VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
DECEMBER 6, 2022 - 7:00 PM
COUNCIL CHAMBERS

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

1. **Call to Order**
2. **Introduction of Late Items**
3. **Approval of Agenda**

   Recommended Resolution:

   THAT the agenda for the Regular Meeting of Council for December 6, 2022, be approved.
4. **Minutes of Previous Meetings**

   Recommended Resolution:

   THAT the minutes from the Regular Council meeting held on November 15, 2022, be adopted.
5. **Petitions and Delegations**

   a) Presentation of the Draft OCP by Sydney Rankmore, MCRP Community Planner Urban Systems
6. **Correspondence**

   a) BC Yukon Command notice and advertising support request

   b) Crisis in Campbell River Hospital email

   c) AVICC Workshop suggestions and hotels for 2023 convention

   d) BCED Breaking News Update

   e) Sayward RCMP Policing Report July 1 - September 30

   f) The Hon. Harjit S. Sajjan, P.C., OMM, M.S.M., CD, M.P. – PacifiCan

   g) Girl Guides of Canada's British Columbia Council - Guiding Lights Across BC

   h) Congratulations from Mosaic - Mayor Baker and Council

   i) Sayward Futures – Letter of Support

   j) Generator Noise - Letter from Ms. Archer

   k) SRD Board Chair Election

Recommended Resolution:

THAT correspondence a) to k) be received

7. **Council Reports - None**
8. **Reports of Committees - None**
9. **Mayor's Report - verbal**

Recommended Resolution:

THAT Council receives the Mayor's report for information and discussion.

10. **Unfinished Business - None**
11. **Staff Reports**

a) **Policy Update Project & Credit Card Limit Change – Lisa Clark CFO/CO**

Recommended Resolutions:

THAT Council receives the Policy Update Project report for information and discussion; and,

THAT Council approves Policy #300-03 - Credit Card Policy as amended.

b) **Public Nuisance Bylaw – Lisa Clark CFO/CO**

Recommended Resolutions:

Note: Staff recommend the following motions be considered separately

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

THAT Public Nuisance Bylaw No. 417 be given third reading.

THAT Staff be directed to prepare a new Public Nuisance Bylaw for the January 17, 2023 regular council meeting.

c) **Strategic Plan and Sayward Projects and Initiatives Template Update – John France Acting CAO**

Recommended Resolutions:

THAT Council receive the Strategic Plan and Sayward Projects and Initiatives Template Update report for information and discussion.

d) **Grant Application Tourism 2023 – John France Acting CAO**

To be provided at the meeting, details are in progress.

e) **Relations Building Session – John France Acting CAO**

Recommended Resolutions:

THAT Council receives and approves the Relations Building Session 2023 report; and,

THAT Council approve the proposal from Possibil for $1,772 and the proposed dates, January 21, 9-1, and February 11, 9-1.

f) Fire Service Agreement SRD Report – John France Acting CAO

Recommended Resolutions:

THAT Council receives and discusses the Fire Services Agreement Report, and;

THAT Council approves the extension and authorizes the Mayor and CO to sign the extension agreement.

g) Kelsey Centre Operations – Michelle Davis Recreation Manager

Recommended Resolution:

THAT Council receive, discuss, and provide Staff with direction on the Kelsey Centre Operations report.

h) Van Brocklin Land Exchange Agreement and Road Closure BYLAW – John France Acting CAO

Recommended Resolutions:

THAT Council receives the Van Brocklin Land Exchange Agreement and Road Closure BYLAW report; and,

THAT Council approves the advertising of the Bylaw on the Village website and in the monthly newsletter.

i) Regional Grant Opportunity – UBCM Emergency Support Services

Recommended Resolutions:

THAT the report from the Chief Administrative Officer be received; and,

THAT as part of the Village of Sayward's ongoing work in relation to emergency planning that an application for financial assistance under the Community Emergency Preparedness Fund 2023 Emergency Support Services grant be authorized for submission to the UBCM, in collaboration with the Strathcona Regional District (SRD); and,

THAT the Village of Sayward agrees to the Strathcona Regional District submitting an application on their behalf, and that if funded, agrees to the Strathcona Regional District managing the grant and being the recipient of all funding.

12. Emergency Services/Public Works/Recreation Department Reports

a) Emergency Program Update – Tom Tinsley Emergency Program Coordinator

Recommended Resolution:

THAT Council receive the Emergency Program Update report for information and discussion.

13. Bylaws

a) 2022-2026 Five Year Financial Plan Amendment Bylaw

Recommended Resolution:

THAT Five Year Financial Plan Amendment Bylaw No. 491, 2022 be given fourth and final reading.

b) Highway Closure and Dedication Removal Bylaw No. 492, 2022

Recommended Resolution:

THAT Highway Closure and Dedication Removal Bylaw No. 492, 2022 be given first, second, and third reading.

14. New Business

15. Public Question Period (maximum 15 minutes)

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

16. In Camera

Recommended Resolution:

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

- 90(1)(c) labor relations or other employee relations,
- 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

17. Adjournment

VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
NOVEMBER 15, 2022
COUNCIL CHAMBERS

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

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

In Attendance: John France, Acting CAO
Lisa Clark, CFO/Corporate Officer
Jennifer Redshaw, Finance/Admin Clerk

1. **Call to Order**

Meeting was called to order at 7:03 PM

2. **Introduction of Late Items**

MOTION R22/184
MOVED AND SECONDED

THAT the Staff Report titled Regional Grant Opportunity - UBCM Indigenous Cultural Safety be added to Staff Reports as 11. g)

CARRIED

MOTION R22/185
MOVED AND SECONDED

THAT Motion R22/179 from the November 1, 2022 regular council meeting be reconsidered.

CARRIED

MOTION R22/186
MOVED AND SECONDED

THAT the reconsideration of motion R22/179 be added to Unfinished Business as 10 a).

CARRIED

3. **Approval of Agenda**

MOTION R22/187
MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for November 1, 2022, be approved as amended.

CARRIED

4. **Minutes of Previous Meetings**

MOTION R22/188
MOVED AND SECONDED

THAT the minutes from the Inaugural Council meeting held on November 1, 2022, be adopted.

THAT the minutes from the Regular Council meeting held on November 1, 2022, be adopted.

CARRIED

5. **Petitions and Delegations - None**

6. **Correspondence**

a) UBCM 2021 Active Transportation Planning – Sayward Active Transportation Planning project

b) K'omoks Treaty News

c) AVICC 1st Call for 2023 Resolutions and Nominations for AVICC Executive

d) AVICC Workshop suggestions and hotels for 2023 convention

e) Aquaculture Update from DFO - Net Pen Transition Plan Engagement Session - November 25, 2022

f) Municipalities for Climate Innovation Program (2016-2022)

Note: A full copy of the report is in the Mayor's Office

g) BC Assessment - Congratulations in the 2022 Local Government General Elections

h) Referral of BC Timber Sales 2023 Campbell River Forest Stewardship Plan #936

i) Grieg Seafood BC Ltd.

j) Sayward Tour de Rock 2022

MOTION R22/189
MOVED AND SECONDED

THAT correspondence a) to j) be received for information and discussion.

CARRIED

MOTION R22/190
MOVED AND SECONDED

THAT Staff draft a congratulatory note to KFN on their treaty news; and,

THAT the AVICC 2023 resolutions call be forwarded to a Council meeting in January; and,

THAT the AVICC calls for Nominations be forwarded to the December 6, 2022 Council meeting; and,

THAT Mayor Baker, Councillor Poulsen, Councillor Burchett, and Councillor Gilkin be authorized to attend the 2023 AVICC convention; and,

THAT staff be directed to arrange hotel rooms and registration tasks; and,

THAT BC Assessment be requested to make a presentation to Council; and,

THAT Grieg Seafood be requested to make a presentation to Council and that Staff request a tour of Grieg Seafood facilities for Council.

CARRIED

7. Council Reports

a) Councillor Burchett gave a verbal report to Council regarding his attendance at the most recent Sayward Futures Board meeting.

8. Reports of Committees - None

9. Mayor's Report

a) Christmas Events and Committee of the Whole

MOTION R22/191
MOVED AND SECONDED

THAT Council receives the Mayor's report for information and discussion; and,

THAT Council approve the purchase of Christmas decorations for the park up to a maximum of $500 to be funded from the Council budget.

CARRIED

MOTION R22/192
MOVED AND SECONDED

THAT Council schedule a Committee of the Whole meeting for December 13, 2022.

CARRIED

10. Unfinished Business

a) Reconsideration of motion R22/179 – a vote was held on the original motion with the following outcome:

MOTION R22/179
MOVED AND SECONDED

THAT the verbal report from the Mayor on cost sharing this year's Secret Santa event be received for discussion; and,

THAT the Village share the cost of the Secret Santa event with the Valley to a maximum of $500 to be funded from the 2022 Council budget.

Opposed Cllr Poulsen **CARRIED**

11. Staff Reports

a) 2023 Regular Council Meeting Schedule – Lisa Clark CO

MOTION R22/193
MOVED AND SECONDED

THAT Council approves the attached 2023 Regular Council Meeting Schedule as presented noting that the July and August meetings are varied from Council Procedure Bylaw No. 416, 2015 to one meeting per month.

CARRIED

b) Financial Plan 2023 - 2027 – Lisa Clark CFO

MOTION R22/194
MOVED AND SECONDED

THAT Council schedule the following Committee of the Whole meetings for Financial Planning purposes:

Tuesday January 24, 2023

Tuesday February 14, 2023

Tuesday February 28, 2023

CARRIED

c) Orientation Binder and Projects Summary – John France Acting CAO

MOTION R22/195
MOVED AND SECONDED

THAT Council receive and discuss the Orientation Binder and Projects Summary report.

CARRIED

MOTION R22/196
MOVED AND SECONDED

THAT staff be directed to bring back a report to Council regarding a developer fee package.

CARRIED

d) Active Transportation Study – John France Acting CAO

MOTION R22/197
MOVED AND SECONDED

THAT Council receives and approves the Active Transportation Study.

CARRIED

e) Backyard Chickens – Lisa Clark CO

MOTION R22/198
MOVED AND SECONDED

THAT Council receive the Backyard Chickens staff report for information and discussion; and,

THAT Council table this report to the 2023 strategic planning session.

Opposed Cllr Burchett **CARRIED**

f) Election 2022 – Lisa Clark CEO

MOTION R22/199
MOVED AND SECONDED

THAT the 2022 Election report from the Chief Election Officer be received for information and discussion.

CARRIED

g) **Regional Grant Opportunity - UBCM Indigenous Cultural Safety**

MOTION R22/200
MOVED AND SECONDED

THAT the report from the Chief Administrative Officer be received; and,

THAT as part of the Village of Sayward's ongoing commitment towards Truth and Reconciliation that an application for financial assistance under the Indigenous Cultural Safety & Cultural Humility grant be authorized for submission to the Union of BC Municipalities, in collaboration with the Strathcona Regional District; and,

THAT the Village of Sayward agrees to the Strathcona Regional District submitting an application on their behalf, and that if funded, agrees to the Strathcona Regional District managing the grant and being the recipient of all funding.

CARRIED

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

13. Bylaws

a) **2022-2026 Five Year Financial Plan Amendment Bylaw – Lisa Clark CFO**

MOTION R22/201
MOVED AND SECONDED

THAT Five Year Financial Plan Amendment Bylaw No. 491, 2022 be given first, second and third reading.

CARRIED

14. New Business - None

15. Public Question Period (maximum 15 minutes)

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

16. In Camera

MOTION R22/202
MOVED AND SECONDED

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

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

CARRIED

17. Adjournment

The meeting was adjourned at 9:55 PM

_____

Mayor

_____

Corporate Officer

CAO

Subject: FW: BC/YUKON COMMAND OF THE ROYAL CANADIAN LEGION- 18th Annual Military Service Recognition Book

Attachments: letter&rates.pdf

From: Kevin Wells <kwells@campaign-office.com>
Sent: November 14, 2022 9:33 AM
To: Lisa Clark <cfo@saywardvalley.ca>
Subject: BC/YUKON COMMAND OF THE ROYAL CANADIAN LEGION- 18th Annual Military Service Recognition Book

Hello Lisa,

As per our telephone conversation please find enclosed a copy of our **Advertisement Letter** and **Rate Sheet** for the **British Columbia Yukon Command of The Royal Canadian Legion's 18th Annual Military Service Recognition Book** to honor and recognize our Veterans.

This unique remembrance publication includes past and present-day Veterans biographies and photographs. With the help of our Veterans, their families and friends, submissions are collected at local legion branches and our next edition is scheduled for release in **November 2023,** in advance of our Annual Remembrance Day Ceremonies.

It is available for all to see at local legion branches and online at the BC/Yukon Command Legion's website: https://www.legionbcyukon.ca/what-we-do/military-service-recognition-book It helps us, and our younger generations, appreciate and never forget the Sacrifices made by our Veterans for the freedoms we enjoy today.

We would sincerely appreciate **VILLAGE OF SAYWARD's** support and appreciation for our Veterans by purchasing another business card advertisement in our next edition.

If you require any additional information, please reply to this email or phone me at our toll-free number below. I will follow up with you in the near future.

Thank you for your consideration and/or support.

Sincerely,

Kevin Wells

Advertising Rep/ Military Service Recognition Book

BC/Yukon Command

Royal Canadian Legion Campaign Office

1-866-354-6277

+ **mailto:bccl@fenety.com**

Legion

www.legionbcyukon.ca

British Columbia / Yukon Command
The Royal Canadian Legion

"Military Service Recognition Book"

Dear Sir/Madam:

Thank you for your interest in the **BC/Yukon Command / The Royal Canadian Legion,** representing **British Columbia** and the **Yukon's Veterans.** Please accept this written request for your support, as per our recent telephone conversation.

Our **BC/Yukon Command Legion** is very proud to be printing another **5,000 copies** of our 18th Annual **"Military Service Recognition Book",** scheduled for release by Remembrance Day 2023, to help identify and recognize many of the brave **Veterans** of British Columbia and the Yukon who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the **"Keepers of Remembrance",** so that none of us forget the selfless contributions made by our **Veterans.**

We would like to have your organization's support for this Remembrance project by sponsoring an advertisement space in our **"Military Service Recognition Book."** Proceeds raised from this important project will allow us to fund the printing of this unique publication and will also help our Command to improve our services to **Veterans** and the more then 150 communities that we serve throughout British Columbia and the Yukon. The Legion is recognized as one of Canada's largest "Community Service" organizations, and we are an integral part of the communities we serve. This project ensures the Legion's continued success in providing these very worthwhile services.

Please find enclosed a rate sheet for your review, along with a detailed list of some of the many community activities in our **149 Branches and 80 Ladies Auxiliaries** in the **BC/Yukon Command**. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **BC/Yukon Command Office** toll free at **1-866-354-6277**.

Thank you for your consideration and/or support.

Sincerely,

Craig Thomson
President of BC/Yukon Command of The Royal Canadian Legion

Legion

www.legionbcyukon.ca

British Columbia / Yukon Command
The Royal Canadian Legion

"Military Service Recognition Book"

Advertising Prices

Ad Size		Cost		GST		Total
Full Colour Outside Back Cover		$2,071.43	+	$103.57	=	$2,175.00
Inside Front/Back Cover (Full Colour)		$1,833.33	+	$91.67	=	$1,925.00
Full Colour 2-Page Spread (COLOUR)		$3,419.05	+	$170.95	=	$3,590.00
Full Page (Full Colour)	7" X 9.735"	$1,709.52	+	$85.48	=	$1,795.00
Full Page B&W	7" X 9.735"	$1,142.86	+	$57.14	=	$1,200.00
½ Page (Full Colour)	7" X 4.735"	$1,000.00	+	$50.00	=	$1,050.00
½ Page B&W	7" X 4.735"	$685.71	+	$34.29	=	$720.00
¼ Page (Full Colour)	3.375" X 4.735"	$619.05	+	$30.95	=	$650.00
¼ Page B&W	3.375" X 4.735"	$485.71	+	$24.29	=	$510.00
1/10 Page (Business Card-Full Colour)		$333.33	+	$16.67	=	$350.00
1/10 Page B&W (Business Card)	3.375" X 1.735"	$285.71	+	$14.29	=	$300.00

G.S.T. Registration # R10 793 3913

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year's publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the BC/Yukon Command.

MasterCard

PLEASE MAKE CHEQUE PAYABLE TO:
BC/Yukon Command
The Royal Canadian Legion
(BC/Y RCL)
(Campaign Office)
P O Box 5555
Vancouver, BC V6B 4B5

VISA

Village of Sayward

Visit Sayward and Yorke Island



CAO

Subject: FW:
Attachments: image001.png; Crisis in CR Hosp. lab.Nov. 22.doc

From: Lois Jarvis <loed@telus.net>
Sent: November 12, 2022 4:28 PM
To: bwells@courtenay.ca; nminions@comox.ca; mlott@goldriver.ca; Mayor.brown@cumberland.ca; mayor@villageoftahsis.com; Village of Sayward <village@saywardvalley.ca>; islandwishes@yahoo.ca; pcorbett-labatt@porthardy.ca; mayor@portalice.ca; Lyn Hawley <officeclerk@alertbay.ca>; mayorfurney@portmcneill.ca
Subject: Fwd:

To: Mayor Bob Wells, Mayor Nicole Minions, Mayor Vickey Brown, Mayor Michael Lott, Mayor Martin Davis, Mayor Mark Baker, Mayor Julie Colborne, Mayor Pat Corbett-Labatt, Mayor Kevin Cameron, Mayor Dennis Buchanan, Mayor James Furney.

Citizens for Quality Health Care - updated Crisis at our Campbell River Hospital Lab

We congratulate you in your successful election to represent all the citizens of your communities of the North Island.

We are writing to all the Mayors and Councils of the North Island to ask you to take action to have our Campbell River Hospital lab restored to once again provide optimum health care. The attached updated document will explain it all.

If we are to have healthy and prosperous communities we need infrastructure and resources which certainly includes public health care services and resources for the North Island and a fully functioning acute care hospital in Campbell River.

It is vital for everyone that we have the hospital and services we were promised by Island Health. The lab is the heart of the hospital and without it there is no fully functioning acute care hospital. There would then be a very negative ripple effect on our community resources and economy.

It would create a very strong voice if all the North Island Mayors and Councils and all First Nations Bands joined together to restore the optimum quality of public health care for all our North Island citizens that they should be, and are not, receiving.

We are pleased to provide more information and respond to any questions if asked. There is a list of people you may wish to contact at the end of our attached presentation.

Lois Jarvis, Richard Hagensen and Joanne Banks
on behalf of Citizens for Quality health Care

CRISIS IN CAMPBELL RIVER HOSPITAL LAB Nov. 2022

There is a crisis in the Campbell River Hospital lab! Citizens for Quality Health Care and other health care advocates and citizens from north Vancouver Island have been warning about this pending crisis for over 3 1/2 years. long before the pandemic occurred. While our elected officials have turned a blind eye and all concerns have fallen on deaf ears our lab services have been chipped away. Now the inevitable crisis is happening!

- In 2019 without consultation with our local doctors and hospital pathologists, Island Health (formerly known as Vancouver Island Health Authority or VIHA) completed the move of all our clinical pathology analysis from our Campbell River Hospital pathologists to Vancouver Island Clinical Pathology Consultants Corporation (VICPCC) – a private for profit corporation working in a public lab at Royal Jubilee Hospital in Victoria. The resultant turnaround times for VICPCC clinical pathology processing for patient results,in particular for urgent cases, were not as good as when they were done in the Campbell River Hospital by local pathologists and the results of this decision served to make the lab unsustainable. Recently, anatomic pathology samples are now being sent to Victoria or Nanaimo for analysis rather than being analyzed in the Campbell River Hospital lab. Also, now all Campbell River outpatient lab work is being done at the Comox Valley Hospital. When we had all the anatomic and clinical pathology done in our hospital's lab when Dr. Aref Tabarsi was the senior pathologist, the results for endoscopies and colonoscopies took 48 hours. Now, turnaround times for the results of endoscopies and colonoscopies are taking up to a month with the absence of Dr. Tabarsi.
- The Campbell River Hospital lab is closed many days at 1pm or sometimes 2pm due to a severe shortage of staff. Also due to a shortage of lab staff there are often 2 hour wait times for outpatients even when they have an appointment booked. Many outpatients are arriving to find the lab closed. Recently the lab was closed to outpatients for an entire weekend and patients were told to go to Life Labs (a private for profit lab) in Courtenay.
- Overworked and exhausted lab staff are ready to leave and are actively looking for work elsewhere as they are not respected, appreciated or listened to by Island Health.
- If this trend continues, soon other parts of the hospital such as operating rooms will be affected as inadequate lab staff would not be able to provide timely support in cases of serious major hemorrhage during surgeries.
- VIHA doesn't appear to be trying to staff this hospital as they just keep moving services elsewhere.
- Numerous complaints about abuse of staff were ignored by Island Health.

Now is the time for Island Health to take action and restore some substantial lost trust and return optimum health care to the people of north Vancouver Island. For the well being of patients, we need our Campbell River Hospital lab restored to the level of staffing and services it should be (and used to be). This community demands an independent external investigation ordered by Island Health and the Provincial Government into the contract between VICPCC and Island Health and into VIHA's management of our Campbell River Hospital lab.

If action is not taken quickly to restore our lab and fix the problems we may well have all major surgeries moved away and we could well end up with just a day surgery/convalescent/long term care hospital or triage centre.

That is not what we all worked diligently for to get this hospital in Campbell River and it is not what Island Health promised us!

Respectfully,

On Behalf Of Citizens for Quality Health Care

Lois Jarvis
221 McLean St. Campbell River, BC V9W 2M4
loed@telus.net
250-287-3096

Richard Hagensen and Joanne Banks
1856 Treelane Road, Campbell River, BC V9W 4E8
surfdust@telus.net
250-286-3019

BACKGROUND INFORMATION

1.NORTH VANCOUVER ISLAND HEALTH CARE ISSUES AND ISLAND HEALTH:

Currently, many north Vancouver Island citizens continue to have major health related problems. Some of them are:

- finding a family doctor and/or accessing walk-in clinics.
- waiting a long time for needed surgery and other medical services due to lack of medical personnel and other reasons.
- waiting too long for medical test results.
- having their north Vancouver Island communities hospitals' emergency department closed sporadically due to lack of staff.
- continuing to have to travel for long distances outside their community to access regular and specialized medical services.
- having seniors waiting for long term care often being hospitalized or suffering from a serious lack of adequate home care services.
- a lack of mental health services.
- experiencing a serious need for dialysis services in Campbell River: an issue that has been constantly raised by citizens for years. Elder and First Nation representatives have stated that Indigenous people from north Vancouver Island were choosing to not have dialysis treatments as it was too difficult for them to travel to Cumberland or Nanaimo to access dialysis. In one case, a Campbell River citizen spent his last months in Nanaimo Hospital away from family and friends due to lack of dialysis in Campbell River. Now with a "home away from home" situated by the Campbell River Hospital for north Island patients it makes sense to provide dialysis services at the hospital.

Island Health continues to make "top down" decisions regarding Vancouver Island health care and hospital operations without adequate consultation with north Vancouver Island citizens; hospital and community medical personnel, and health care advocacy organizations. Island Health's Board of Directors are not accountable to communities and only follow directions from Island Health management. Island Health and Ministry of Health continue to inadequately respond to health quality care complaints or requests for information in a timely manner and sometimes provide false information to citizens regarding their health care concerns or deny there is any problem.

Our Campbell River hospital and related health care services continue to be diminished and our hospital lab decimated while our population continues to increase. Unless many changes are implemented, our Campbell River Hospital and other north Vancouver Island hospitals will not be sustainable which will negatively affect patients' well being; our economy, and growth as well as future development.

2.CAMPBELL RIVER HOSPITAL LAB ISSUES:

In 2014, a group of pathologists working at the Royal Jubilee Hospital in Victoria knew there was to be a change in the pay method for pathologists from salary to fee for service so they formed a private for profit company Vancouver Island Clinical Pathology Consultants Corporation (VICPCC) and lobbied Island Health for a contract for clinical pathology for all of Vancouver Island. They were granted this contract which was a conflict of interest as Dr. Gordon Hoag used his position as department head at Island Health asking Island Health to allocate the contract to VICPCC while he was also a major shareholder in VICPCC. VICPCC then proceeded to simply transfer to themselves services from the Campbell River Hospital lab (and later the Comox Valley Hospital lab) with no consultation. The more services they took and gave to themselves the more money they made!

Strong objections to this contract were raised by Campbell River doctors and Campbell River Hospital lab staff. This opposition was led by senior pathologist at Campbell River Hospital Dr. Aref Tabarsi whose strong advocacy earlier for keeping a hospital in Campbell River had in no small part resulted in Campbell River getting our hospital. Island Health promised to return clinical pathology to the Campbell River Hospital lab but they reneged on that promise and on April 1, 2019, VICPCC took the remaining clinical pathology from Campbell River.

There was fierce opposition to the loss of clinical pathology at the Campbell River Hospital by 75 Campbell River doctors and dozens of lab technicians and assistants; a petition signed by 2500 north Vancouver Island citizens; a Citizens for Quality Care/Council of Canadians sponsored Campbell River Town Hall meeting attended by hundreds of people opposed to the loss of clinical pathology at the hospital; motions passed by Campbell River City Council and Comox Strathcona Regional Hospital Board requesting clinical pathology be reinstated in our hospitals, and letters/emails were sent to Island Health; Ministry of Health; Premier John Horgan, and MLAs requesting an independent inquiry into the lab situation.

Both Island Health and Ministry of Health have been non-responsive and taken no action. All levels of government and Island Health synchronized their response letters to the aforementioned concerns. The letters were all identical with some responses imparting erroneous information displaying an incorrect graph that the turnaround times for VICPCC's clinical pathology operations were as good if not better than when done in Campbell River – which is false. They were also saying there was no conflict of interest. Citizens for Quality Health Care (CFQHC) received a reply from Kathy MacNeil, President and CEO of Island Health with the erroneous graph and a statement that the College of Physicians & Surgeons had reviewed the VICPCC contract and all was fine. CFQHC wrote to the College of Physicians & Surgeons and they replied saying they do not review decisions made by Health Authorities. CFQHC then wrote to all the parties and showed the response we received from the College of Physicians & Surgeons and pointed out the errors in their turnaround times graph. Island Health then removed those erroneous statements from any further responses but never acknowledged or apologized for misleading the public with falsified assertions. CFQHC also had requested meetings with James Hanson (Vice President of Clinical Operations for the North Island) and Kathy MacNeil but were rebuffed. As well, many people who had written to Island Health and

Ministry of Health of their concerns about the lab were just ignored or referred to the Patient Quality Care Committee which is not very effective.

The results of this decision served to make the lab unsustainable. Because of the transfer of funding to VICPCC in Victoria, there was no possibility for hiring additional pathologist(s) locally. The overworked and understaffed lab techs were forced to spend their valuable time trying to communicate with the pathologists in Victoria via phone; digital imaging, and emails while all the while a capable pathologist was right there in the lab only 20 feet away who could give an immediate diagnosis. North Vancouver Island physicians could no longer communicate with the Campbell River Hospital pathologists about their patients. Campbell River Hospital is a teaching hospital so lack of funding prevented any further teaching lab techs which had been provided by local pathologists. That could raise some concerns regarding performance quality.

Also, VICPCC doing Campbell River's clinical pathology resulted in increased turnaround times for urgent clinical pathology as well as anatomic pathology so that obtaining lab results are taking longer which negatively impacted and delayed treatment and surgeries for patients.

In addition, the two oversight pathology positions held by Dr. Chris Bellamy (medical lead for north Vancouver Island labs) and Dr. Tabarsi (division head of general pathology for Island Health) were eliminated to ensure no local oversight for north Vancouver Island. This way the only people in charge of clinical pathology and benefitting financially is the private for profit VICPCC which is an ongoing conflict of interest. It seems like Island Health has put a fox in charge of the hen house with no oversight and is afraid that an external investigation would expose what appears to be unethical management! The one glaring beneficiary of this chicanery is VICPCC and possibly all the couriers employed to transport specimens to Victoria.

Next, Dr. Bellamy and Dr. Donn – highly esteemed and long serving pathologists at the Comox Valley Hospital lab – were forced out by Island Health much to the dismay and bitter disappointment of that community.

Recently, anatomic pathology samples are now being sent to Nanaimo for analysis rather than being analyzed in the Campbell River Hospital lab. Also, now all Campbell River outpatient lab work is being done at the Comox Valley Hospital.

A mention must be made here of Dr. Aref Tabarsi who as the senior pathologist in Campbell River Hospital's lab worked so hard for the patients and to retain our hospital. He is highly ethical; honest, and a leader with great integrity. Dr. Tabarsi is highly regarded in Campbell River where he was nominated for Health Care "Hero of the Year" Award.

Now, Island Health has forced Dr. Tabarsi out. They created a division in the lab which became an abusive and unsafe place of work for him and the tech staff. Some lab technologists left. Dr. Tabarsi and another tech lodged a complaint with WorkSafeBC citing abuse and an unsafe workplace: a claim accepted as valid by WorkSafeBC. Dr. Tabarsi was then forced to take a temporary locum position away from his home and family while waiting for Island Health to resolve the problems and create a safe work environment. He said he would sign his contract

and come back to work in Campbell River when the work place was safe for him and his staff. Island Health waited until after the contract deadline and then told Dr. Tabarsi he was no longer an Island Health employee. They told him to pack up his things at the Campbell River Hospital lab and remove them.

The absolutely abominable treatment of Dr. Tabarsi and other lab staff can now be addressed only through legal channels as the Executive and Legislative branches failed miserably to deal with these issues in a fair; ethical, and unbiased manner. Island Health has not spared the public purse in paying for lawyers when problems could have been easily and amicably resolved. At the same time, CFQHC was told that due to the cost, Island Health would not launch the independent investigation of the lab issues being requested which in reality would be considerably less than they are paying for lawyers. The big losers are the patients and taxpayers of north Vancouver Island who have been deprived of the services of an exemplary pathologist!

Island Health has made it pretty clear that all staff must play ball and shut up or they will have to leave no matter how badly they are treated or how bad their workplace is. The victims continue to be victimized.

So, to sum up, aside from the loss of optimum health care to the people of north Vancouver Island resulting from the transfer of clinical pathology to VICPCC and other related transfer out of hospital programs and services, there is a corresponding loss of trust in Island Health in their management of health care. The Campbell River Hospital lab is vastly understaffed. There has been abuse of power; conflicts of interest, and corruption as well as abuse of staff at the Campbell River Hospital lab. The abuse of staff has resulted in staff moving elsewhere and two had complaints approved by Worksafe B.C. so were not working at the Campbell River Hospital lab. Many complaints were made to Island Health but were ignored.

Some media have given good coverage to these issues but many media including our local newspaper and some TV stations no longer publicize our health care/hospital issues due to their believing Island Health's position that no problems exist or due to being threatened with legal action if they feature stories on these issues.

Although the Campbell River City Council and Comox Strathcona Hospital Board (CSRHB) asked Island Health and Ministry of Health to reinstate clinical pathology at our hospitals, many of their members have not advocated strongly enough in this regard and some have questioned whether the CSRHB should be even doing any health care advocacy. Since 2021, only the CSRHB Chairperson and the Vice Chairperson were the liaisons with Island Health with all communications between CSRHB and Island Health going only through them and not always shared with the CSRHB Directors. There was no debate on any "advocacy" issues in the last 6 months as the Chairperson said he and the Vice Chairperson would do the advocacy for CSRHB. Dr. Aref Tabarsi applied to make a presentation to CSRHB but he was blocked by the Chairperson who told him he could make his presentation only to him and the Vice Chairperson. Dr. Tabarsi made his presentation to them on Nov. 18, 2021 but no part of that presentation was shared with the rest of the CSRHB Directors.

3. COMMUNITY SUPPORT AND ADVOCACY:

Our Campbell River Hospital receives huge support from Campbell River and north Vancouver Island communities in donations and volunteer work:

- Campbell River Hospital Auxiliary (all volunteers) donated $785,316.00 for hospital equipment in 2021.
- Campbell River Hospital Foundation spent $500,000.00 in 2021 on equipment and staff training with donations from Campbell River and north Vancouver Island communities.
- The Mailman Family Foundation from Campbell River donated a $2,200,000.00 fixed MRI to the Campbell River Hospital.
- Campbell River First Open Heart Society (all volunteers) has donated $340,728.79 to the Campbell River Hospital and community for equipment and for staff training.
- Rotary Club of Campbell River has for years facilitated the March for Children with monies raised ($15,000.00 in the last two years) directed to the maternity and children's wards in the Campbell River Hospital.
- Many more individuals and organizations also donate.

All these funds and volunteer work will be reduced or cease altogether if our hospital continues to be diminished. We also do not want to have any equipment donated by our community sent elsewhere.

Citizens for Quality Health Care (CFQHC):

- Formed by Comox Valley and Campbell River citizens in 2005 and successfully advocated for the creation in 2017 of two new hospitals in Campbell River and the Comox Valley despite plans by Island Health/Ministry of Health to have only one hospital serving two communities. Campbell River Hospital serves not only the residents of the Campbell River area but provides many health care services for citizens of communities north and west of Campbell River on Vancouver Island and adjacent coastal areas.
- This advocacy for two hospitals involved years of community town halls and meetings; 20,000 citizens signing a petition tabled in the Legislature; local politicians lobbying Island Health/Ministry of Health for two hospitals, and many other actions.
- CFQHC Campbell River next successfully advocated for free parking at both new hospitals when Island Health was planning on paid parking at both hospitals.
- Since 2018, CFQHC has advocated for the return of clinical pathology to our hospitals and an independent inquiry because of conflict of interest reasons involved in Island Health's decision to award a contract for clinical pathology to a private for profit corporation in Victoria: Vancouver Island Clinical Pathologists Consultants Corporation (VICPCC). This corporation was formed by a group of pathologists who work in the public Royal Jubilee Hospital when they knew the pay method for pathologists was to change from salary to fee for service. VICPCC then took clinical pathology from the Campbell River Hospital lab without any consultation which has produced negative effects for the patients of the North Island. VICPCC then usurped clinical pathology from the Comox Valley Hospital.

- We have lost many services from our Campbell River Hospital in spite of Island Health promising on many occasions that we would retain all the services we previously had in the old hospital. Microbiology was removed to Victoria before our hospital even opened.
- CFQHC has also publicized the decreasing effectiveness of some of our hospital's programs and services as a result of them being moved out of our hospital.
- CFQHC wishes to support Kwakiutl District Health Council (KDC) which administers health care programs and services to Wei wai kum and Wei wai kai First Nations in Campbell River and 3 other First Nations in adjacent areas and also support other First Nations Health Authority councils doing similar work.
- CFQHC continues to advocate for public health care and against P3 (public private partnership) models and privatization of health care services which cost the taxpayers more money and are not accountable to the community. The focus should be on the well being and optimum health care for patients/residents rather than on making profit which can and has decreased the level of care provided.

Suggested people to write to of the many concerns regarding the Campbell River Hospital Lab

Mayor Kermit Dahl and Council: mayor.dahl@campbellrivr.ca
Michele Babchuk MLA for North Island: michele.babchuk.mla@leg.bc.ca
Adrian Dix Minister of Health: hlth.minister@gov.bc.ca
David Eby, Premier of B.C.: premier@gov.bc.ca
Kathy MacNeil, Pres. & CEO of VIHA: CEOExecutiveAssistant@islandhealth.ca
Leah Hollins, Chair of VIHA Board: CEOExecutiveAssistant@islandhealth.ca
Dr. Reka Gustafson, Vice-Pres., Population & Public Health & Chief Medical Officer: dorothy.gallacher@islandhealth.ca
Rachel Blaney, MP for Vancouver island North/Powell River: rachel.blaney@parl.gc.ca
Isobel MacKenzie, Seniors' Advocate for B.C.: info@seniorsadvocatebc.ca

CAO

To: John France
Subject: FW: AVICC Workshop Suggestions, Hotels for 2023 Convention
Attachments: image001.png; AVICC Session Submission Form 2023.docx

From: AVICC <avicc@ubcm.ca>
Sent: November 9, 2022 4:00 PM
To: AVICC <avicc@ubcm.ca>
Subject: AVICC Workshop Suggestions, Hotels for 2023 Convention

Please forward to elected officials, the CAO and Corporate Officer:

Suggest a Workshop or Speaker

The 2023 AGM and Convention is being planned as an in-person event for April 14th-16th at the Vancouver Island Conference Centre in Nanaimo.

Is there a topic you'd like to hear about? Do you have a speaker you'd like to suggest? Send in your suggestions by completing the attached form, and submitting it by email to avicc@ubcm.ca. The AVICC Executive will review all the suggestions at our December meeting, so please send in your forms by **December 9, 2022**. We appreciate your input!

Hotels for 2022 Convention

AVICC has set up room blocks with three hotels located close to the conference centre for the convenience of our members, and details on how to book rooms through these blocks is available on the website for 2023 Accommodations in Nanaimo.

When planning your stay, please remember that pre-convention workshops and tours will be offered for those interested on the morning of Friday, April 14th, usually starting at 8:30 am. The official convention opening is at 2 pm on Friday, April 14th and finishes at noon on Sunday, April 16th. The AVICC banquet will be held on Saturday night. Please review the hotel cancellation policy for your hotel; generally, each reservation requires a one-night non-refundable deposit. The deposit would be waived in the event that the convention has to be cancelled due to COVID restrictions.

There is more information on other accommodation options and activities in Nanaimo available at Tourism Nanaimo.

CAO

Subject: FW: BCEDA Breaking News Update

From: British Columbia Economic Development Association <info@bceda.ca>
Sent: November 15, 2022 2:49 PM

; NEWS

BCEDA
BC Economic Development Association

StrongerBC
for everyone

B.C.'s New Rural Economic Diversification and Infrastructure Program



Economic Diversification and Infrastructure Program (REDIP)

ɔvernments, First Nations and other organizations looking to strengthen their communities can apply for new funding to build c
ɛrsify rural and remote economies in B.C.

n Details

al Economic Diversification and Infrastructure Program (REDIP) is a new grant launched by the Ministry of Jobs, Economic Rec
ɔvation (JERI). The Government of B.C. is investing up to $33 million this year to create the Rural Economic Diversification and
ɹcture Program, which will support projects that promote the following:

Economic diversification
Resilience
Clean growth opportunities
Infrastructure development

program details, including funding categories, eligibility, project types and timelines, please refer to the REDIP Program Guide.

ı Categories and Eligibility

ıas three unique funding categories. Each category targets different project types and communities:

. Economic Capacity (REDIP-EC)
. Economic Diversification (REDIP-ED)
. Forest Impact Transition (REDIP-FIT)

Applicants

ligible lead applicants for REDIP-ED and REDIP-EC include:

- Local Governments
- Regional Districts
- Indigenous communities and organizations
- Indigenous Development Corporations
- Not-for-profits

ligible lead applicants* for REDIP-FIT include:

- Local Governments
- Regional Districts
- Indigenous communities

ɨ applicants can partner with another eligible organization and have them act as the lead applicant for REDIP-FIT projects.
e detailed information regarding eligible lead and partner applicants, please refer to the REDIP Program Guide.

es

ɔlication will open on November 15, 2022. The link to the online application will be added to this website today.
tions must be submitted through the online application system by 1:00 PM on January 4, 2023.

ıas confirmed funding to deliver intakes over three fiscal years 2022/23 (current intake) to 2024/25. Timelines for future intake:
ıg determined.

Read More & Apply

View the REDIP Program Guide

EDA respectfully acknowledges the traditional and unceded territory of the Syilx Okanagan People, where we work and

This email bulletin is intended to provide economic development information to you and your business community.
Please feel free to copy & paste to share. To catch the information as we hear it, please follow BCEDA's social accounts.
ws expressed in shared articles are the author's own and do not reflect the views of the BC Economic Development Assc

Click here to unsubscribe.
View this email as a web page
Message sent by Ashleigh Volcz, info@bceda.ca
British Columbia Economic Development Association | 104 - 144 Power Street | Penticton, BC V2A 5w9

MemberLeap

Sayward Policing Report

Royal Canadian Mounted Police
Gendarmerie Royal du Canada

To: Mayor, Council, and Regional District

Policing Report for July 01, 2022 to September 30, 2022

Dear Mayor Baker and Councilors, Regional District Representative,

Please find enclosed the policing report that reflects the crime statistics for the months of July to September 2022. During these months, Sayward RCMP had 113 calls for service, down from 148 for the same period last year.

Report statistics June 01, 2022 to September 30, 2022:	**Village**	**Rural**
911-FALSE/ABANDONED CALLS: **2**	**1**	**1**
Abandoned Vehicles: **4**	**0**	**4**
Animal Calls: **1**	**0**	**1**
Assault: **5**	**4**	**1**
Breach of Peace: **0**	**0**	**0**
Breach Bail: **1**	**1**	**0**
Cause a Disturbance: **5**	**1**	**4**
Check Wellbeing: **4**	**2**	**2**
Checkstop Program / Road Block: **2**	**2**	**0**
Children, Family & Community Services: **0**	**0**	**0**
Collision Damage under $10,000: **3**	**3**	**0**
Coroner's Act: **2**	**1**	**1**
False Alarms: **1**	**1**	**0**
Firearms Act: **1**	**0**	**1**
Impaired OP Motor Veh: **1**	**0**	**1**
Mental Health Act: **1**	**1**	**0**
Mischief: **4**	**3**	**1**
Missing Persons: **1**	**0**	**1**
Other Permit Issue - Provincial: **0**	**0**	**0**
Property – Lost & Found: **5**	**1**	**4**
Sex Assault / Interference: **1**	**1**	**0**
Theft: **4**	**4**	**0**
Traffic-Other Moving including Bulk VT's & Warnings: **15**	**9**	**6**
Unspecified Assist: **12**	**6**	**9**

Traffic Stats for the period:

- 59 written Warnings
- 36 written Violation Tickets

Community Interactions:

1. Canada Day Parade

Boat Patrols for the period:

5

Significant files and police interactions:

Ongoing issues with fuel tanks being drilled both in the village and in the rural areas. These investigations are continuing.

Sincerely,

Cpl Chris MCMILLAN
Detachment Commander
Sayward RCMP

Minister of International Development
and Minister responsible for the
Pacific Economic Development
Agency of Canada

Ministre du Développement international
et ministre responsable de l'Agence
de développement économique
du Pacifique Canada

Ottawa, Canada K1A 0G2

Mr. Mark Baker, Mayor-Elect
Sayward
652 H'Kusam Way
Sayward, BC V0P 1R0

Dear Mr. Baker,

Congratulations on your election as mayor of Sayward. Your dedication, and the leadership you provide is vital to the strength of your community.

In August 2021, the Government of Canada created PacifiCan as a dedicated federal partner in economic development for BC businesses and communities. As the Minister responsible for PacifiCan, my vision is to see enduring prosperity for all British Columbians.

In the coming weeks, PacifiCan will welcome new officers living and providing service in every region of BC. We are excited to be growing over time and look forward to our new regional presence bringing us closer to your community.

You can learn more about PacifiCan on the agency's website: www.PacifiCan.gc.ca

I know we share the desire to build vibrant communities and to celebrate the amazing things happening in our province.

Again, congratulations.

Sincerely,

The Hon. Harjit S. Sajjan, P.C., OMM, M.S.M., CD, M.P.

Canada

CAO

To: John France
Subject: FW: Guiding Lights Across BC

From: BC PR & Communications Adviser <bc-prcomm@girlguides.ca>
Sent: November 25, 2022 2:03 PM
To: Village of Sayward <village@saywardvalley.ca>
Subject: Guiding Lights Across BC

Dear Mayor and Council,

On behalf of Girl Guides of Canada's British Columbia Council, I am writing to ask for your support for girl empowerment in BC this February 22, by lighting up in the colour blue. Blue is the well-known colour of Girl Guides and girls/women in BC have worn their blue Girl Guide uniforms with pride for many generations.

BC Girl Guides invites you to participate in our third-annual Guiding Lights Across BC celebration on February 22, 2023!

February 22 is a special day for Girl Guides around the world, as we celebrate World Thinking Day, a day of international friendship.

It is an opportunity to speak out on issues that affect girls and young women globally, celebrate the founding of Girl Guides, and be connected to the 10 million members around the world who are part of the Guiding movement.

Here in British Columbia, we have thousands of girls and women who are members of Girl Guides of Canada. Our Girl Guide program is present in nearly every community across BC. Our girls/volunteers light up their communities year-round through leadership, community service, and efforts to create a better world, by girls.

Girls typically participate in annual Thinking Day activities held on/around February 22 and our Guiding Lights Across BC celebration has helped our members celebrate

For Thinking Day 2023, we will again celebrate with our third-annual Guiding Lights Across British Columbia event.

This community initiative will light up outdoor landmarks, bridges, buildings, stadiums, and other illuminated locations, with blue lights, in celebration of the sisterhood of Guiding across BC and beyond. With two great years of celebration having happened in 2021 and 2022 with over 100

landmarks each year that have lit up, we want to keep this tradition going, and we need your help!

Participating locations and the Guiding Lights resources can be found at:
www.girlguides.ca/guidinglightsacrossbc

We will be encouraging our members and their families to admire these lit-up sites, posting photos on social media, emailing our members with info about how to participate, and more.

Our Girl Guide members and broader network of supporters would be thrilled to have your landmarks lit up as part of Guiding Lights Across British Columbia, and we're ready to highlight your participation. Please contact us at bc-prcomm@girlguides.ca to confirm your ability to participate in this February 22, 2023, activity. Upon confirmation, your landmark will be added to our map. To participate, a landmark must glow blue or have other specialized décor in the colour blue.

Thank you for your support for Guiding in BC!

Shalan Kelly (She/Her) | BC Public Relations and Communications Adviser
BC Council, Girl Guides of Canada
bc-prcomm@girlguides.ca / (cell) 250-816-0353
I respectfully acknowledge that I live and work within the ancestral, traditional, and unceded territory of the Songhees, Esquimalt, and W̱SÁNEĆ Nations.

Girl Guides

Everything she wants to be.

Guiding Lights Across BC

What Girls Do

Our Approach

Our Program

Our Platform

BC Program

Instant Meetings

Program Challenges

Program Resources

Program Events

Provincial Events Calendar

Camping

International



Announcing our World Thinking Day celebration: GUIDING LIGHTS ACROSS BC - February 22, 2022!

Celebrate with BC Girl Guides in your community as we shine our Guiding lights in support of girl empowerment.

Local landmarks across the province (like stadiums, bridges, structures, and buildings) will help us celebrate by lighting up in "Guiding blue" after dark on the evening of February 22.

Locations in every region of BC have agreed to participate, so you can go admire the blue Guiding lights shining in your area that evening! Find out who's participating by visiting the map, below:

Guiding Lights Across BC 2022
Isabella Lee
This map was made with Google My Maps. Create your own.



Map data ©2022 Terms 5,000 km

Every year on February 22, Girl Guides celebrate World Thinking Day, a day of international friendship. It is an opportunity to speak out on issues that affect girls and young women, celebrate the founding of Girl Guides, and be connected to the 10 million members around the world who are part of the Guiding movement.

Here in British Columbia, we have thousands of girls and women who are members of Girl Guides of Canada. We have Girl Guide programs in nearly every community in BC and our girls/volunteers light up their communities year-round through leadership, community service, and efforts to create a better world, by girls. This year's Thinking Day festivities will look different than usual due to the current health realities, but we're excited to celebrate in a way that is physically distant, keeps our communities safe, and brings a smile to the faces of girls, families, volunteers, and the public!

RSVP on Facebook to be notified as we announce locations.

We also invite Guiding members and other supporters to light candles, make lanterns, and find other ways to shine your own Guiding lights from your homes.

With your Girl Guide group, consider doing some crafting in the new year - you could decorate glass-jar lanterns, make luminary lanterns out of paper bags, or set up your own light displays in your windows or yards.

Here are some activity suggestions:

Activity Templates

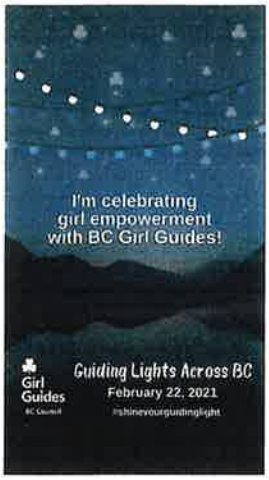
Make an upcycled lantern with an empty metal can and a hammer/nail
Print, cut, and glue together a triangular lantern or cylindrical lantern made of paper
Cut out candle drip protectors for a candlelit walk

Communication Resources

- Print a 8.5x11 poster for display at your organization, workplace, or on a community notice board (please ask for local permission before posting)
- Share a promotional post on your Facebook or Instagram feeds:



- Let your Instagram followers know about Guiding Lights Across BC with an Instagram story post:



FAQ:

I'm a Girl Guide member or supporter - how can I participate?
Thanks for your enthusiasm! We'll be encouraging our members to admire these lit-up blue sites on February 22 in ways that comply with COVID-19 directives that are in effect at that time from public health authorities and Girl Guides of Canada. This flexible celebration can be enjoyed no matter what our public health situation in late February. Depending on your region, options may include:

- Walking to a landmark with your family/household
- Taking photos and sharing them on social media (please use the hashtag **#shineyourguidinglight** !)
- Admiring others' photos/videos online as members share images from across BC
- Making a lantern and shining your Guiding light from your windows
- Setting up a light display in your backyard or garden
- Visiting a nearby site in-person together with your unit or Guiding group

Which BC sites will be lighting up blue on February 22?
Stay tuned for a full list of participating sites being announced February 1 - we are pleased to have a long list of supportive organizations that have signed up. We are also sharing sneak peeks on our Facebook, Twitter, and Instagram, so come connect with us to get an early preview of some sites.

I own/operate a site in BC that would love to light up. Who can I contact?
Thank you for your support! Please email **bc-executiveassistant@girlguides.ca** with more information about your landmark and we'd be happy to answer any questions you may have.

There's a location in my community that I hope will light up. Should I contact them?
BC Girl Guides is handling all outreach to community sites and a long list of locations across BC have already been contacted. If you want to ensure that a specific landmark is on our request list, please email **bc-executiveassistant@girlguides.ca** with more information (and contact info if available) so we can connect with them if we have not already reached out.

Copyright © 2016 Girl Guides of Canada-Guides du Canada
Girl Guides of Canada-British Columbia Council Charitable Registration #: 11893-8554-RR-0005

MOSAIC
FOREST MANAGEMENT

November 25, 2022

Mayor Baker
Village of Sayward
652-A H'Kusam Way
Sayward, BC
V0P 1R0
via email: mark.baker@saywardvalley.ca

Subject: Congratulations

Dear Mayor Baker,

Congratulations on your re-election as Mayor of the Village of Sayward and to your new and re-elected Councillors.

We are pleased to be able to continue our work with you and your community. If you would like to meet with our team to discuss operational activity, recreational access, or event sponsorships and donations, we would be pleased to set something up.

Molly Hudson is the Director, Sustainability for Mosaic. She is the organization's lead on most items relating to local community access, sponsorship and sustainable forest practices. I report to Molly and am the Land Use Forester for your area and am the day-to-day contact for most local activities. Ross McKeever is the Director, Real Estate Development and is the organization's lead for any land purchase or other real estate related activities and land dispositions.

For recent information about Mosaic, please check out the following links:

- 2021 Sustainability Report
- Big Coast Forest Climate Initiative
- Couverdon Real Estate

Progressive Aboriginal RELATIONS SILVER LEVEL
Canadian Council for Aboriginal Business

CAMPBELL RIVER OFFICE
Mosaic Forest Management

4475 North Island Highway
Campbell River, BC
Canada V9W 5C5

T 250.286.7300
F 250.286.7315

MosaicForests.com

MOSAIC
FOREST MANAGEMENT

Don't hesitate to reach out to me if you have any questions. I look forward to working with you in the upcoming months and years.

Wishing you great success in 2022 and beyond,

Colin Koszman

Colin Koszman, RPF, RBTech
Land Use Forester
Tel: 250-207-0515
Email: Colin.Koszman@MosaicForests.com

Molly Hudson, RPF, RPBio
Director Sustainability
Tel: 250-713-8409
Email: Molly.Hudson@MosaicForests.com

Ross McKeever
Director Real Estate Development
Tel: 250-618-3011
Email: Ross.McKeever@MosaicForests.com

CAO

To: John France
Subject: FW: Letter of support

On Nov 28, 2022, at 7:00 PM, Mark Baker <mark.baker@saywardvalley.ca> wrote:

Please add this to the agenda for December 6th. Thank you,
Mark

Get Outlook for iOS

From: info@saywardfutures.ca <info@saywardfutures.ca>
Sent: Monday, November 28, 2022 6:54:53 PM
To: Scott Burchett <scott.burchett@saywardvalley.ca>; Mark Baker <mark.baker@saywardvalley.ca>
Subject: Letter of support

Scott and Mark

Sayward Futures is applying for a grant to buy a MOBILE Visitors Centre, using a 10' x 34' office trailer. Please see the attachment. This unit is light enough to be hauled by a regular pickup truck and is wired for 120V or 240V so can be plugged into a regular receptacle (or a small generator). Insulated with heat and A/C so can be used year round for an event kiosk as needed. SFS would own and manage the unit but we would consider it a community asset so the Village could have access to it in the off-season.

I would like to ask the Village to provide a letter of support to SFS to help facilitate this opportunity. I can provide more details if needed.

BTW - we are applying for this grant in-house.

Thanks in advance.

Ken McRae
Chair
SFS

November 25, 2022

Mayor and Council
Village of Sayward
652-A H'Kusam Way
P.O. Box 29
Sayward, BC
V0P 1R0

Dear Mayor and Council,

I am writing to you concerning the village's noise bylaw as it pertains to the operation of generators during power outages.

As you are aware, last winter, Sayward experienced a very large number of power outages, some of which lasted for extended periods of time. This encouraged several residents of the village to pursue the installation of larger automatic generators that are wired directly to the electrical panel.

Unlike the conventional portable generators, these whole-house generators come online automatically when the power goes off, and they continue to run day and night until the power comes back on again. The downside to this is that the noise they make while they operate disturbs people trying to sleep and so are in direct violation of the village of Sayward's existing noise bylaw.

Past practise meant people running generators only ran them for relatively short periods of time – mainly to cook meals, to keep the fridge cold, or to run lights. Before going to bed, they turned the generator off. In the morning, when they got up, if the power was still off, they would start their generator once more. No one ran their generator all night because unless you have a serious medical condition that requires a continuous supply of electricity to manage, there is no compelling reason to run your generator all night.

Reasonable people realize generators are necessary and must be used at times. Depending on the make and model and how and where they are installed, they may exceed the village bylaw's definition of "noise that does harm", particularly while people are trying to sleep. These automatic generators do have manual override shutoffs that can be used to shut down at night and restart in the morning. Many are accessible remotely through a phone app.

In Part 4 – Prohibition, the current noise bylaw #342 states:

4.1

> No person, being the owner, tenant or occupier of real property, shall allow or permit the real property to be used so that noise which occurs on, or is emitted from, that real property is liable by its continuous or persistent nature to disturb the quiet, peace, rest, enjoyment, comfort or convenience of a reasonable person or persons in the neighbourhood or vicinity.

Although it's likely that most generators currently being used in the village are loud enough to trigger the above prohibition, nobody is going to complain so long as they are not operated after 10:00pm. Therefore, I respectfully suggest that an exception clause be added to the village's noise bylaw which would prescribe the time window within which a generator could be operated in the village. This would parallel the existing clauses which allow for the operation of noise-producing machines such as lawn mowers and construction equipment during the daytime.

Such operational constraints are already in place in both private and government RV parks and campgrounds, limiting the operation of generators by campers to daytime hours.

Please consider this request to amend the noise bylaw to include a clause that limits precisely when residential generators can be operated. With clarification, those of us who have recently or are currently now installing whole-house generators will know exactly when we can run our systems, and we can all continue to be good neighbours.

Thank you for your consideration,

Sheila Archer
(250) 201-7076

Sheila Archer

Strathcona
REGIONAL DISTRICT

NEWS RELEASE

November 10, 2022

STRATHCONA REGIONAL DISTRICT BOARD ELECTS CHAIR AND VICE-CHAIR

Campbell River, B.C. – The Strathcona Regional District (SRD) held its inaugural meeting yesterday where the regional district board of directors made their oaths of office and were sworn in by the Honourable Judge Flewelling. The meeting began with a welcoming First Nations blessing performed by Elder James Quatell, Wei Wai Kum First Nation. Shortly after, the Chair and Vice-Chair were elected from the members of the newly formed SRD Board who will hold those positions for the next year.

Director Mark Baker, Mayor of Sayward was elected as Board Chair. As Chair of the Board, it will be his responsibility to act as the Chief Executive Officer for the Regional District including the management of meetings of the Regional District Board. "It is an honour to be elected by my colleagues as I appreciate the confidence that they have placed in me. Through regional collaboration, I will do my best to move forward with our strategic vision for the region," said Baker.

Director Ron Kerr, Campbell River City Councillor was elected as Vice-Chair. The role of the Vice-Chair is to assist the Chair in fulfilling their duties and to exercise the powers of the Chair during the absence, illness or other disability of the Chair. "Thank you to the Board and I look forward to working collaboratively with the Chair and our CAO to move and advance the Board's strategic priorities," said Kerr.

The SRD Board is made up of 14 directors including four electoral area directors who are elected directly by voters in the unincorporated electoral areas to serve four-year terms, nine municipal directors who are first elected to their councils by municipal voters and then appointed by council to the Regional District Board for up to four years; and one First Nation director appointed by the Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations government.

Provincial legislation requires regional districts to annually elect a Chair and a Vice-Chair at the first meeting of the Board held after November 1st.

For more information about the Strathcona Regional District's Board of Directors, please visit www.srd.ca/board-of-directors

Media contact:
David Leitch, SRD Chief Administrative Officer | 250-830-6703 | dleitch@srd.ca



Mark Baker, SRD Board Chair



Ron Kerr, SRD Board Vice-Chair

STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO/CO
Subject: **Policy Update Project**
Meeting date: December 6, 2022

BACKGROUND

The 2022 Strategic Plan approved by Council includes the following strategic goal:

Strategic Priority	Item	Progress Measures	Timeline
Village Operations	Review and update Village internal policies	Additional Policies and Bylaws approved by Council	2022

Many of the Village of Sayward corporate policies are over 15 years old and need revision to meet current best practices. The task of updating policies and creating a logical and usable policy binder (hard copy and electronic) has been ongoing since 2016. It has stalled many times due to staff vacancies and turnover but since mid-2019 several new policies have been approved by Council resolution. For reference these policies are listed below and are available to Council upon request:

1. 100-01 Council Conflict of Interest Policy
2. 100-02 Bylaw Enforcement Policy
3. 100-05 Council Social Media Policy
4. 200-01 Criminal Records Search Policy
5. 200-03 Respectful Workplace Policy
6. 300-01 Permissive Property Tax Exemption Policy
7. 300-03 Credit Card Policy
8. 300-04 Vehicle & Equipment Policy
9. 300-07 Reserve Fund Policy
10. 600-01 Municipal Campground Policy

Staff will continue to work on the project in 2023 as time permits.

DISCUSSION

Staff have reassessed the current project and will be bringing several new policies to Council in 2023. There are also several old and outdated policies that have been replaced by bylaws or that are no longer relevant that should be repealed by Council. A more fulsome report will be brought to Council in the new year, most likely after the financial planning season. The following table outlines the priority policies that Staff recommend Council review in 2023:

Policy number	Title
100-03	Information Technology Policy
300-05	Procurement Policy
300-06	Tangible Capital Asset Policy
300-08	Investment Policy
200-04	Personnel Benefits, Leaves, and Employment Conditions Policy
200-05	Hiring Policy
200-06	Travel and Training Policy

Policy 300-03 – Credit Card Policy

At this time Staff are requesting that Council review one recommended amendment to the current credit card policy. An amendment to the CFO's card limit is recommended to avoid "over limit fees" which staff have been experiencing due to multiple hotel rooms, registrations, and other deposits that are necessary to hold spots at conferences and courses for both Council and staff. In the absence of the CFO, the CAO would run into the same issues so an increase to the CAO limit is recommended as well. Staff recommend that both the CFO and CAO limit be increased from $5,000 to $10,000.

STAFF RECOMMENDATIONS

THAT Council receives the Policy Update Project report for information and discussion, and;

THAT Council approves Policy #300-03 - Credit Card Policy as amended.

Note: The acting CAO endorses this change.

Respectfully submitted,

_____

Lisa Clark, CFO/CO

Attachments: 300-03 Credit Card Policy with proposed amendments

	Village of Sayward	
	Title: Credit Card Policy	**Policy # 300-03**
	Category: Finance	

1.0 PURPOSE

To ensure a fair and equitable process for the use of credit cards by Village employees.

2.0 POLICY

Credit cards provide for the orderly acquisition of goods and services which have been approved through the Financial Plan. Use of the credit cards must be for Village business purposes only.

3.0 DEFINITIONS – Application

a. This policy applies to all staff and specifically those approved for the use of credit cards.

b. The following individuals are approved for credit cards, with the limits as stated:

Chief Financial Officer (CFO)	~~$5,000~~ $10,000
Chief Administrative Officer (CAO)	~~$5,000~~ $10,000
Recreation Manager	$2,500
Public Works Foreman	$2,500
Fire Chief (or Deputy) – 1 card only	$1,000
Emergency Program Coordinator	$1,000

4.0 PROCEDURES

A. The following guidelines are established for credit card use while travelling on Village business:

1. Only the CAO is authorized to use the credit card to pay for the cost of meals for dignitaries/guests – all such costs are to be kept reasonable.
2. The Village will not pay for alcohol.
3. When a per diem has been paid, the Village should only pay the dignitaries/guests portion of the meal bill.
4. Credit card receipts are to be submitted to the Finance Department signed and with the appropriate expense coding noted on the slip within five (5) working days after the business trip is completed.

B. General purchase guidelines:

1. Credit cards are not intended to replace the use of purchase orders. Credit card purchases are supplemental to the procurement process and may be used for the purchase of goods and services up to the limits and conditions outlined in the Village of Sayward Procurement Policy.
2. Aggregate monthly limits shall be monitored to ensure sufficient funds are available for planned purchases.
3. All credit card holders must sign and adhere to the Village's **Agreement to Accept Credit Card.** This agreement will be kept in the employee's personnel file (Appendix "A").

4. All questions regarding the use of credit cards are to be directed to the CAO or CFO.
5. All disputes with regards to the purchase and amounts charged must be discussed with the CAO to resolve the issue.
6. All credit card receipts must be coded to the appropriate expense code and signed by the cardholder. A monthly reconciliation of credit card statements must be completed by the cardholder and returned with receipts/invoices to the Finance Department in a timely fashion to avoid late payment charges. Ultimately, the cardholder is responsible for all charges on their assigned card. Missing receipts/invoices will be the responsibility of the cardholder, who is expected to contact vendors for replacement/missing receipts or invoices.

5.0 APPROVAL HISTORY

ISSUED BY: CAO	**APPROVED BY:** Mayor & Council	**RESOLUTION NO:** R18/118	**DATE:** June 5, 2018
REVISED BY: CFO	**APPROVED BY:** Mayor & Council	**RESOLUTION NO:** R21/104	**DATE:** April 6, 2021
REVISED BY: CFO	**APPROVED BY:** Mayor & Council	**RESOLUTION NO:**	**DATE:**

Signed by:

Mayor:	CAO:
Date:	Date:

Appendix "A"

Village of Sayward

Agreement to Accept Credit Card

Participation in the Village of Sayward's Credit Card Program carries with it certain responsibilities. Although the card is issued in your name, it is considered the property of the Village of Sayward and must be used with good judgment. Your signature below confirms that you understand the Credit Card Program guidelines outlined below and agree to comply with them.

The Credit Card is provided to employees based on their need to purchase business-related goods and services, as approved in the Financial Plan. A card may be revoked at any time based on change of assignment or misuse. The card is not an entitlement nor reflective of title or position.

1. The card is for Village business-related purchases only; personal charges are not to be made to the card.
2. You are the only person entitled to use the card and are responsible for all charges made against the card.
3. Improper use of the card can be considered misappropriation of municipal funds which may result in disciplinary action, up to and including termination.
4. All charges are billed directly to and paid directly by the Village. Any personal charges on the card made in error or other reason must be resolved in consultation with the CAO or CFO
5. Cardholders are expected to comply with internal control procedures to protect Village assets. This includes keeping receipts, reconciling the current provider's monthly statements and following proper card security measures.
6. Cardholders are responsible for reconciling their Credit Card monthly statement and resolving any discrepancies by contacting the Finance Department.
7. A lost or stolen card should be reported immediately by telephone to the current provider's Credit Card Service Centre. Refer to the Finance Department for the credit card provider's phone number. This number is given to the employee when accepting the credit card and signing this agreement.
8. A cardholder must surrender his or her card upon termination of employment (i.e. retirement or voluntary/involuntary termination). At this point, no further use of the account is authorized.

_____	_____
Cardholder Signature	CAO or CFO
_____	_____
Printed Name	Printed Name
Date: _____	Date: _____

STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO/CO
Subject: **Public Nuisance Bylaw**
Meeting date: December 6, 2022

BACKGROUND

Public Nuisance Bylaw No. 417 has been in draft status since late 2018. At the October 9, 2018 regular council meeting the bylaw was brought to Council and the following resolution was passed:

MOTION R18/182
MOVED AND SECONDED

THAT Public Nuisance Bylaw No. 417, 2018 be given first, second and third reading.

CARRIED

Upon further review by Staff, recommendations were made to Council to include an exemption in the bylaw for the sound of emergency backup power generators during power outage events. At the April 16, 2019 regular council meeting the following resolution was passed:

MOTION R19/94
MOVED AND SECONDED

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.

CARRIED

Due to staff turnover in 2019 no further work was undertaken on the bylaw. In March 2020 the bylaw was brought back to Council for review with a recommendation from staff to proceed with third reading. The following resolution was passed at this meeting:

MOTION R20/63
MOVED AND SECONDED

THAT Village of Sayward Public Nuisance Bylaw No. 417, 2018 be tabled to the April 7th regular meeting of Council.

CARRIED

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.

Unfortunately again, no further work was undertaken on the bylaw due to the COVID-19 pandemic and Staff and Council resignations in early 2020 and the bylaw was not posted on the Village website nor advertised on social media to engage

DISCUSSION

Staff have reviewed the current draft bylaw and believe the content is suitable, however due to the age of the bylaw and the fact that it was numbered back in 2018 (before being finalized) staff have the following recommendations:

- Third reading of Bylaw No. 417 be defeated by Council - essentially abandoning the bylaw (currently sitting at second reading)
- Staff prepare a new DRAFT bylaw for Council's review which will include a section related to the running of back up power generators and hours of operation for running said devices (Council to discuss at this meeting in relation to correspondence received)
- Staff incorporate any other changes or additions that Council sees fit
- If Council would still like resident feedback, staff be directed accordingly

The following timetable is offered for Council's consideration:

Schedule	Action
Dec 6, 2022	Council defeats third reading of Bylaw No. 417, 2018 and directs staff to prepare a new Public Nuisance Bylaw
January 17, 2023	Council reviews Bylaw No. XXX Public Nuisance Bylaw
Optional February 2023	*Optional* Staff gather feedback from residents
February 7, 2023	Council reviews resident feedback and directs staff to make changes to bylaw if desired
February 21, 2023	Council gives first 3 readings to Bylaw No. XXX Public Nuisance Bylaw
March 7, 2023	Council gives fourth and final reading to Bylaw No. XXX Public Nuisance Bylaw

STAFF RECOMMENDATIONS

Note: Staff recommend the following motions be considered separately.

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

THAT Public Nuisance Bylaw No. 417 be given third reading.

THAT Staff be directed to prepare a new Public Nuisance Bylaw for the January 17, 2023 regular council meeting.

Respectfully submitted,

_____

Lisa Clark, CFO/CO

Attachments:

- **DRAFT Public Nuisance Bylaw No. 417, 2018**

VILLAGE OF SAYWARD
BYLAW NO. 417

A BYLAW TO PREVENT AND PROHIBIT NUISANCES AND DISTURBANCES

WHEREAS the Village of Sayward wishes to promote a safe, comfortable and inviting community for all of its citizens, businesses and visitors.

AND WHEREAS the small minority of persons that create nuisances and disturbances and that, in general, engage in uncivil behaviour threaten the quality of life desired by the population as a whole.

AND WHEREAS it is in the public interest for the Village to take the necessary measures to eliminate nuisances, disturbances and occurrences of uncivil behaviour.

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

PART 1 - TITLE

1. This bylaw may be cited for all purposes as "Public Nuisance Bylaw No. 417, 2018".

PART 2 - DEFINITIONS

2. In this bylaw, unless the context otherwise requires:

Arterial Road	means an Arterial Highway as classified under the British Columbia *Highway Act*;
Boulevard	means the area of a Highway between the edge of the pavement or curb of the Roadway and the adjacent property line of the Highway;
Bylaw Enforcement Officer	means a Peace Officer, as defined in the British Columbia *Interpretation Act* and those Persons designated by Council as a Bylaw Enforcement Officer to enforce the provisions of this Bylaw;
Chief Administrative Officer	means the Chief Administrative Officer duly appointed by Council;
Continuous	means any Noise or sound continuing for a period of five (5)

Noise	minutes or more in any 15-minute period;
Council	means the Council of the Village of Sayward;
Discarded Materials	includes but is not limited to all materials not in use for the construction or maintenance of a building situated on that property, appliances, furniture, cans, containers, bottles, glass, circulars, pamphlets, handbills, paper or other litter or rubbish, unlicensed or inoperable motor vehicles or motor vehicle parts, boats or boat parts, machinery, animal carcasses, vegetation cuttings or debris, solid or liquid waste, firewood, unless it is neatly piled or stacked against a wall or fence, and all other chattels in a dismantled state or not in use for the purpose for which the manufacturer intended;
Drainage Facility	includes Boulevard drainage inlet, catch basin grate, culvert headwall or lawn basin inlet;
Graffiti	includes one or more letters, symbols, writing, pictures or marks, however made, posted, scratched, acid etched, painted or drawn on any structure or thing but does not include any of the following; a. a sign, public notice or traffic control mark authorized by a Village Bylaw or Provincial or Federal legislation; or b. in the case of private property, a letter, symbol or mark for which the Owner of the property on which the letter, symbol or mark appears has given prior, written authorization.
Herbicide	means any kind of material that is used to control Noxious Weeds;
Highway or Other Public Place	includes every Street, road, Boulevard, sidewalk, Lane, square, parking lot, courtyard, bridge, viaduct and any other way open to public use and any land, park, green space, building, conveyance, private place or passageway to which the public has, or is permitted to have access or is invited;
Independent Sound Consultant	means a professional engineer, licensed to practice in the Province of British Columbia, with acoustical expertise;
Intersection	means the area embraced within the prolongation or connection of the lateral curb lines, or if none, then the lateral

	boundary lines of the roadways of the 2 highways which join one another at or approximately at right angles, or the area within which vehicles traveling on different highways joining at any other angle may come in conflict; and, for the purpose of this definition "Highway" does not include a lane or way less than 5 meters in width separating the rear property lines of parcels of land fronting on highways running more or less parallel to and on each side of the lane or way;
Lane	means a Street with a right of way not exceeding 8 metres in width;
Noise	includes any loud outcry, clamour, shouting, disturbance or movement or any sound that is loud or harsh or undesirable;
Noxious Weed	means any weed designated as noxious pursuant to the *Weed Control Act*;
Occupier	means a Person who occupies Real Property but does not include the Occupier of a unit in an apartment, hotel or institution;
Owner	Means the Owner of Real Property;
Panhandle	means to beg for, or, without consideration ask for, money, donations, goods or other things of value whether by spoken, written or printed word or bodily gesture for one's self or for any other Person but does not include soliciting by the holder of a permit issued by the Village of Sayward;
Peace Officer	has the same meaning as in the British Columbia *Interpretation Act* and includes a Bylaw Enforcement Officer;
Pedestrian Facility	means a structure for pedestrian use including a walkway, sidewalk, stairs, ramp, and curb letdown;
Person	includes a natural Person, a company, corporation, partnership, firm, association, society, or party and the personal or other legal representatives of a Person to whom the context can apply according to law;
Pesticide	means any kind of material that is used to control pests, fungi, and insects;
Real Property	means land, with or without improvements so affixed to the land as to make them in fact and in law a part of the Real Property;
Residential Premises, Residential	shall have the same meanings as in the *Residential Tenancy Act* of British Columbia;

Property and Tenancy Agreement	
Road Surface	means gravel, asphalt, cement, concrete or material of any kind whatsoever placed upon any street, road, Highway, bridge, viaduct, Lane, or any other way designed or intended for use by the general public for the passage of vehicles, and every private place or passageway to which the public, for the purpose of the parking or servicing of vehicles, has access or is invited;
Roadway	means a portion of a Highway approved for use for vehicular travel;
Sight-Distance	means a clear line of vision between conflicting motorists, cyclists and pedestrians that allows sufficient time for safe maneuvers to be made without significantly affecting the conflicting traffic;
Special Event Permit	means a permit issued by the Village authorizing the use of a Highway or Other Public Place for the purposes of a special event;
Street	means any Highway, Roadway, sidewalk, boulevard, place or way which the public is ordinarily entitled or permitted to use for the passage of vehicles or pedestrians and includes all structure located in any of those areas;
Traffic Control Signal	means a Traffic Control Signal as defined in the British Columbia *Motor Vehicle Act;* and
Utility Company	means any utility company that has structures, including but not limited to, postal boxes, lamp posts, telecommunication and power boxes and poles, situated on any Highway or Other Public Place within the Village.
Village	Means the Village of Sayward

PART 3 - INTERPRETATION

3.0 Words or phrases defined in the British Columbia *Interpretation Act*, *Motor Vehicle Act* or *Community Charter* (or any successor legislation), shall have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw or the context otherwise requires.

3.1 In this Bylaw, unless the context otherwise requires, the singular shall include the plural and the masculine includes the feminine gender.

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

3.3 If any part of this Bylaw is for any reason held invalid by any court of competent jurisdiction, the invalid portion shall be severed, and the severance shall not affect the validity of the remainder.

PART 4 – STREET NUISANCES

Restrictions on Panhandling

4.0 No Person shall Panhandle after sunset on any given day.

4.1 No Person shall sit or lie on a street for the purpose of Panhandling.

4.2 No Person shall continue to Panhandle from a person, or follow a person, after that person has made a negative response.

Use of Highways

4.3 No Person shall:

a. urinate or defecate on a Highway or other public place;

b. impede or obstruct any other person on a Highway or other public place, excluding lawful picketing as provided in the *BC Labour Code*;

c. stand or congregate on a Highway or other public place in such a manner as to impede or obstruct the free movement of other persons or vehicular traffic;

d. camp or erect a tent or other camping facilities on a Highway or other public place;

e. sleep in any vehicle located on a Highway or other public place;

f. swear or use indecent, obscene, blasphemous or grossly insulting language on or about a Highway or other public place; or

g. carry on any obscene, lewd or indecent activity on a Highway or other public place.

PART 5 – LITTERING

5.0 No Person shall deliver circulars, pamphlets, handbills or papers to or within any Real Property or building located on the Real Property, unless such deliveries are deposited within a receptacle provided by the owners or occupiers of the Real Property or building.

5.1 No Person shall deposit or throw any discarded materials, in or on any Highway or other public place.

PART 6 – NOISE REGULATION

Exemptions

6.0 This Part shall not apply to:

a. the operation of emergency vehicles;

b. the emergency repair of a public Highway;

c. operations of a public utility;
d. Peace Officers acting in the course of their duties;
e. events held under authority of a Special Event Permit issued by the Chief Administrative Officer or their designate;
f. the operation of farm vehicles during planting or harvesting;
g. any person functioning within the limits imposed by a permit issued by the Chief Administrative Officer or their designate; and
h. snow clearing.
i. The sound of emergency backup power generators during power outage events. Backup generators are permitted to run twenty-four (24) hours a day during a power outage event only.

6.1 An application for a permit referred to in Sections 6.0(e) and 6.0(g) of this Bylaw may have a decision under this Bylaw reconsidered by Council by applying in writing for such reconsideration, specifying the decision which the applicant wishes reconsidered and the reason supporting the request for reconsideration.

6.2 The permit referred to in Sections 6.0(e) and 6.0(g) will be in a form prescribed by the Chief Administrative Officer or their designate.

Regulations

6.3 No Person shall make or cause, or permit to be made or caused, any noise, in or on any Highway or other public place or private place which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of any person or persons in the neighbourhood or vicinity.

6.4 No Person, who is the Owner or Occupier of real property, shall allow or permit such real property to be used in such a manner that noise emanating from the real property disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of a person or persons in the neighbourhood or vicinity.

6.5 No Person shall operate any radio, stereophonic equipment or other instrument, or any apparatus for the production or amplification of sound either in or on private premises or in any highway or other public place in such a manner as to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of the neighbourhood or of persons in the vicinity.

6.6 No Person shall own, keep, or harbor any animal or bird which, by its cries, unduly disturbs the peace, quiet, rest, enjoyment, comfort, convenience or tranquility of the surrounding neighbourhood, Persons in the vicinity or the public at large.

Construction and Garbage Collection Noise

6.7 No Person shall, before 7:00 am on any day from Monday to Saturday when such day is

not a Statutory Holiday, or before 8:00 am on any Sunday or Statutory Holiday, and after 10:00 pm on any day, construct, erect, reconstruct, alter, repair or demolish any building, structure or thing or excavate or fill in land in any manner which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of the neighbourhood or of persons in the vicinity.

6.8 No Person shall, before 7:00 am on any day from Monday to Saturday, or before 8:00 am on any Sunday or Statutory Holiday and after 10:00pm on any day, operate a garbage truck which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of the neighbourhood or of Persons in the vicinity.

Power Tools and Model Airplanes

6.9 No Person shall, before 8:00 am and after 10:00 pm on any day, use or operate any power gardening tool or other power tool or machine or any model airplane, boat or car powered by an internal combustion, turbine or rocket engine.

Public Address Systems

6.10 Except for sports announcements at the grounds where such sports are being played, no person shall operate any outdoor public address system at any time from any vehicle, real property, place or premises without the permission of the Chief Administrative Officer or their designate.

Commercial or Industrial Operations – Noise

6.11 Every Owner or operator of an industrial or commercial business which generates a Continuous Noise of a level that disturbs the occupants of the neighbourhood or Persons in the vicinity shall, at the request of the Village, supply the Village with:

a. a report prepared by an independent sound consultant recommending methods to abate the Noise; and

b. a letter of certification sealed by the independent sound consultant that the methods approved by the Chief Administrative Officer for the abatement of noise have been fully implemented.

Motor Vehicle Noise

6.12 The following noises are, in the opinion of Council unnecessary, objectionable or liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public:

a. the squeal of a tire on a Road Surface made by a motor vehicle which is accelerating, stopping or changing direction;

b. a loud, roaring or explosive sound emitted by a motor vehicle;

c. the amplified sound of a radio or other sound playback device or amplification equipment, or the sound of a musical instrument, that

emanates from a motor vehicle and can easily be heard by someone outside the motor vehicle;

d. the sound of the diesel engine of a bus, truck or other vehicle which has been idling or otherwise running continuously for more than five minutes at the same location, except that this clause shall not apply where the bus or truck is located within a garage or depot approved by Village Bylaws and Permits for its long-term parking;

e. the sound of an automobile security system which is made, either continuously or intermittently, for a period exceeding five (5) minutes or the sound of an automobile security system, but not including its activation status signal, which is made more than three (3) times in a 24-hour period;

f. the sound of a horn or other warning device on a motor vehicle used for any purpose other than as an audible warning incidental to the safe operation of the motor vehicle;

g. the sound of a brake or other type of engine brake on a motor vehicle used or operated for any purpose other than as an emergency braking device incidental to the safe operation of the motor vehicle.

h. the sound of a vehicle for which the muffler has been cut out, disconnected, modified by the removal of baffle or other part or which has been opened or widened creating a greater noise than is standard.

6.13 No person shall make or cause or permit to be made or caused, any objectionable, unnecessary or disturbing Noise set forth in Section 6.12 or operate a motor vehicle so as to cause any objectionable, unnecessary or disturbing Noise set forth in Section 6.12 contrary to Division 7A of the *Motor Vehicle Act Regulations*, B.C. Reg. 26/58.

PART 7 – PROPERTY MAINTENANCE

Graffiti

7.0 No Person shall place graffiti, or cause graffiti to be placed, on any wall, fence or other structure or thing in any Highway or other public place.

7.1 No person shall place graffiti, or cause graffiti to be placed, on any wall, fence, building or structure that is located on Real Property and adjacent to a Highway or other public place.

7.2 Every owner of Real Property shall remove graffiti that is located on the Real Property adjacent to a Highway or other public place within five (5) working days of the placement of the graffiti.

a. Every Utility Company shall remove graffiti that is located on any Utility Company structure that is situated on any Highway or other public place within five (5) working days after receiving notification of the graffiti from the Village.

b. A Utility Company is exempt from the requirement in Section 7.2(a) if the Utility Company has entered into an agreement with the Village regarding the removal of graffiti from the Utility Company structures.

Boulevard Maintenance

7.3 Every Owner or Occupier of Real Property shall maintain in a clean, tidy and well-kept condition every Boulevard fronting on the Real Property and, without limiting the generality of the foregoing, shall:

a. remove accumulations of filth, rubbish, discarded materials, hazardous objects and other materials which obstruct a drainage facility;
b. keep grassed areas trimmed and free of noxious weeds;
c. keep landscaping trimmed so that driveway and intersection vision clearances are unobstructed;
d. keep landscaping from encroaching over paved roadways or gravel shoulders.

Sidewalks and Pedestrian Facilities

7.4 Every Owner or Occupier of Real Property shall:

a. remove rubbish from every pedestrian facility bordering the Real Property;
b. keep landscaping from encroaching over a sidewalk, or walkway, from ground level to a height of 2.4 metres.

7.5 No person shall:

a. willfully injure or damage any Boulevard or any tree, shrub, plant, bush or hedge on any boulevard;
b. erect any sign, fence, wall or other structure on any Boulevard, except with written permission of the Village;
c. apply a Pesticide or Herbicide to any Boulevard; or
d. dispose of any vegetation cuttings, rubbish, discarded materials or any liquid or solid waste on any Boulevard or in any Drainage Facility.
e. section 7.5(c) does not apply to the Village or any other public utility.

Fences

7.6 Every Owner or Occupier of Real Property shall:

a. In any zone, where an Owner or Occupier of property adjacent to a Highway has erected a fence adjacent to that Highway, the Owner or Occupier shall not allow that fence to fall into a state of disrepair.
b. An Owner or Occupier of Real Property whose fence erected adjacent to a Highway has fallen into a state of disrepair shall repair it forthwith upon receipt of notice given pursuant to this Bylaw.

c. In every zone where the keeping of livestock is permitted, every Owner or Occupier of Real Property abutting upon any Highway shall forthwith, upon receipt of notice given pursuant to this Bylaw, erect fences along the boundary of that property abutting on the Highway for the purpose of preventing livestock from straying upon said Highway.

Intersection Vision Clearance

7.7 No Person who owns or occupies Real Property located at any Intersection, shall place or permit to be placed or grow a tree, shrub, plant, fence or other structure with horizontal dimension exceeding 0.46 metres (1.5 feet) within the triangular area formed by two intersecting lot lines and the line joining the points on such lot lines 2.4 metres (7.87 feet) from the point of intersection, between an elevation such that an eye 1.0 to 2.4 metres (3.28 feet to 7.87 feet) above the surface elevation of one road, cannot see an object 1.0 to 2.4 metres (3.28 feet to 7.87 feet) above the surface of the other road.

Street Signs

7.8 No Person shall remove, deface or damage any street name sign or any other sign or marker erected upon any Highway by or at the direction of the Village.

Hazardous Trees and Shrubs

7.9 a. If in the opinion of the Village, any trees, hedges, bushes, or shrubs growing or standing on any Real Property are:

(i) a hazard to the safety of persons on any Highway or other public place;
(ii) likely to damage public property, or
(iii) seriously inconveniencing persons on any Highway or other public place

the Village may order the Owners or Occupiers of the Real Property on which they grow or stand to trim, remove or cut down such trees, hedges, bushes or shrubs.

b. If the Person so ordered does not take the required action referred to in Section 7.9(a), the Village may proceed pursuant to Sections 7.19 to 7.21 of this Part.

House Numbering

7.10 All Owners and Occupiers of buildings shall display in a conspicuous place on the Real Property on which the building is located, the street number assigned by the Village to such building so that the same is of contrasting colour to its background and readable from the Highway.

Birds

7.11 No person shall keep or feed within the Village, birds so that they congregate in such numbers so as to constitute a nuisance or disturb, or tend to disturb, the quiet, peace, rest, enjoyment, comfort, or convenience of the neighbourhood or of persons in the vicinity.

Demolition Sites

7.12 On any property where the demolition of any building or structure has taken place;

a. all debris and material whether to be discarded or retained shall be removed forthwith;

b. any basement or other excavation shall be filled in or covered over to lot grade level forthwith, upon receipt of notice served pursuant to the Bylaw.

Unsightly Premises

7.13 No Owner of Real Property shall permit the Real Property to become or remain unsightly or permit water, rubbish, discarded materials or noxious, offensive, or unwholesome matter to collect or accumulate around that real property.

7.14 Every owner of Real Property shall:

a. keep the Real Property clear of Noxious weeds and unsightly and unkempt brush, trees, or other growths;

b. keep ground cover vegetation from exceeding 30 cm in height; and

c. prevent infestation by caterpillars and other noxious or destructive insects and clear the Real Property of such insects.

7.15 Every Owner of Real Property shall remove or cause to be removed from the property any unsightly accumulations of filth, discarded materials, brush, trees, vines, Noxious Weeds or other growths, of any kind on a regular basis, or when ordered to do so by the Village.

7.16 Every Owner of Real Property shall maintain the general appearance and repair of the Real Property to the standards of other similar properties in the neighbourhood.

Rental Premises

7.17 Every Owner of residential premises or residential property subject to a tenancy agreement shall:

a. maintain the physical condition and structural repair of the residential premises or residential property to the health, life safety and fire protection standards of the British Columbia *Building Code* and the Village of Sayward Fire Prevention Bylaw; and

b. maintain the general appearance and repair of the Real Property to the standards of other similar properties in the neighbourhood.

Vacant Premises

7.18 No Owner of Real Property shall cause or create a nuisance or permit a nuisance to be caused or created by allowing a vacant building on the Real Property to fall into such a

state of disrepair that it becomes unsightly or creates a hazard, danger, nuisance or inconvenience to the general public.

Default and Remedial Action Notices

7.19 Where an Owner of Real Property or other responsible person fails to comply with the requirements of this Part, Council may make a declaration requiring that the Owner or other responsible person bring the Real Property into compliance with the provisions of this Part within specified time frame. A Bylaw Enforcement Officer may issue a notice in relation to Council's declaration.

7.20 If the Owner or other responsible person fails to comply with the notice requirement within the time limit specified in the notice, the Village by its workers, or others authorized by the Chief Administrative Officer, may, at all reasonable times and in a reasonable manner, enter the Real Property and affect such compliance at the cost of the defaulting Owner or other responsible person. Such cost shall consist of all costs and expenses incurred by the Village in affecting compliance with this Part including, without limitation, administrative costs, costs of attendance at the property by Village employees or its contractors and the costs of removal, clean up and disposal.

7.21 If an Owner or other responsible person defaults in paying the cost referred to in Section 7.20 to the Village within 30 days of a demand for payment from the Village, the Village may recover from the Owner or other responsible person, in any court of competent jurisdiction, the cost as a debt due to the Village. If an Owner has not paid the debt by December 31 in the year in which the debt was incurred, the Village may direct that the amount of the cost be added to the Real Property tax roll as a charge imposed in respect of work or service provided to the Real Property of the Owner.

Reconsideration

7.22 An Owner or other responsible Person who has been issued a notice pursuant to Sections 7.19, 7.20 and 7.21 of this Part may make representations to Council to have the decision reconsidered by applying in writing for such reconsideration within 14 days of receipt of the notice, or lesser time if specified in the notice.

PART 8 – ENFORCEMENT AND PENALTY

Right of Entry

8.0 A Bylaw Enforcement Officer may, at all reasonable times, enter upon any Real Property in the Village in order to ascertain whether the regulations contained within this Bylaw are being complied with.

Enforcement

8.1 The provisions of this Bylaw may be enforced by any Bylaw Enforcement Officer.

Offences and Penalties

8.2 Any person who contravenes, violates or fails to comply with any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention of this Bylaw, or who fails to do anything required by this Bylaw, commits an offence and shall be liable, upon conviction, to a fine of not more than $10,000 (and not less than the fines prescribed in the Village of Sayward Ticketing Offence Bylaw), the cost of prosecution and any other penalty or order imposed pursuant to the Community Charter (British Columbia) or the Offence Act (British Columbia). Each violation against this Bylaw shall be deemed to be a separate and distinct offence, and, where the offence is a continuing one, each day that the offence is continued constitutes a separate offence.

PART 9 – SEVERABILITY

9.0 If any section, subsection, paragraph, clause, phrase or word within this Bylaw is for any reason held to be invalid by the decision of a court or competent jurisdiction, such decision does not affect the validity of the remaining portions of this Bylaw.

PART 10 – REPEAL

10.0 Property Maintenance Bylaw No. 384, 2010; Noise Control Bylaw No. 342, 2005; No-Idling Bylaw No. 389, 2011 and Liquor Consumption Bylaw No. 77, 1977 are hereby repealed.

Read a first time on the 9th day of October 2018

Read a second time on the 9th day of October 2018

Read a third time on the 9th day of October 2018

Rescinded third reading on the 16th day of April 2019

Amended at second reading on the 16th day April 2019

Read a third time on the ___ day of _____ 2020

Adopted on the ___day of _____, 2020

Certified a true copy of Bylaw No. 417 this ____ day of _____, 2020

_____
Chief Administrative Officer
Village of Sayward

_____
Mayor

_____
Corporate Officer

STAFF REPORT

For: Mayor and Council
From: John France, Acting CAO
Subject: **Strategic Plan and Sayward Projects and Initiatives Template (SPIT) Update**
Meeting date: December 6, 2022

DISCUSSION

Updates to the SPIT and Strategic Plan should be provided to Council on a regular basis; Staff suggest quarterly. Staff will go through each report or as directed by Council. Council is requested to amend both reports as appropriate and to provide any new direction on the items listed.

The SPIT is an ongoing workplan and items are removed after Council is notified that they have been completed or by Council direction. New items are added by Council direction and through the Strategic Plan process. The Strategic Plan is set by Council. Old items are not removed until the new plan is approved by Council. Removed items can be simply that they have been completed, or they have been replaced by other Council priorities. Council has indicated a new Strategic Plan will be completed in mid 2023. A proposal has been requested from a consultant to lead and complete the plan.

STAFF RECOMMENDATIONS

THAT Council receive the Strategic Plan and Sayward Projects and Initiatives Template (SPIT) Update report for information and discussion.

Respectfully submitted,

_____

John France Acting CAO

Attachments:

- **SPIT and Strategic Plan**

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

1-Dec-2022
CURRENT AS AT

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

#	PART	ASSIGNED	PROJECT	DESC	DATE	UPDATE	COMMENT	STATUS	STRAT PLAN PART	PRIORITY
				1) INFRASTRUCTURE						
1	A	CAO/CFO	Newcastle Dam Project - Demolition, construction of weir, and completion	NHC 2022 WORK PLAN	1-Dec-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. **Project is essentially complete, fencing and minor reporting to be completed**	**Project under last Council approved budget**	C	Infrastructure Upgrades and Asset Replacement	1
	B	CAO/CFO	Newcastle Dam Project - Grant Reporting	Reporting requirements/ICIP Request for more reporting	1-Dec-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. Urban Systems was contracted to assist in preparation of these reports. **One minor report is outstanding, draft is complete and will be submitted shortly**		C	Infrastructure Upgrades and Asset Replacement	1
	C	CAO/CFO	Newcastle Dam Project - Final Report from Consultant	Final Survey of project work/NHC	1-Dec-2022	**NHC has completed survey report, it is an excellent history of the project. Report will be sent to Council Jan 2023**		C	Infrastructure Upgrades and Asset Replacement	1
2	A	CAO/CFO	Drainage Project	Grant application for 2023 work plan	1-Dec-2022	Urban Systems completed the complex grant application and submitted it ahead of deadline. Urban Systems will advise on status of the grant application. **Expected announcements in Spring 2023. If approved, process and workplan report will be sent to Council. Council has purchased two lots identified in the Drainage Plan as essential to completing the proposed works.**		OG	Infrastructure Upgrades and Asset Replacement	1
	B	CAO/CFO	Drainage Project - ICIP Grant funding	Grant submission	22-Apr-2022	$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 one 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 is through ICIP, Council approved purchased of two lots critical to the project, $163K.**	Grant submitted and awaiting response. Spring 2023	OG	Infrastructure Upgrades and Asset Replacement	1
3	A	CAO/CFO	Project Planning Funds	To find funding for Major reports needed to effectively plan responsible growth for the community and to execute those plans	22-Dec-2022	**Council/Staff have been sucessful in getting many grants (Active Transportation, Fire Smart, Housing, and Age friendly) for the OCP. Recently received a grant for Asset Management Plan. Grant apps outstanding for water and drainage projects, expect notification in Spring 2023. Staff will continue to look for funding opportunities - grants are critical to both planning for major infrastructure projects and in completing them.**		OG	Infrastructure Upgrades and Asset Replacement	1

4	A	CAO	Master Water/Sewer Plan	A Water/Sewer System Master Plan is needed to determine the capacity of the existing systems, what the systems will support, the conditions of distribution and collection lines, planning for future development and recommendations for phased work.	22-Dec-2022	Council approved budget of $35k plus $5K contingency. **Reports are nearing completion.**		OG	Infrastructure Upgrades and Asset Replacement	2
5	A	CAO	Asset Management Plan	**Having a current asset management program is critical for planning as well as for potential large scale infrastructure grants when then come available. Current Asset Management Plan (AMP) needs a review and revision. Revision includes adding WTP and weir, as well as a reformatting of the plan to be more consistent and user friendly.**	1-Dec-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 has prepared grant app	OG	Infrastructure Upgrades and Asset Replacement	1
	B	CAO	Asset Management Plan - FCM Grant funding		1-Dec-2022	**Grant received ($45k plus $5K from village sources) to complete a revised AMP. Per Council direction, plan was awarded to Urban Systems and work has begun. Initial meeting scheduled for Dec 6.**		OG	Infrastructure Upgrades and Asset Replacement	1
UMBE	**PART**	**ASSIGNED**	**PROJECT**	**DESC**	**DATE**	**UPDATE**	**COMMENT**	**STATUS**	**STRAT PLAN PART**	**PRIORITY**
				2) DEVELOPMENT						
1	A	CAO	Approving Officer for Village developments and subdivision applications	Limited capacity to do in house	1-Dec-2022	Files were discussed in early 2022 with the SRD with plans to transfer to their office for review. **Council approved the hiring of an Approving Officer (AO) in July 2022 to assist Staff on several land use projects currently underway.**		C	Economic Development	1
2	A	CAO/AO/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	1-Dec-2022	Staff have identified a series of issues to work with the developer on. Studies done include traffic impacts study and an archaeological assessment (potential site found). 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. **AO/CAO has outlined the issues with Mr. Adama. In summary, water and sewer capacity/pressure issues, road elevations, public road status through property to SFD portion and changes to the original plan (commercial development). The developer has expressed frustration with the pace of the project, reasonable considering the impact of staff turnover. He has a complete list of issues as of November 2022 which he has to address, when response is received Council will receive a full update.**		OG	Economic Development	1

3	A	CAO/AO	Van Brocklin Subdivision	Encroachment Issue-RoW	1-Dec-2022	Building encroachment is substantial. There are also issues with protected water lands behind the property.		OG	Economic Development	2
	B	CAO/AO	Van Brocklin Subdivision	Legal Review related to the issues	1-Dec-2022	**AO/CAO and Legal have been working on identifying the issues and providing a solution. Item is in camera at present**		OG	Economic Development	2
4	A	CAO/AO	711 Kelsey Way	**Proponent wishes to redevelop the property, Council wishes to clean up site/remove unsightly trailers, replace with small units or similar housing units**	1-Dec-2022	**Proponent has removed two trailers, two more are scheduled to be removed soon and remaining units will be removed (per proponent) within three years depending on the final approvals given by Council on their proposed site plan. At this stage (Nov 22) nothing has been approved by Council on final disposition. Proponent is putting together a plan to build small home units. Council has indicated all trailers have to be off site within two years. Next step, follow up with proponent in Jan 2023. If Council approves plans for small units, zoning bylaw will have to be amended to include SFD's (currently not permitted, but was permitted until 2021, when zoning bylaw was amended to omit SFD's in this zone)**		OG	Economic Development	2
5	A	CAO/AO	Couverdon subdivision	Subdivision of Island Timberlands lands - Ambleside Drive	1-Dec-2022	**Major issues include road works, elevations, and water service (sufficient water pressure). Staff has also asked they consider the effects of drainage coming from forest lands above the Village. Council will ultimately make the decision, Staff recommends seeking contribution to solve drainage issues. Currently (Nov 23) AO/CAO working to resolve issues.**		OG	Economic Development	3
6	A	CAO	Kelsey Bay Organics - Roger Paquette	Meet and Greet and discussion around development	22-Apr-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.		OG	Economic Development/ Tourism Development	4
7	A	CAO	Tourism Committee	Committee Review	1-Dec-2022	**Tourism Committee work was taken over by Sayward Futures and a contract was signed to provide funding. COVID put this work on hold and Council can review whether to continue with this work format. Contract was originally set at $2,000 annually and had reporting conditions. Contract if acceptable will have to be re-signed. Despite the work being on hold due to COVID, funds were transferred to SFS in 2020 and 2021 and Council may wish to see where these funds were allocated by way of a report from SFS. In 2022 funds earmarked for the Tourism Committee were reallocated to the KFN Guardian Watchmen program, Council may wish to discuss further.**		OG	Tourism Development	3
	B	CAO	Other Committees	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. **Council may want to discuss this item at the Dec 13th COW meeting.**		OG	Economic Development	3

UMBE	PART	ASSIGNED	PROJECT	DESC	DATE	UPDATE	COMMENT	STATUS	STRAT PLAN PART	PRIORITY
3) VILLAGE OPERATIONS										
1	A	CFO	Budget Variance Update to Council	Quarterly-went to Council May, August and September 22. **Next report scheduled for January 2023 during financial plannign sessions**	22-Dec-2022	High level report of budget to actual variances YTD and any expenditures anticipated but not budgeted. Report should be quarterly.		OG		2
2	A	CAO/CFO	RFP-Engineering Services	Create RFP for Engineering services with goal of anchoring 5 year contract	22-Dec-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. **RFP complete, McElhanney sucessful bid, contract has been signed.**		C		3
3	A	CFO/CAO	Records Management System	There is a critical need for a records management review as current filing system not consistent, efficient and very time consuming.	22-Dec-2022	**Council to revisit in 2023 budget.**		NS		1
4	A	CAO/BCSPI/CFO	Procurement Policy	To update the procurement policy and to perhaps layer in social procurement.	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. **Draft prepared, time permitting**		D		3
5	A	CAO	Electric Vehicle Charging Station		22-Dec-2022	Staff reached out to BC Hydro and reported back to Council that a quick charge station was planned for the Co-op at the junction. There is not BC Hydro funding yet for Sayward for a charge station but the Hydro representative is speaking on our behalf for funding this in the future. **Charging station is installed at junction, but not yet operational. Info item only, will be removed next SPIT**		C		5
6	A	CAO/ CFO/KC MANAGER	Kelsey Centre	Short Term Planning - priority is short term solutions to ensure a successful restart for the centre and in particular, the pool.	22-Dec-2022	CAO is working with KC Manager to review current programs, rates and offerings as well as staffing, hours and items needed for a successful restart after closures and limited services as a result of health orders in and around COVID. **Staff working on stats for the KC, by program useage, and by residence location. Majority of users are from Valley, Valley pays no taxes to support the KC. Staff have developed a survey which will be used to gather client preferences and program "wants" for the KC. Report back to Council planned in Dec 2022.**		OG		2
	B	CAO/SRD	Kelsey Centre	Long Term Planning	22-Dec-2022	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	Community Relations	2
	C	CAO	Kelsey Centre	Fees and Charges-Kelsey Centre. Staffing for Lifeguard	22-Dec-2022	Staff have compiled a 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. **Lifeguard course is complete, amendments to fees and charges complete. Another lifeguard starting in January**		C		2

7	A	CAO	Rogers Communications	The CAO was contacted by Rogers Communications that has an expression of interest in putting a cellular tower in the Village of Sayward.	22-Dec-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. **Project approved by Council and completed, tower to be erected.**		C		3
UMBE	PART	ASSIGNED	PROJECT	DESC	DATE	UPDATE	COMMENT	STATUS	STRAT PLAN PART	PRIORITY
				4) POLICIES/BYLAWS						
1	A	CAO/CFO	Official Community Plan (OCP)	**OCP Draft going to Council Dec 2022 for review by Council**	22-Dec-2022	**OCP process has been long and delayed for several reasons - staffing changes and draft challenges. OCP requires a few minor changes (Housing) and a rethink/rework on First Nations inclusions - work is needed to affirm First Nations role in Community to Community engagement and planning. Legal review is complete ($3K) but may require a revisit on final draft, and rework on First Nations engagement. Report went to Council on next steps in Nov 2022 and will be revisited in Dec 2022.**		OG	Economic Development	1
	B	CAO/CFO	Official Community Plan (OCP)	Financials Related to the Plan	22-Dec-2022	**Budget for the Plan was $68,617.00 and comprised of 4 grants (Age Friendly $25K, Housing Needs,$15K, CRI Fire smart $10k, and Active Transportation, $18, 617) PLUS a contribution from the Village - Spent to date is $110+ and further funding is required. 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. Completion date for OCP June 2023. $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 be budgeted, discuusions in 2023 budget process.**		OG	Economic Development	1
2	A	CFO/CAO	Ticketing Bylaw	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
	B	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	C	Multiple	1
3	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
4	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. Approved, in effect.		C	Village Operations	1

5	A	CAO	Backyard Burning Bylaw	Amend Current Bylaw as per council direction		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.		NS	Community Relations	4
6	A	CAO	Public Nuisance Bylaw	Amend Current Noise Bylaw as per council direction	1-Dec-2022	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.) **Staff report on Dec 6th agenda addressing this item**	Bylaw still o/s (sitting at 2nd reading)	OG	Community Relations	1
7	A	CAO, SRD	Building Bylaw	Work towards policy, procedures, bylaws and packages.	22-Dec-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. **Fees & Charges bylaw has been updated, no further updates, other priorities.**	CAO waiting for dates with SRD	OG		4
8	A	CAO, Urban Systems	Zoning Bylaw	A full review of the Zoning Bylaw once the OCP has been adopted	22-Dec-2022	Estimated costs to have this study and update done is $30K. **Council should review this project in 2023 budget process.**	On hold pending completion of OCP	NS	Economic Development	3
9	A	CAO/CFO	Water/Sewer Parcel and Frontage tax review	**Council to consider imposition of water and sewer parcel and/or frontage tax to capture propertied currently not supporting Village infrastructure.**	22-Dec-2022	**Staff have discussed completing ground work with Urban Systems. Should be considered in 2023 budget process.**	Work on time and budget permitting	NS		2
10	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	OG	Village Operations	2

UMBE	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 findings in recent SRD report and determine the best way forward so both SRD Area A and the Village receive best services possible.	22-Dec-2022	**Issues being considered by the SRD may have a huge impact on FS delivery and costs. Staff must provide Council with an analysis of the options that work best for the service, the Village and the Valley. Timing December/January 22/23**	Process ongoing, to be addressed early 2023	OG	Community Relations	1
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. **New bridges have now been installed, and work on the trail complete.**		OG	Community Relations	2
4	A	CAO	K'omoks First Nation (KFN)	To introduce new CAO to KFN, staff Chief and Council.	22-Dec-2022	CAO and KFN Director of Intergovernmental Relations have connected and plans are in place for an introductory meeting as time permits. **CAO and KFN Director of Intergovernmental Relations discussed OCP process and OCP, and how to move forward. Subsequently reported back to Council and discussions and decision needed.**		OG	Community Relations	1
	B	CAO	K'omoks First Nation (KFN)	Support of Guardian Watchmen Program	22-Dec-2022	After April 5 Council Meeting, A letter was crafted to KFN in response to Hegus Rempel's Letter regarding the Guardian Watchmen. Todd Boychuck will forward this to Chief and Council. **Council has approved a $1500/year grant for this program, for four years. Council may wish to ask KFN for an annual report on works done in the Salmon River estuary.**		OG	Community Relations	1
	C	CAO	K'omoks First Nation (KFN)	Review of OCP	22-Dec-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. **Request for $2K to review OCP still needs to be resolved**		OG	Community Relations	1
	D	CAO	K'omoks First Nation (KFN)	Community Forest (CF) - To discuss the possibility of a community forest with the KFN as it relates to the draft OCP	22-Dec-2022	First priority is for Mayor and Council to meet with Chief and Council. **This project has been ongoing for over five years. CF site was identified, current status unknown. Next step, Council to discuss with KFN and ascertain if there is still interest in the project. Staff suggest caution, economics of the project need to be fully identified and assessed.**		D	Community Relations	5
5	A	CAO	Western Forest Products	Log Sort issues - To resolve ongoing site noise and water usage	22-Dec-2022	**WFP uses approx 40% of water produced by the WTP. Attempts have been made to ask them to reduce usage - we were advised log watering is needed to protect logs from insects and to reduce dust coming from the site. Other water sources (not salt, damage to equipment) need to be found. Noise issue is a long time village concern. Operations do not conform to the Village Noise Bylaw.**		OG	Community Relations	1

6	A	CAO	Sayward School (School District 72)	Community Garden Proposal Approved by Council	22-Dec-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. **Feedback from SD to be requested by staff**		OG	Community Relations	4
7	A	CAO	DOG PARK-OFF LEASH	Resident inquiry on a Dog off Leash park	22-Dec-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. **Council suspended action on this item.**	Info item, off spit next version	C		5
8	A	CAO	Sayward Royal Canadian Legion Branch 147	Share Shed Service Agreement	22-Dec-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. **Share shed has been renovated will be open for use in December, Legion to advise and advertise exact date.**		C	Community Relations	2
UMBE	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. **Report completed and included in OCP**	Shaun K has lead on this grant and applicable reporting	C		1
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 app unsucessful.**	Grant is submitted and awaiting notice	C	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. **Staff will report on what funds are still reminaing in this Reserve during financial planning sessions.**	Grant funds received and Allocation will be March/April	OG	Economic Development	3
4	A	CAO	**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. **Seniors lunches and dinners have been held all year, funding is almost exhausted. Final report to do and remaining funding to be received (received $4k up front, remaining $1k will be released once final report received and approved)**	Grant has been replanned and awaiting final approval and then execution	OG	Community Relations	2

Village of Sayward 2022 Strategic Plan Progress Report December 2022				Key: NC - Not Completed WIP - Work in Progress
Community Relations				
Item	**Priorities**	**Progress Measures**	**Timeline**	**Comments**
1	Show progress toward reconciliation with K'omoks First Nation and other First Nations	Acknowledge meetings occur on unceded territory; steps taken to provide for visual and physical recognition of First Nation habitation in the Sayward area.	Jan-22	NC
		Interpretive signage installed at KFN totem pole and other key Village locations	Summer 2022	NC
2	Continue to negotiate a framework agreement with Western Forest Products (WFP) regarding the operations at the log sort	Legal Agreement in place to clarify terms and communications around early start times of WFP and measures in place to manage dust and noise	Spring 2022	NC
		Noise Bylaw amended to permit agreement terms		Staff suggest this be discussed as part of the new public nuisance bylaw
3	Continue to work with SRD to clarify Shared Fire Service	New Shared Fire Services agreement with SRD or other terms, and clarification of assets	Summer 2022	Delayed to early 2023, SRD working on report for January Board meeting
4	Develop stronger working relationship with the Nature Trust of BC	BC Nature Trust reps invited to a Council meeting and projects and initiatives such as interpretative signage established	2022	No one has been invited yet
5	Finalize Fireworks Bylaw	Household survey results summarized and presented to Council; Fireworks Bylaw in place	2022	Complete
6	Build a collaborative relationship with Sayward residents by working together with Council and Staff	Collaborative leadership demonstrated	2022	NC
		Annual Town Hall meeting with citizens to be held and issues of importance to citizens discussed	2022	Staff suggest Council review in January 2023
7	Resolve deficiencies with 794 and 765 Sayward Road properties in accordance with legal advice	Building permit deficiencies and encroachment of properties resolved as per legal advice	2022	* Nearing completion on 765 * 794 WIP staff turnover has delayed progress, Building Inspector has been contacted for an update
8	Village to submit bi-monthly update to Sayward Residents for information and updates of Village initiatives and goals	Bi-monthly submissions from Village staff or Council included the Sayward News	2022	Ongoing, clarification needed. In past Mayor provided comments and Staff regularly included Village items of interest. Need Council perspective
9	Work with SRD on funding for services jointly used by all valley residents - Fire, Recreation, Health, Comox Strathcona Waste Management and Comox Strathcona Regional Hospital Board.	Data collected and presented to Council early 2022; new agreements in place, funding obtained from SRD for recreation and Health Clinic.	2022	WIP

Item	Priorities	Progress Measures	Timeline	Comments
10	Make arrangements for community cooling centre for safety during hot summer periods	Measures for cooling centre in place	2022	Grant applied for cooling unit Fall 2022
		Economic Development		
11	Encourage and support new housing initiatives	Updated development framework including updated Zoning Bylaw and building permit application; access to additional staff resources to administer new building and development applications	Summer 2022	* Zoning to be done after completion of the OCP in 2023 * Approving Officer hired on contract and is assisting in completing land use issues
12	Finalize Official Community Plan (OCP)	OCP Bylaw to be adopted	2022	OCP to be complete spring 2023, delayed due to staff turnover and elections
13	Revise and update Zoning Bylaw	New Zoning Bylaw in place	Summer 2022	To be completed after OCP
14	Support prospective businesses interested in locating to the Sayward area	Investment in Village of new business services, increased campground usage, more tourist traffic, and more businesses advertising in the Tourist Info Centre	2022	Campground usage has significantly increased since 2017
15	Work with local organizations and the Tourism Committee to promote tourism and attract business investment to the Sayward Area	Businesses promoted using business licence directory and promotion incentives	2022	Staff request Council direction regarding the possible renewal of the contract with Sayward Tourism
		Progress made on the Working Waterfront Project in accordance with Part 3.4 of the OCP	2022	NC
16	Support existing businesses	Existing business continue to thrive	2022	NC
		Infrastructure Upgrades & Asset Replacement		
17	Complete Water Master Plan	Water Master Plan completed	Summer 2022	In progress, completion projected January 2023
18	Complete Sewage Capacity Study	Sewage Capacity Study completed	Summer 2022	In progress, completion projected January 2023
19	Use Asset Management Plan to identify projects for the Financial Plan	Report to Council with plan for asset replacement strategy	Ongoing	Funding secured for AMP update, contract awarded, completion winter 2023
20	Plan for full replacement of water, sewer, drainage, and road infrastructure	Use information from Water Master Study and Sewage Capacity Study to apply for grant funding and establish 8–10-year Infrastructure Replacement Strategy	2023-2032	Ongoing WIP as reports are completed
21	Continue to seek grant funding to implement the 2021 Drainage plan	Funding obtained and 2021 Drainage Plan gradually and steadily implemented	2022-2026	Application submitted for funding and two properties acquired that are essential to the drainage plan

Item	Priorities	Progress Measures	Timeline	Comments
22	Make progress toward investing in reserve funds in accordance with new reserve policy	Progress made with annual investments in reserve funds per policy	Ongoing	Staff plan to have a report to Council early January to transfer some funds to reserves from surplus and then budget reserve transfers for 2023
23	Completion of removal of Newcastle dam and construction of Newcastle weir	Newcastle Weir in place and dam removed	Fall 2022	Complete - final survery report will be sent to Council in Jan 2023
24	Identify short and long-term projects for the Kelsey Centre and include in budget discussions	Recommended short-term safety upgrades and equipment replacement presented to Council; Issues identified and upgrades completed	2022	Included on the SPIT report
25	Continue to apply for infrastructure grants	Grant applications submitted, approved funds used for repairs and upgrades to infrastructure to improve citizen's lives	2022	WIP
		Living Green		
26	Continue to pursue the goal of becoming a carbon neutral community	Solar panels for Water Treatment Plant installed		Staff received quote, very expensive. Suggest discuss during SP process
		Substitute fleet vehicles with hybrid or electric models at time of replacement	2022	Staff suggest timing of this item is subject to Council allocating funds
27	Install Electric Vehicle Charging station	Electric-Vehicle Charging station installed	Fall 2022	Funding is an issue. Charging station installed at junction
28	Establish Water Meter Bylaw for all commercial and industrial development and all new development	Water Meter Bylaw in place and Village able to collect more information regarding water use	Fall 2022	NC
29	Continue to work with the provincial government and K'omoks First Nation to secure an economically viable community forest	Community Forest secured with KFN and Provincial Government	2023	Included on the SPIT report NC
30	Continue to develop the Village trail system	Improvements and additions to existing trail system completed	2023	NC
31	Continue to expand the Community Garden and flower gardens throughout the Village	Community Garden revitalized	2022	Included on the SPIT report. School District (SD) took over garden, need SD update
		Professional Development		
32	Ensure Village Council, staff and volunteers receive adequate emergency management training and the village has an emergency response plan in place	Staff and EOC representative reports to Council regarding quarterly meetings with Stakeholders. Emergency response plan in place	Ongoing	WIP

Item	Priorities	Progress Measures	Timeline	Comments
33	Continue Village Council, staff and volunteer professional development through various municipal and professional associations ensuring the Village continues to receive good value for resources expended	Training for all Council, Staff and volunteers scheduled, and training taken	2022	New Council has agreed to training in 2023, more for Council and Staff to be determined
		Tourism Development		
34	Continue the Village beautification program including upgrading signage, cleaning and painting Village buildings and structures, and enhancing the village gardens	Off Road Vehicle (ORV) signage installed indicating the location of the designated ORV route	2022	NC
35	Work with local organizations and the Regional District to enhance signage and way finding in Sayward	Work with the Tourism Committee to promote trails; additional signage installed	Ongoing	See other comments regarding Tourism Committee
		Meetings attended and joint initiatives completed		
36	Support and work with the Tourism Committee	Host an annual meeting with the Tourism Committee to identify initiatives to be included in the financial plan	Early 2022	Staff suggest working with Sayward Futures Society and possibly restart Tourism agreement
		Village Operations		
37	Review and update Village internal policies	Additional Policies and Bylaws approved by Council	2022	WIP, update on Dec 6 agenda
38	Create and staff Public Works on call back up position	Public Works back up hired	Early 2022	Funding issue to complete
39	Review tax ratios	Updated tax ratio system	Early 2022	Budget 2023 staff report
40	Revise building permit fees in the Fees & Charges Bylaw to adopt Marshall & Swift estimator for Building fees and construction costs	Efficient and fair billing system in place for new building permits with Marshall & Swift estimator in use	Spring 2022	Completed, Fees & Charges bylaw updated with new rates 2022
41	Establish Risk Management Strategy to address possible gaps in infrastructure funding	Risk Management Strategy in place	2022	NC
42	Participate in food security initiatives and support the Strathcona Food Hub	Meetings attended and initiatives completed that address homelessness, community connections, mental health, and socialization	Fall 2022	NC
43	Determine the ownership and responsibility of breakwater ships and develop strategies to reduce risk	Plan in place to manage breakwater	2022	NC

STAFF REPORT

For: Mayor and Council
From: John France, Acting CAO
Subject: **Relations Building Session 2023**
Meeting date: December 6, 2022

DISCUSSION

Council requested a proposal from a local consultant – Ms. Deborah Rossouw, Possibil – to conduct a relations building session for Council and Staff in essence to assist Council in understanding what is needed to build a positive, interactive working environment. The proposal by Possibil is attached and Council is requested to provide feedback on the suggested program.

1. The dates suggested are two four hour sessions January 21, 9-1, and February 11, 9-1, both at the Kelsey Centre.

2. The proposed fee is $1,772 plus GST.

3. Comments on the proposed outline.

As previously discussed, Staff will attend a portion of the program – this is an important part of the relationship building process.

STAFF RECOMMENDATIONS

THAT Council receives the Relations Building Session 2023 report; and,

THAT Council approves the proposal from Possibil for $1,772 and the proposed dates, January 21, 9-1, and February 11, 9-1.

Respectfully submitted,

John France Acting CAO

Attachments:

- **Possibil's Proposal**

John France, CAO
Village of Sayward
652 H'Kusam Way
Sayward, B.C.
V5C 6N5

November 22, 2022

Dear John

Relationship Building Program
To develop trust for more effective team relationships

Thank you for the opportunity to present a proposal to help your team of Councillors build trust and enhance their current way of communicating with one another and with Municipal staff.

Relationship Building Program - two-sessions
This *Relationship Building Program* will help Sayward Councillors and staff to develop more trust in one another so that they work together as a more cohesive team. We suggest the program is facilitated over two ½-day sessions. Participants will be tasked with a feedback assignment after session 1.

Program objectives
The program will help each team member to:

- Understand the principles and specific behaviours on which trust is based.
- Agree to team-generated *rules of engagement* – as a tool to build ongoing trust.
- Gain insight into their personal areas of growth based on feedback, make behavioral changes and develop strategies to improve.
- Better understand individual style preferences using a profile tool.
- Learn how to have necessary conversations to address issues as they arise.
- Gain clarity about the communication protocols for Sayward Councillors and staff, aligned with the Code of Conduct.

Proposed program dates
Session 1: Saturday January 21, from 9am – 1pm
Session 2: Saturday February 11, from 9am – 1pm

Fees	
Customized program – two sessions of 4hrs at $600 per session. *(Current rate for municipalities reduced by 50%)*	$1200
Program preparation and customization	$500
Workbooks for each participant at $8.00 ea.	$72
Total (excl. GST)	$1772

Sincerely
Deborah and Dene Rossouw

STAFF REPORT

For: Mayor and Council
From: John France, Acting CAO
Subject: **Fire Services Agreement**
Meeting date: December 6, 2022

DISCUSSION

The Strathcona Regional District (SRD) has agreed to extend the current Fire Service Agreement (FSA) for fire services in the Village of Sayward (VOS) and Valley (Area A) for 3 months and up to 6 if needed, depending on the time needed to complete negotiations. Staff recommends acceptance of the extension.

Background

For context, the SRD has been reviewing the FSA to determine if a better service model would "fit" the needs of the area residents. A consultant was hired, a report was done, and the report outlines several options including each area (VOS/Area A Valley) having its own separate service, SRD operating the service under its jurisdiction, reverse the FSA contract, and improving the current model. Staff believe this discussion is scheduled for January.

Discussion

There was a separate item on the SRD November 23 agenda on whether to extend the current FSA with the VOS or to cancel it. The extension agreement is attached to this report.

There is language in the reports attached to the SRD agenda that Staff have problems with; the big items are outlined below.

1. Page 2 of the SRD August 6, 2022, report states that the SRD owns the Fort Garry Freightliner purchased in 2007 (Engine #4). To her credit, Ann reached out several times to tell SRD staff that this vehicle is in fact jointly owned 50/50. Ownership of the vehicle puts into question the numbers used by the consultant in determining the capital cost of a go it alone Fire Service option (SRD Area A Valley only). Staff have asked SRD staff if they had any info which would prove ownership differently, we certainly have the paper saying it is a joint ownership. This is an issue for future reports/discussions as it is important for both parties to resolve both the financial and operational issues.

2. The share of operational expenses is 60/40 and capital costs is 50/50 per our contract. Supposedly the splits were determined based on where services are rendered, however, this number has remained static which frankly is odd, because it changes every year. Furthermore, the majority of services used, beyond 60/40 are in the valley. Our Chief is working on stats and will have a report for the December meeting. If in fact service stats are the basis for apportionment, we need yearly, accurate stats. This is an issue for future reports/discussions as it is important for both parties to resolve the available funding alternatives.

3. On page 4/35 of the consultant's report located at the following link https://agenda.strathconard.ca/SRDAttachments/SRDCommittees/Open/EAS/11-Aug-21/20210806-Sayward-Valley-Fire-Services-Review.pdf (paper copies also provided at this council meeting) , it states the 2019 residential tax rates were .84 cents SRD vs .56 cents VOS for operational costs of the service in each area. This is misleading because the SRD rate includes transfers to reserves which is not an operational cost. If reserve transfers are taken out, then the SRD residential rate drops to .599 which is roughly equivalent to the Village rate. By stating the higher rate, it gives the impression that SRD residents are paying far more than VOS residents when operationally they do not. Said differently, the real rate diminishes the idea that there is an inequity in the sharing of the costs in the agreement. A future report will in fact suggest the opposite, it is VOS which is paying more than its fair share for the service – for example share of services used and admin costs to run the service. This is an issue for future reports/discussions and relates directly to funding shares.

4. There are many issues for Council to consider on the options outlined to the Board (and the one chosen). Each option has its good/bad points and Council/Staff will need to identify and deliberate on key issues such as, if the SRD takes over the service, how will assets currently owned by the VOS be handled, what will be the new sharing formula, the future (and capital cost replacement) of the SRD hall which sits in the flood plain and was subsequently isolated in the 2016 flood, and, is in poor shape. See the charts on pages 11 and 12 to see the incidents by area chart, 2019 stats suggest valley responses comprise 37% of total (not including out of area). Another issue is the split on shared capital, why are operational costs 60/40 but capital costs 50/50? The issues around service delivery are many and complex. Staff believe that a change is needed to ensure the Sayward Volunteer Fire Department (SVFD) has the appropriate funding to run a successful and responsive fire service, and one that attracts and supports volunteers.

5. The last point Staff wish to make is on the issue of input into the FSA by the Area Director. I understand from the report he feels he has little or no input into the fire services and the budget. This is a major issue for him and rightly so. Our current agreement only calls for a budget to be delivered to the SRD CAO each year by October 15, therefore does not contemplate interaction with the Director. However, I know that previous Councils (under Mayor MacDonald) invited him to discuss the fire service on several occasions and I am told that the last Council invited him to do the same. The

Area Director did not attend these meetings, Staff do not know the reasons for not attending, but to be clear, he was given the opportunity.

I suggest the next step is - Staff should prepare a comprehensive report on the options and 9lfrom the VOS's perspective, what works best for the service and for the VOS after the SRD reviews and makes recommendations.

One final point, the SRD is also looking at a change in how regional recreation is serviced and funded. Staff suggest Council consider working with the SRD to address inequities present in funding the Kelsey Centre where the majority of users are valley residents who pay zero taxes to keep the KC operating and sustainable. This has a huge impact on Village costs and on our ability to provide a full slate of recreation services.

STAFF RECOMMENDATIONS

THAT Council receives and discusses Fire Services Agreement Staff Report, and;

THAT Council approves the extension to the Fire Services Agreement and authorizes the Mayor and Corporate Officer to sign the modification agreement.

Respectfully submitted,

_____

John France Acting CAO

Attachments:

- **SRD FSA Modification Agreement**

MODIFICATION AGREEMENT

THIS MODIFICATION AGREEMENT dated for reference the 1st day of December, 2022.

BETWEEN:

STRATHCONA REGIONAL DISTRICT
301 - 990 Cedar Street
Campbell River, BC, V9W 7Z8

AND:

VILLAGE OF SAYWARD
652 H'Kusam Way
Sayward, BC, V0P 1R0

WHEREAS the Strathcona Regional District (the 'Regional District') and the Village of Sayward (the 'Village') have, on November 3, 2010, entered into an agreement (the 'Agreement') regarding the provision of fire protection services which is due to expire at the end of 2022;

AND WHEREAS the parties wish to extend the term of the Agreement;

NOW THEREFORE the parties agree as follows;

1. Section 6 (Term of Agreement) is extended a further 3 months until March 31, 2023.

2. Prior to the expiry of the extension period herein described the parties may, by mutual consent, extend the term of the Agreement for up to an additional 3 months.

3. In all other respects, the terms and conditions of the Agreement shall remain in full force and effect and by the signing of this Modification Agreement are hereby reaffirmed.

IN WITNESS WHEREOF the parties have executed this modification agreement to be effective on the date first written above.

STRATHCONA REGIONAL DISTRICT
by its authorized signatories:

_____
Chair

_____
Corporate Officer

VILLAGE OF SAYWARD
by its authorized signatories:

_____
Mayor

_____
Chief Administrative Officer

STAFF REPORT

To: Mayor and Council
From: Michelle Davis, Recreation Manager
Subject: **Kelsey Centre Operations**
Meeting date: December 6, 2022

BACKGROUND

The current Kelsey Centre schedule is Monday/Wednesday/Fridays 9am-7pm and Saturdays 12pm-5pm. The Kelsey Centre has started an Operations Input Survey with the community and will continue to gather survey info. To date, we have received a real interest in extending our hours into the evening and opening earlier in the morning. With community interest and participation, our November stats have climbed. Staff would like Council to consider extending the hours at the Kelsey Centre to better suit the interest of the community. A further report will be provided to Council as part of the budget process.

DISCUSSION

The Kelsey Centre in January will have two Lifeguards to cover pool hours along with myself to cover any hours as needed. Staff would like to see hours added in the pool, weight room and for a youth teen program. Staff will review the survey results and the attendance stats in detail and provide options and costs for Council consideration during budget discussions.

Kelsey Centre staff complete daily stats on patrons using the facility, so staff can monitor who is using the facility, what programs are popular and where changes need to be made. Staff have already made changes to some programs and the hours these programs are held to see if attendance increases in the New Year. Staff will provide more information on program usage; in the meantime, the fine tuning of programs (within budget) is ongoing.

RECOMMENDATIONS

THAT Council receive, discuss, and provide Staff with direction on the Kelsey Centre Operations report.

Respectfully submitted,

Michelle Davis, Recreation Manager

STAFF REPORT

For: Mayor and Council
Prepared by: John France Acting CAO
Subject: **Van Brocklin Land Exchange Agreement and Road Closure - Bylaw**
Meeting date: December 6, 2022

BACKGROUND

The encroachment issue at 765 Sayward Road has been ongoing for many years. The owner of the property built his home in the road dedication (RD), and successive Councils and CAO's (since 2016) have looked at several options to rectify the problem. The solution is laid out in the agreement which has been vetted by legal for both parties.

DISCUSSION

The main discussion is in camera because it contains a legal agreement. The Bylaw is part of this agreement. The Bylaw can be approved now or tabled to the end of the meeting, after the in camera portion, once Council has had a chance to discuss the process and agreement.

The bylaw will require advertising at third reading and MOTI approval. Section 94(1) of the *Community Charter* requires advertising in a newspaper distributed at least weekly. Alternately this section also provides, Council may deem this not "practicable" and use a reasonably equivalent advertising method. Staff suggest advertising the road closure on the Village website and in the monthly newsletter is a better equivalent given that the newsletter is sent to every household and the website is open to all interested residents. This method is also cost effective.

RECOMMENDATIONS

THAT Council receives the Van Brocklin Land Exchange Agreement and Road Closure - Bylaw report, and,

THAT Council approves the advertising of the Bylaw on the Village website and in the monthly newsletter.

Respectively submitted,

John France, Acting CAO

STAFF REPORT

For: Mayor and Council
Prepared by: John France, Acting CAO
Subject: **Regional Grant Opportunity – UBCM Emergency Support Services**
Meeting date: Dec 6, 2022

BACKGROUND

To consider a regional grant application to the Community Emergency Preparedness Fund 2023 Emergency Support Services (ESS) program from the Union of BC Municipalities (UBCM). This application would be in partnership with the Strathcona Regional District (SRD) and other municipal and First Nation entities in order to enhance post-disaster mass care capacity in Sayward.

DISCUSSION

The Community Emergency Preparedness Fund (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies. The intent of the ESS funding stream is to support eligible applicants to build local capacity to provide emergency support services through volunteer recruitment, retention and training, including in-house training, and the purchase of ESS equipment. Eligible applicants can submit one application per intake, or as a partnering applicant in a regional application. It is proposed that the SRD will be the primary applicant in a regional application with the Village of Sayward as a partner applicant. The deadline submission for this grant is January 27, 2023. In order to be considered as a partner, the Village of Sayward is required to submit a Council Resolution that clearly states that they authorize the SRD to provide overall grant management. The SRD would provide overall supervision and management of the grant, including procurement and delivery of all items.

It is proposed that the best use of this grant it to procure a secondary 8'x20' shipping container (seacan) to store mass care supplies to be staged behind the Kelsey Centre. This seacan would require a cement foundation, full insulation (sprayfoam) and shelving for a cost of approximately $20,000.

RECOMMENDATION

THAT the report from the Chief Administrative Officer be received; and,

THAT as part of the Village of Sayward's ongoing work in relation to emergency planning that an application for financial assistance under the Community Emergency Preparedness Fund 2023 Emergency Support Services grant be authorized for submission to the UBCM, in collaboration with the Strathcona Regional District (SRD); and,

THAT the Village of Sayward agrees to the Strathcona Regional District submitting an application on their behalf, and that if funded, agrees to the Strathcona Regional District managing the grant and being the recipient of all funding.

Written by:	Tom Tinsley –	Emergency Program Coordinator
	Shaun Koopman –	Protective Services Coordinator
	Frank Morgan -	Fire Chief
	Beckie Beck -	Emergency Support Services Director

Respectfully submitted,

_____

John France, CAO

EMERGENCY SERVICES REPORT

To: Mayor and Council
From: Tom Tinsley, Emergency Program Coordinator
Subject: **Emergency Program Update**
Meeting date: December 6, 2022

1. We have confirmed that our village drone is now insured, and the volunteer specialists have begun testing it and doing further training.
2. Our ESS Director, Beckie Beck was given a tour of the Sayward Village EOC facilities including radio equipment, manuals, maps and other resources so she is familiar with it as a resource during an emergency situation relative to her work with ESS volunteers.
3. We are planning for an ESS open house in late February of 2023 as another recruiting opportunity for potential further ESS volunteers.
4. The Fire Smart program is expanding with further provincial preparedness requirements as of 2024 and the SRD is taking on the hiring of a Fire Smart Coordinator on behalf of the small village communities as well as the SRD to meet that requirement as of 2024 for all together.
5. A grant application has been submitted by SRD on our behalf to attain an additional SeaCan for behind the Kelsey Centre for additional emergency supply space as the current one is full and more equipment is coming.
6. The new and better Ham radio antennae is in the process of being installed and tested on the Kelsey Centre roof. This will improve transmission possibilities in emergencies.

RECOMMENDATIONS

THAT Council receive the Emergency Program Update report for information and discussion.

Respectfully submitted,

_____

Tom Tinsley, Emergency Program Coordinator

VILLAGE OF SAYWARD

BYLAW NO. 491

A BYLAW TO PROVIDE FOR THE AMENDMENT OF THE FINANCIAL PLAN (2022-2026)

WHEREAS pursuant to Section 165 of the *Community Charter*, "Five Year Financial Plan Bylaw No. 483, 2022" was adopted on May 3, 2022;

AND WHEREAS pursuant to Section 165 (2) of the *Community Charter*, the financial plan may be amended by bylaw at any time;

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 Amendment Bylaw No. 491, 2022"**

2. "Five Year Financial Plan Bylaw No. 483, 2022" is hereby amended by deleting Schedule "A" in its entirety and replacing it with Schedule "A" attached to and forming part of this Bylaw.

Read a first time on the 15th day of November 2022.

Read a second time on the 15th day of November 2022.

Read a third time on the 15th day of November 2022.

Adopted on the ____ day of _____ 2022.

Certified a true copy of Bylaw No. 491 this ____ day of _____, _____

_____
Chief Administrative Officer
Village of Sayward

_____
Mayor

_____
Corporate Officer

Village of Sayward
2022 - 2026 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	13,627	13,900	14,178	14,461
Total Taxation	**397,100**	**467,227**	**496,549**	**527,910**	**561,453**
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	463,000	362,000	362,000	362,000	362,000
Capital Asset Grants	0	1,823,120	0	0	0
Other Grants	436,147	598,582	48,582	48,582	48,582
Total Other Revenue	**970,709**	**2,858,845**	**485,725**	**485,725**	**485,725**
Proceeds From Borrowing	0	0	0	0	0
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	413,591	103,880	14,000	0	0
TOTAL REVENUE	**2,142,552**	**3,795,232**	**1,371,004**	**1,399,150**	**1,442,826**
EXPENSES					
Municipal Purposes					
General Government Services	624,410	449,709	454,213	458,846	469,314
Fire, Emergency & Protective Services	68,741	53,774	55,087	54,997	55,665
Public Works, Roads, Drainage	156,500	136,350	138,775	141,279	143,868
Parks & Recreation	361,833	267,590	273,208	279,052	285,139
Sewer Utility	108,987	75,936	77,453	79,023	80,649
Water Utility	175,330	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	213,668	213,668	213,668	213,668
Annual Surplus/(Deficit)	**384,573**	**2,397,873**	**-45,382**	**-35,556**	**-17,408**

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

Capital Expenditures					
General Capital Expenditures	429,000	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	-213,668	-213,668	-213,668	-213,668
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	65,058	98,604	118,357	155,825	173,973
FINANCIAL PLAN BALANCE	**0**	**0**	**0**	**0**	**0**

VILLAGE OF SAYWARD

BYLAW NO. 492

A BYLAW TO PROVIDE FOR HIGHWAY CLOSURE AND DEDICATION REMOVAL

WHEREAS the Council for the Village of Sayward wishes to close to traffic and remove the highway dedication of a portion of an unnamed highway that is between the lands with civic address 761 Sayward Road and 765 Sayward Road (the "765 Sayward Land"), for the purpose of consolidating the closed road with the 765 Sayward Land;

WHEREAS all lands and premises immediately adjoining, and in the vicinity of the portion of highway that is to be stopped up and closed are adequately serviced by well-established highways giving convenient access to all such premises;

WHEREAS pursuant to Sections 40(3) and (4) and Section 94 of the *Community Charter*, the Village of Sayward has published notice of its intention to adopt this Bylaw, has delivered notice to the operators of utilities whose transmission or distribution facilities or works Council considers will be affected, and has provided an opportunity for persons who consider they are affected to make representations to Council;

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

1. This bylaw may be cited as **"Highway Closure and Dedication Removal Bylaw No. 492, 2022"**
2. That portion of highway comprising 256.6 m2 more or less shown as "ROAD TO BE CLOSED" on Plan EPP117003 prepared by Colin A. Burridge, B.C.L.S., a reduced copy of which is attached as Schedule "A" hereto (the "Closed Road"), is hereby closed to all traffic.
3. The highway dedication of the Closed Road is hereby removed.
4. The Mayor and Corporate Officer are hereby authorized to execute all the necessary documents as may be required for the due completion of the aforesaid highway closure and dedication removal.
5. All Schedules attached to this bylaw form part of this bylaw.

Read a first time on the _____ day of _____ 20__

Read a second time on the _____ day of _____ 20__

Read a third time on the _____ day of _____ 20__

Approved by the Ministry of Transportation and Infrastructure on the _____ day of _____ 20__

Adopted on the ____ day of _____ 20__.

Certified a true copy of Bylaw No. 492
this ___ day of _____, _____

_____
Chief Administrative Officer
Village of Sayward

_____
Mayor

_____
Corporate Officer

Schedule "A"

Plan EPP117003

