/BCSPI/ CFO	**Procurement Policy**	To update the procurement policy and to perhaps layer in social procurement. To looks at RFP process and to look at the issuance of an RFP for Engineering Services.	TBD	CAO has met with BCSPI to better understand what support exists for a procurement policy overhaul and what other municipalities are doing for social procurement. The RFP for Engineering will likely be launched in April after going before council for consideration		NS		2
5	A	CAO	**EV Charging Station**	As part of Council Strategic Plan- investigate funding, logistics and possibility of an Electric Vehicle Charging Station for the Village	March 18 2022	CAO connected with the CAO of Gold River. Gold River was just awarded an Electric Vehicle Charging Station from BC Hydro. CAO inquired on how the project can to fruition, any potential costs for the municipality and other information that would assist navigation of the process for the Village. Staff Report goes before Council April 5 2022.		C	WILL BE REMOVED OFF SPIT AFTER MAY 3	1

	B	CAO		Update- Electric Vehicle Charging Station	April 5 2022	The CAO reached out to BC Hydro as well and reported back to Council that a quick charge station was planned for the Coop. There is not BC Hydro funding yet for Sayward for a charge station but the Hydro representative is speaking on our behalf of funding this in the future. For now, this is removed from the Strategic Plan as a 2022 Objective		C		5
6	A	CAO/ CFO/KC MANAGER	**Kelsey Center Short/Long Term Planning**	Priority is short term solutions to ensure a successful restart for the centre and in particular, the pool.	March/April	CAO is working with KC Manager to review current programs, rates and offerings as well as staffing, hours and needed for a successful restart after closures and limited services as a result of health orders in and around Covid. Also being addressed is a very limited scope of work to reach out to municipalities that are similar to the Village with similar challenges. This will be comparison of rates, offerings and programming. Further, there is dialogue with Village and Valley user groups to better understand what the community is wanting so see for programming.		C		2
	B	CAO/SRD	**Kelsey Centre Long Term Planning**			For long term strategy, the CAO is working with SRD Area A and awaiting reports from the SRD on Recreation Centres for review and discussion. Also, major upgrades are being quoted for the consideration of grant funding and other financing options.	Work is contingent on others.	OG		4
	C	CAO	**Kelsey Center Short/Long Term Planning**	Fees and Charges-Kelsey Centre. Staffing for Lifeguard	May 3 2022	The CAO has compiled a staff report regarding amendments to the Fees and Charges Bylaw pertaining to Kelsey Centre as a result of the work completed for competitive set analysis. Rate for lifeguard was addressed to try and attract this position to the comity and council approved KC to offer courses for certification. CAO requires at least 50% fill rate for courses to avoid course cancelation but courses will be offered at NC to local residents who will sign a 1 year employment agreement for lifeguard.		C		2
7	A	CAO	**Roger Communications Tower feasibility**	The CAO was contacted by Rogers Communications that has an expression of interest in putting a Cellular tower in the Village of Sayward.	April 28 2022	The CAO met with an engineering firm to take a look at the proposed site for the tower. Power, space and feasibility was addressed. This information will go back to Rogers Communications to determine if they will proceed with a formal proposal	No more work to complete at this time.	OG		3
8	A	CAO / SVFD	**New Fire Chief Elected**	The CAO was informed that an election was held April 25 2022 at the Fire Department between all members to determine who was to be put forward for Chief.	April 25 2022	Chief Elect is Frank Morgan with 9 votes followed by Steve Ralph with 7 votes. 16 out of 17 members voted with Randall Lindsay abstaining for unknown reasons. CAO is will be preparing a staff report for May 17th Regular Council Meeting for formal appointment.		OG		1
	B		**Administrative Support position formalized, budget and planning process**	Formalized Admin role, planning processes	April 28 2022	Jenn McDonald was given the administrative support role formally (was approved by previous CAO and Chief) and she has been doing the role since January. Plans the department is working on is focus on bringing equipment back up to current standards, focus on training and more formalized meetings.		OG		2
9	A	CAO/ SVFD	**Sayward Volunteer Fire and Rescue Society- reinstatement process**	Reinstatement of this not for profit society	Update Only-All work by society	This non profit society is working through the reinstatement process with Jenn Macdonald leading the initiative. This society lost its status for a few reasons but partly due to the amalgamation of assets to the SVFD. As a non-profit, the society would be in a good place to fund raise for equipment and subject to grant funding that a municipality is not. They must retain ownership of assets and would need to be set up according to regulations under the Society Act.	No work at this time for the Village Office	OG		1
NUMBER	**PART**	**ASSIGNED**	**PROJECT**	**DESC**	**DATE**	**UPDATE**	**COMMENT**	**STATUS**	**STRAT PLAN PART**	**PRIORITY**

				4) POLICY/BYLAW					
1	A	CAO/CFO	**OCP-Official Community Plan**	**Final Draft of the Plan**	March 7 2022	Final Draft of OCP goes to Council March 15 2022 for review, approval of next steps		C	Economic Development 1
	B			Next Steps to Adopt the Plan	March 15 2022	Next steps would be a legal review of the plan then schedule first and second readings. Then a public hearing would be scheduled. Then formal readings to adopt the new bylaw. Following will be the need to update the Zoning Bylaw to match OCP and this is estimated to cost $30K		OG	Economic Development 1
	C			Financials Related to the Plan		Budget for the Plan was $68,617.00 and comprised of 4 grants (Age Friendly $25K, Housing Needs,$15K, CRI Fire smart $15k, and Active Transportation, $18, 617)Spent to date is $81K. Overage on account of broadened scope, KFN input, and other work past original scope and a full audit was done finding no fault to the third party charged with the OCP. There will be charges for Public Hearing ($1250.00) and Legal review ($5000.00) for adoption. $30K will be required to facilitate the Zoning Bylaw review as a mandatory step after the adoption of the OCP and this will need to budgeted. Former CAO is doing all necessary reporting for grants BUT CFO WILL HAVE OVERSIGHT.		OG	Economic Development 1
	D			Legal Review related to the plan	March 24 2022	SMS Law estimate was $3K Estimate coming from Carvello was $5-$10K. March 28 SMS was approved to do the legal review.	April 28-CAO checked. Legal review still ongoing at SMS	C	Economic Development
2	A	CFO/CAO	**Fireworks Bylaw**	Fireworks Bylaw- Final Draft completion	March 15 2022	Final Draft of the Fireworks Bylaw has been completed and a full legal review has been completed. Final reading of bylaw April 5		C	Community Relations 2
	B	CFO/CAO		Amend Ticketing Bylaw-Fireworks content		This bylaw will be updated once the Fireworks bylaw has been adopted (after April 5 2022)	Final reading May 3	C	Community Relations 2
	C	CFO/CAO		Amend Fees and Charges Bylaw	May 03 for first reading	This bylaw will be updated once the Fireworks bylaw has been adopted (after April 5 2022)	First readings May 3 on Schedule DEFJ. Staff report for all other schedules May 3 for Council Review	OG	Community Relations 2
3	A	CAO/CFO	**Fees and Charges Bylaw**	Amend Fees and Charges Bylaw	May 3 for Staff Report	Fees and Charges Bylaw to get full review, incorporating new rates for subdivisions, building permits, and other much needed updates as part of a full review. Target is First 3 readings of Fees & Charges amendment bylaw set for April 19th, final reading May 3rd.	Building rates were reviewed by SRD. Recommendations before Council May 3	OG	Multiple 1
4	A	CAO	**Respectful Workplace Policy**	Amend the current bylaw to for wider coverage and to include more content	March 15 2022	Revisions go to council March 15th for approval and then this policy will be adopted. UPDATE: Approved and in effect	Will come off SPIT after May 3	C	Village Operations 1
	B				March 16 2022	Adopted by Council and this policy is now in effect.		C	Village Operations 1
5	A	CAO	**Council Social Media Policy**	New Policy for approval	March 15 2022	New Policy go to council March 15th for approval and then this policy will be adopted.		C	Village Operations 1
	B				March 16 2022	Adopted by Council and this policy is now in effect.		C	Village Operations 1

6	A	CAO	**Backyard Burning Bylaw**	Amend Current Bylaw as per council direction	NOT STARTED	R19/89 THAT staff revamp and revise the Village's backyard burning bylaw and bring back before Council for consideration. R19/153 - THAT Council, in collaboration with the Sayward Fire Chief/Deputy Fire Chief, amend the Fire Burning by-law; and THAT the Village of Sayward add provision in our burning bylaw 272 as follows: 1) New provision in bylaw to include a Recreational Backyard firepits, Special Occasion/Ceremonial Fires, Outdoor Cooking Stations, and wood fired Saunas & Hot Tubs each to have a separate and distinct permit process, which may be required to have measurements and current photographs showing placement of the apparatus and/or fire pit, 2) Backyard recreational fire pits would be yearly permits based on the calendar year with a cost of $50.00 per year or part thereof.		OG	Community Relations	4
7	A	CAO	**Public Nuisance Bylaw**	Amend Current Noise Bylaw as per council direction	Started-In Draft form but no other work done	R19/94 THAT third reading of Public Nuisance Bylaw No. 417, 2019 be rescinded to permit an amendment to the Bylaw to allow the running of backup generators (24 hours a day) in the event of power interruptions to the Village; and THAT Public Nuisance Bylaw No. 417, 2018 be amended at second reading; and THAT Public Nuisance Bylaw No. 417, 2018 remain at second reading to allow the gallery to send comments to the CAO. R20/63 - THAT Village of Sayward Public Nuisance Bylaw No. 417, 2018 be tabled to the April 7th regular meeting of Council. (Direction to Staff: That Public Nuisance Bylaw No. 417, 2018 be posted on the Village of Sayward website and advertised on social media to engage residents for their feedback.)	Bylaw still o/s (sitting at 2nd reading) was not posted to the website in April 2020 due to staffing changes and Council resignations. Public input still needed. Bring back to Council in 2022? Need to work with Western Forest Products first, LEGAL AGREEMENT REQUESTED BY COUNCIL	OG	Community Relations	4
8	A	CAO, SRD	**Building Bylaw**	Amend current Bylaw to be more in line with SRD municipalities, adjust rates and simplify package		CAO has reached out to SRD to review current offerings, rates and is currently reviewing other municipality bylaws. SRD was planning to streamline building packages across municipalities and this work is ongoing.	CAO waiting for dates with SRD	OG		1
	B	CAO, SRD		Work towards policy, procedures, bylaws and packages.	April 21 2022	CAO had a call with the SRD Planning department to discuss current building permit packages. Full review will take place by the building inspector with recommendations. SRD will review Village Building bylaw and likely recommend that it is repealed in favour of SRD package with changes to reflect specific needs of the community. Fees and Charges bylaw also needs to be amended to reflect changes made here. Subdivision bylaw and zoning will get the same review.	CAO waiting for dates with SRD	OG		1
9	A	CAO, Urban Systems	**Zoning Bylaw update (OCP required updates)**	A full review of the Zoning Bylaw once the OCP has been adopted	Defined date can happen after march 15th Council meeting re: OCP	Estimated costs to have this study and update done is $30K	On Hold pending legal review of OCP.	OG	Economic Development	2
10	A	CAO/BCSPI	**Procurement Policy (social procurement under investigation)**	Amend the current procurement policy here needed, add social procurement. RFP process to be updated.	Ongoing	CAO has starting meetings with BCSPI to address procurement policies and the RFP process.		NS	multiple	3
11	A	CAO/CFO	**Water Meter Bylaw**	Create a water meter bylaw for any new residential builds and any existing corporate or industrial operations	TBA	There is a lot of work needed to research best solutions, cost implications for installation of meters, rates for water, enforcement, added staffing requirements, water conservation wins and available grant funding.	ON HOLD pending Master Water Study. Flow meters likely best next step	OG	Living Green	5

12	A	CAO/CFO	**Bylaw and Policy Review**	Prioritize policy and bylaws that need review. Development of Permits.		Review of all policy and bylaw as part of ongoing project started. Immediate needs are: Building Bylaws, Subdivision Bylaw, Local Voting Day (Election Prep), Council Orientation, Fees and Charges, Permissive Tax, OCP, Zoning, Bylaw enforcement. Traffic and Highways, Business Licence,	Some work done but band width issues		Village Operations	2
NUMBER	**PART**	**ASSIGNED**	**PROJECT**	**DESC**	**DATE**	**UPDATE**	**COMMENT**	**STATUS**	**STRAT PLAN PART**	**PRIORITY**
				5) EXTERNAL RELATIONS						
1	A	CAO/SRD	**Fire Services-Shared services agreement. Service and funding mechanism**	Explore finings in recent SRD report and determine the best way forward so both SRD Area A and the Village receive best services possible.	TBA-awaiting SRD Report	Prior to current CAO, there was ongoing discussion of what right looks like for fire services. There is shared equipment and cost sharing agreements, individually owned assets and overly complex service agreements in place currently. The SRD released part 1 of a 2 part Fires Services Study and next steps is to review finings with all stakeholders and begin to chart a path forward ensuring Sayward Village and Valley are well protected, department(s) are well staffed and there are clear and concise mutually beneficial agreements in place.	Paused as we are awaiting next SRD report. CAO is reaching out to SRD for an initial meeting.	OG	Community Relations	2
	B	CAO	**New Fire Chief**	Full report to SRD	May 17 2022	Once the CAO compiles a staff report for Council, this will also go to the SRD under Shared Services plan.		OG		1
2	A	CAO/SRD	**Recreation Services Agreement**	To effectively plan a way forward for Kelsey Centre	TBA-awaiting SRD Report	Kelsey Centre is important to the community and surrounding areas but is in need of an effective funding model and approach to deal with renovations and upgrades. The SRD is currently looking to do a study of all recreation centres in the district and findings will be reviewed once released.	For the interim, grant funding has been applied for (see Co-op Community Spaces) and work is being done to reopen the centre.	OG	Community Relations	3
3	A	CAO	**Nature trust of BC**	To introduce new CAO to the Nature Trust and discussion around shared goals and projects	APRIL/MAY	CAO and Shawn Lukas planned meeting in the Estuary to discuss work, trail signage, traditional language on signage and potential other areas of protection or focus. APRIL 26 CAO and Shawn Lukas with Nature Trust walked the Bird Sanctuary trail to go over scheduled work planned in August and the need to shut this trail down for just over a month. Also discussed was signage with cross over to K'omoks traditional language and the meeting finished with a discussion on the lookout. Future discussions will discuss signage replacement on Kelly's trail as well as the parcel on the other side of the highway.		OG	Community Relations	2
	B	CAO		Phone meeting with Shawn Lukas with natures Trust	April 19 2022	CAO and Shawn Lukas had a call to talk about messaging to the community as it relates to trail shutdown (Estuary Walk) for August and early September to allow for the install of 3 50 foot bridge spans to replace collapsed culverts. Shawn will notify the CAO closer to date of messaging to the community		OG	Community Relations	1
4	A	CAO	**K'omoks First Nation (KFN)**	To introduce new CAO to KFN, staff Chief and Council.	Mar-22	CAO and KFN Director of Intergovernmental Relations have connected and plans are in place for an introductory meeting as time permits.		OG	Community Relations	1
	B	CAO	**K'omoks First Nation (KFN)**	Signature lines and Acknowledgements	April 8 2022	CAO reached out to Todd Boychuck for assistance in creating acknowledgements. These will be used for email signatures for all municipal and elected official emails, used on letterhead and correspondence and for Council meeting (to ensure current is in line with reconciliation) and for meeting and events.		OG	Community Relations	1
	C	CAO	**K'omoks First Nation (KFN)**	Support of Guardian Watchmen Program	April 7 2022	After April 5 Council Meeting, A letter was crafted to KFN in response to Hegus Repel's Letter regarding the Guardian Watchmen. Todd Boychuck will forward this to Chief and Council		C		1
	D	CAO		Review of OCP	April 26 2022	Todd Boychuck commented that the changes to the OCP are good and asked if there was budget for full review. This is in process.		OG		

	E	CAO	**Training**	Attendance at SRD First Nation Relationship and Governance Session	April 8 2022	CAO reached out to the SRD to confirm attendance at this training session occurring May2-4 inclusive and that CAO and Councillor Poulsen will be attending.		OG		1
5	A	CAO	**KFN Community Forest**	To discuss the possibility of a community forest with the KFN as it relates to the draft OCP	NOT STARTED	First priority is for Mayor and Council to meet with Chief and Council		NS	Community Relations	5
6	A	CAO	**WFP**	To introduce new CAO to the WFP team and discussion around shared goals and projects	Mar-22	CAO attended MIFLAG meeting and has met a variety of people with WFP.		OG	Community Relations	1
	B	CAO		Christmas Tree Donated to Village	April 5 2022	Ryan Greencorn worked with Outback Nursery and obtained a Christmas Tree on behalf of the Village. While it is small, it is a hearty variety and will grow. A cut tree can be sponsored again for 2022 as the live tree is still small. CAO is waiting to hear back from Ryan as to information for the sponsorship and then will ask CFO/Reception to order a plaque in recognition as well as get messaging out in Newsletter and arrange a simple meeting with Council and WFP around the tree.		C		2
	C	CAO		Meet and Greet with Brad McRae and Jeff Ternan	April 8 2022	CAO had a meet and greet with Brad and Jeff of WFP to discuss a number of topics including water tanker truck, drainage/logging, the Christmas Tree initiative, log sort operations, past challenges and opportunities and progress made and community events. Very good meeting.		C		2
7	A	CAO	**MOSAIC**	To introduce new CAO to the MOSAIC and discussion around shared goals and projects	NOT STARTED			NS	Community Relations	2
8	A	CAO	**COOP**	To introduce new CAO to the COOP and discussion around shared goals and projects	NOT STARTED	CAO did apply to grant funding with the Co-op but as yet has not connected with the leadership team		NS	Community Relations	2
9	A	CAO	**MASCON**	To introduce new CAO to MASCON and discussion around shared goals and projects	NOT STARTED			NS	Community Relations	2
10	A	CAO	**Sayward School District**	Community Garden Proposal Approved by Council	April 5 2022	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		C	Community Relations	1
11	A	CAO	**DOG PARK-OFFLEASH**		March 15 2022	On the March 15th Council meeting, Council heard from a delegation wanting Council to consider a dog off leash park in the Village. Councillor Tinsley requested that quotes be compiled to give an idea as to what this project would cost should Council have the funds in the future to be able to move forward. The resulting quotes came in at $30K for fencing, double gate, garbage stations, bag stations and public consultation as well as contingencies.	Will come off SPIT after May 3	C		5

12	A	CAO	**Sayward Royal Legion Branch 147**	Share Shed Service Agreement	April 5 2022	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 This project can now proceed once the agreement is signed by both parties.	Will come off SPIT after May 3	C	Community Relations	2
NUMBER	**PART**	**ASSIGNED**	**PROJECT**	**DESC**	**DATE**	**UPDATE**	**COMMENT**	**STATUS**	**STRAT PLAN PART**	**PRIORITY**
				6) Grants						
1	A	CAO/EPC	**2021 CRI Fire Smart Community Funding- Wildfire Risk Reduction Project**	$44,100 was approved Feb 2021 with $10k approved for OCP.	Reporting due May 2022	This is a 2021 Grant that has been extended once already. CAO reached out to Shaun K March 15 to inquire about the grant and if earmarked projects are nearing completion. Proceeds earmarked to the OCP are known and work was done in the final draft of OCP as a result. Shaun K has taken the full lead on this project.	Shaun K has lead on this grant and applicable reporting	C		0
2	A	CAO, SCF	**Co-Op Community Spaces**	Submission of Grant- Kelsey Centre Revitalization	March 1 2022	The CAO became aware of this grant and worked with Sayward Community Futures on the application. The focus of the grant is for some much needed projects for Kelsey Centre inclusive to HVAC, Door replacement, Weight Room upgrades, Gym kitchen and paint and a allocation for programming. While other areas were quoted, the need outweighed the available funds (pool change rooms, pool, gym floor, lobby bathrooms to accessible and gym replacement floor). Grant has been submitted and received and we await outcome. Note that this grant is available to non profits across Canada so there is some competition for this funding.	Grant is submitted and awaiting notice	OG	Infrastructure Upgrades and Asset Replacement	1
3	A	CAO/CFO	**Covid 19-Safe Restart Grant**	Allocation of funds	March 15 2022 Update	This grant has been received and on Feb 14, the CAO asked the Recreation Manager to start looking into costs associated with restart of the Kelsey Centre with focus on the pool and aquatic program. Restart includes staffing costs, equipment, advertising, safety protocols aligned with PHOs and other associated costs. Quotes have been incoming from then and the CAO is compiling the information in order to present to Council asap. This will be a request to divert funds from the Covid Restart Program to the Kelsey Centre as well as other areas of village operations that have been impacted. This is now done and approved by Council	Grant funds received and Allocation will be March/April	C	Economic Development	1
4	A	CAO	**Kindling Community Kindness Project (Plan H) Grant**	Allocation of funds and rethink on original application.	March 15 update.	The Village successfully applied for $5000 in grant funding for the purposes of connecting seniors with volunteers or other people willing to work for stipend, assisting seniors with tasks and projects around the house. This application was submitted prior to the current CAO and there are challenges identified now with the deliverables of this program as defined in the application. Seniors are asking that volunteers are vetted and/or bonded and volunteers want assurances against liability for work done and to ensure they are working in a safe and respectful environment. The CAO contacted the program lead to see if the plan could be altered to either 1) award grants to those seniors demonstrating need of up to $250 OR to divert funding to Seniors social events at the Kelsey Centre. Plan H liked the idea of Seniors Dinners and the plan submitted by the CAO was approved. Received Approval Letter from Plan H, and this is now complete and handed over to KC staff	Grant has been replanned and awaiting final approval and then execution	C	Community Relations	2

5	A	CAO	**ASSET MANAGEMENT PROGRAM (FCM Grant)**	Grant submission request-Urban Systems	April 5 2022	CAO has created a staff report on an available grant that could fund the Asset Management and risk assessment program and a proper Asset management Software program and will present to Council April 5.	Request to Council April 5 for grant writing	OG		1
	B	CAO	**ASSET MANAGEMENT PROGRAM (FCM Grant)**	Grant Approval April 5 Council Meeting	April 5 2023	a)Federation of Canadian Municipalities (FCM) Asset Management Grant MOTION R22/64 MOVED AND SECONDED Recommended Resolutions: 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.	Request to Council April 5 for grant writing Update-Urban Systems now working on this application	OG		1
6	A	CAO	**ICIP Grant (Drainage)**	Grant submission		$1,743,076 in grant funding was submitted for both phase 1 and 2 of the drainage project. The Village contribution to this project is $464,878. There is on component to the Phase 3 project that may offset the phase 2 costs that the CAO has reached back out to Urban Systems on to see if this can be added to the ask. We have not yet received word back on whether the grant will be approved so awaiting response.	Grant submitted and awaiting response. Additional planning in progress	OG	Infrastructure Upgrades and Asset Replacement	1
7	A	CAO	**ICIP Grant (Newcastle Dam)**		5-Apr	At the April 5, 2022, Council Meeting, Council passed the following resolution: a)Final Reporting- ICIP Municipal Raw Water Intake and Dam Decommissioning Project #C40255 MOTION R22/65 MOVED AND SECONDED Recommended Resolution: 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).		OG		1

STAFF REPORT

To: Mayor and Council
From: Jason Johnson, CAO
Subject: **Fees and Charges - Proposed Changes 2022**
Meeting date: May 3, 2022

BACKGROUND

During the April 26, 2022, Special Council Meeting, Council directed staff to readdress proposed changes to the Fees and Charges (outside of those associated with specific timelines) to the May 3, 2022, Council Meeting for review and discussion. These Schedules in the Fees and Charges Bylaw for review and discussion include:

- Schedule A-General Administration,
- Schedule B- Sayward News,
- Schedule C-Kelsey Centre,
- Schedule G-Building Fees and Charges,
- Schedule H-Animal Control,
- Schedule I-Business Licenses,
- Schedule K-Municipal Campground.

Red line edits are shown with proposed changes for the review of council and then changes will go to a Bylaw Amendment as was done for Schedule D-Solid Waste Collection, E-Water Rates, F-Sewer Rates, and J-Fire Protective Services for readings.

DISCUSSION

Note that staff did not make recommendations lightly pertaining to proposed changes and took time to contact other municipalities our size, accounting for unique differences as part of the process. Below are more considerations for the review of Council:

- Schedule A-General Administration

Some of these changes were done to account for rising costs that we are charged. Minor increases were taken for photocopies and faxes. Scan and emails doubled in price due owing to the time it takes staff to do this.

- Schedule B- Sayward News

There was trouble in looking to similar municipalities for this as most municipalities that have newsletters do not allow for anything but municipal content. There is therefore no ability for people to advertise or write in to have content posted in newsletter, so we are unique in this regard.

Our newsletter is well read and there is no need found by staff to alter the direction the newsletter has taken. That said, content creation, editing, administration and working with third parties does take considerable time and bandwidth for staff. There is little choice but to offset these rising costs through rate increases. While proposed rates are reasonable, classified ads were found to be well below what one would expect to pay. Staff also recommended adding scripting to speak to policy for content as well as formatting increased costs for more specialized work.

- Schedule C-Kelsey Centre

Likely the most provocative changes recommended by staff. Kelsey Centre staff was charged with a small scope of reaching out to like municipal centers that support a population base close to ours. This was not an easy task, but some good information came back. The second task was to ensure that pricing for items past our control was scripted in a way that would allow flexible changes. As an example, large tent rentals are not owned by the Village but should be in the equipment rental section. Further, staff had to weigh out the condition of our equipment as a rental item as part of price recommendations. Lastly, we needed clarity that equipment was not intended to leave the recreation center without expressed Council approve or by way of an event permit. Equipment lent out in the past has in some cases come back needing repairs and, in some cases, major equipment that was not even listed left the building. Control measures needed for external equipment rentals are not within the budget or bandwidth of staff. That said, Village of Sayward approved events need the flexibility to use owned assets.

We removed hourly rentals for space for several reasons. First, costs need to be covered and renting the space for an hour did not cover costs for staffing and setup/breakdown charges. That said, we needed wording that would allow flexibility to work with internal bookings. An internal booking policy will be written and presented to Council at a later date.

The BBQ was removed as the condition of the BBQ needs to be assessed. Duplication of information was also removed. Labour charges were added, and this fee is something we found in all comparable properties.

Fees for programs were done so we are not the most expensive nor undervalued. We also had to ensure we are at minimum, covering costs. Overnight camps will need to be something we think further on. There is a lot of insurance and liability with these events.

Swimming programs were all set based on competitive set analysis and surprisingly, the prices are very consistent between other municipalities. Most went up, some went down.

Council does need to keep in mind that labour fees have gone up as has supplies needed so there has to be adjustment to price to combat these rising costs.

While we are clear that recreational facilities do not make money, it is simply responsible to work towards break-even where possible.

- Schedule G-Building Fees and Charges

The Village has received a lot of feedback about our building fees and charges and most of this feedback was squarely around the fact we are leaving large sums of money on the table. According to many sources (George Cuff, Urban Systems, CUPE etc.), once of the greatest sources

of municipal finances is development fees and, in many areas, this is a greater source of income than tax collection.

The CAO took modelling from the City of Campbell River and then worked with the team at the SRD to ensure not only that our proposed pricing was in line, but the services we list are able to be delivered through the SRD and billed out so that there is revenue generation versus expense. As a snapshot today, this is not the case.

Further, we have had a lot of positive feedback from developers that the heavy lifting in terms of approvals is now done through the SRD. If billed accurately, this is of benefit to the Village as we can ensure that applications are handled accurately, in a timely fashion and there is a team that can handle more complex information, questions and reports.

The SRD was instrumental in the proposed changes to this section.

- Schedule H-Animal Control,

As Council is aware, the Village no longer operates a shelter or has staff that is involved with seizure and/or impoundment. Fees and scripting needed to be adjusted as a result. Impoundment and seizure had large jumps as fees now need to account for third party enforcement and travel.

- Schedule I-Business Licenses,

Despite staff recognizing that business license rates are very competitive, if not undervalued, there was no appetite on behalf of staff to change them as the mandate is to encourage business growth and development.

- Schedule K-Municipal Campground.

Again, staff recognized a need to increase rates for the campground as every campsite across the country has done considering increased demand and uptick in domestic travel. While Covid-19 restrictions are lifting, all signs point to no slowdown in domestic travel and demand.

That said, there are other costs associated with changing prices in the campground being signage changes (our signage has pricing printed on it) as well as reprint of payment envelopes that unfortunately also have pricing on them. Staffing is looking for direction from Council on this matter and should there be need for signage and new envelopes as well as any other additional changes, staff will ensure that scripting now is done to allow for more flexibility for price changes going forward.

STAFF RECOMMENDATIONS

THAT the Fees and Charges - Proposed Changes 2022 Staff Report be received by Council for review and discussion; and,

THAT Council advise staff as to a date to introduce an amendment bylaw after Council Review of proposed changes to Schedule A, B, C, G, H, I, and K (second amendment for Fees and Charges Bylaw, first being Schedule D, E, F and J on May 3, 2022, agenda).

Respectfully submitted,

_____

Jason Johnson, CAO

Attached: Schedules A, B, C, G, H, I and K outlining proposed changes

SCHEDULE A

GENERAL ADMINISTRATION

DESCRIPTION	FEE
Cheque returned as Not-Sufficient Funds	~~$40.00~~ $50.00
Property tax certificate	~~$25.00~~ $30.00
Photocopies – Colour	~~$1.00~~ $1.50/page
Photocopies – Black and White	$0.50/page
Faxes	~~$1.25~~ $2.00 first page ~~$0.50~~ $0.75 each additional page
Scan and email	~~$0.25~~ $0.50/page

SCHEDULE B

SAYWARD NEWS *

DESCRIPTION	FEE
Copy Ready Ads and Articles per Issue	
Full page	~~$45.00~~ $60.00
½ page	~~$30.00~~ $40.00
¼ page	~~$20.00~~ $25.00
1/8 page	~~$10.00~~ $15.00
Business card (3.75" x 2.5")	~~$8.00~~ $10.00
Ads and Articles placed in multiple issues	
2x – ~~15%~~ 10% discount on total	
3x to 5x – ~~25%~~ 20% discount on total	
More than 5x – ~~35%~~ 30% discount	
Set-up Charges (if applicable) **	
Full page	~~$45.00~~ $50.00
½ page and ¼ page	$30.00 $40.00
1/8 page and business card	$20.00 $30.00
Business Directory	
Business listing which includes name, logo, contact information and a brief description of business. Published 12 times a year plus feature business ad once a year (1/4 page)	~~$60.00~~ $80.00/year
Classified Ads	
25 words or less	~~$5.00~~ $10.00
Additional words	~~$0.05~~ $0.10/each
Community/Family announcements, Memorials, Thank You's or non-Profit Groups	
1. Individual – 1/8 page free	N/A
2. Non-profit – ¼ page free	N/A

* Content must conform to Newsletter Policy

* Rates include PST and GST

** Set-up charges include any non-copy ready work the Village is asked to create or modify to fit the newsletter. Content/Formatting requests that require third-party expertise subject to additional charges.

SCHEDULE C

KELSEY CENTRE

EQUIPMENT RENTAL *	PRICE	SECURITY DEPOSIT
Party tent(s) pending availability and costs from third party providers	~~$125.00 for 2 days~~ ~~Late fee $125.00/day~~ varied	~~$125.00 each~~ varied
Tables- 6 foot rectangular	~~$7.50~~ $10.00 each	~~$25.00~~ N/A
Chairs (folding)	~~$2.00~~ $4.00 each	~~$10.00 each~~ N/A
~~Set of 5 tables and 20 chairs~~	~~$55.00~~	~~$100.00~~
~~Table and chair sets, 1 table and 6 chairs~~	~~$15.00~~	~~$35.00~~
~~BBQ~~	~~$125.00/day~~	~~$250.00~~
Popcorn machine - includes popcorn and bags (4 hour rental)	~~$50.00~~ $75.00/day	~~$75.00~~ $100.00
~~Dish rental~~	~~$30.00/day~~	~~$30.00~~
Coffee urn rental (coffee not included)	~~$20.00~~ $25.00/day	$20.00
~~Mats (for first aid, etc.)~~	~~$2.50~~	~~$5.00~~

*** All Items are to remain on property for an event (the Kelsey Centre does not do off site rentals unless approved by Permit or Council)**

ROOM RENTAL *	PRICE	~~CLEANING~~ SECURITY DEPOSIT
Bar rental ~~if alcohol is being served~~ (renter responsible for own supplies and permit)	~~$100.00 flat rate~~ $150.00 half day	$75.00
~~Bar if no alcohol being served (renter responsible for own supplies and permit)~~	~~$50.00 flat rate~~	~~$75.00~~
Gym -Adult Activities ~~Table and chairs included~~	~~$50.00/hour~~ $175.00 half day $350.00/day	~~$200.00~~ $250.00
Gym-Child/Youth/Senior Activities ~~Table and chairs included~~	~~$40.00/hour~~$150.00 half day $300.00/day	~~$200.00~~ $250.00
Gym- Commercial Use	~~$50.00/hour~~$200.00 half day ~~$350.00~~ $400.00/day	~~$200.00~~ ~~$250.00~~ $350.00
~~Gym,~~ kitchen and bar rate	~~$150.00/hour~~ $200.00 half day ~~$425.00/day~~ $300.00/day	~~$250.00~~ ~~$300.00~~ $350.00
Kitchen-use of all existing equipment (paper plates/cups and napkins excluded)	~~$75.00 flat rate~~ $150.00 half day $250.00/day	~~$75.00~~ $350.00
Multipurpose room *See Recreation Manager for customized options*	~~$25.00/hour~~ $150.00 half day ~~$100.00~~ $250.00/day	$75.00
Labour-Set Up/breakdown or other	$22.00 Hour per person	N/A
Labour-Bartender/Server	$25.00 Hour per person	N/A

*** For Customized space rental options please contact the Recreation Manager directly.**

This is all repetitive information and will be removed

~~MEETING ROOM RENTALS~~	~~PRICE~~
~~Daily~~	~~$100.00~~
~~Hourly~~	~~$30.00~~
~~Weekly (once a week event)~~	~~$25.00/hour~~
~~Monthly (once a week event)~~	~~$25.00/hour~~
~~One-night event~~	~~$100.00~~

FACILITY USE	SINGLE	10-PACK	MONTHLY
After School Program	~~$7.50~~ $8.00	~~$75.00~~ $70.00	N/A
Child/Youth	~~$3.00~~ $4.00	~~$27.00~~ $30.00	~~$36.00~~ $45.00
Adult	~~$5.00~~ $6.00	~~$45.00~~ $50.00	~~$60.00~~ $65.00
Senior	$4.00	~~$36.00~~ $30.00	~~$48.00~~ $45.00
Family (6 immediate)	~~$15.00~~ $20.00	~~$135.00~~ $180.00	~~$180.00~~ $280.00

POOL RENTAL	PRICE
~~Pool rental with one lifeguard~~	~~$150.00 first hour then $75.00 each additional hour~~
Private ~~P~~pool rental with ~~two~~ lifeguards (2 hour rental - must be at a time pool is closed for regular programming) *See Recreation Manager for customized options*	~~$175.00 first hour then $105.00 each additional hour~~ $400.00
~~Pool rental without lifeguard (must provide own certified life guard)~~	~~$150.00 first hours then $60.00 for each additional hour~~
School Board	Price negotiable
~~Special school rate (ex: swim lessons)~~	~~Price negotiable~~

~~OVERNIGHT CAMP-IN RENTALS~~	
~~DESCRIPTION~~	~~PRICE~~
~~Gym, kitchen and one hour in pool with lifeguard~~	~~$400.00~~
~~Gym, kitchen, multi-purpose room and one hour in pool with lifeguard~~	~~$500.00~~

SWIMMING LESSONS	PRICE
Parent and Tot Swim Kids ~~(Sunday 10:00 am)~~ Ages ~~6~~ 4 months to ~~3~~ 24 months ~~years~~ 6 sessions-30 minutes each	$30.00
Sea Otter ~~(Sundays 10:35 am)~~ Ages 3-6 years 8 sessions-30 minutes each	~~$35.00~~ $40.00
Salamander & Sunfish ~~(Sundays 11:00 am)~~ Ages 3-6 years 8 sessions-30 minutes each	~~$35.00~~ $40.00
Crocodile & Whale ~~(Sundays 11:35 am)~~ 8 sessions-30 minutes each	~~$35.00~~ $40.00

Level 1 & 2 ~~(Sundays 12:15 pm)~~ Ages 6 + 8 sessions-30 minutes each	$40.00
~~Private Lessons Level 1-10 (1 pm -1:30 pm)~~	~~$40.00~~
~~Level 1 & 2 (Mondays & Wednesday 4:30 pm)~~ ~~Ages 6 +~~	~~$40.00~~
Level 3 & 4 ~~(Mondays & Wednesday 5:05 pm)~~ Ages 6 + 8 sessions-30 minutes each	$40.00
~~Level 1 & 2 (Saturdays 10:00 am)~~ ~~Ages 6 +~~	~~$40.00~~
~~Level 3 & 4 (Saturdays 10:35 am)~~	~~$40.00~~
Level 5 & 6 ~~(Saturdays 11:15 am)~~ 8 sessions-30 minutes each	$50.00
Level 7 & 8 ~~(Saturdays 12:00 pm)~~ 8 sessions-45 minutes each	$50.00 $45.00
Level 9 & 10 ~~(Saturdays 12:30 pm)~~ 8 sessions-45 minutes each	$50.00 $45.00
Private lessons Level 1-10 ~~(1:30-3:00 pm)~~ Hourly	$40.00
Swim Sports & Swim Strokes Adults & Teens (~~Friday nights 7:30 pm – 8:15 pm)~~ 8 sessions-45 minutes each	$50.00
~~Private Lessons (scheduled with instructor)~~	~~$40.00~~
Classes will only be run if there is enough enrolment	
See brochure for details	

~~GYMNASIUM RENTAL~~		
PRIVATE/COMMUNITY FUNCTION	**PRICE**	**SECURITY DEPOSIT**
~~Child/Youth orientated activities - under 18 yrs.~~	~~$40.00/hour~~	~~$200.00~~
~~Adult orientated activities – 19 to 64 yrs.~~	~~$50.00/hour~~	~~$200.00~~
~~Senior orientated events – 65+ yrs.~~	~~$40.00/hour~~	~~$200.00~~

~~GYMNASIUM RENTAL~~		
~~**COMMERCIAL USE**~~	~~**PRICE**~~	~~**SECURITY DEPOSIT**~~
~~All events~~	~~$75.00/hour~~	~~$250.00~~

~~GYMNASIUM RENTAL~~		
~~**DAILY EVENT (up to 16 hours same day)**~~	~~**PRICE**~~	~~**SECURITY DEPOSIT**~~
~~Child/Youth orientated activities – under 18 yrs.~~	~~$300.00~~	~~$250.00~~
~~Adult orientated activities – 19 to 64 yrs.~~	~~$350.00~~	~~$250.00~~
~~Senior orientated events – 65+ yrs.~~	~~$300.00~~	~~$250.00~~
~~Commercial use~~	~~$400.00~~	~~$250.00~~
~~Community fair rental~~	~~$150.00~~	~~$250.00~~

SCHEDULE G

BUILDING FEES AND CHARGES

This schedule sets out the fees imposed for development related activities such as Official Community Plan and Zoning amendments, Agricultural Land Reserve applications, Development Permits, Development Variance Permits, Board of Variance Appeals and Inspection Fees. Services will be in coordination with the Strathcona Regional District.

All new

Development Category	Application Fee	*GST 5%*	Total Cost
OCP Amendments	$2000.00 + $500.00 Public Hearing Fee=$2500.00	$125.00	$2,625.00
Zoning Amendments	$2000.00 + $500.00 Public Hearing Fee=$2500.00	$125.00	$2,625.00
OCP/Zoning Combined Application	$3200.00 +$500 Public Hearing Fee=$3700.00	$185.00	$3,885.00
Fees for Public Hearings on all applications requiring one or for additional public hearings on revised applications.	$500.00	$25.00	$525.00

All New

DEVELOPMENT PERMITS			
Major	$2,000.00	NA	$2,000.00
Minor	$1,000.00	NA	$1,000.00
Amendments, Time Extensions (renewals) to existing Permits not requiring approval by Council	$200.00	NA	$200.00
Amendments, Time Extensions (renewals) to existing Permits requiring approval by Council	$1,000.00	NA	$1,000.00
Development Variance Permits	$1,000.00	NA	$1,000.00
Time Extensions	$200.00	NA	$200.00
Amendments to Existing Development Variance Permit	$500.00	NA	$500.00
Registration Fee for all applications requiring a Notice on Title	$30.00	$1.50	$31.50
Temporary Industrial or Commercial Permit	$1,500.00	NA	$1,500.00
Renewals for Temporary Industrial or Commercial Permit	$1,500.00	NA	$1,500.00
ALR APPLICATION LAND RESERVE COMMISSION (LRC)			
Land Owner application for Exclusion, Subdivision or Non Farm Use	LRC Fee $300.00 and Village Fee $300.00	NA	$600.00
Land Owner Application for Inclusion	LRC Fee $300.00 and Village Fee $300.00	NA	$600.00
Board of Variance	$500.00	$25.00	$525.00
Application for a Discharge of a Charge on Title	$50.00	$2.50	$52.50

All new

SUBDIVISIONS			
Fee Simple (Preliminary Layout Approval) Base Fee	$1000.00 for application and first lot created plus $125.00 for each additional lot created	VARIES	VARIES
Bare Land Strata Subdivision (Preliminary Layout Approval) Base Fee	$1000.00 for application and first lot created plus $125.00 for each additional lot created	VARIES	VARIES
Minor Lot Line Adjustment (where no new lots are created)	$750.00	$37.50	$787.50
Final Approval of Minor Lot Line Adjustment	$200.00	$10.00	$210.00
Final Approvals or Revisions on Phased Strat Developments (per phase)	$200.00	$10.00	$210.00
Subdivision, Bare Land Strata Final Approval	$1,000.00	$50.00	$1,050.00
Time Extension or Amendment to Preliminary Layout Approval	$1,000.00	$50.00	$1,050.00
LATECOMERS APPLICATION			
Application	$500.00	$25.00	$525.00
LAND TITLE OFFICE SEARCHES			
Title Searches (Within the Village of Sayward jurisdiction only)	$15.00	$0.75	$15.75
Plan Search (Within the Village of Sayward jurisdiction only)	$20.00	$1.00	$21.00
Document Search (for charges relating to the Village of Sayward only)	$20.00	$1.00	$21.00
Contaminated Site Profile	$50.00	$2.50	$52.50
MAPS			
Zoning and Official Community Plan Maps (11x17)	$5.00	$0.25	$5.25
Zoning and Official Community Plan Maps (8.5x11 or 8.5x14)	$2.50	$0.12	$2.62

PROCESSING FEES	
DESCRIPTION	**FEE AMOUNT**
Building Permits	
Not exceeding $50,000 value	$50.00
value greater than $50,000 but not exceeding $200,000	$100.00
value greater than $200,000 but not exceeding $500,000	$250.00
value greater than $500,000	$500.00
~~**Plumbing, Sprinkler and Demolition Permits**~~	
~~Complex buildings and structures~~	~~$100.00~~
~~Standard buildings and other buildings~~	~~$50.00~~
~~Fireplaces and chimneys~~	~~$50.00~~

PERMIT FEES	
DESCRIPTION	**FEE AMOUNT**
Building Permits	
All	$50.00 + 0.65% of the estimated value of construction
Demolition Permits	
Complex buildings and structures	$100.00
Standard buildings and other buildings	$50.00
~~**Plumbing Permits**~~	
~~Complex buildings and structures~~	~~$100.00 + $10.00 for each fixture~~
~~Standard buildings and other buildings~~	~~$50.00 + $5.00 for each fixture~~
~~**Sprinkler Permits**~~	
~~All buildings and structures~~	~~First head $50.00~~ ~~Additional heads $0.75 each~~

~~REVISION FEES~~	
~~**DESCRIPTION**~~	~~**FEE AMOUNT**~~
~~Complex buildings and structures~~	~~$250.00~~
~~Standard buildings~~	~~$100.00~~
~~Other permits~~	~~$50.00~~

~~TRANSFER FEES~~	
~~**DESCRIPTION**~~	~~**FEE AMOUNT**~~
~~Complex buildings and structures~~	~~$250.00~~
~~Standard buildings~~	~~$100.00~~
~~Other permits~~	~~$50.00~~

EXTENSION FEES	
~~**DESCRIPTION**~~	~~**FEE AMOUNT**~~
Complex buildings and structures Where the estimated value or remaining construction is $20,000 or less For each subsequent $1,000 of value or fraction thereof	 $100.00 $3.50
Standard buildings Where estimated value of remaining construction is $20,000 or less For each subsequent $1,000 of value or fraction thereof	 $50.00 $3.50
Other permits	$50.00

OTHER FEES	
DESCRIPTION	**FEE AMOUNT**
To rescind a Stop Work or Do Not Occupy Order	$250.00
Site inspection, section 56 of the Community Charter	$100.00
Title Search	$10.00
To obtain copy of Restrictive Covenant	$50.00
To process a covenant in favour of the Village of Sayward	$100.00
To remove a Notice on Title, section 57 of Community Charter	$500.00
To photo copy plans	$10.00 + GST per sheet
ARCHIVE RESEARCH (per site)	
~~Complex buildings and structures~~	~~$250.00~~
~~Standard buildings~~	~~$100.00~~
~~Buildings containing 1 or more dwelling units and other buildings~~	~~$50.00~~

SCHEDULE H

ANIMAL CONTROL

FEES AND CHARGES	
IMPOUNDMENT	**FEES/CHARGES**
Seizing and impounding any animal, for the first impoundment in a calendar year (third party call and travel)	~~$50.00~~ $250
For the second seizure and impoundment of same Animal in calendar year (third party call and travel)	~~$100.00~~ $350
For the third and subsequent seizure and impoundment of the same Animal in a calendar year (third party call and travel)	~~$150.00~~ $500
KENNELING	**FEES/CHARGES**
~~Provision for food, water, shelter and attendance for any animal for every day or part of every day of care~~ As prescribed by service provider	Actual Cost ~~$20.00~~
~~The full amount of any cost incurred by the Village for examination and treatment by a licensed veterinarian if animal is sick or injured~~	~~Full cost~~
ANIMAL LICENSING	**FEES/CHARGES**
For every unneutered male dog	$30.00
For every neutered male dog, proven to be such by the production of a certificate from a qualified veterinarian	~~$15.00~~ $20.00
For every unsprayed female dog	$30.00
For every spayed female dog, proven to be as such by the production of a certificate from a qualified veterinarian	~~$15.00~~ $20.00
For replacement license tags	~~$10.00~~ $15.00
MISCELLANEOUS	
In addition to the fees for seizure and impoundment, the actual costs incurred in capturing, and in capturing and transporting animal to secure area and all fees associated with the care of that animal as prescribed by the pound keeper	Actual Cost
~~The fees for the adoption of an animal shall be as prescribed by the pound keeper, in consultation with the Village~~	~~Actual Cost~~

SCHEDULE I

BUSINESS LICENSES

I did not take any price here so we can encourage development

DEFINITION	DESCRIPTION	FEE (per annum unless otherwise stated)
Commercial/Industrial Any business permitted in the zones designated in the Zoning Bylaw	Employing up to 3 persons Employing up to 8 persons Employing over 8 persons	$100.00 $150.00 $200.00
Rental units/spaces Any building containing dwelling units or other types of rental units in any zone	Up to 20 units 20 – 40 units Over 40 units	$100.00 $125.00 $165.00
Home Occupation Any business permitted in residential areas under the Zoning Bylaw	Per business	$65.00
Home Occupation - Artisan Any business permitted in residential areas under the Zoning Bylaw Senior citizen's 65 years and older	Per business Per Business	$30.00 Free
Mobile Vending Any business permitted and regulated by Council	Per business	$300.00
Miscellaneous Business Any business not based in the Village of Sayward (other than Mobile Vending)	Per business	$125.00
Any blanket yearly license for craft sales, trade shows, etc. held in the Village of Sayward (in lieu of individual license)		$110.00
Seasonal based business	Per business	$50.00
Any business not listed	Per business	$100.00

SCHEDULE K

MUNICIPAL CAMPGROUND

CAMPGROUND FEES	
DESCRIPTION	**FEE AMOUNT**
Unserviced sites Daily	$20.00 $25.00
Serviced sites Daily	$25.00 $35.00
Sani-Dump	$5.00 per use

Serviced sites=water, power (30AMP), sewer.

NOTE: The above are staff recommendations based on comp set analysis however there is additional costs here in changing out signage, payment envelopes etc. so recommendation is to leave this for 2022 at current rates (sani dump charges are already being collected but need to be added to the schedule).

VILLAGE OF SAYWARD

BYLAW NO. 482

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

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 19th day of April 2022.

Read a second time on the 19th day of April 2022.

Read a third time on the 19th day of April 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 Chief Administrative Officer RCMP Officer
3	Noise Control Bylaw No. 342, 2005	Bylaw Enforcement Officer Chief Administrative Officer RCMP Officer
4	Parks Control Bylaw No. 421, 2018	Bylaw Enforcement Officer Chief Administrative Officer RCMP Officer
5	Building Bylaw No. 334, 2005	Bylaw Enforcement Officer Chief Administrative Officer RCMP Officer
6	Fireworks Regulation Bylaw No. 481, 2022	Bylaw Enforcement Officer Chief Administrative Officer 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

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 19th day of April 2022.

Read a second time on the 19th day of April 2022.

Read a third time on the 19th day of April 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.

VILLAGE OF SAYWARD

BYLAW NO. 484

A BYLAW TO FIX RATES UPON REAL PROPERTY IN THE VILLAGE OF SAYWARD AND TO PROVIDE FOR THE PAYMENT OF TAXES IN 2022

WHEREAS pursuant to Section 197 of the *Community Charter*, a Municipal Council must annually, by bylaw, impose property value taxes for the year by establishing tax rates for the municipal revenue proposed to be raised for the year from property value taxes, as provided in the financial plan, and the amounts to be collected for the year by means of rates established by the municipality to meet its taxing obligations in relation to another local government or other public body;

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

1. CITATION

This bylaw may be cited as **"Tax Rates Bylaw No. 484, 2022".**

2. The following rates are hereby imposed and levied for the year 2022:

(a) for all lawful general and debt purposes of the Municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column 'A' of Schedule 'A' attached hereto and being a part hereof;

(b) for library requisition purposes of the Municipality on the assessed value of land and improvements taxable for general municipal purposes, rates and appearing in Column 'B' of Schedule 'A' attached hereto and being a part hereof;

(c) for Regional District Services: Emergency Services, General Government Administration and Broadband purposes on the assessed value of land and improvements taxable for hospital district purposes, rates appearing in Column 'C' of Schedule 'A' attached hereto and being a part hereof;

(d) for Regional District Services: Refuse, 911 Answering Services, Planning and Municipal Member Administration purposes on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column 'D' of Schedule 'A' attached hereto and being a part hereof;

(e) for Regional Hospital District purposes on the assessed value of land and improvements taxable for hospital district purposes, rates appearing in Column 'E' of Schedule 'A' attached hereto and being a part hereof;

(f) for Comox Strathcona Waste Management purposes on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column 'F' of Schedule 'A' attached hereto and being a part hereof;

3. The tax rates and percentage additions must be paid to the office of the Collector at the Village Office, 652 H'Kusam Way, Sayward, British Columbia not later than 4:30 o'clock in the afternoon of July 4, 2022.

4. The Collector of the Village of Sayward shall add to the unpaid taxes of the current year, for each parcel of land and its improvements on the property tax roll, 10% of the amount of current year taxes which remain unpaid on July 5, 2022 and the said unpaid taxes together with the amount added as aforesaid shall be taxes of the current year due on such land and its improvements.

5. Tax rates and percentage additions caused as a result of a supplementary roll prepared under the *Assessment Act* shall be executed in accordance to Section 241 of the *Community Charter*.

Read a first time on the 26th day of April 2022.

Read a second time on the 26th day of April 2022.

Read a third time on the 26th day of April 2022.

Adopted on the ____ day of _____ 2022.

Certified a true copy of Bylaw No. 484
this ____ day of _____, _____

_____
Chief Administrative Officer
Village of Sayward

_____
Mayor

_____
Corporate Officer

Schedule 'A'

Tax Rates for 2022

Summary of Current Year Tax Rates: The following rates shall apply on each thousand dollars of the assessed value of land and improvements for the year 2022:

Muncipal Purposes			Regional Purposes			
	A	B	C	D	E	F
Taxation Class	General & Debt	Library	RD Admin: Emergency, Gen Gov't & Broadband	RD 911, Refuse & Member Admin	Regional Hospital	Comox Strathcona Waste Management
Class 1: Residential	4.37414	0.1563	0.1048	0.1022	0.2910	0.0916
Class 2: Utilities	19.08680	0.6819	0.3668	0.4458	1.0185	0.3996
Class 5: Light Industry	33.82747	1.2086	0.3563	0.7901	0.9894	0.7082
Class 6: Business/Other	14.66829	0.5241	0.2568	0.3426	0.7129	0.3071
Class 7: Managed Forest	26.73643	0.9552	0.3144	0.6245	0.8730	0.5597
Class 8: Recreational/Non-Profit	29.05382	1.0380	0.1048	0.6786	0.2910	0.6082

VILLAGE OF SAYWARD

BYLAW NO. 485

A BYLAW TO AMEND FEES AND CHARGES BYLAW NO. 451, 2019

WHEREAS the Council for the Village of Sayward is authorized pursuant to section 194 of the *Community Charter* to impose fees and charges with respect to services provided by the Village of Sayward.

AND WHEREAS the Council of the Village of Sayward wishes to amend "Fees and Charges Bylaw No. 451, 2019"

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 **"Fees and Charges Amendment Bylaw No. 485, 2022"**.

2. AMENDMENT

1. Schedule "D" to the Fees and Charges Bylaw No. 451, 2019 is amended by repealing the existing Schedule "D" and replacing it with "Schedule D – Solid Waste Collection" attached to this bylaw.
2. Schedule "E" to the Fees and Charges Bylaw No. 451, 2019 is amended by repealing the existing Schedule "E" and replacing it with "Schedule E – Water User Rates" attached to this bylaw.
3. Schedule "F" to the Fees and Charges Bylaw No. 451, 2019 is amended by repealing the existing Schedule "F" and replacing it with "Schedule E – Sewer User Rates" attached to this bylaw.
4. Schedule "J" to the Fees and Charges Bylaw No. 451, 2019 is amended by repealing the existing schedule "J" and replacing it with "Schedule J – Fire Protective Services" attached to this bylaw.

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. 485
this ___ day of _____, 2022

_____
Chief Administrative Officer
Village of Sayward

_____
Mayor

_____
Corporate Officer

SCHEDULE D

SOLID WASTE COLLECTION

Fees for collection of solid waste from approved receptacles and excess receptacles

DESCRIPTION	FEE
Up to two approved receptacles	$246.04 per year
Each additional receptacle	$5.00 for each additional

SCHEDULE E

WATER USER RATES

DESCRIPTION		RATE
Private Residence	per dwelling unit (equivalent to one dwelling unit)	$407.82
Hotel, Motels	per unit	$203.91
Apartments or Strata Units	per dwelling unit (equivalent to one dwelling unit)	$407.82
Trailer Park	per pad	$407.82
Cafes & Restaurants	(equivalent to 10 dwelling units)	$4,078.20
Office, Shop, or Store	(equivalent to one dwelling unit)	$407.82
- Plus for living quarters attached	(equivalent to one dwelling unit)	$407.82
- Plus for Grocery	(equivalent to one dwelling unit)	$407.82
- Plus for Butcher Shop	(equivalent to one dwelling unit)	$407.82
Laundromat	per washing machine (equivalent to one dwelling unit)	$407.82
Schools	(equivalent to 26 dwelling units)	$10,603.32
Small Craft Harbour	(equivalent to 2 dwelling units)	$815.64
Harbour Lease	(equivalent to 10 dwelling units)	$4,078.20
Industrial	shop, office, sort yard office (equivalent to 7 dwelling units)	$2,854.74
Industrial	dryland sort and water tower (equivalent to 94 dwelling units)	$38,335.08
Campground	serviced stalls **times** months in operation **divided by 12** – times Motel rate	$203.91
Others not specified	each	$407.82

SCHEDULE F

SEWER USER RATES

DESCRIPTION		RATE
Private Residence	per dwelling unit (equivalent to one dwelling unit)	$304.26
Hotel, Motels	per unit	$152.13
Apartments or Strata Units	per dwelling unit (equivalent to one dwelling unit)	$304.26
Trailer Park	per pad	$304.26
Cafes & Restaurants	(equivalent to 10 dwelling units)	$3,042.60
Office, Shop or Store	(equivalent to one dwelling unit)	$304.26
- Plus for living quarters attached	(equivalent to one dwelling unit)	$304.26
- Plus for Grocery	(equivalent to one dwelling unit)	$304.26
- Plus for Butcher Shop	(equivalent to one dwelling unit)	$304.26
Laundromat	per washing machine (equivalent to one dwelling unit)	$304.26
Schools	(equivalent to 26 dwelling units)	$7,910.76
Small Craft Harbour	(equivalent to 2 dwelling units)	$608.52
Harbour Lease	(equivalent to 10 dwelling units)	$3,042.60
Industrial	shop, office, sort yard office (equivalent to 7 dwelling units)	$2,129.82
Industrial	dryland sort and water tower (equivalent to 94 dwelling units)	$28,600.44
Campground	serviced stalls **times** months in operation **divided by 12** – times Motel rate	$152.13
Others not specified	each	$304.26

SCHEDULE J

FIRE PROTECTIVE SERVICES

DEFINITION	FEE
Burning Permit	$50.00
Fireworks Permit – Community event	$100.00
Fireworks Permit – Film and Television event	$100.00
Fireworks Permit – Halloween (private)	$25.00
Fireworks Permit – New Year's Eve (private)	$25.00
On-site fire protection – equipment cost	$250.00 per hour for equipment plus 10%
On-site fire protection – personnel attendance	$65.00 per hour for each person, plus 10%