VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
June 3, 2025 - 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. **Public Input (Maximum of 2 minutes per speaker, 15 minutes total)**

   Mayor: "Public input is for the purpose of permitting people in the gallery to provide feedback and shall be no longer than 15 minutes unless approved by majority vote of Council; each speaker may provide respectful comment on any topic they deem appropriate and not necessarily on the topics on the agenda of the meeting. Each speaker may not speak for longer than 2 minutes but may have a second opportunity if time permits. Each speaker must not be allowed to speak regarding a bylaw in respect of which a public hearing has been held. For the record, please state your name and address."
3. **Introduction of Late Items**
4. **Approval of Agenda**

   Recommended Resolution:

   THAT the agenda for the Regular Meeting of Council for **June 3, 2025**, be approved [as presented **or** as amended].
5. **Minutes of Previous Meetings**

   Recommended Resolutions:

   a) THAT the minutes from the Regular Council Meeting held on **October 17, 2023**, be adopted [as presented **or** as amended].

   b) THAT the minutes from the Regular Council Meeting held on **May 20, 2025**, be adopted [as presented **or** as amended].

   c) THAT the minutes from the Special Council Meeting held on **May 20, 2025**, be adopted [as presented **or** as amended].

   d) THAT the minutes from the Committee of the Whole meeting held on **April 15, 2024**, be adopted [as presented **or** as amended].

   e) THAT the minutes from the Special Council Meeting held on **January 29, 2024**, be adopted [as presented **or** as amended].
6. **Petitions and Delegations – None**

7. **Correspondence**

   a) **Coastal Fire Centre – Category 2 and 3 Burning Prohibition**

   Recommended Resolutions:

   THAT Council receives this correspondence for information.

   b) **BC Salmon Farmers – 41st AGM**

   Recommended Resolutions:

   THAT Council receives this correspondence for information.

   c) **UBCM – Feedback Requested: Commission of Inquiry into Community Events Safety in BC**

   Recommended Resolutions:

   THAT Council receives this correspondence for information.

   d) **AVICC – Reforming Local Government Act - Survey**

   Recommended Resolutions:

   THAT Council receives this correspondence for information.

   e) **Coastal Fire Centre – Fire Activity Report**

   Recommended Resolutions:

   THAT Council receives this correspondence for information.

   f) **Minister of Housing and Municipal Affairs – Small-Scale Multi-Unit Housing Requirement**

   Recommended Resolutions:

   THAT Council receives this correspondence for information.

8. **Council Reports - None**
9. **Reports of Committees - None**
10. **Mayor's Report - None**
11. **Unfinished Business - None**
12. **Staff Reports**

   a. **2024 Annual Report – Water**
   Recommended Resolution
   THAT Council receives the 2024 Annual Report for Water for information.

   b. **Draft Investment Policy**
   Recommended Resolution

THAT the Investment Policy Staff Report be received for information and discussion; and,

THAT the proposed Investment Policy No. 300-10, attached to the staff report dated June 3, 2025, be adopted.

c. Permissive Tax Exemption 2026

Recommended Resolution

THAT the Permissive Tax Exemptions 2026 Staff Report be received for information and discussion.

THAT Staff be directed to advertise the tax exemption process as outlined in this report.

d. Community Survey Results – Kelsey Centre

Recommended Resolution:

THAT Council receives the survey results for information.

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

14. Bylaws - none

15. New Business

a) DVP Application – 400 MacMillan Drive

Recommended Resolutions:

THAT Council receive this report and permit staff to provide public notification of the proposed application prior to Council consideration.

16. 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."

17. 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*:

1. 90(1)(c) labour relations or other employee relations.
2. 90(1)(d) security of the property of the municipality.
3. 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

4. 90(1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act.*

18. Adjournment

VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
OCTOBER 17, 2023
COUNCIL CHAMBERS

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

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

Staff: Keir Gervais, CAO/CO
Melissa Holmes, Finance/Admin Clerk

1. **Call to Order**

   Meeting was called to order at 7:00pm.

2. **Public Input - None**

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

4. **Approval of Agenda**

   The agenda for the Regular Council Meeting held October 17, 2023 was not approved therefore the remainder of the meeting was cancelled.

Mayor **CAO/Corporate Officer**

VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
May 20, 2025
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 Debbie Coates
Councillor Jason Johnson
Councillor Sue Poulsen

In Attendance: John Thomas, Acting CAO/Corporate Officer
Jennifer Redshaw, Office Administrator

1. **Call to Order**

   The meeting was called to order at 7:00pm.

2. **Public Input - None**

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

4. **Approval of Agenda**

   MOTION R25/170
   MOVED AND SECONDED
   THAT the agenda for the Regular Meeting of Council for **May 20, 2025**, be approved as presented.

   Opposed Cllr Burchett **CARRIED**

5. **Minutes of Previous Meetings**

   MOTION R25/171
   MOVED AND SECONDED
   THAT the minutes from the Special Council Meeting held on **April 17, 2025**, be adopted as presented.

   CARRIED

MOTION R25/172
MOVED AND SECONDED
THAT the minutes from the Regular Council Meeting held on **May 6, 2025**, be adopted as presented.

CARRIED

MOTION R25/173
MOVED AND SECONDED
THAT the minutes from the Special Council Meeting held on **May 6, 2025**, be adopted as presented.

CARRIED

MOTION R25/174
MOVED AND SECONDED
THAT the minutes from the Special Council Meeting held on **April 23, 2024**, be adopted as presented.

CARRIED

MOTION R25/175
MOVED AND SECONDED
THAT the minutes from the Special Council Meeting held on **April 25, 2024**, be adopted as presented.

CARRIED

6. **Petitions and Delegations – None**
7. **Correspondence**
    a) **City of Enderby – Economic Stabilization (Tariff Response) Act**
    b) **AVICC Advocacy Survey – Deadline May 31, 2025**
    c) **Guide to Local Government Housing Framework**

    MOTION R25/176
    MOVED AND SECONDED
    THAT Council receives correspondence a) - c) for information.

    CARRIED
8. **Council Reports - None**
9. **Reports of Committees - None**
10. **Mayor's Report**

    MOTION R25/177
    MOVED AND SECONDED
    THAT Council receives the Mayor's report for information.

    Opposed Cllr Burchett, Cllr Poulsen **CARRIED**
11. **Unfinished Business**
    a) **Update – Grant Application to Canada Summer Jobs**

MOTION R25/178
MOVED AND SECONDED
THAT Council receives this report for information.

CARRIED

b) Update – Grant Application to TD's Friends of the Environment Foundation
MOTION R25/179
MOVED AND SECONDED
THAT Council receives this report for information.

CARRIED

12. Staff Reports - None

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

14. Bylaws - None

15. New Business

a) 291 MacMillan Drive

MOTION R25/180
MOVED AND SECONDED
THAT Council, pursuant to the authority provided in Section 74 of the Community Charter and after viewing the 291 MacMillan Dr council package, DECLARES the property at 291 MacMillan Dr having a legal description of: LOT 5 BLOCK M PLAN VIP21662 DSTLOT 305 LNDDST (Parcel Identifier: 003-428-141) as a nuisance that requires remedial action;

THAT Council IMPOSES the following remedial action requirement on the registered property owner at 291 MacMillan Dr with respect to the property described above in Recommendation 1 to remove all items from the land including:

i. Unpermitted 2006 Keystone Cougar RV and site built porch

ii. rubbish; trash; garbage; litter; debris; rubble; demolition waste; discarded or disused objects, materials or items; junk; filth; discarded or disused objects, materials, or items; unused or dismantled aircraft, electronic devices, or machinery; old, discarded or unused mechanical or metal parts; glass or plastic bottles or objects; tin cans or other metal container; paper; glass; pipes; dilapidated furniture; inoperative appliances or other similar things; unused wood or wood products and any other chattel;

In order to eliminate the declared nuisance.
Compliance and Reconsideration Notice Time Limit Recommendations

THAT Council, pursuant to Section 76 of the Community Charter, SETS THE TIME LIMIT for completion of all the remedial action requirements described in Recommendation 2, to be no later than 5:00 p.m. on July 31, 2025, which is greater than the 30 days required.

THAT Council, pursuant to Section 78 of the Community Charter, SETS THE TIME LIMIT for giving notice of a request for Council to reconsider the remedial action requirements described in Recommendation 2, to be no later than 5:00 p.m. on Friday, June 6 2024 which is greater than the 14 days required.

Municipal Action at Defaulters Expense
THAT Council AUTHORIZES Administration to take all appropriate action in accordance with Section 17 [Municipal Action at Defaulter's Expense] of the Community Charter, to ensure the subject property is brought into compliance with all the remedial action requirements described in Recommendation 2, including the Village of Sayward, or authorized agents, to go onto the subject property to complete the remediation, provided that:

i. the property owner has not fully completed the remedial action requirements on or before the time limit specified in this Council resolution; and

ii. all costs incurred by the *Village of Sayward* to bring the property into compliance shall be at the expense of the property owner and, pursuant to Section 17 of the Community Charter, and such costs shall be recovered from the property owner as a debt owed to the *Village of Sayward.*

CARRIED

16. Public Question Period - None

17. In Camera

MOTION R25/181
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*:

1. 90(1)(c) labour relations or other employee relations.
2. 90(1)(d) security of the property of the municipality.
3. 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
4. 90(1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act.*
5. 90(2)(c) a matter that is being investigated under the Ombudsperson Act of which the municipality has been notified under section 14 (*Ombudsperson to notify authority*) of that Act.

Opposed Cllr Burchett **CARRIED**

Cllr Burchett declared, in his opinion, and without prejudice, he will not participate in the In-Camera part of this meeting due to the harassment and corruption he has observed and been subject to. He said this is not a safe place or a fair place to conduct business and he will not participate until further notice in any In-Camera proceedings with the Village of Sayward.

CAO Thomas stated that when a member of council on their own volition refuses to perform their duties of office, that is their responsibility, their conscience, their oath of office, not the village.

Cllr Burchett left the meeting at 7:19pm.

CAO Thomas continued, stating that in doing so, it does not take away from the obligation of the council to fulfill its legal, lawful duty to the citizens that elected them. Cllr Burchett has declared his intention of not sitting in any future in-camera council meeting. If a point arises where quorum comes into question, he may request council formally request from the minister an adjustment to the quorum for the village, but we are not at that stage yet.

CAO Thomas also vehemently and categorically disagreed with the characterization that Cllr Burchett has been or is being bullied by anybody in the audience, by staff or from what he is aware of, by the council.

18. Adjournment

The meeting was adjourned at 10:51pm.

_____ _____

Mayor Corporate Officer

VILLAGE OF SAYWARD
SPECIAL COUNCIL MEETING MINUTES
May 20, 2025
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 Debbie Coates
Councillor Jason Johnson
Councillor Sue Poulsen

In Attendance: John Thomas, Acting CAO/Corporate Officer

1. **Call to Order**

   The meeting was called to order at 5:30pm.

2. **Public Input - None**

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

4. **Approval of Agenda**

   MOTION S25/11
   MOVED AND SECONDED
   THAT the agenda for the Special Council Meeting held on May 20, 2025, be approved as presented.

   CARRIED

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

6. **Petitions and Delegations - None**

7. **Correspondence - None**

8. **Council Reports - None**

9. **Reports of Committees - None**

10. **Mayor's Report - None**

11. **Unfinished Business - None**

12. **Staff Reports - None**

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

14. Bylaws - None

15. New Business - None

16. Public Question Period - None

17. In Camera

MOTION S25/12
MOVED AND SECONDED
THAT in accordance with section 92 of the *Community Charter,* this Council meeting 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:*

- Section 90(1)(c) Labour Relations or other employee relations; and
- Section 90(1)(d) the security of the property of the municipality.

CARRIED

18. Adjournment

The meeting was adjourned at 6:33pm.

_____ _____

Mayor **Corporate Officer**

VILLAGE OF SAYWARD
COMMITTEE OF THE WHOLE MEETING MINUTES
April 15, 2024
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 Sue Poulsen
Councillor Tom Tinsley

In Attendance: Keir Gervais, CAO/Corporate Officer

1. **Call to Order**

   The meeting was called to order at 6:00pm.

2. **Public Input - None**

3. **Introduction of Late Items**

4. **Approval of Agenda**

   The agenda was not approved so the meeting was cancelled.

_____ _____

Mayor **Corporate Officer**

VILLAGE OF SAYWARD
Special COUNCIL MEETING MINUTES
JANUARY 29, 2024
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: Deputy Mayor Tom Tinsley
Mayor Mark Baker
Councillor Scott Burchett
Councillor Kohen Gilkin
Councillor Sue Poulsen

In Attendance: Keir Gervais, CAO/Corporate Officer

1. **Call to Order**

   Meeting was called to order at 5:00 pm.

2. **Public Input - None**
3. **Introduction of Late Items - None**
4. **Approval of Agenda**

   MOTION S24/T1
   MOVED AND SECONDED

   THAT the agenda for the Special Meeting of Council for January 29, 2024, be approved.

   CARRIED

5. **Minutes of Previous Meetings**
6. **Petitions and Delegation - None**
7. **Correspondence - None**
8. **Council Reports - None**
9. **Reports of Committees - None**
10. **Mayor's Report - None**
11. **Unfinished Business**
12. **Staff Reports**

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

14. Bylaws -None

15. New Business - None

16. Public Question Period - None

17. In Camera

MOTION S24/T2
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*:

- Section 90(1)(c) labor relations or other employee relations; and,
- Section 90(1)(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; and,
- Section 90(1)(g) Litigation or potential litigation impacting the local government; and,
- Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

18. Adjournment

The meeting was adjourned – time unknown.

Mayor **CAO/Corporate Officer**

From: Coastal Fire Centre, BC Wildfire Service
To: CFO
Subject: Coastal Fire Centre to enact Category 2 and Category 3 Open Fire Prohibition
Date: Wednesday, May 28, 2025 8:18:43 AM

BC Wildfire Service Wildfire News banner

For Immediate Release
May 28, 2025

Ministry of Forests
BC Wildfire Service

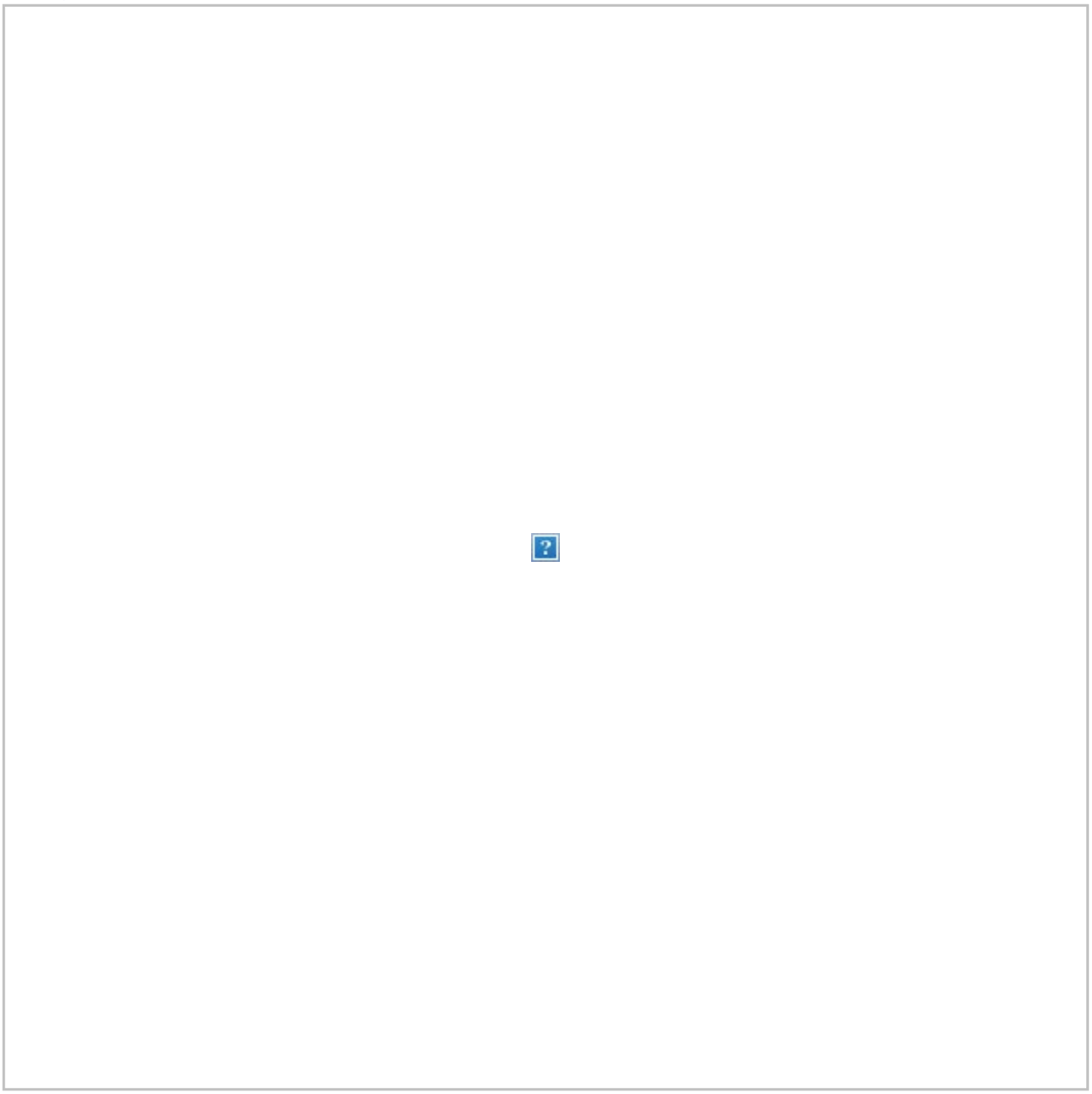
Coastal Fire Centre to enact Category 2 and Category 3 Open Fire Prohibition

PARKSVILLE – Effective at 12:00 p.m. (noon) PDT on Friday, May 30, 2025, most open burning activities will be prohibited throughout the Coastal Fire Centre's jurisdiction, with exceptions for Haida Gwaii. This prohibition is being enacted to help reduce human-caused wildfires and for

public safety.

Category 2 and Category 3 open fires will be prohibited throughout the Coastal Fire Centre's jurisdiction, with the exception that only Category 3 fires will be prohibited in the Haida Gwaii Forest District. This prohibition will be in place until October 31, 2025, or until the order is rescinded.

A map of the affected areas is available online.



This prohibition applies to all areas in the Fire Centre that are outside of municipal boundaries. In addition, this prohibition applies to the following types of land within municipal boundaries:

- Parks, conservancies and recreation areas (*Park Act*);
- Recreation sites, recreation trails, interpretive forest sites and trail-based recreation areas (*Forest and Range Practices Act*);
- Ecological reserves (*Ecological Reserve Act*);
- Wildlife management areas (*Wildlife Act*); and
- Private managed forest land (*Private Managed Forest Land Act*).

Municipalities often follow BC Wildfire Service prohibitions or may impose different prohibitions based on conditions in their local area. If you are in a municipality, be sure to check if local prohibitions are in place. If you are within a regional district or improvement district, this prohibition applies as well as any local prohibition issued by the local authority.

Specifically, this prohibition refers to the following activities.

"Category 2 open fire" which means an open fire, other than a category 1 campfire, that:

1. Burns material in one pile not exceeding 2 m in height and 3 m in width,
2. Burns material concurrently in 2 piles each not exceeding 2 m in height and 3 m in width, or
3. Burns stubble or grass over an area that does not exceed 0.2 ha.

"Category 3 open fire" which means an open fire that burns:

1. Material concurrently in 3 or more piles each not exceeding 2 m in height and 3 m in width,
2. Material in one or more piles each exceeding 2 m in height or 3 m in width,
3. One or more windrows, each not exceeding 200 m in length or 15 m in width,
4. Stubble or grass over an area exceeding 0.2 ha.

Also prohibited are the activities listed below (*Wildfire Act, Section 12*):

- Fireworks; as defined in the *Fireworks Act*;
- Binary Exploding Targets;
- Burn Barrels or Burn Cages of any size or description;
- Controlled air incinerators
- Air curtain burners; and
- Carbonizers.

This prohibition does not apply to Category 1 (Campfires) that are a half-metre high by a half-metre wide or smaller, or to cooking stoves that use gas, propane or briquettes. Anyone lighting a campfire must maintain a fireguard by removing flammable debris from around the campfire area and have a hand tool or at least 8 litres of water available nearby to properly extinguish the fire.

Anyone found in contravention of an open fire prohibition may be issued a violation ticket for $1,150, required to pay an administrative penalty of up to $10,000 or, if convicted in court, fined up to $100,000 and/or sentenced to one year in jail. If the contravention causes or contributes to a wildfire, the person responsible may be ordered to pay all firefighting and associated costs.

The Coastal Fire Centre covers all the area west of the height of land on the Coast Mountain Range from the U.S.-Canada border at Manning Park, including Tweedsmuir South Provincial Park in the north, the Sunshine Coast, the Lower Mainland, Vancouver Island, the Gulf Islands and Haida Gwaii.

To report a wildfire, call 1 800 663-5555 toll-free or *5555 on a cell phone or report via the BC Wildfire Service App. For the latest information on current wildfire activity, burning restrictions and other related advisories, go to: http://www.bcwildfire.ca

Learn More:
Follow the latest wildfire news:

- on the free BC Wildfire Service public mobile app, available for Apple (iOS) and Android devices
- on Facebook: http://facebook.com/BCForestFireInfo

Contact:
Fire Information Officer
Coastal Fire Centre
250-951-4209

Connect with the Province of B.C. at www.gov.bc.ca/connect

bcwildfire.ca | 1 888 3 FOREST | ☐ BC Wildfire Service | ☐ BCGOVFIREINFO

This message was sent to you by BC Wildfire Service

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41st ANNUAL GENERAL MEETING

TIDEMARK THEATRE (Hybrid)

Tuesday, June 3rd, 2025, 9:30am – 4:00pm PDT

AGENDA

TIME BLOCK	ACTION	
9:30am PDT	Registration in the lobby at the Tidemark Theatre	
	BCSFA AGM – Business Session	
10:00am PDT	**Welcome**	
	Commence Regular AGM Business	Jennifer Woodland (Chair)
	Adopting the Agenda of the 41st AGM	Chair
	Approval of Minutes of the 40th AGM	Chair
	BCSFA Year in Review	Brian Kingzett
	Auditor's Report and Financial Statements	Wade Kaskiw (Treasurer)
	Appointment of Auditors	Chair
	Nomination of Directors	Chair
	Approval for nominations of new Board	Chair
	Nomination of Directors	Chair
	Election of Directors	Chair
	Confirm Date/Location of the 2026 AGM	Chair
	Other Business	Chair
	Adjournment of AGM	Chair
	Special Event	
12:00pm PDT	Lunch Break – Catered lunch in lobby	

Afternoon Session

TIME BLOCK	ACTION	
1:00pm PDT	**Welcome**	
	BCSFA Chair Remarks	Jennifer Woodland (Chair)
	Coalition Update	Dallas Smith, Spokesperson
	Kitasoo Xai'xais Nation	Isaiah Robinson, Deputy Chief Councillor
	Featured Videos	
	Provincial Update	Anna Kindy, North Island MLA
	Federal Update (video)	Aaron Gunn, North Island-Powell River MP
	Candian Aquaculture Industry Alliance Update	Tim Kennedy, CEO & President Joel Richardson, Cooke
	Refreshment Break – Tidemark Lobby	
	Innovation Norway	Caleb Chapman, Senior Advisor
	Video Remarks	The Hon. Mary Robinson, Senator
	Building Public Trust – Initial Learnings	Michelle Franze, BCSFA
	How to successfully introduce new Concepts when you are not in a leadership position	Young Salmon Farmers of BC
	Young Professional of the Year Award	
	BC Agriculture Council Update	Danielle Synotte, Executive Director
	Keynote: Dr. Kenneth Coates, Macdonald Laurier Institute ***Swimming Against the Tide: The Case for Salmon Fish Farming in British Columbia***	
4:00pm PDT	Closing Remarks	Jennifer Woodland (Chair)

From: Michelle Franze
To: Michelle Franze
Cc: Brian Kingzett; Andrew Nixon
Subject: Friendly Reminder: BCSFA AGM Invite
Date: Monday, May 26, 2025 11:21:24 AM
Attachments: BCSFA-AGM-2025-Agenda.pdf
Importance: High

Good Morning Mayor and Council,

I am sending a friendly reminder that BCSFA is hosting its 41st AGM in Campbell River on June 3rd at the Tidemark Theatre. The AGM will be split into the regular business and guest speakers sections.

Speakers include:

- Isaiah Robinson, Deputy Chief Councillor, Kitasoo Xai'xais Nation
- Dr. Anna Kindy, MLA, North Island
- Ken Coates, Director of Indigenous Affairs, Macdonald-Laurier Institute
- Tim Kennedy, CEO & President, Canadian Aquaculture Industry Alliance
- Caleb Chapman, Senior Advisor, Innovation Norway
- Danielle Synotte, Executive Director, BC Agriculture Council
- Young Salmon Farmers of BC Panel

I have attached our current agenda if you would like to view the complete lineup.

We will also be hosting an evening mixer at Naturally Pacific Resort from 5:30pm to 11:00pm, which you are also invited to! If you are able to attend, please register here so we can ensure you receive information moving forward: https://BCSFA-2025-AGM.eventbrite.ca.

Please let me know if you are interested!

Michelle Franze
Manager of Communications, Partnerships and Community
Co-Founder and Co-Director of the Young Salmon Farmers of BC (YSFBC)
Mobile: +1-604-202-4417
Email: michelle@bcsalmonfarmers.ca

BC SALMON FARMERS

BC Salmon Farmers Association
201-911 Island Highway, Campbell River, BC, V9W 2C2
bcsalmonfarmers.ca YSFBC LinkedIn TikTok Instagram Facebook X YouTube
Read our new Modern Science Review of the Sector!

DRIVE AWAY HUNGER

Make a difference by fighting hunger in your community. Visit DriveAwayHunger.ca

From: UBCM
To: CAO Sayward
Subject: Feedback requested: Commission of Inquiry into Community Events Safety in BC
Date: May 20, 2025 11:28:08 AM

Feedback requested: Commission of Inquiry into Community Events Safety in BC

To all local government Mayors, Chairs and Chief Administrative Officers,

Following the recent announcement by the Honourable David Eby, Premier of British Columbia, regarding the establishment of the provincial Commission of Inquiry into Community Events Safety in B.C., the Commission is seeking engagement to gather perspectives, experiences, and information regarding event safety in your communities. In particular, the Commission is interested in hearing about the roles and responsibilities of municipalities and regional districts, as well as communication and collaboration with partners during event organization.

In order to facilitate this engagement, the Commission is asking stakeholders to provide written feedback by responding to the enclosed questionnaire. Due to the urgency of the Commission's final report, which is scheduled for completion by the end of June in advance of the busy festival and event season, the Province is asking for a quick turnaround. Please submit your responses to Ana Staskevich, Research and Policy Analyst, at **ana.staskevich@gov.bc.ca**, with a CC to **CES-Inquiry@gov.bc.ca**, by end of day **Friday, May 30.**

For additional context, the Commission's Terms of Reference are linked below to provide further clarity on the scope and purpose of this work. Please note that the Commission may follow up with one-on-one interviews to supplement engagement after the questionnaire submissions.

Your collaboration and insights are greatly appreciated as part of the ongoing efforts to enhance community event safety across the province.

Questionnaire for Local Governments

Commission's Terms of Reference

Unsubscribe | Constant Contact Data Notice

Constant Contact



From:	AVICC Info
To:	Theresa Dennison
Subject:	FEEDBACK REQUESTED: Reforming the Local Government Act - A Roadmap - DEADLINE MAY 31, 2025
Date:	May 21, 2025 4:27:55 PM
Attachments:	image002.png What We Heard JAAVES Feb 28 2025 FINAL.pdf

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

Hello AVICC Members,

This is a reminder that your feedback is requested on the initiative to modernize the *Local Government Act (LGA)* ***with a deadline of May 31, 2025***. To support the conversation, Don Lidstone K.C. facilitated a virtual engagement session on February 28, 2025 and presented at all five area association conventions this spring. He has written a document, "**Regional District Legislation Roadmap**", as a framework to gather feedback from all UBCM members on the challenges local governments are experiencing with the *LGA*. The *Roadmap* document has been transposed into a survey that is available at the following link:

Reforming the Local Government Act: A Roadmap – SURVEY LINK

The final deadline to submit responses to any of the survey pages is 11:59 pm on Saturday, May 31.

- The survey may be completed by individuals or as a group – we would like to hear from local government and First Nations elected officials and staff with comments about the legislation and recommendations, examples of how the current legislation impacts the work that you do, and potential solutions or additional recommendations.
- The *Roadmap* document has been divided into 9 survey pages in SurveyMonkey, consisting of an executive summary with recommendations, followed by examinations of Parts 5-12 of the *LGA*.
- Each of the 9 survey pages is followed by questions that you are invited to respond to as you wish – there is no requirement to answer all of the questions.
- Survey responses will be anonymously compiled to produce a report for UBCM and the Province that defines issues and specific preferences for modernizing the current legislation.
- There is an option in each section to input your contact information if you are

willing to provide more information about your comments, or if you would like a response - this is not required.
- Your responses will be saved after each page, so that you can pause and return to the survey at your convenience – you must use the same device and web browser to access your saved survey.
- You may edit your responses, or add additional comments up until May 31, 2025 at 11:59pm – you must use the same device and web browser to access your previously submitted survey.

The following resources are available from the February 28th session:

- A video recording of the session is available here: **https://youtu.be/g1DbLn4JfLs**;
- The slides from the session are available **HERE;**
- A ***"What We Heard"*** document, including a summary of the questions and observations raised by participants is attached.

If you have any questions, please reach out to AVICC Executive Director, Theresa Dennison, at info@avicc.ca.

Thank you for your participation!

Association of Vancouver Island and Coastal Communities
236.237.1202
info@avicc.ca
www.avicc.ca

The AVICC acknowledges that we are grateful to live, work, and play on the traditional territories of the Coast Salish, Nuu-Chah-Nulth and Kwak-Waka'wakw Peoples

This email is confidential and may be privileged; it is for the use of the named recipient(s) only. If you are not an intended recipient of this email, please notify the sender immediately and do not copy or disclose its contents to any person or body. Any use of this email by an unintended recipient is prohibited.

From: CFO
To: CAO Sayward
Subject: FW: Coastal Fire Centre Status Report for the week ending May 21, 2025
Date: May 26, 2025 9:29:43 AM
Attachments: image001.png

Lisa Clark, CPA, CGA
Chief Financial Officer
Village of Sayward
652 H'Kusam Way, PO Box 29
Sayward, BC V0P 1R0
250-282-5512 Ext. 3 (office)

Village of Sayward

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.

From: Coastal Fire Centre, BC Wildfire Service <bcws.cofcinformationofficer@bcwildfire.gov.bc.ca>
Sent: Thursday, May 22, 2025 2:12 PM
To: CFO <cfo@saywardvalley.ca>
Subject: Coastal Fire Centre Status Report for the week ending May 21, 2025

BC Wildfire Service Wildfire News banner

For the week ending May 21, 2025

Overview

With reduced fire danger on the coast, the Coastal Fire Centre is supporting the Provinces of Ontario and Manitoba and the Fort Nelson Fire Zone with coastal crews and support staff. As of May

Coastal Contact Information

Fire Information Line:
250 951-4209

22, the centre has exported 13 personnel to Ontario, 20 to Manitoba, and 21 to the Fort Nelson Zone. Out-of-province assistance and the mutual sharing of firefighting resources between B.C. and other Canadian jurisdictions is coordinated by the Canadian Interagency Forest Fire Centre (CIFFC).

Recent rain has reduced the fire danger rating across most of the fire centre to very low, with sections of low in some inland areas and south east Vancouver Island. Cool and showery conditions are expected to continue until Sunday when an upper ridge will begin a warming and drying trend.

There have been 23 wildfires reported within the Coastal Fire Centre since April 1, 2025, compared with the 10-year average of 25 fires. It is too early to predict what type of fire season we will have here on the coast. This will depend on the amount of spring rain we receive, particularly in the key month of June.

While there are currently no open burning prohibitions within the Coastal Fire Centre's jurisdiction, we continue to caution the public with any use of open fire - including category 1 (campfires) - or engaging in any activity that could potentially cause a wildfire. Residents must check with their local authority before lighting any fire and follow their local bylaws.

Please visit **www.bcwildfire.ca** for more information.

Public Info Line:

1 888 336-7378

To Report Wildfires:
1 800 663-5555

*5555 on a cellphone or via the BC Wildfire App; available for free download in the App Store and on Google Play.

Fire Activity

Fires currently burning: 0

New fires last week: 0

*As of May 21, 2025	2025 (since	2024 (April 1, 2024 to May	10-Year avg. (2015-

	April 1)	21, 2025)	2025)
Total Fires to Date	23	25	24
Total Hectares to Date	18 ha	28 ha	72 ha

Active Fires

There are no active fires in the Coastal Fire Centre at this time.

For the most up to date information on fire incidents, visit the BC Wildfire Dashboard.

Fire Danger Rating

Learn more about Fire Danger Rating and Zone Activity Levels.

Weather Forecast

SYNOPSIS: The northern half of the Coastal Fire Centre will see seasonal and cooler temperatures with showers or periods of rain. For the south, a ridge of high pressure will slowly warm temperatures into and through the weekend and will also dry things out. Winds will be stronger for the northern half, as the low pushes inland winds will pick up. For most of the fire centre, a SW slow will persist for the next 3-5 days with moderate gusting at times. The driest areas will be Fraser and Pemberton zones with Relative Humidity (RH) values dropping into the 25-35% range

Saturday to Monday: The northern half of the Coastal Fire Centre will stay unsettled with cooler temps and rain. Winds pick up

Saturday with gusts into the 50 km/h range with a more southerly flow. For the southern half of the centre, a SW flow continues with slight gusts Saturday afternoon. Temperatures increase by 1-3 degrees both Saturday and Sunday. By Monday the ridge moves out, the centre will start to cool down and RH values will increase.

6 TO 10 DAY Tuesday through next Saturday: The ridge looks to rebound and rebuild Tuesday but an offshore low will also start it's move inland. Tuesday and Wednesday could see some increased winds with the ridge breakdown. A cooler and more unstable overall pattern looks to remain for the last week of May.

Fire Prohibitions and Restrictions



Open Burning:

Allowed - All Zones

Effective 21 May 2025



Campfires:

Allowed - All Zones

Effective 21 May 2025



Forest Use Restrictions:

No restrictions in effect

Effective 21 May 2025

View current fire prohibitions and restrictions

bcwildfire.ca | BC Wildfire Service Dashboard | BC Wildfire Service App | 1 888 3 FOREST

665 ALLSBROOK ROAD
PARKSVILLE, BC, V9P 2T3
Canada

You can change your communication preferences or unsubscribe from future mailings.

Sent by

BRITISH
COLUMBIA

May 29, 2025 Reference: 186562

Dear Mayors and Board Chairs:

On June 30, 2025, we will pass the one-year anniversary when most local governments implemented the Small-Scale Multi-Unit Housing (SSMUH) requirements. As I reflect on this historic change, I want to thank you and your staff for the hard work you have undertaken to achieve this important zoning reform. We are now starting to see a range of housing types in the planning and building stages advance across the province to deliver diverse options in what were traditionally restrictive single-family neighbourhoods.

We have been monitoring progress on implementation and are seeing many local governments championing SSMUH by speeding up or waiving unnecessary processes and requirements and creating or adopting standardized housing designs. In these communities, we are starting to see strong uptake of SSMUH.

However, monitoring has also identified ongoing barriers to building SSMUH, including inconsistency in how some local governments have applied the requirements and site-level conditions. In places, restrictive and excessive site standard requirements are adding additional costs, time, and uncertainty to SSMUH development. Areas that did not fully adopt SSMUH as intended and communities with onerous, ambiguous, or subjective form and character development permit requirements are reducing the viability of building new small-scale multi-unit housing. As a result of these barriers, it is still easier to build single-family homes in many communities, and the diversity of housing needed by people in our communities is still not being met.

I am writing today to encourage you to review your bylaws and requirements for alignment with the guidelines in the SSMUH Provincial Policy Manual and Site Standards. Specifically, please ensure you have progressive site standards for three-to-six-unit developments by allowing building heights of 3 storeys and 11 metres, aligning with the policy manual site standards packages for lot coverage.

Office of the Minister of Housing and Municipal Affairs

Website:
www.gov.bc.ca/housing

Mailing Address:
PO Box 9074 Stn Prov Govt
Victoria BC V8W 9E9
Phone: 236 478-3970

Location:
Parliament Buildings
Victoria BC V8V 1X4
Email: HMA.Minister@gov.bc.ca

Communities should also enable all housing configurations and types and should not use form and character development permit area requirements for small-scale multi-unit housing, as they can cause delays that interfere with the viability of projects. For three-to-four-unit projects, you should consider aligning with the recommended one parking space per unit in your parking minimums, leaving it to home builders to determine if more parking is appropriate for the location. And for those of you that have areas in your community that don't yet comprehensively allow for it, I ask that you ensure that your zoning allows SSMUH on all lots that allow single family residential, duplexes, and houses with a secondary suite and accessory dwelling unit.

People in our province need the greater diversity of housing that these changes are designed to unlock, and our government has a responsibility to act where these needs remain unmet. If all local governments do not align with the guidelines and intent of the legislation, it is my intention to continue to strengthen the legislated requirements to ensure more consistent standards are established across the province. Greater alignment with the requirements and guidelines will help encourage SSMUH development and increase the supply of the homes that people in our communities need, and moving forward in earnest now will minimize your future work to align with any forthcoming legislative changes.

I recognize that the vast majority of communities have been taking action and are seeing the benefits of their action in new housing coming forward in their communities. To those who continue to demonstrate leadership by enabling the conditions for these homes to be built, I offer my sincere appreciation for the work that you and your staff are undertaking.

Sincerely,



Ravi Kahlon
Minister of Housing and Municipal Affairs

Link: Small-Scale Multi-Unit Housing Provincial Policy Manual and Site Standards:
https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/tools-for-government/local-governments-and-housing/ssmuh_provincial_policy_manual.pdf

CC: Teri Collins, Deputy Minister, Ministry of Housing and Municipal Affairs

island health

DRINKING WATER SYSTEM ANNUAL REPORT

Reporting Period: January 1st to December 31st, 2024 (year)

Water System New Castle Creek

Water System Owner Village of Sayward

Primary Contact Name (Operator or Manager) Public Works

Phone Number (Operator or Manager) 250-282-5509

E-mail (Operator or Manager) publicworks@sayward.ca

DESCRIBE YOUR WATER SUPPLY SYSTEM

What is the Source(s) of Raw Water?

☐ Deep Well ☐ Shallow Well ■ Surface Water ☐ Other

If other, specify details:

Does the Drinking Water System have Primary Disinfection? ■ Yes ☐ No

■ Chlorination ☐ Ultraviolet Light ☐ Ozone ☐ Other

If other, specify details:

Does the Drinking Water System have Secondary Disinfection? ■ Yes ☐ No

■ Chlorination ☐ Other

If other, specify details:

Does the Drinking Water System have Filtration? ■ Yes ☐ No

Check all boxes that apply

☐ Cartridge Filter(s) ☐ Carbon Filter ■ Sand Filtration ☐ Reverse Osmosis ☐ Other

If other, specify details: Dissolved air floatation followed by sand filtration

PUBLIC REPORTING

Emergency Response & Contingency Plan (ERCP)

Is your ERCP up to Date? ☐ Yes ■ No

How do you Inform the System Users of the ERCP?

☐ Hand Delivered ☐ Bulletin Board ☐ Newspaper ☐ Utility Bill Insert ☐ Website

■ Other (specify details) Under development - Due September1, 2025

Drinking Water System Annual Report

How do you Inform the System Users of the Annual Report?

☐ Hand Delivered ☐ Bulletin Board ☐ Newspaper ☐ Utility Bill Insert ■ Website

☐ Other (specify details)

COMPLIANCE WITH OPERATING PERMIT

List the conditions of your Operating Permit (Contact the DWO for a copy if needed):

A turbidity level of less than or equal to 0.3NTU in at least 95% of measurements either per filter cycle or per month

The filtered water shall never exceed an upper limit of 1.0 NTU on more than 5% of the average daily measurements per month;

A minimum of 3.0-log reduction (99.9% removal) of Giardia lamblia cysts;

A minimum of 3.0-log reduction (99.9% removal) of Cryptosporidium cysts;

Are you in compliance with your Operating Permit? ■ Yes ☐ No

BACTERIOLOGICAL TESTING AND DRINKING WATER PROTECTION REGULATION WATER QUALITY STANDARDS

How many bacteriological samples total were collected during this reporting period? 156

How many bacteriological samples total were required during this reporting period? 156

Additional sampling details:

Was the minimum required sampling frequency achieved? ■ Yes ☐ No

Comments:

Bacteriological summary attached to this report? ☐ Yes ■ No

If no, how do the users of the system view the results?

Available upon request from the Village office

WATER QUALITY STANDARDS FOR POTABLE WATER

Parameter:	***Standard:***	**Did this system meet standard?**		
Escherichia coli (for all samples)	No detectable *Escherichia coli* per 100ml	☑ Yes	☐ No	
Total Coliform Bacteria *(if only 1 sample collected in a 30 day period)*	No detectable total coliform bacteria per 100ml	☑ Yes	☐ No	☐ N/A
Total Coliform Bacteria *(if more than 1 sample collected in a 30 day period)*	No more than 10% of samples contain total coliform bacteria, **and** No sample has more than 10 total coliform bacteria per 100ml	☑ Yes	☐ No	☐ N/A

If the system did not meet any of above Drinking Water Protection Regulation standards, record the results in the table below; attach additional sheets if necessary.

Date	TC/100ml	E.coli/100ml	Reason	Corrective Action

CHEMICAL SAMPLING COMPLETED DURING THIS REPORTING PERIOD

Was any chemical sampling conducted during reporting period?	☐ Yes	■ No
If no, when were the last chemical samples conducted for this system? (date)		■ Don't know
If yes, attach a list of the chemical results		
If any water samples did not meet the Guidelines for Canadian Drinking Water Quality, record the results in the table below; attach additional sheets if necessary.		
Next scheduled full chemical test (date) June 2025		

Parameter	Result	Corrective Action / Treatment / Comments

ADDITIONAL TESTING

Does the system have analyzers for continuous monitoring? ■ Yes ☐ No

If yes, check all boxes that apply:

■ Chlorine ■ Turbidity ☐ Other (details)

Are the results available on request?

If any additional testing or sampling was conducted, record results in the table below; attach additional sheets if necessary.

Additional Testing & Reason for Sampling	Corrective Action Taken

WATER QUALITY COMPLAINTS

Were there any water quality complaints in this reporting period? (e.g. taste, odour, colour etc.) ☐ Yes ■ No

If yes, complete the table below; attach additional sheets if necessary.

Date	Water Quality Complaint	Corrective Action / Treatment

OPERATIONAL PROBLEMS

Were there any operational problems during this reporting period? (e.g. insufficient water supply, malfunction of disinfection equipment, line breaks, elevated turbidity etc.). ☐ Yes ■ No

If yes, complete the table below; attach additional sheets if necessary.

Incident Date	Type of Operational Problem	Corrective Action Taken

MAJOR UPGRADES/REPAIRS & EXPENSES

Were there any major upgrades/repairs or any major costs incurred during this reporting period? ☐ Yes ■ No

If yes, complete the table below; attach additional sheets if necessary.

Major Upgrades/Expenses	Details
Improvements required by DWO	
Additions/changes to system	
Purchase or install new equipment	
Equipment repair or replacement	
Annual maintenance of system	
Specialist report	
Other	

FUTURE IMPROVEMENTS

Are there any plans for future improvements? ■ Yes ☐ No

If yes, complete the table below; attach additional sheets if necessary.

Future Upgrades or Improvements	Estimated Date of Completion
SCADA upgrades including remote SCADA monitoring	Q3 2025

2025-05-22 Click here to enter a date. **DATE COMPLETED:**	Lorne Sandberg H2Ops Water Services Inc **COMPLETED BY:**

STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO
Subject: **Investment Policy**
Meeting date: June 3, 2025

BACKGROUND

The purpose of an Investment Policy is to set out the responsibilities and accountability associated with the management and administration of investments of municipal funds. A Policy is defined as corporate direction that is formally adopted by Council Resolution. The Investment Policy provides a consistent process for current and future staff to follow when investing surplus funds and ensures steps are taken to reduce fraud and employee error. Key sections of the policy include Roles & Responsibilities, Permitted & Prohibited Investments and Internal Control guidance.

DISCUSSION

Authority to manage the Village of Sayward's investments is derived from Section 149 of the *Community Charter*, as follows (emphasis added):

> Financial officer
>
> 149 One of the municipal officer positions must be assigned the responsibility of financial administration, which includes the following powers, duties and functions:
>
> (a) receiving all money paid to the municipality;
>
> (b) ensuring the keeping of all funds and securities of the municipality;
>
> **(c) investing municipal funds, until required, in authorized investments;**
>
> (d) expending municipal money in the manner authorized by the council;
>
> (e) ensuring that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe;
>
> (f) exercising control and supervision over all other financial affairs of the municipality.

Currently the Village does not have an Investment Policy. The Municipal Finance Authority (MFA) recommends that municipalities and regional districts adopt a policy in order to have a practical/actionable document which upholds the core tenants of capital preservation, adequate liquidity, and consideration of return (standard Investment Policy objectives). Staff

have reviewed policies from other small municipalities and have crafted the attached draft Investment Policy by taking into consideration the Village's size, and the need for a simplified yet clear set of guidelines.

Adopting the Investment Policy will ensure municipal funds are invested with the objective of attaining an above average market rate of return throughout budgetary cycles while maintaining liquidity to enable the Village to meet its financial responsibilities. The Financial Officer along with the Chief Administrative Officer will be responsible for the administration of the Investment Policy.

STAFF RECOMMENDATIONS

THAT the Investment Policy Staff Report be received for information and discussion; and,

Option 1: THAT the proposed Investment Policy No. 300-10, attached to the staff report dated June 3, 2025, be adopted.

Option 2: THAT staff be directed to provide further information to Council before the adoption of the proposed Investment Policy.

Option 3: THAT no action is taken.

Respectfully submitted,



_____
Lisa Clark, CFO

Attachments:

- **DRAFT Investment Policy 300-10**

	Village of Sayward	
	Title: Investment Policy	**Policy # 300-10**
	Category: Finance	

1.0 PURPOSE

To establish policy for the Village of Sayward's investment portfolio that meets the statutory requirements of the *Community Charter.* The purpose of the Investment Policy is to set out the responsibilities, policies and accountability associated with the management and administration of investments of public funds, while maintaining appropriate liquidity in meeting cash flow demands and attaining a reasonable rate of return.

2. SCOPE

It is the policy of the Village of Sayward (Village) that the Municipal Finance Authority (MFA) be designated as the Village's portfolio fund manager, and that surplus cash will be invested by the Financial Officer (or delegate) in the best permitted investment available that meets the needs of the Village. A conservative management philosophy will be followed by adhering to statutory requirements, ensuring safety of capital, maintaining liquidity of cash flow, and maximizing the return on investment with the lowest risk.

3. ROLES AND RESPONSIBILITIES

1. The officer responsible for financial administration of the Village is responsible and accountable for the management and safe keeping of all investments. The designated Financial Officer as per section 149 of the *Community Charter* is the officer responsible for the administration of the investment policy.

2. The Financial Officer is responsible for the implementation of the day-to-day administration of the investment policy, and will establish and employ such practices, processes, procedures or methods as are determined appropriate to the efficient and effective operation of investment management.

3. The MFA is the designated portfolio fund manager and is responsible in conjunction with the Financial Officer for meeting the objectives of the investment policy. The MFA is responsible for providing monthly detailed transaction reporting as well as performance reports.

4. The MFA, in conjunction with their investment managers shall be relied on for advice and information regarding meeting the objectives of the investment policy.

4. OBJECTIVES

The investment of Village funds must reflect the guiding principles, specifically:

a) Preservation of capital – Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The preservation of capital is accomplished through

the placement of funds with institutions rated in the marketplace as having the highest credit worthiness.

b) Return on investment – The investment portfolio shall be designed with the objective of attaining an above average market rate of return throughout the budgetary and economic cycles.

c) Liquidity – The investment portfolio shall remain sufficiently liquid to enable the Village to meet the current five-year financial plan and any other statutory obligations.

5. PERMITTED AND PROHIBITED INVESTMENTS:

The following are the investments permitted in the investment portfolio:

1. Eligible Securities as defined in Section 183 of the *Community Charter* namely:

   (a) securities of the Municipal Finance Authority;
   (b) pooled investment funds under section 16 of the *Municipal Finance Authority Act*;
   (c) securities of Canada or of a province;
   (d) securities guaranteed for principal and interest by Canada or by a province;
   (e) securities of a municipality, regional district or greater board;
   (f) investments guaranteed by a chartered bank;
   (g) deposits in a savings institution, or non-equity or membership shares of a credit union;
   (h) other investments specifically authorized under the *Community Charter.*

2. All investments must be denominated in Canadian dollars.

For clarity, investments in shares, warrants, or other equities, convertible debt securities, derivatives, swaps, options or futures are prohibited, and all investment categories that are not explicitly permitted are prohibited. All investments will be held in the name of the Village of Sayward.

6. ETHICS AND CONFLICT OF INTEREST:

Members of Council, Officers, and employees involved with the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment management program, or which could impair their ability to make impartial investment decisions.

7. INTERNAL CONTROLS:

1. Procedures shall be established such that internal controls will prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, or imprudent actions by employees, officers, and Members of Council of the Village.

2. Procedures will include, but are not limited to:

a) Two signatures on all transactions, Financial Officer or the Chief Administrative Officer and one other authorized signing officer, one of which must be a member of Council.
b) MFA holds investment portfolio funds; transfer of funds approved by signing officers and accounting performed by finance staff.

DRAFT

c) As a third party holds all investments, a safekeeping receipt or confirmation of investment held must be issued. All investments must be in the name of the Village of Sayward.
d) All transactions shall be in writing to ensure proper record keeping.

8. APPLICATION OF INTEREST EARNED:

The Village shall distribute proportionately the total annual interest earned on the investment portfolio to each reserve fund based on the 'actual' average monthly balance held in the reserve fund for the year. 'Actual' refers to the physical cash on hand in each reserve fund each month and does not consider accounting entries where funds have not been physically transferred to or from the fund.

6.0 APPROVAL HISTORY

ISSUED BY: CFO	**APPROVED BY:** Mayor & Council	**RESOLUTION NO:**	**DATE:**

DRAFT

Signed by:

Mayor:	Corporate Officer:
Date:	Date:

STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO
Subject: **Permissive Tax Exemptions 2026**
Meeting date: June 3, 2025

BACKGROUND

In accordance with Policy #300-01, Council is tasked with considering applications for permissive tax exemptions annually. The Policy outlines the process for applicants and staff have attached it to this report for reference.

Section 224 of the *Community Charter* outlines the authority for permissive tax exemptions. A bylaw under this section must come into force on or before October 31st for the exemption to be valid for the following year.

DISCUSSION

A permissive tax exemption is a means for Council to support organizations within the community which further Council's objectives of enhancing quality of life (economic, social, cultural) and delivering services economically. Several organizations in the Village of Sayward have historically been granted permissive tax exemptions by Council for various periods up to 10 years per policy.

There are no current permissive tax exemptions (PTE's) expiring at the end of 2025. One PTE is expiring at the end of 2026 and the remainder are set to expire at the end of 2028. A list of all current PTE's is provided at the end of this report for information purposes. There may be additional organizations/entities within the Village of Sayward without a current exemption that wish to apply for the 2026 tax year.

Staff propose the following:

Schedule	Action
Late June 2025	Advertise that Council will consider additional exemptions in the July Sayward Newsletter and post notice on the website, public notice places, and social media.
August 1, 2025	Deadline for applications.
September 2, 2025	Staff Report to Council to consider exemptions.
September 16, and October 7, 2025	Bylaw, if required, brought to Council.
October 31, 2025	Deadline for Staff to advise BC Assessment Authority of any permissive tax exemptions for 2026.

Legal Description	Organization	Value of Permissive Exemption (2025)*	Expiry Date of Exemption
District Lot 304, Sayward Land District, PT DL 304 AS SHOWN IN RED ON DD 39449I Roll 2741.000	Sayward Futures Society	$7,230.02	Dec 31, 2026
Lot 1, Section 31, Township 3, Plan 46435 Land District 51 Roll No. 706.100	Nature Trust of BC	$680.63	Dec 31, 2028
Section 31, Township 3, Land District 51, FR S 1/2 of FR SE 1/4 Roll No. 600.000	Nature Trust of BC	$1,982.72	Dec 31, 2028
Section 30, Township 3, Land District 51, Except Plan 280RW & EXC PL 149 E 20 CHNS of NE Roll No. 550.140	Nature Trust of BC	$5,040.64	Dec 31, 2028
Section 30, Township 3, Land District 51, Except Plan 280RW, W20 CHNS OF NE / EXC E 10 Roll No. 550.125	Nature Trust of BC	$1,598.01	Dec 31, 2028
Lot 2, Plan 14387 Sayward District Roll No. 704.022	Royal Canadian Legion Sayward Valley Branch 147	$2,340.79	Dec 31, 2028
Total Permissive Tax Exemptions		**$18,872.82**	

* These amounts do not include the amounts exempted relating to other agency collections such as the Regional District, Hospital District, Municipal Finance Authority, BC Assessment, library, school, and police taxes. The total tax exemption including these other agency collections was $26,435.21.

STAFF RECOMMENDATIONS

THAT the Permissive Tax Exemptions 2026 Staff Report be received for information and discussion.

THAT Staff be directed to advertise the tax exemption process as outlined in this report.

Respectfully submitted,



_____
Lisa Clark, CFO

Attachments:

- **Permissive Tax Exemption Policy #300-01**

	Village of Sayward	
	Title: Permissive Property Tax Exemption Policy	**Policy # 300-01**
	Category: Finance	

1.0 PURPOSE

A permissive tax exemption is a means for Council to support organizations within the community which further Council's objectives of enhancing quality of life (economic, social, cultural) and delivering services economically. This policy guides identification of organizations meeting Council's objectives.

Division 7 of Part 7 of the *Community Charter* provides for permissive tax exemptions for Land and Improvements owned or held by a variety of not-for-profit organizations providing services which Council considers directly related to the purposes of the organization. It also provides for permissive exemptions for some properties which are additional to statutory exemptions under Section 220, such as church halls or land surrounding places for public worship.

2.0 POLICY

This policy is intended to provide guidance in the evaluation of applications for exemption from property taxes pursuant to the *Community Charter*. The total amount of revenue to be set aside to finance permissive tax exemptions will be discussed by Council annually during the development of the Financial Plan.

3.0 DEFINITIONS

a. Statutory Property Tax Exemption: non-discretionary exemption from payment of property taxes pursuant to Section 220, Division 6, Part 7 of the *Community Charter*;

b. Permissive Property Tax Exemption: discretionary exemption from payment of property taxes pursuant to Sections 224-226, Division 7, Part 7 of the *Community Charter* and granted by Council bylaw.

4.0 PROCEDURES

4.1 Process

Council will consider applications for permissive tax exemptions annually. The opportunity to apply will be advertised 2 times in Sayward News and letters will be mailed to tax exemption recipients designated in the preceding tax year.

Applications must be submitted to the Chief Administrative Officer using the prescribed application form (Appendix "A") before August 1st of each year, to be considered for the following taxation year. The CAO will review the applications for completeness and arrange contact with applicants for additional information as necessary.

Application submissions must include:

- Copy of Audited Financial Statements or Financial Statements prepared by an accountant for last 3 years,
- Copy of state of title certificate or lease agreement, as applicable,
- Description of programs/services/benefits delivered from the subject lands/improvements including participant numbers, volunteer hours, benefiting groups/individuals/special needs populations, fees charged for participation,
- Description of any 3rd party use of the subject land/improvements including user group names, fees charged, conditions of use.

The CAO will present a summary report of the applications, relative to the eligibility criteria, to Council and arrange for delegations to attend Council meeting if necessary.

Staff will draft a Permissive Tax Exemption Bylaw for the year incorporating Council's direction regarding the year's applicants. To apply to taxation in a particular year, the bylaw must be passed on or before October 31st of the preceding year.

Appendix "B" provides a template for advertising the Permissive Tax Exemption Bylaw as required by Section 227 of the *Community Charter*.

4.2 Eligibility Criteria

(a) Subject Property must be one of:
- Land and/or improvements eligible for tax exemption under Division 7 of Part 7 of the *Community Charter*;
- Land and/or improvements ancillary to a statutory exemption under Divisions 6 of Part 7 of the *Community Charter*.

(b) Nature of organization must be:
- Non-profit organization,
- Charitable/philanthropic organization,
- Athletic or Service Club/Associations,
- Care facility/licensed private hospital,
- Partner of the municipality by agreement under s. 225 of the *Community Charter*,
- Other local authority,
- Organization eligible for exemption under s. 220 or 224.

(c) The applicant organization's use of the land/improvements must benefit the community in one or more of the following ways:
- provides recreational facilities for public use,
- provides recreation programs to the public,
- provides programs to and/or facilities used by youth, seniors or other special needs groups,
- preserves heritage important to the community character,
- preserves an environmentally, ecologically significant area of the community,
- offers cultural or educational programs to the public which promote community spirit, cohesiveness and/or tolerance,
- offers services to the public in formal partnership with the municipality.

4.3 Duration of Exemption

Tax exemption bylaws must specify the period to which the exemption applies and any other conditions applicable to the exemption. Eligible organizations may be considered for tax exemptions exceeding one year (to a maximum of 10 years) where it is demonstrated that the services/benefits they offer to the community are of a duration exceeding one-year (i.e. for the period of the tax exemption).

4.4 Extent, Conditions, and Penalties

(a) Council may designate only a portion of the land/improvements as exempted where the following circumstances exist:
- A portion of the land/improvements is used by the private sector and/or organizations not meeting Council's exemption criteria.

(b) Council may impose **conditions** on the exempted land/improvements with the applicant organization, including but not limited to:
- registration of a covenant restricting use of the property,
- an agreement committing the organization to continue a specific service/program,
- an agreement committing the organization to have field/facilities open for public use for certain times or a total amount of time,
- an agreement committing the organization to offer use of the field/facility to certain groups free of charge or at reduced rates,
- an agreement committing the organization to immediately disclose any substantial increase in the organization's revenue or anticipated revenue (e.g. receives large operating grant from senior government).

(c) Council may impose **penalties** on an exempted organization for knowing breach of conditions of exemption, including but not limited to:
- revoking exemption with notice,
- disqualifying any future application for exemption for specific time period,
- requiring repayment of monies equal to the foregone tax revenue.

5.0 REFERENCES / POLICY INTEGRATION

Community Charter:
Part 7 – Municipal Revenue:
- Division 6 — Statutory Exemptions:
  - Section 220 General statutory exemptions

- Division 7 – Permissive Exemptions:
  - Section 224 General authority for permissive exemptions
  - Section 225 Partnering, heritage, riparian and other special exemption authority
  - Section 226 Revitalization tax exemptions
  - Section 227 Notice of permissive tax exemptions

Government of BC Ministry of Community, Sport and Cultural Development website:
http://www.cscd.gov.bc.ca/lgd/gov_structure/community_charter/finance/permissive_exemptions.htm

6.0 APPROVAL HISTORY

ISSUED BY: CAO	**APPROVED BY:** Mayor & Council	**RESOLUTION NO:**	**DATE:** July 2004
REVISED BY: CFO	**APPROVED BY:** Mayor & Council	**RESOLUTION NO:** R19/92	**DATE:** April 16, 2019

Signed by:

Mayor: Original signed by "J. MacDonald"	CAO: Original signed by "L. Clark"
Date: 19 November 2019	Date: 19 November 2019

Appendix "A" – Permissive Tax Exemption Application Form

APPLICATION FOR PERMISSIVE TAX EXEMPTION

1.) Full name or title of organization:

_____

2.) Society number/non-profit number, or registered charity number:

_____

3.) Mailing address of the organization (including Postal Code):

_____

4.) Application contact (name, phone, e-mail address):

_____

5.) Name and phone number of two other officials in organization (i.e. Pastor, President, Manager, Director, etc.)

1. Name: _____
   Title: _____
   Phone No.: _____
   E-maill: _____

2. Name: _____
   Title: _____
   Phone No.: _____
   Email: _____

6.) Property address:

_____

7.) Folio number:

_____

8.) The lands are registered in the name of:

_____

_____

(In the case of a Society, Corporation, Association, please include a copy of the Certificate of Title)

9.) The exemption claimed under Section 224 –226 is pursuant to Subsection 1, Clause

(_____) *(Please supply the relevant clause designation from Section 224-226, see attached)*

10.) The gross floor area of the building: _____

11.) **We require a current site plan of the property** indicating the grounds and buildings and their uses. This would include buildings, storage buildings, walkways, parking lot, playgrounds, bush areas, etc. Show dimensions.

12.) What is the principal use of the property?

_____

_____

13.) Is any part of the building or of the property used or rented by commercial or private operators or by any group other than your organization? If yes, please disclose below:

_____

_____

_____

14.) Please provide details of other activities on your property; such as daycare centres, catering and hall rental, thrift/gift shop.

The following information is required for each activity:

- Hours per day and/or days per week of operation
- Fees or charges
- Approximate number of participants/patrons
- Is the activity operated by a church or by an outside organization?

_____

_____

_____

15.) a.) How is your organization non-profit?

_____

_____

_____

b.) How is your organization a complementary extension to Village services and programs?

_____

_____

_____

c.) How is your organization accessible to the public?

_____

_____

_____

d.) How is your organization used primarily by Sayward residents?

_____

_____

16.) Other activities which may be pertinent to your application:

_____

_____

_____

17.) Has there been any change in the status or use of the buildings or property in the last 12 months?

_____

_____

_____

18.) <u>CHURCHES ONLY</u> complete the following additional questions:

(i) What is the seating capacity of the church?

Permanent: _____

Portable: _____

(ii) What is the gross floor area of the

Church: _____

Hall: _____

Other Buildings: _____

Total Gross Floor Area: _____

(iii) Every building on the lands is in use and continues to be set aside for public worship or for a Church Hall. Yes _____ No _____

On behalf of _____, I/we hereby declare that all the information presented and provided with this application is true and correct.

Should a permissive tax exemption be granted on the above listed property, I am agreeable to the following terms:

1.) If the property is sold prior to the exemption expiration, the organization will remit to the Village an amount equal to the taxes that would have otherwise been payable to the Village by a non-exempt owner.

2.) The property use will be in compliance with applicable municipal policies and bylaws.

3.) The organization will publicly acknowledge the permissive tax exemption granted by the Village.

DATED THIS ____ DAY OF _____20_____.

Authorized Signature: _____

NOTE:

1. The personal information on this form is collected for the purpose of an operating program of the Corporation of the Village of Sayward as noted in Section 26 (c) of the Freedom of Information and Protection of Privacy Act (FOIPPA). If you have any questions about the collection and use of this information, please contact the CAO at 250-282-5512

2. The Application for Permissive Tax Exemption must be received by 1st of August in the year prior to the taxation year(s) for which exemption is requested in order to be included on the applicable annual Permissive Tax Exemption Bylaw. i.e. An application for a permissive tax exemption for the year 2020 or years 2020 to 20__ must be received by the 1st of August of 2019, the year prior to year one of the tax exemption period.

3. Permissive Tax Exemption Applications are to be submitted to: Village of Sayward, Box 29, 652 H'Kusam Way, Sayward, B.C. V0P IR0

EXCERPT FROM SECTION 4 OF THE *COMMUNITY CHARTER* (ATTACHMENT TO APPLICATION)

General Statutory Tax Exemptions

Section 220
(see full text in the C*ommunity Charter*)
Unless otherwise provided in this Act or the Local Government Act, the following property is exempt from taxation to the extent listed:

a) land, improvements or both vested in or held by Provincial Government,
b) land, improvements or both vested in or held by municipality (i) the municipality, or the municipality jointly with another municipality or regional district,
c) land, improvements or both exempt from municipal taxation by another Act,
d) land, improvements or both (i) of a public library under the *Library Act,* or vented in or held by a municipality and occupied by a public library under the *Library Act*,
e) land, improvements or both of an Indian … except for municipal taxes,
f) land, improvements or both held in trust (i) by Crown for Indian band and (ii) are not leased or occupied by non-band member,
g) land actually used an occupied for the internment of the dead and improvements used by cemetery, mausoleum and columbarium (municipal portion only) ….,
h) a building set apart for public worship owned and used by church (municipal portion only),
i) a building that was constructed with the assistance of aid granted by the Provincial government after Jan 1, 1947 but before April 1, 1974 owned and used by non-profit society for elderly citizens home (municipal portion only),
j) a building set apart and used solely as a hospital,
k) land and improvements for future hospital requirements,
l) land and improvements owned by private schools,
m) fruit trees,
n) farm improvements to a maximum of assessed value of $50,000,
o) dwellings, fixtures and machinery used to operate a farm,
p) improvements used for emergency protection,
q) sewage treatment plants, manure storage facilities, effluent reservoirs, effluent lagoons, deodorizing equipment, dust and particulate matter eliminating equipment,
r) floating dry dock if the dry dock has lift capacity of greater than 20000 tonnes.

Section 221
(see full text in the C*ommunity Charter*)
Grandparented pollution abatement exemptions

Section 221.1
(see full text in the C*ommunity Charter*)
Grandparented dust and particulate matter eliminator exemptions

Section 222

(see full text in the C*ommunity Charter*)
Phased farm property tax exemption – for property that has been newly incorporate into a municipality that was prior to incorporation exempt from taxes under the Taxation Rural Area Act. Exempt from taxes for five years on sliding scale that is reduced by 20% per year.

Section 223
(see full text in the C*ommunity Charter*)
Exemptions under regulations (see full text in the C*ommunity Charter*)
Land and Improvements assessment classification 4, 5, or 6

Division 7 Permissive Exemptions
(see full text in the C*ommunity Charter*)

Section 224
(see full text in the C*ommunity Charter*)
A council may by bylaw exempt land and improvements from the municipal portion of taxes, subject to conditions and for a specific period, the following:

(a) land or improvements that are owned or held by a charitable, philanthropic or other not for profit corporation and that Council considers are used for a purpose that is directly related to the purposes of the corporation
(b) land or improvements that are owned or held by a municipality, regional district or other local authority and that council considers are use for a purpose of the local authority
(c) land or improvements that council considers would be exempt under section 220 were it not for a secondary use
(d) the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by a corporation or organization if the land and improvements are owned by a public or local authority and the land and improvements are used by the corporation or organization for a purpose for which a tax exemption could be provided if the land and improvements were owned by that organization or corporation
(e) the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by a corporation or organization if the land and improvements are owned by a person providing a municipal service under a partnering agreement, an exemption under section 225 would be available, the partnering agreement contemplates a tax exemption and the land and improvements are used by the corporation or organization for a purpose for which a tax exemption could be provided if the land and improvements were owned by that organization or corporation
(f) land surrounding a building that is used for a church; a church hall and the land surrounding the hall
(g) land or improvements used or occupied by a religious organization for public worship or hall
(h) land surrounding seniors homes, hospitals and private schools
(i) land or improvements owned or held by athletic or service club, and used as a public park, recreation ground or for public athletic or recreational purposes
(j) land or improvements owned, held and operated as a private hospital, licensed community care facility, or registered assisted living residence.

Section 225
(see full text in the C*ommunity Charter*)
Authority to exempt eligible partnering, heritage, riparian, cemetery or golf course property for any period. Must have the ability to make agreements with property owners regarding the extent of the exemption and

the conditions under which it may be offered. – maybe required to register a restrictive covenant against the property or repay the exemption under specific conditions

Section 226
(see full text in the C*ommunity Charter*)
Revitalization tax exemptions. Must be a designated revitalization area under the OCP with set objectives. The exemptions are limited to an increase in assessed value that are due to new or altered improvement and are for a maximum 5 years.

Appendix "B" - Example Ad for posting and advertising

NOTICE OF TAX EXEMPTION BYLAW NO. XXX, 20XX

Take notice that the Council of the Village of Sayward intends to adopt Tax Exemption Bylaw No. XXX, 20XX.

The purpose of the Tax Exemption bylaw is to exempt the following properties from taxation:

Lot x, Plan xxxxx, Sayward District, Roll No. xxx.xxx, owned by _____

Estimate of the amount of taxes that would be imposed on the properties if they were not exempt:

Value of Permissive Tax Exemption

Legal description	Civic Address	Name of Organization	20XX	20XX	20XX

Any person who wishes to review a copy of the proposed Tax Exemption Bylaw may do so by coming to the Village Office at 652 H'Kusam Way, Monday to Friday 9:00 am to 4:00 pm, excluding holidays.

Name, CAO
Village of Sayward
652 H'Kusam Way
Sayward, B. C. V0P IR0

This notice is given in accordance with Section 227 of the *Community Charter*.

Dated this _____day of _____, 20XX



Kelsey Centre Community Survey Results

Village of Sayward

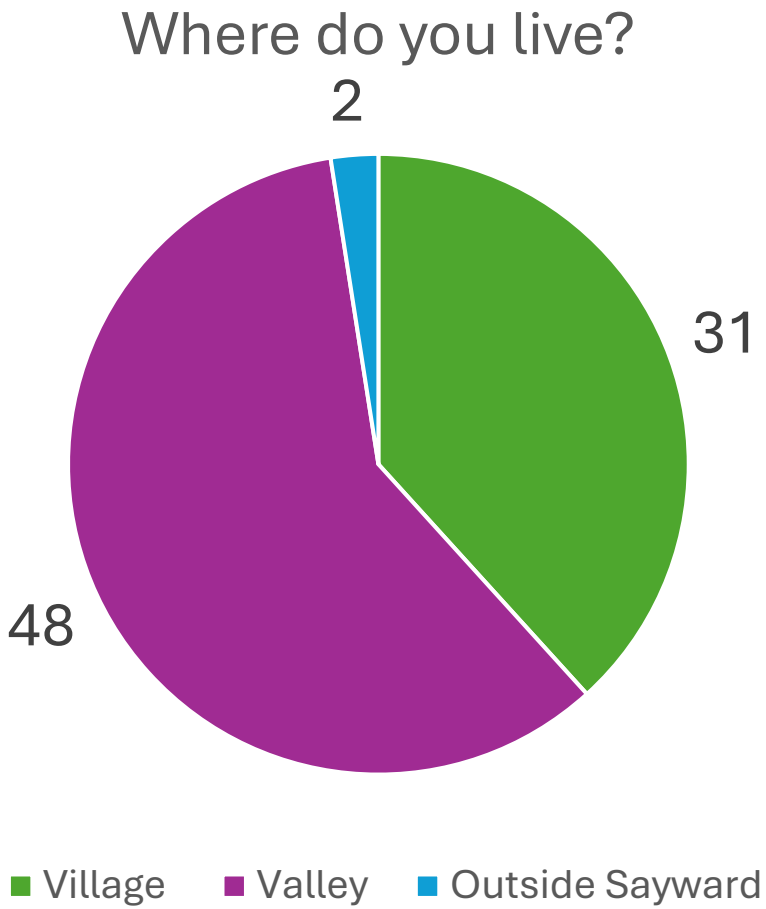
Background

- The Village of Sayward commissioned a community survey with respect to the Kelsey Centre Operations.
- Survey was live from April 9, 2025 to May 9, 2025.
- Total responses received: 81.
- Total responses from Village residents: 31
- Total responses from Valley residents: 48
- Total responses from outside Sayward: 2

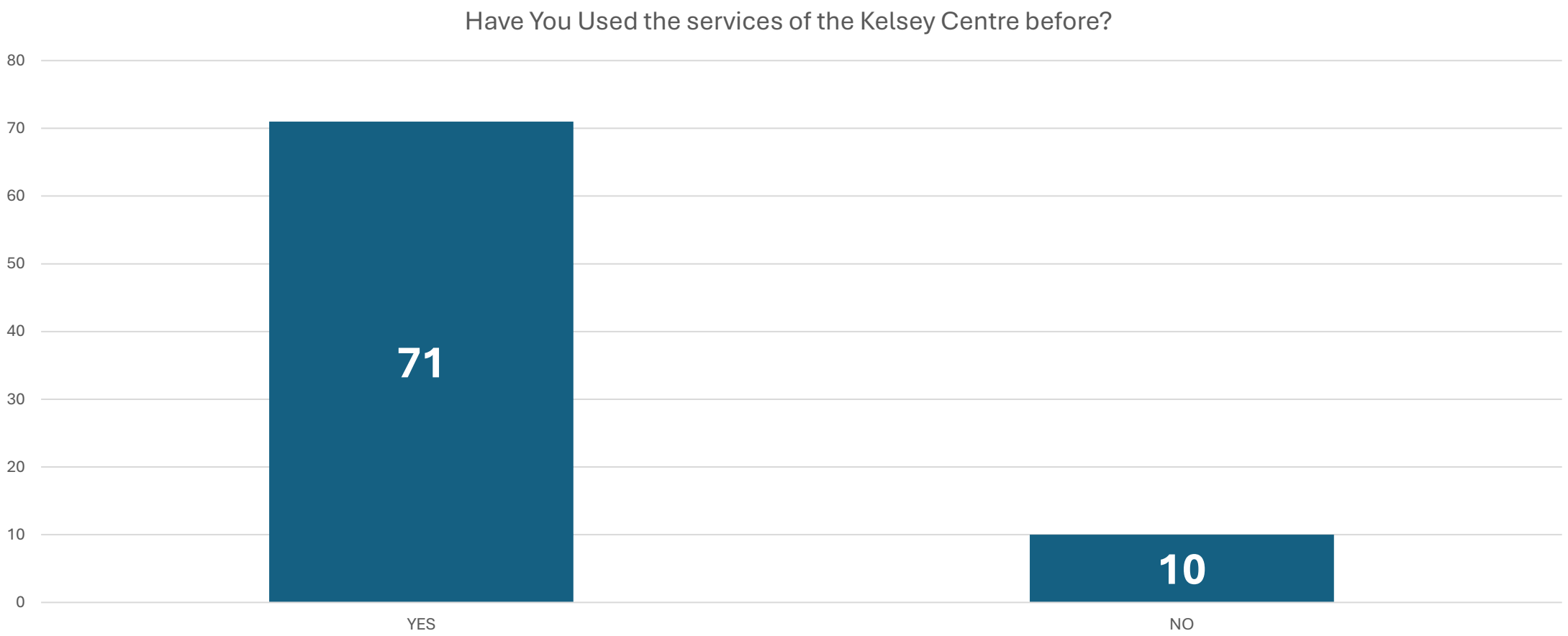
CUMULATIVE RESULTS – **ALL RESPONDENTS**



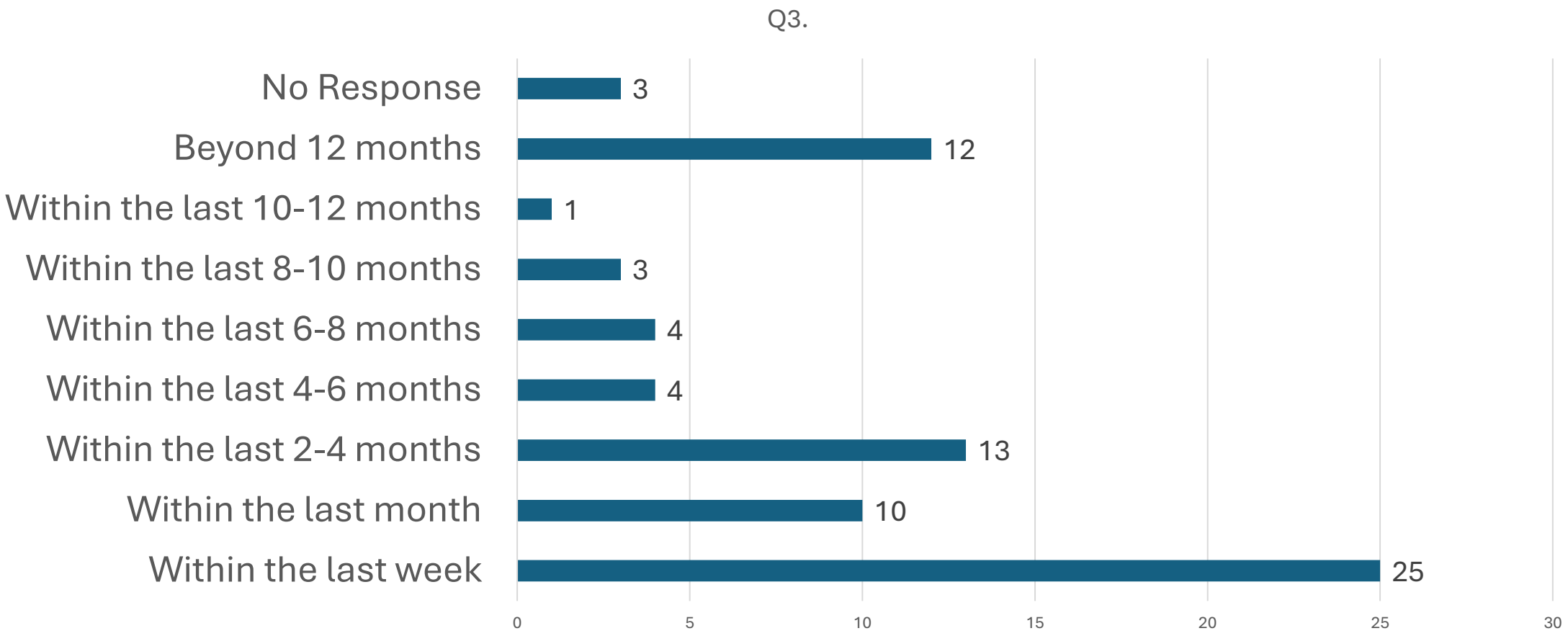
Q2. Where do you live
81 Responses



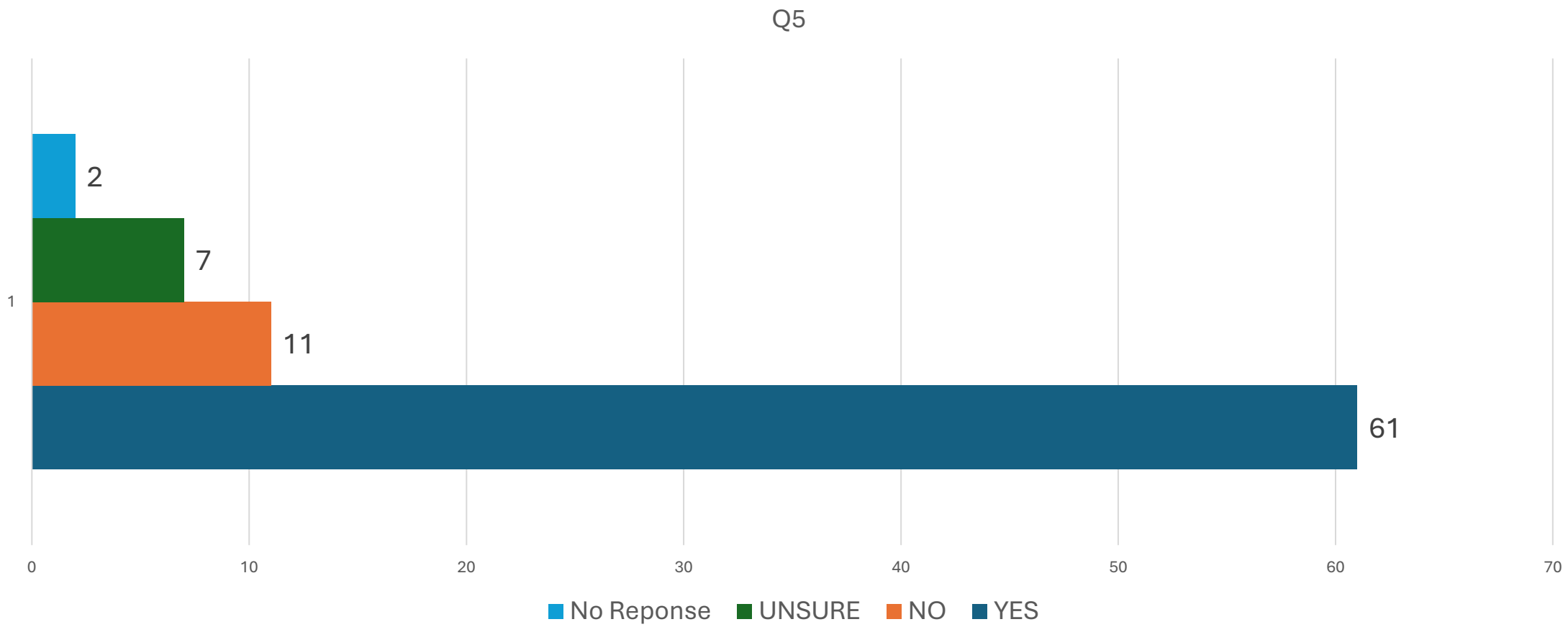
Q3: Have you used the services at the Kelsey Centre before?



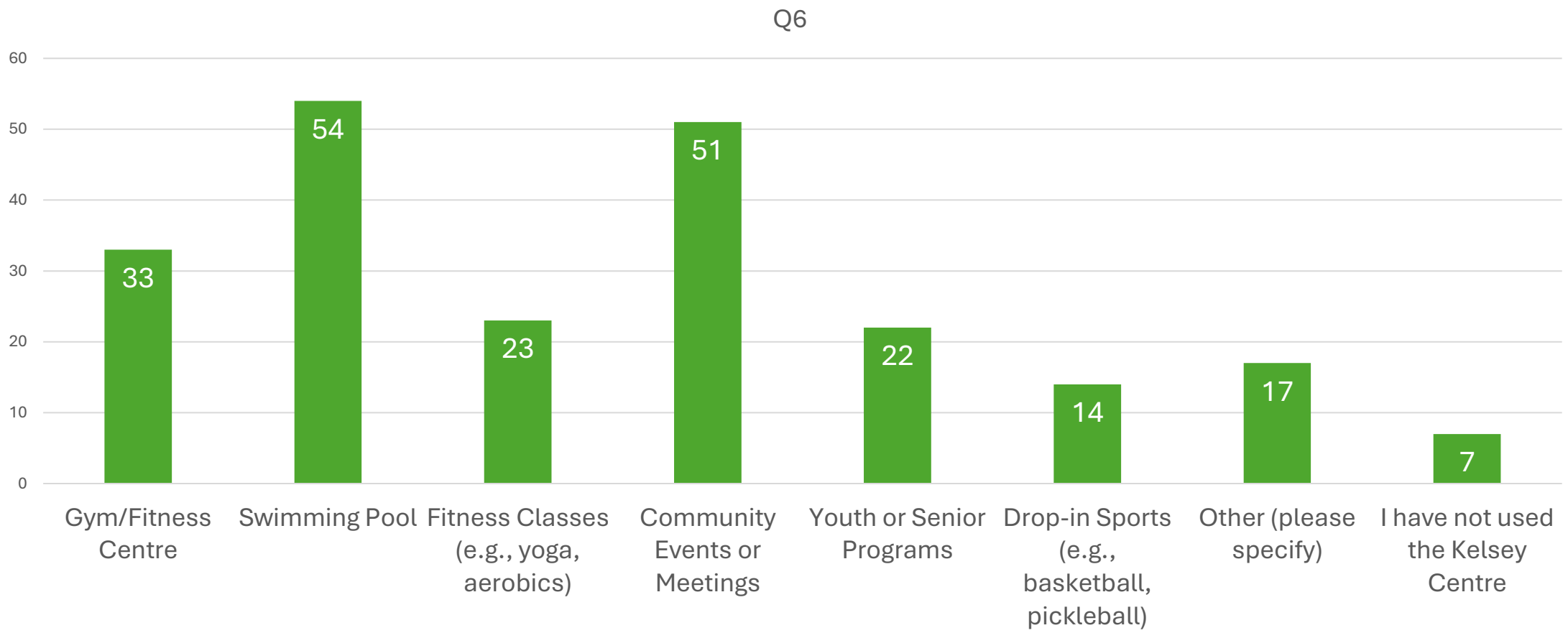
Q4. If yes to the previous question, when last did you use the services at the Kelsey Centre?



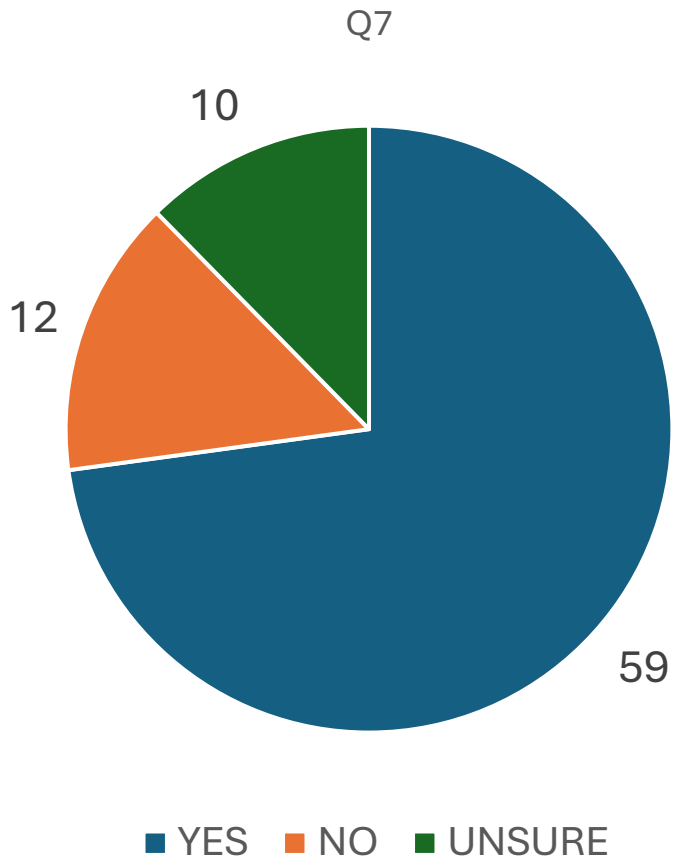
Q5. Do you believe the Kelsey Recreation Centre is an important service for the community?



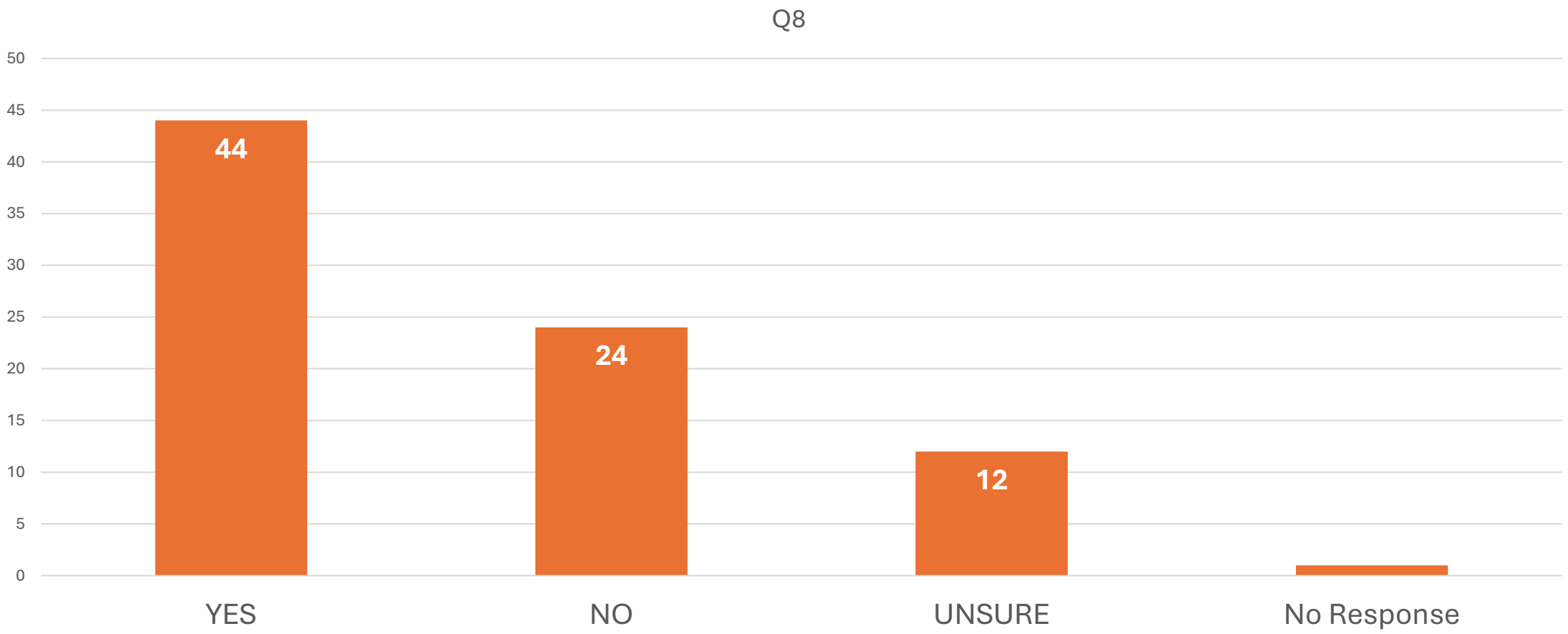
Q6: Which of the following services at the Kelsey Recreation Centre have you used, if any.



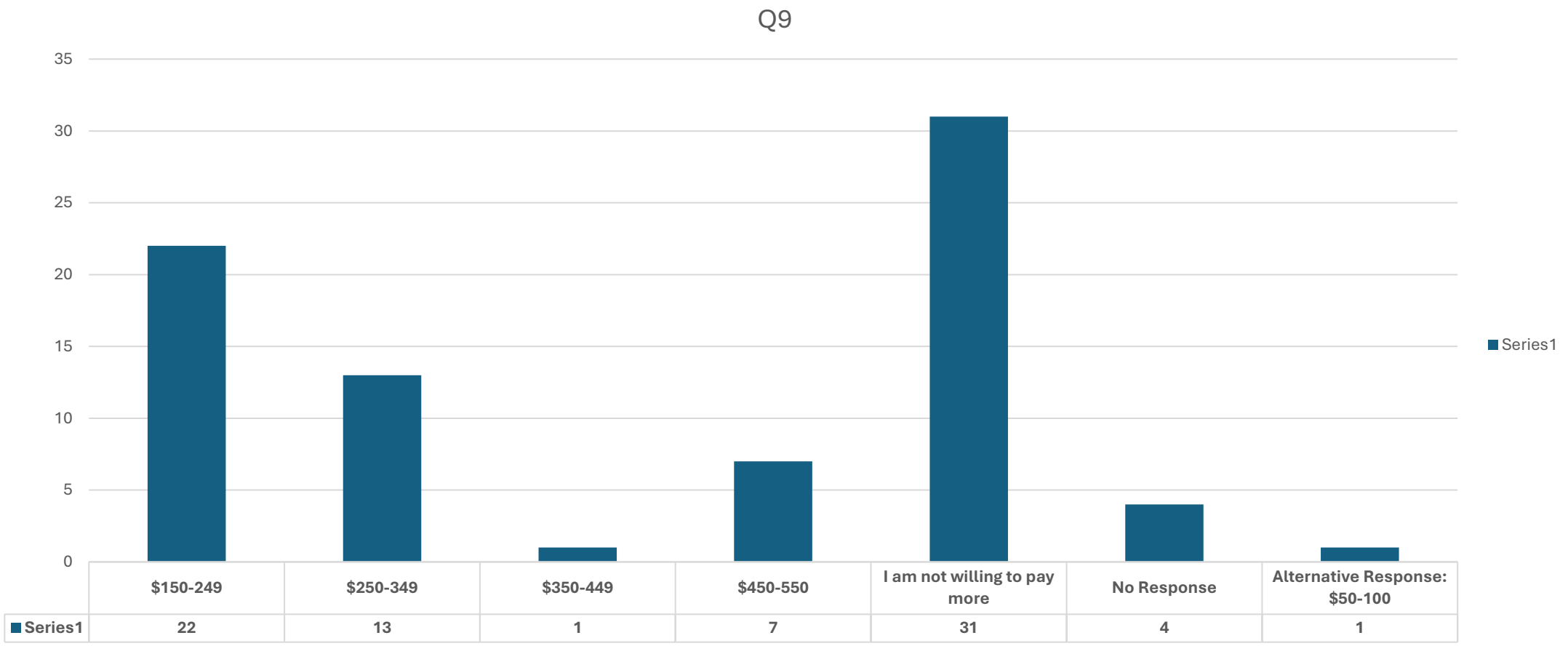
Q7. would you like to see the Kelsey Recreation Centre continue operating?



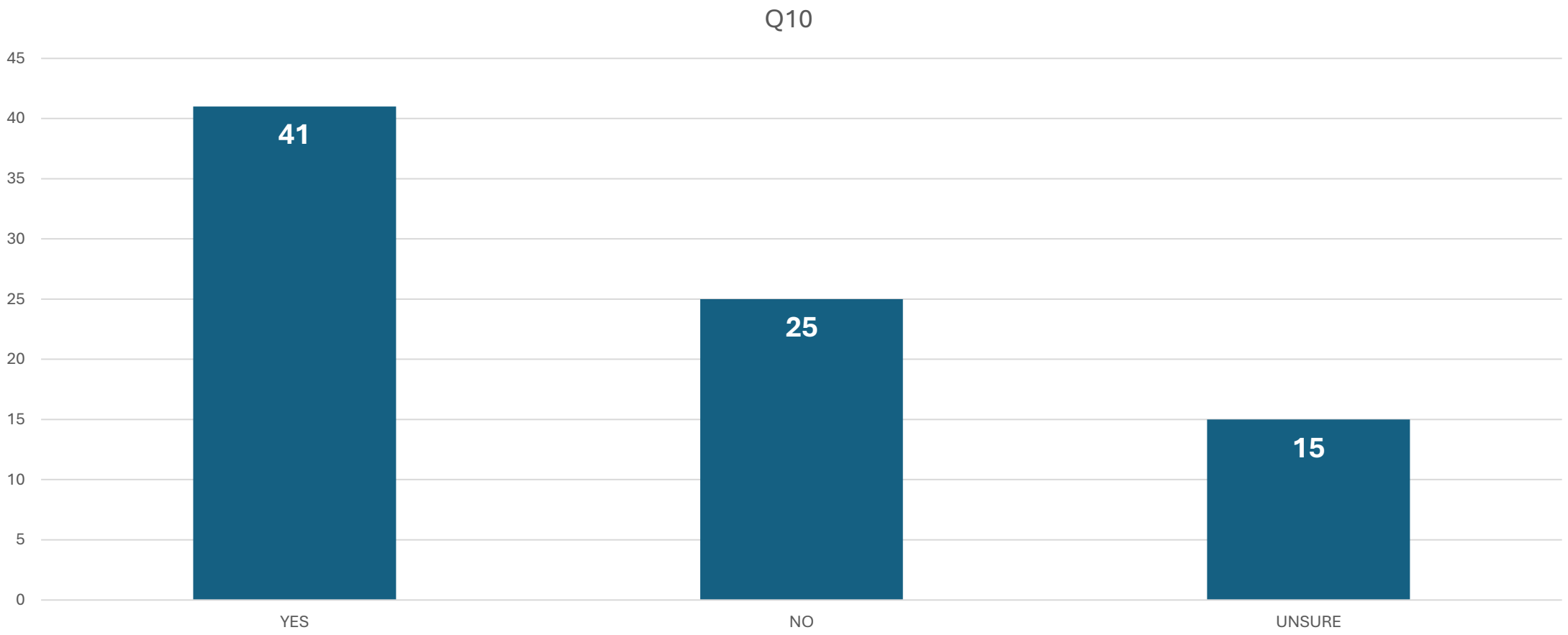
Q8. Would you be willing to support a small annual tax increase dedicated to a special fund for operating the Kelsey Centre, to help ensure it remains open?



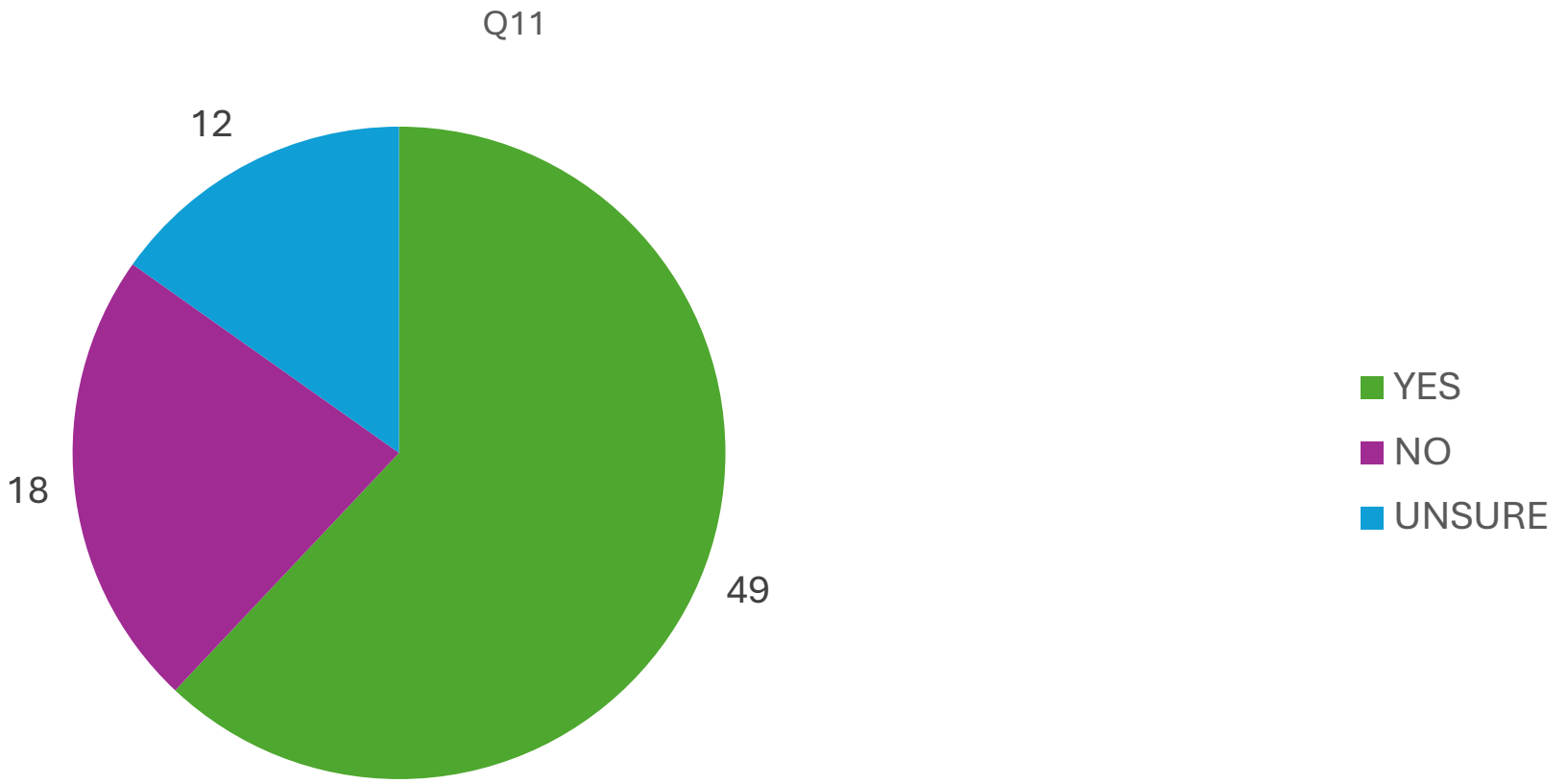
Q9. If yes, how much would you be willing to contribute through property taxes to help sustain the Kelsey Centre?



Q10: Did you know that the SRD is an outlier in terms of funding partnerships for recreation facilities as 5 of 7 RD on Vancouver Island have regional funding partnerships?



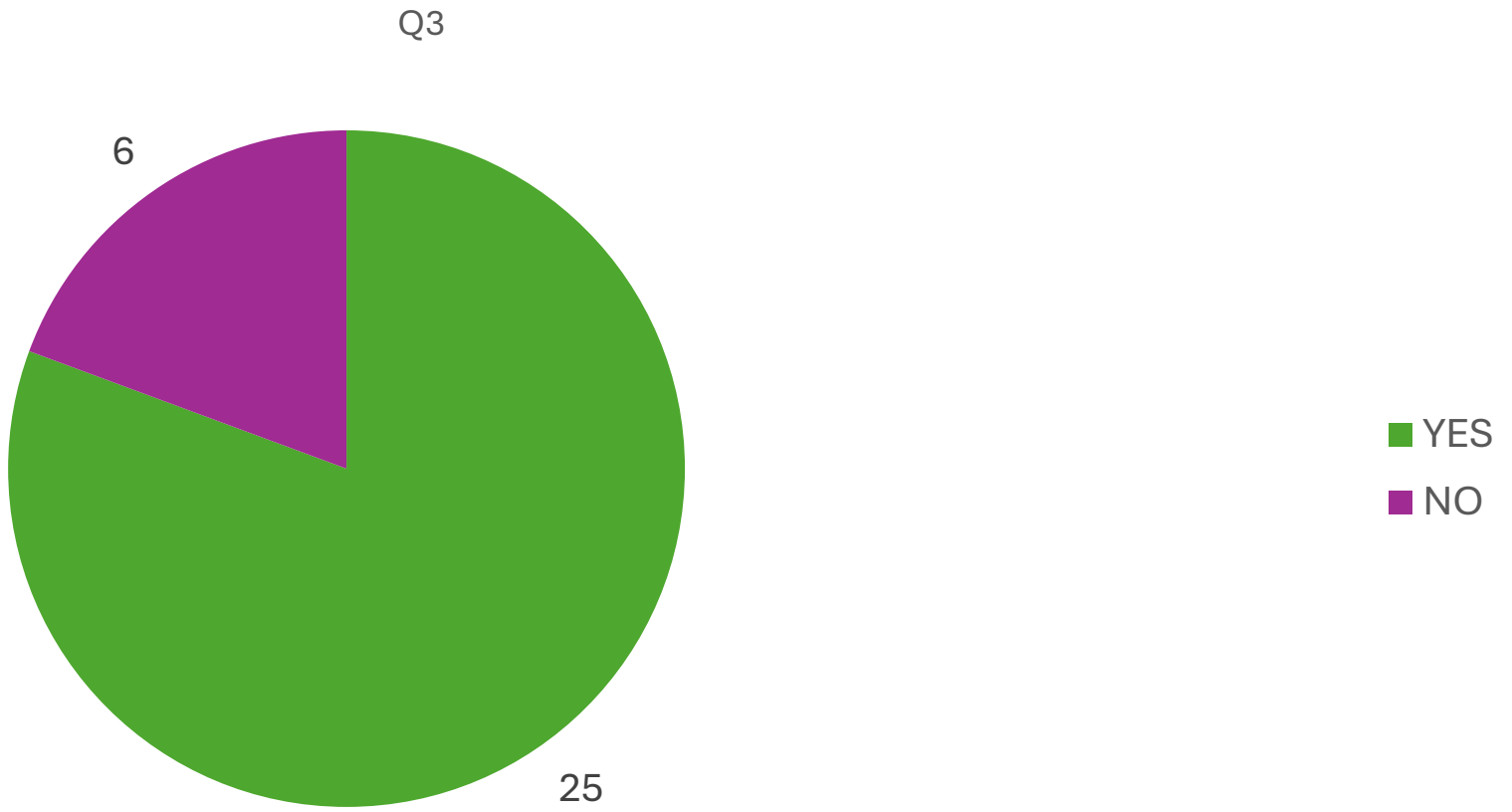
Q11. Would you support a regional funding model where costs are shared among Sayward and surrounding communities?



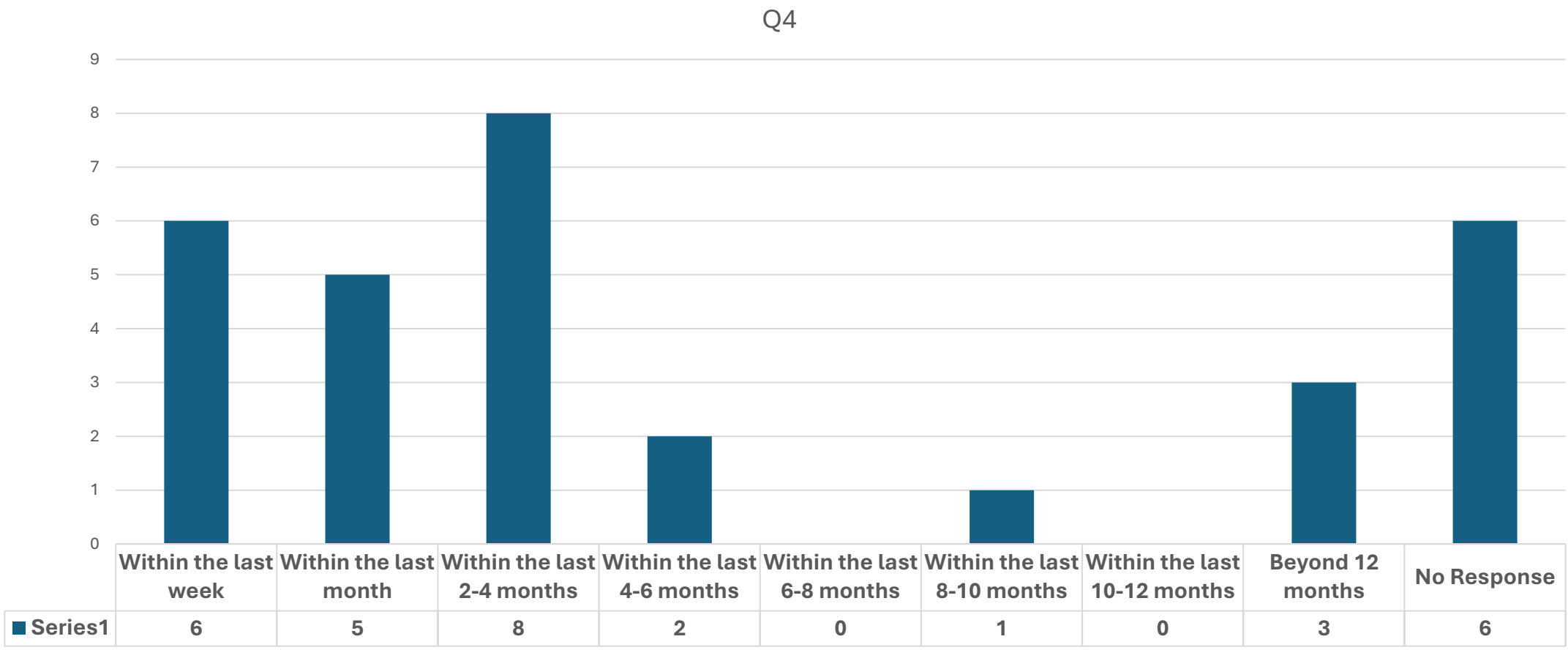
BREAKDOWN OF **31 VILLAGE RESIDENTS'** RESPONSES - ONLY



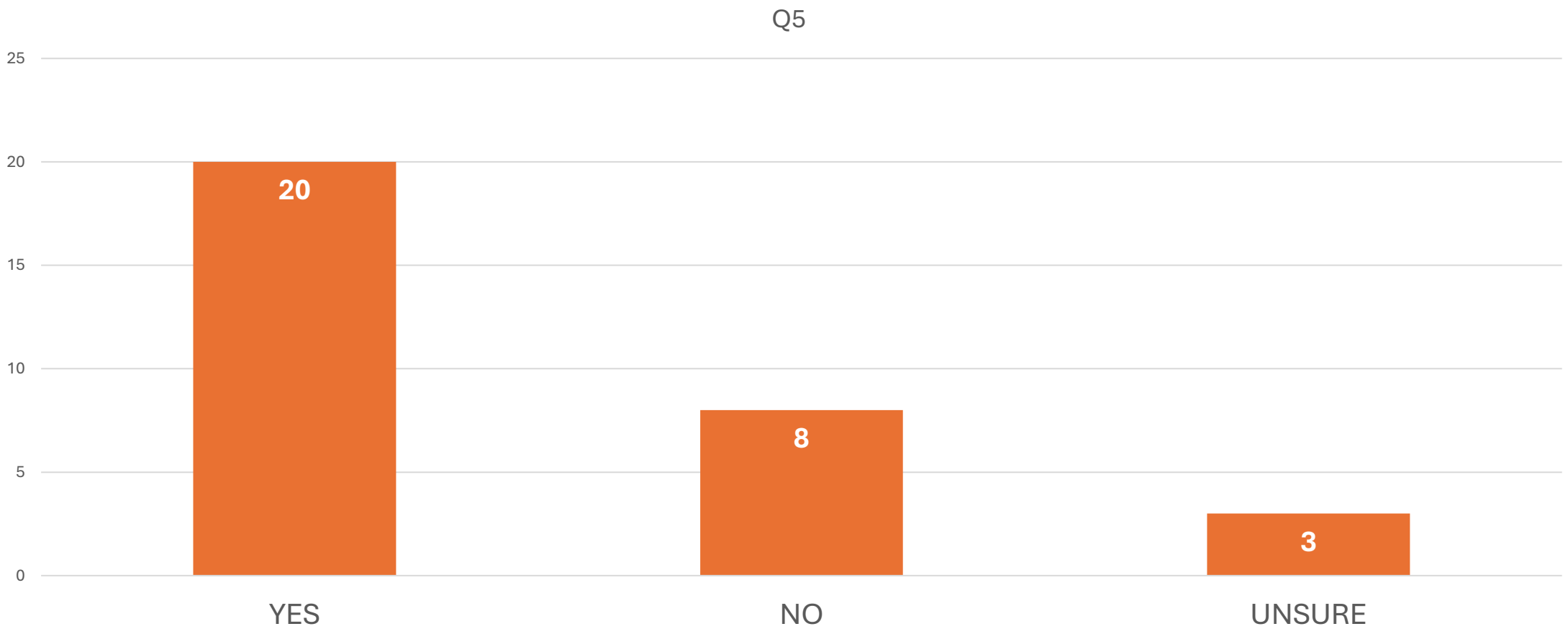
Q3 – Have you used the services of the Kelsey Centre before?



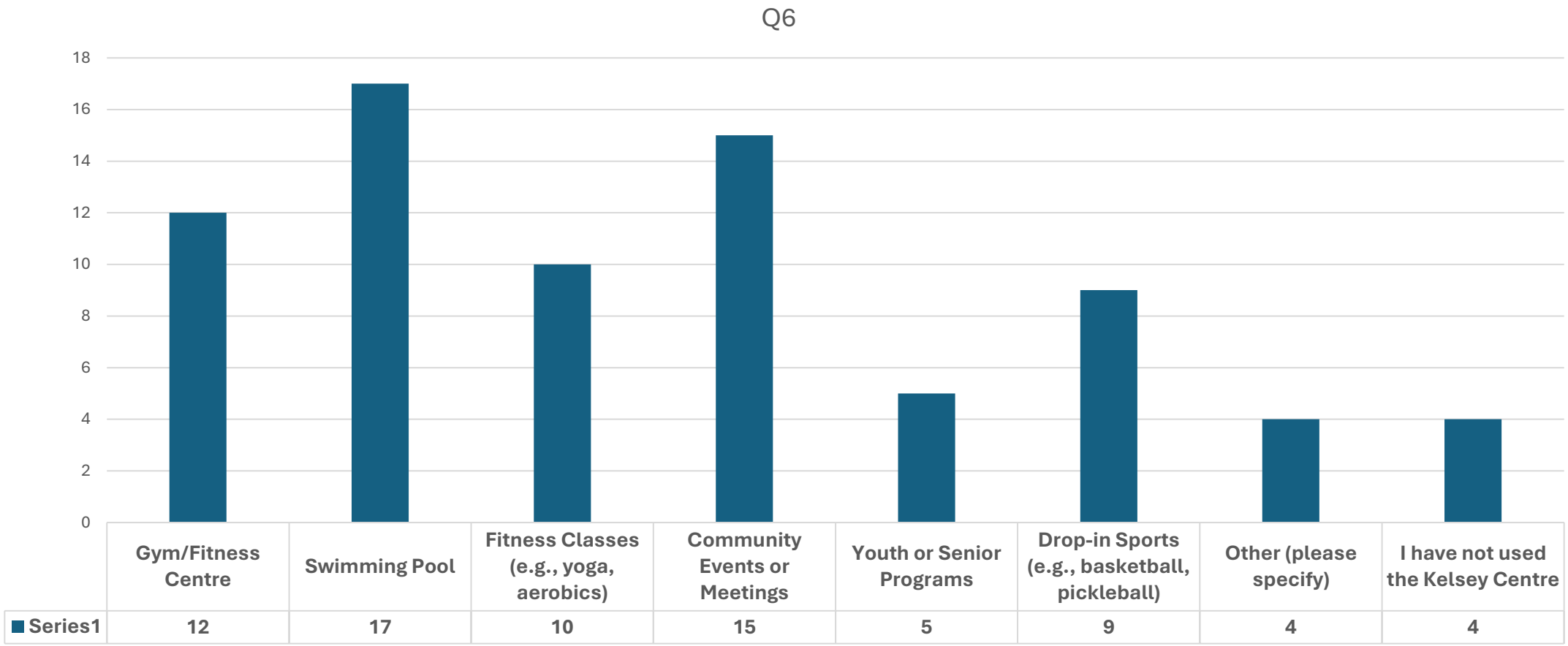
Q4. If yes to the previous question, when last did you use the services at the Kelsey Centre?



Q5: Do you believe the Kelsey Recreation Centre is an important service for the community?

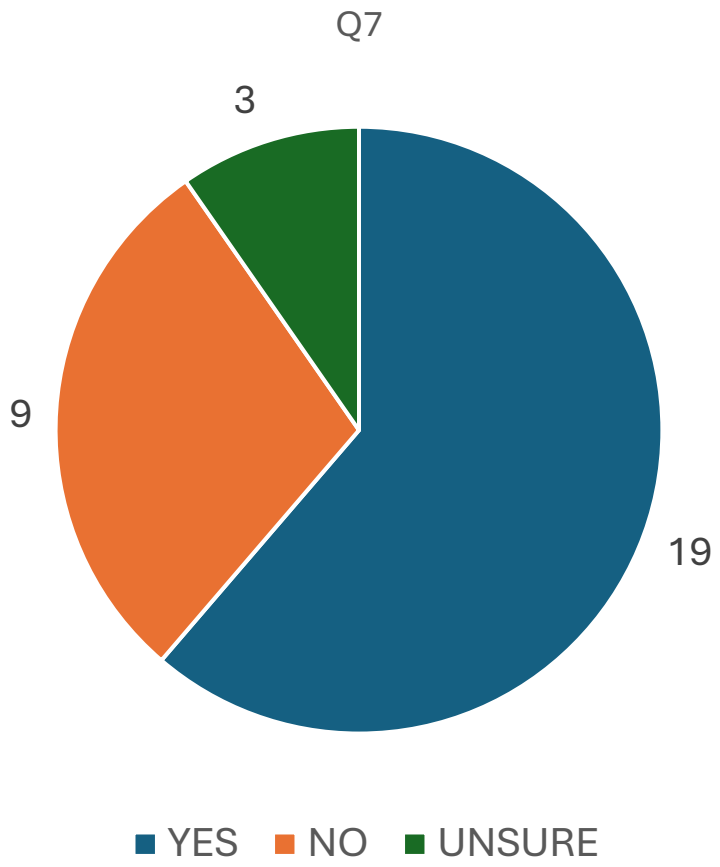


Q6. Which of the following services at the Kelsey Recreation Centre have you used, if any?

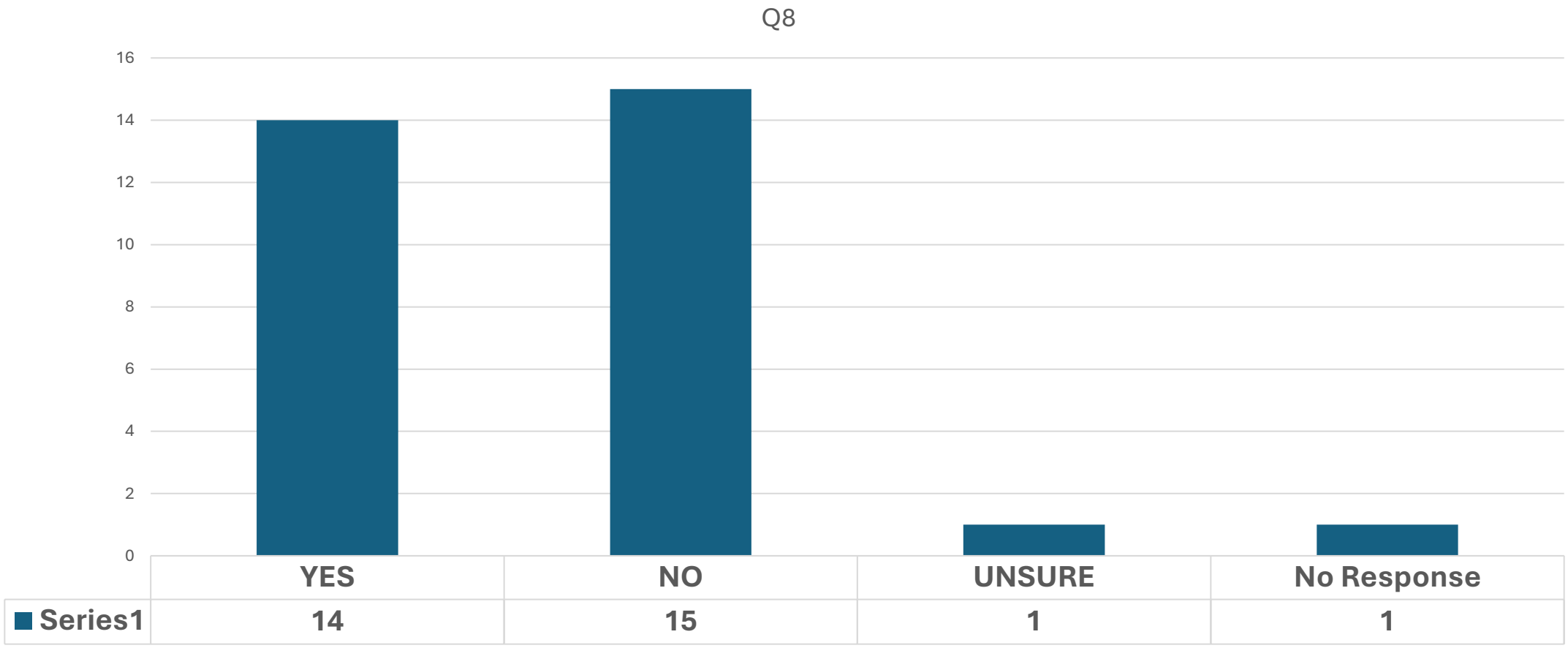


	Gym/Fitness Centre	Swimming Pool	Fitness Classes (e.g., yoga, aerobics)	Community Events or Meetings	Youth or Senior Programs	Drop-in Sports (e.g., basketball, pickleball)	Other (please specify)	I have not used the Kelsey Centre
Series1	12	17	10	15	5	9	4	4

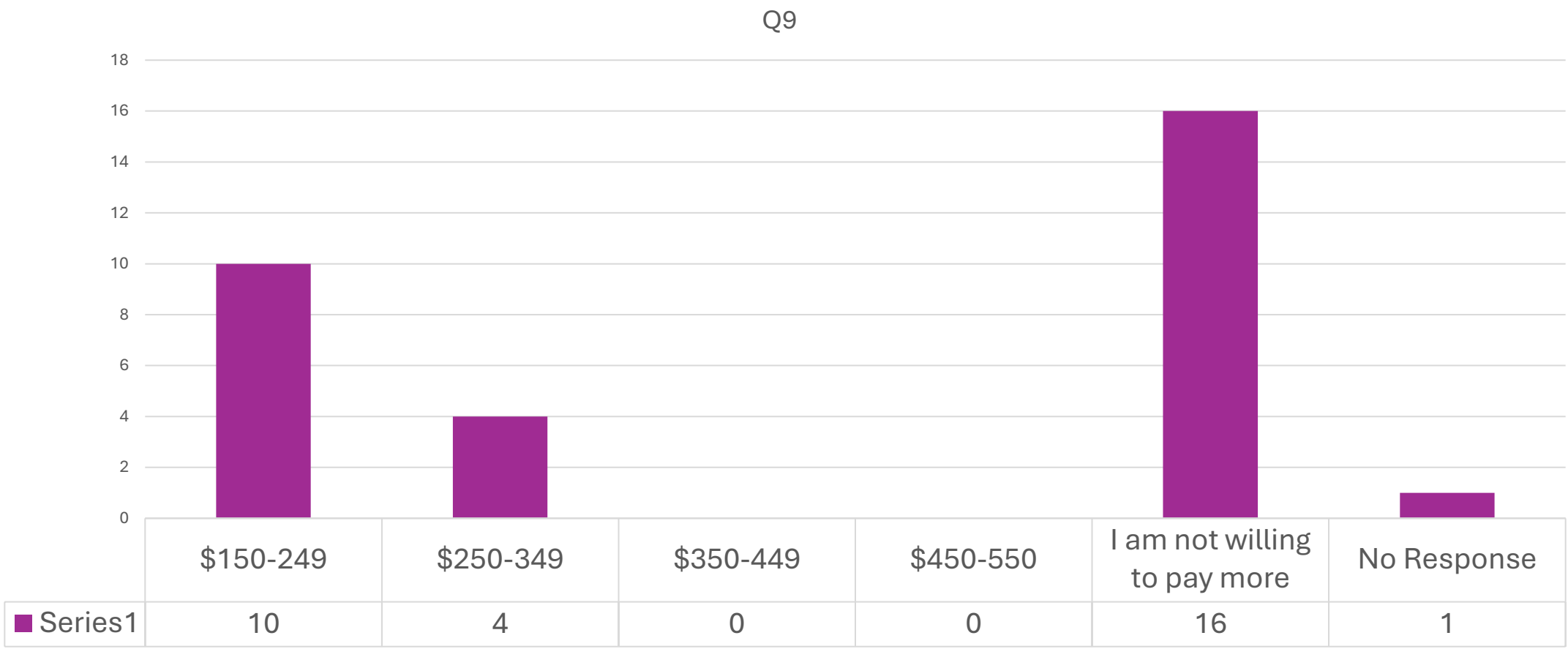
Q7: Would you like to see the Kelsey Recreation Centre continue operating?



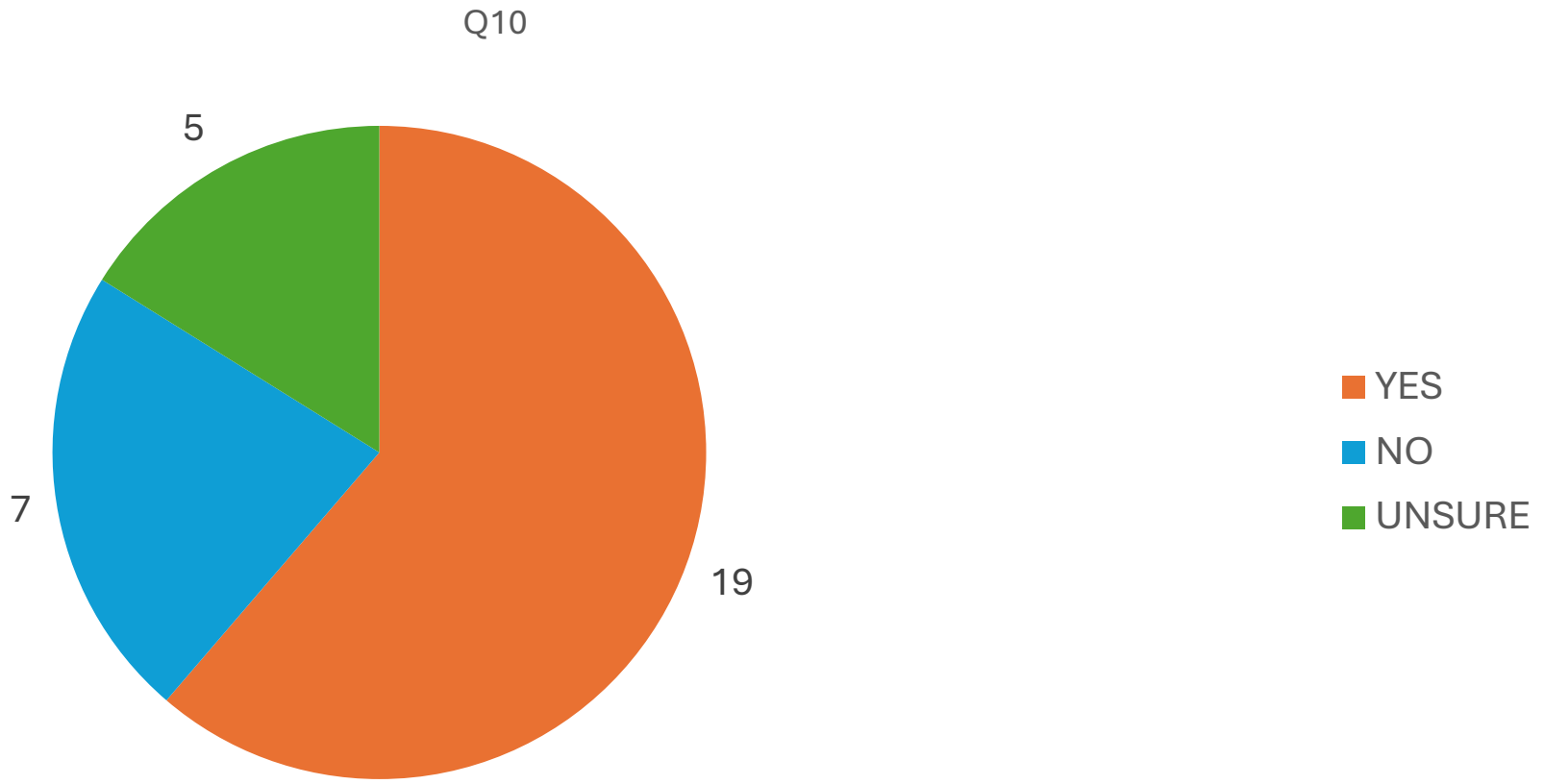
Q8: Would you be willing to support a small annual tax increase dedicated to a special fund for operating the Kelsey Centre, to help ensure it remains open?



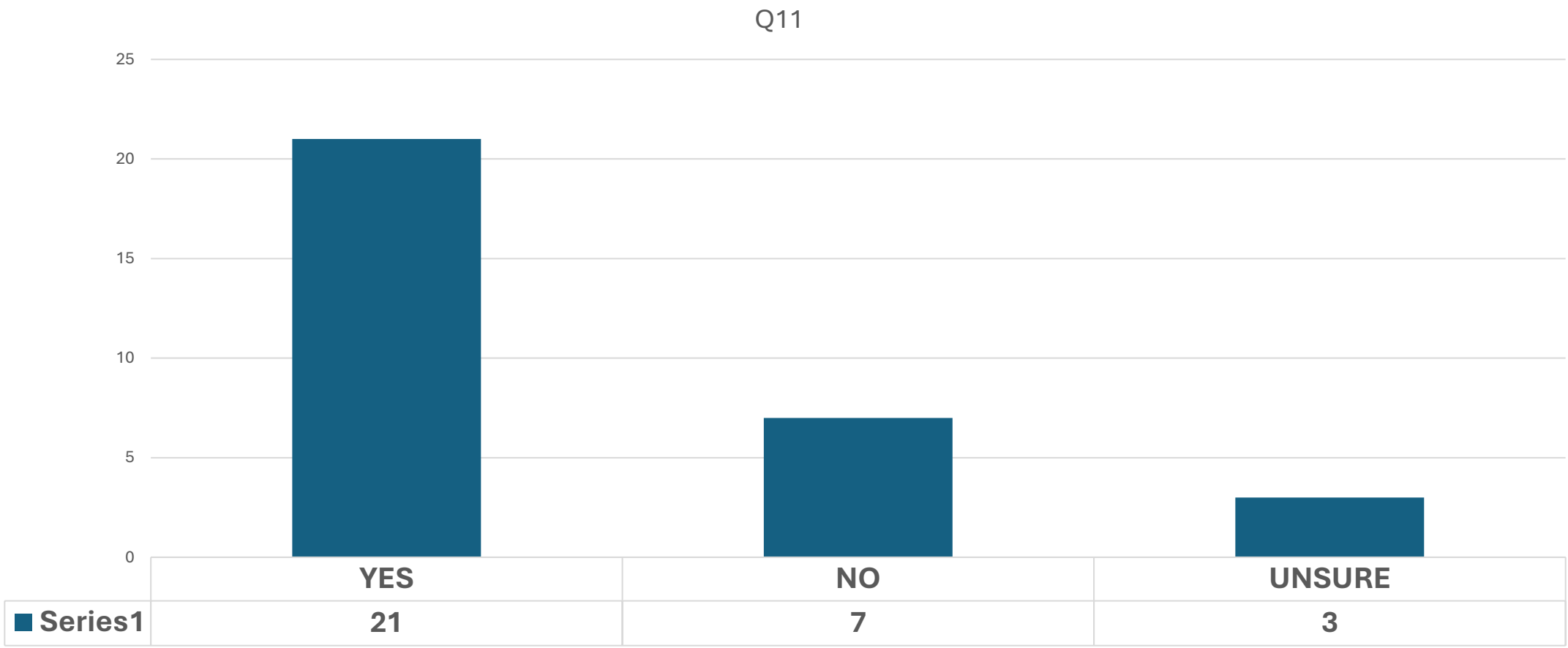
Q9: If yes, how much would you be willing to contribute through property taxes to help sustain the Kelsey Recreation Centre?



Q.10 Did you know that the Strathcona Regional District is an outlier in terms of funding partnerships for recreation facilities as 5 of 7 regional districts on Vancouver Island have regional funding partnerships?



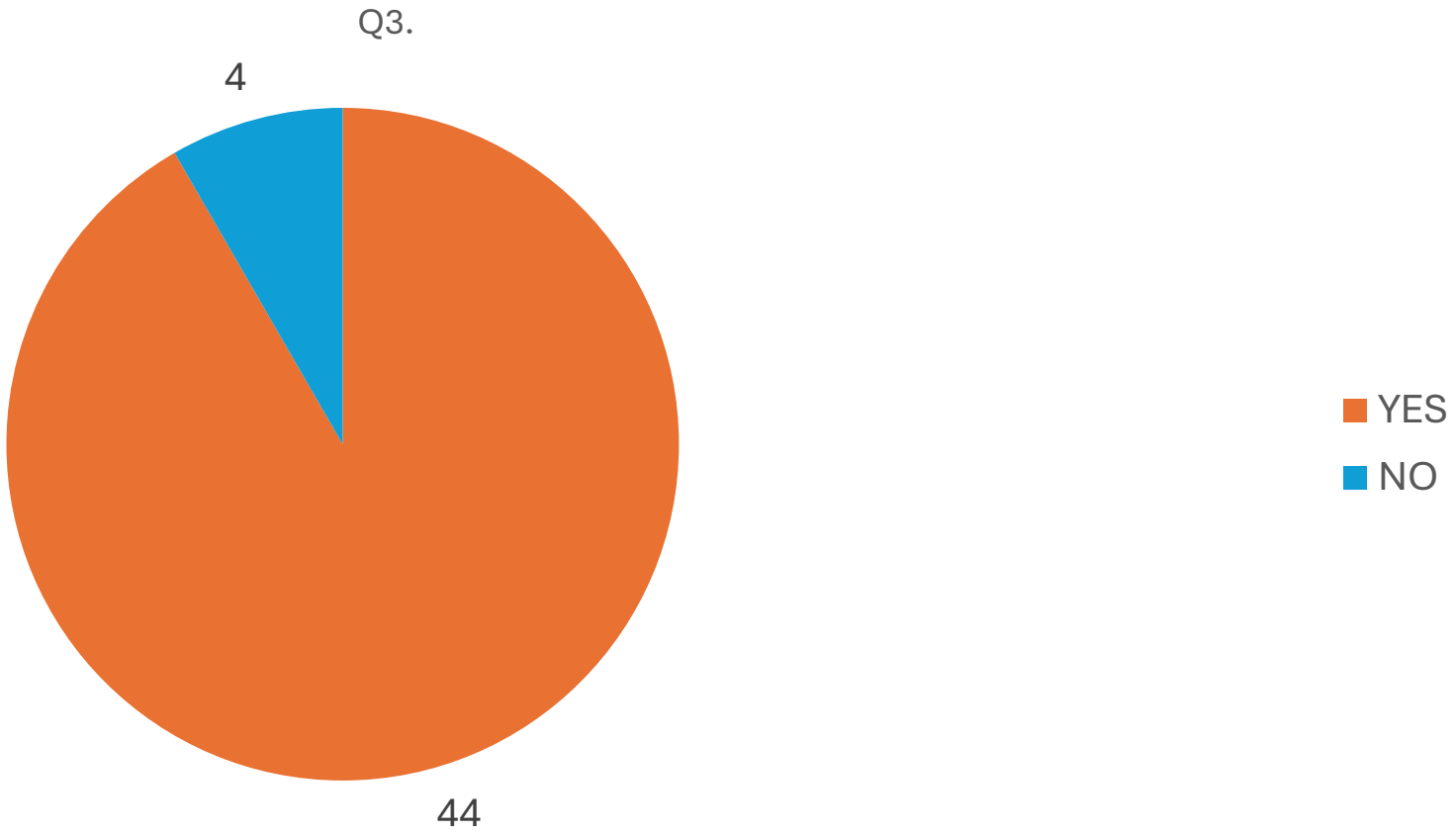
Q.11 Would you support a regional funding model where costs are shared among Sayward and surrounding communities?



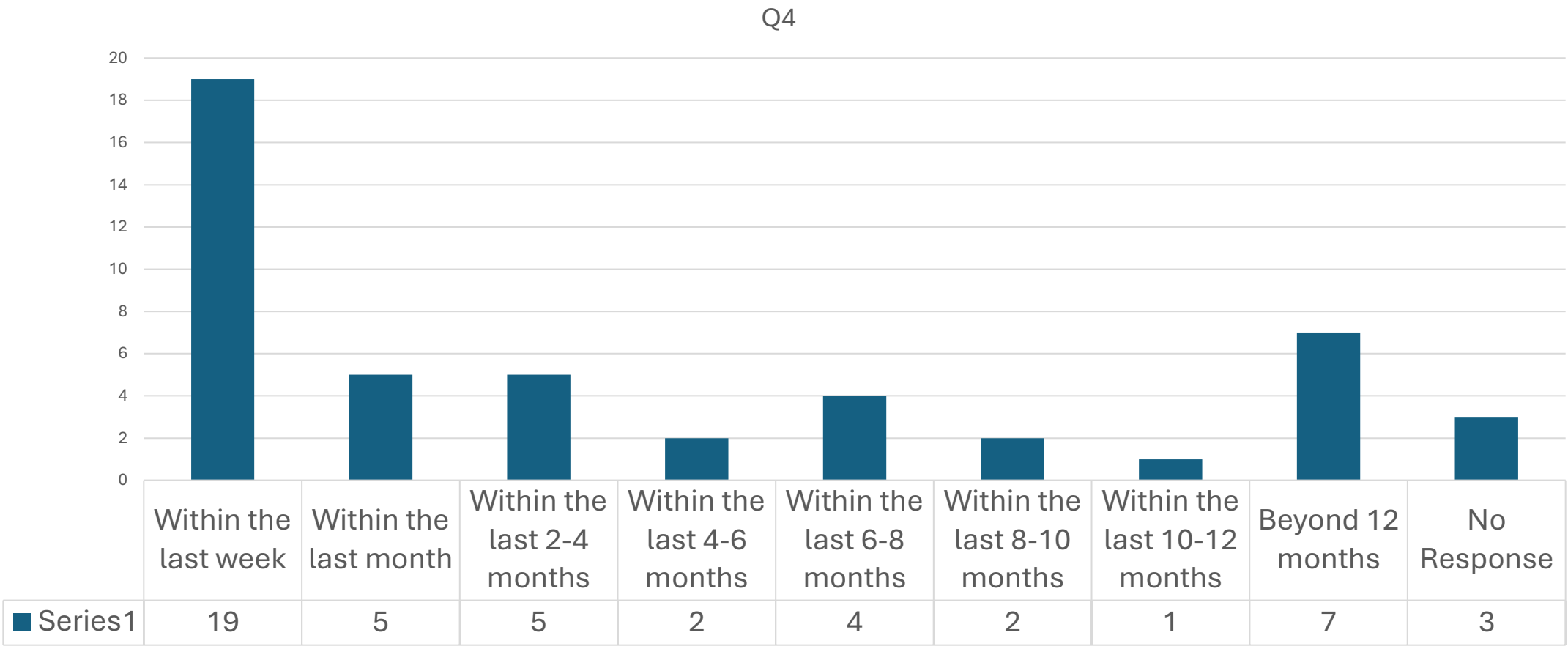
BREAKDOWN OF **48 VALLEY RESIDENTS'** RESPONSES - ONLY



Q3. Have you used the services of the Kelsey Centre before?

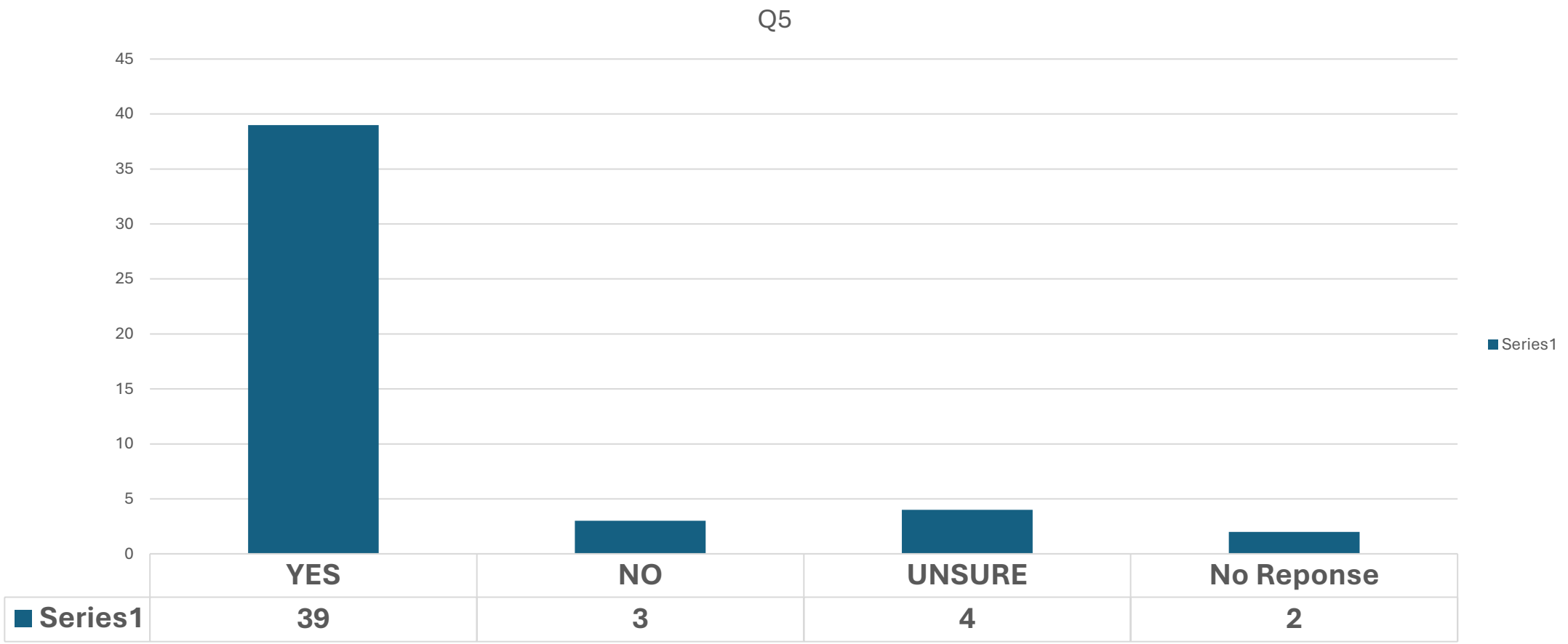


Q4: If yes to the previous question, when last did you use the services at the Kelsey Centre?



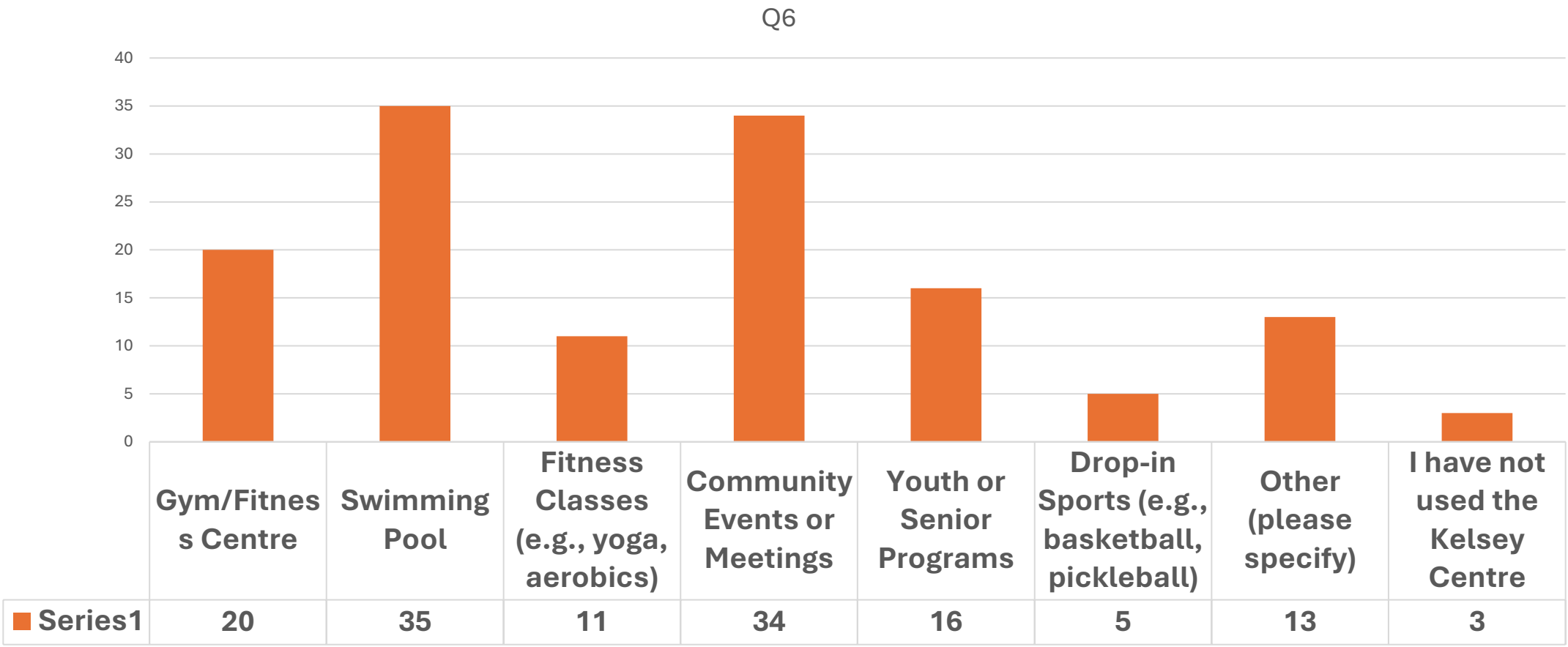
	Within the last week	Within the last month	Within the last 2-4 months	Within the last 4-6 months	Within the last 6-8 months	Within the last 8-10 months	Within the last 10-12 months	Beyond 12 months	No Response
Series1	19	5	5	2	4	2	1	7	3

Q5: Do you believe the Kelsey Recreation Centre is an important service for the community?



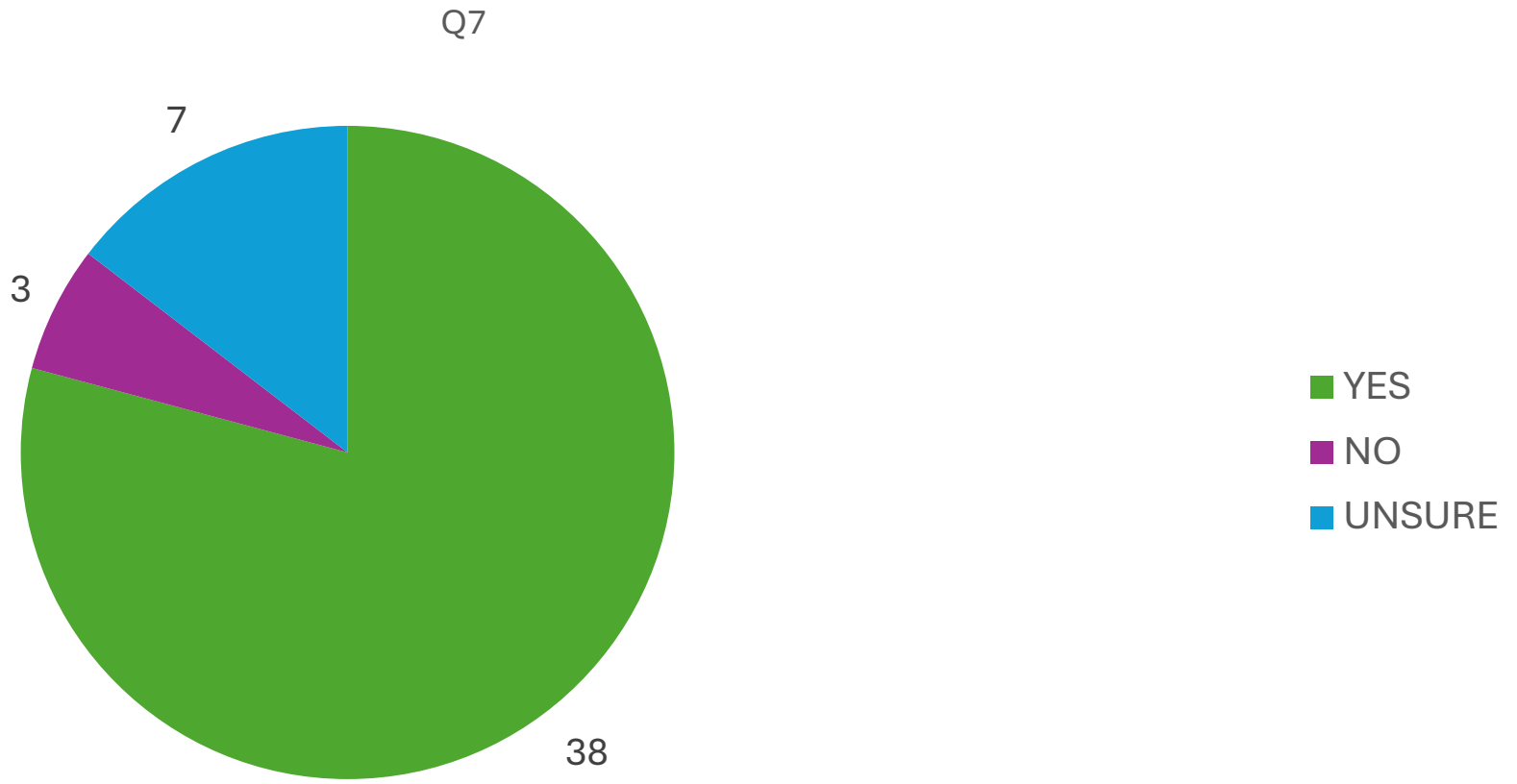
	YES	NO	UNSURE	No Reponse
Series1	39	3	4	2

Q6: Which of the following services at the Kelsey Recreation Centre have you used, if any?

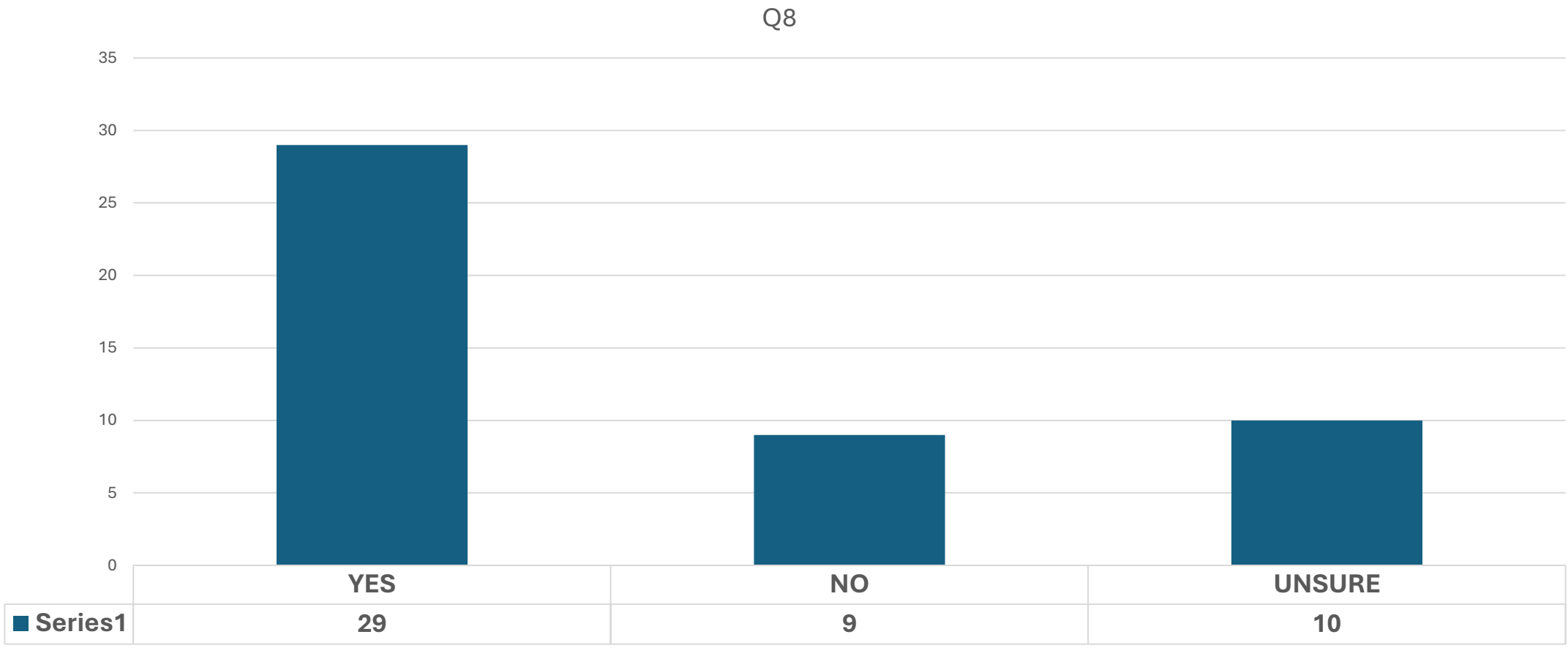


	Gym/Fitness Centre	Swimming Pool	Fitness Classes (e.g., yoga, aerobics)	Community Events or Meetings	Youth or Senior Programs	Drop-in Sports (e.g., basketball, pickleball)	Other (please specify)	I have not used the Kelsey Centre
Series1	20	35	11	34	16	5	13	3

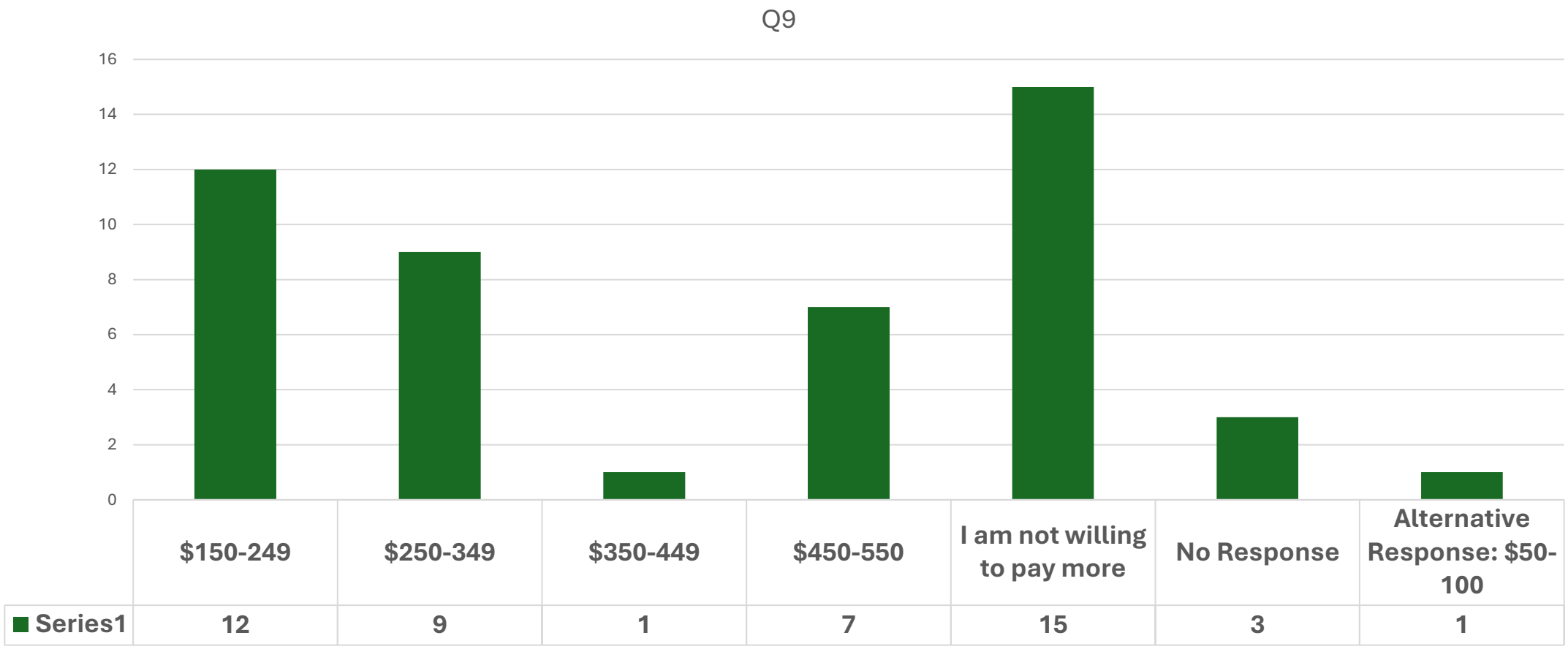
Q7: Would you like to see the Kelsey Recreation Centre continue operating?



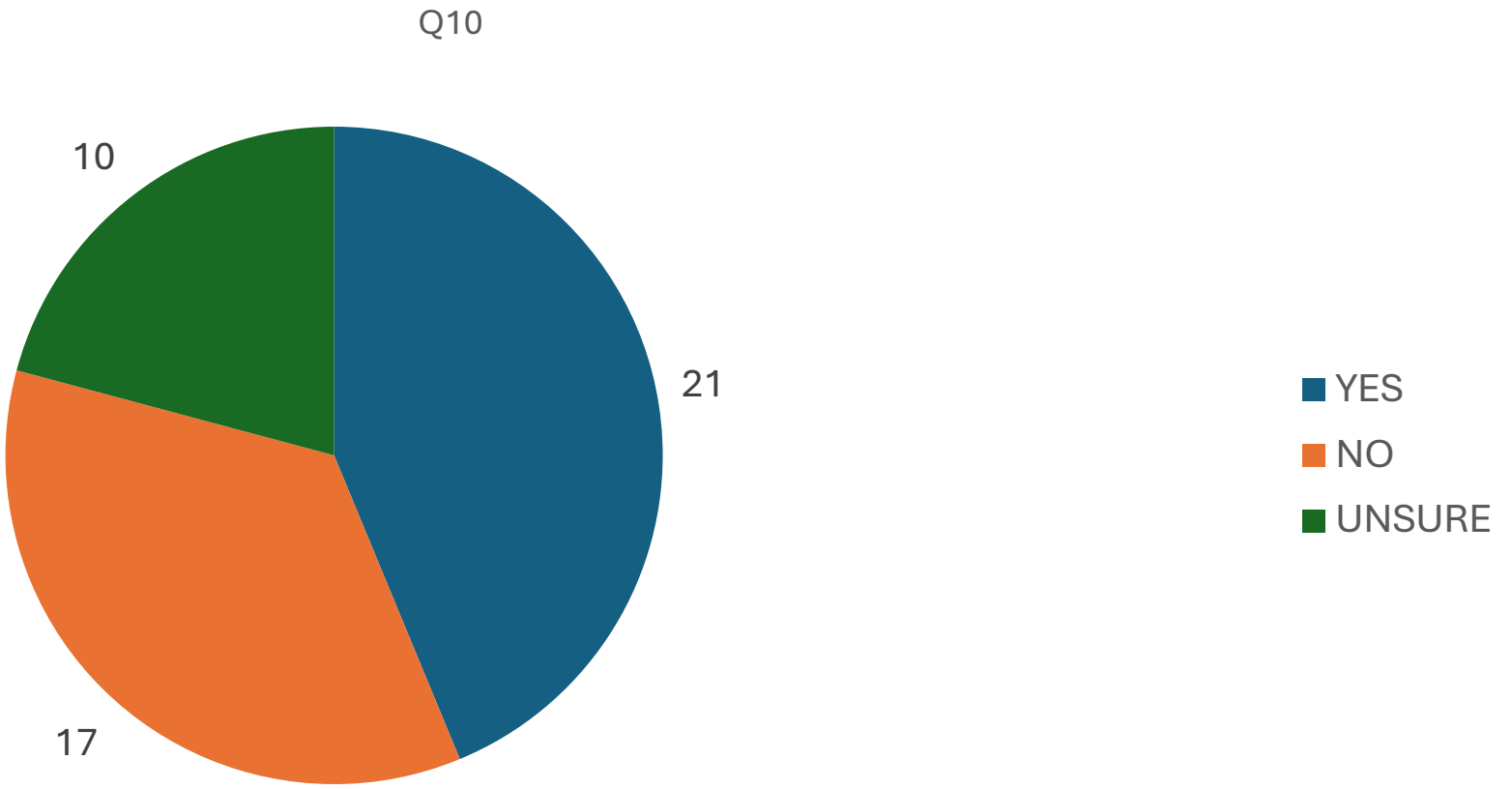
Q8. Would you be willing to support a small annual tax increase dedicated to a special fund for operating the Kelsey Centre, to help ensure it remains open?



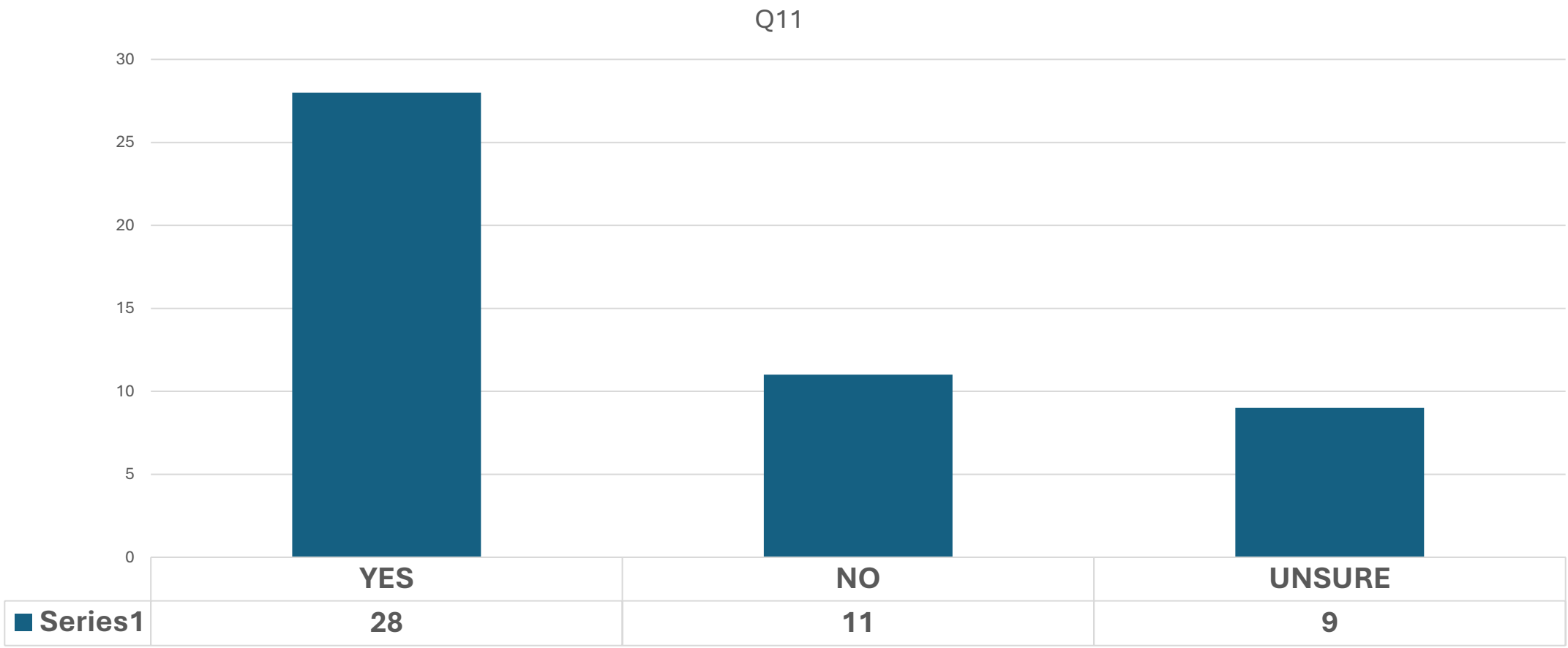
Q9: If yes, how much would you be willing to contribute through property taxes to help sustain the Kelsey Recreation Centre?



Q10. Did you know that the Strathcona Regional District is an outlier in terms of funding partnerships for recreation facilities as 5 of 7 regional districts on Vancouver Island have regional funding partnerships?



Q11. Would you support a regional funding model where costs are shared among Sayward and surrounding communities?



Sayward Community Survey – Kelsey Recreation Centre Comments and Suggestions	
1	Tahsis is part of our district, and their rec center is free to use. Do better!
2	Instead of polling the valley residents first, you should start by holding a vote within the village to see how many of your current residents actually want to continue trying to keep it open as it seems many do not want to pay for it and they are the actual ones who should have first say as to its future. Also, I do hope that you are going to take into a count that many supporters are actually not property owners and will never be affected by taxation.
3	Without it the community has nothing to offer
4	It seems very reasonable for the SRD to contribute to the Kelsey Centre, since a significant proportion of the population that would utilize it are SRD residents.
5	Financial support should be shared by the SRD, valley and village
6	Unfortunately, I couldn't answer the increased tax questions, as I no longer live there but over the years, I have financially supported the KC and other Sayward events for the Sayward community as the local realtor. The KC is an extremely important facility in Sayward, the citizens of Sayward, all of Sayward (village and valley) need to support it for Sayward There are so many reasons it needs to be open, pool & center. I look forward to the hopefully positive updates.
7	I run a conference centre with a pool, gym, workout room etc. and understand the dedication and expense involved (especially the cost of deferred maintenance) but would also say there will be a substantial cost to physical (and for some mental) health with the loss of the centre. Additionally, I would expect it could also cause a loss in real and assessed values for Sayward properties if it closes. Having too short a view on the effects of its absence is my concern.
8	Offer more things for adults
9	The pool was a deciding factor in moving to Sayward. My family has used the pool weekly since it re-opened and we miss it dearly. Living in the Valley, it's exceedingly frustrating watching such a core community asset struggle and not having an avenue to contribute financially. I've even tried formulating a fundraising plan from the Valley but when the pool closed, many residents have become disillusioned by Village politics:(I'm concerned if we lose our pool, that we'll be forced to pay for the new extravagant Strathcona Gardens. I appreciate Director Whalley's efforts to keep our taxes low in the Valley, but I'm embarrassed to use our cherished Kelsey Centre without contributing. Whether it be a "regional service" or a user fee, I'm prepared to pay my fair share. In addressing the issue of fair allocation between the Valley and the Village, the service cost could be divided 50/50 then distributed to property taxes according to property values. The Valley does fund the Heritage Hall and hosts a number of community events so perhaps the Halls budget is incorporated into the regional service, or the Valleys contribution is reduced by a proportion equal to the Halls operating costs? And one last suggestion, may I suggest

	that the After School Program, which sees hundreds of users monthly, increase its daily rate from $8 to at least $25 per day. This fee is subsidized by the BC government; parents can apply through the Affordable Child care program and have some or all of it paid for. The Village should not be subsidizing child care when the provincial government has funded to do so. There would also be a financial opportunity in extending the age group to include preschool children as there are currently zero childcare opportunities in Sayward, a huge gap in community service provision if you want a thriving local economy. Just a note... Tahsis operates a recreation centre with a pool and a daycare, and the pool is free for residents! There are definitely different funding models that could help our community operate cohesively!
10	The Kelsey Centre has been an essential part of providing socializing for our kids.
11	I believe the Kelsey centre is a huge factor in attracting young families to our community and without it what is there left here for our Children that already live here to do? Nothing!! Which in turn will lead to more vandalism etc.. Kids with no guidance get board and get into trouble!
12	This centre has been an asset to my mental and physical health. I've built community here.
13	our children learned to swim in that pool It is an assist to youth and adults. It is a place for everyone of all ages to partake in everything. Would be horrible to lose it
14	There is discussion about exploring a non-profit funding and management option if elected officials decide not to re-open the pool and keep the Centre open.
15	I've used these facilities for 20 years. Its detrimental they remain open to assist in healthier living in the cold months. As a single mom with two kids, we rely on the Kelsey Centre to stay active and to keep our mental health up in the long winters. Dates of operations could remain to colder months to save on annual expenses.
16	I prefer my tax dollars go to outdated infrastructure
17	We lived in a small village in Alberta. In order to use the pool at the nearest city we paid a higher amount than the city residents. Never heard anyone complain about paying more to use facilities our property taxes didn't include.
18	As long as the Village of Sayward is paying 100% for a service that is used significantly by people in the valley - at no cost to them - I am absolutely NOT in support of additional funding or increased taxes to keep it running. If they agree to share the costs, then let's do it! But village taxpayers should not bear the full burden to keep it running.
19	Swimming is an extremely important tool for child development and safety. If Swimming lessons are not available in our community for children that means taking them to Campbell River. I have looked into this. Weekday classes are right after school, and we would not be able to get there in time, weekend classes are always full in advance.
20	Renters do not pay property taxes. Seniors and Those Living in Poverty should be offered reduced fee yearly use memberships.

21	Although the KC is important for the community, there are far more pressing priorities that need to be addressed like the aging infrastructure of water and sewer lines and drainage which are far past their life expectancy. At this point that's where tax dollars should be going.
22	If the center goes, so does the village spirit
23	Let's keep the Kelsey centre open!
24	Not really, I don't use it much but I sure hope Sayward can keep it
25	any 'operating fund' must also include a long-term maintenance and replacement funding model Ultimately the catchment 'area' for Sayward Village was too small when it was first established, until that is resolve the recreation and water issues, along with taxation and land use problems will persist
26	Thank you for your consideration with respects to saving this vital community centre! I can honestly say that not having this resource for my son could truly mean that we leave Sayward.
27	Bring back our pool
28	I'd have to see what that looks like in numbers. As well as be informed how the money will be spent. Not find out after it's to late.
29	Please save KC!
30	Village residents should not have to pay more. Shut the pool if necessary but keep the centre open as a community centre.
31	Keep it open
32	Where, exactly, does the Centre plan to come up with the $250 - 300K ANNUAL operating deficit. VILLAGERS are already PENALIZED $400 -500 annually on their property taxes for a facility that in NO WAY delivers VALUE FOR MONEY!
33	The cost of living has gone up yes, but the cost of using the pool or anything has not. If my taxes have to go up to keep it open. Then the valley people should be paying more to use it. Make the hours better. A Friday night swim should go until 8. Not 7. 1.5 hours or even one. Is just not enough. More people will go, spend the money if it's worth the drive in. I have lots of ideas. Be happy to share more. One more thing, find nice staff. Pay them a bit more. You'll receive more.
34	Tax Dollars that go to the SRD from Valley and outer lying areas should be kept in the Sayward community to keep all the infrastructure up to date.
35	I think locals think of me as a meme of pool support (once in a while, I'm being sent Facebook post screenshots just because: "I know you are interested") Give me the chance and I will tell you that I gave up my German citizenship to become Canadian just so I could vote in the referendum that was defeated by 33 votes. I was too late to be eligible but if I get another chance, my feelings have not changed.
36	Simply put, we can't afford a pool! Transform the pool into something affordable like a rental storage facility.
37	Would also consider an annual donation if taxes didn't do it

38	How does Tahsis, being such a small community, manage to keep it's rec. facilities doors open!
39	Whatever it takes we need to keep the Kelsey Centre open for the good of the whole community
40	How can funding there Kelsey Centre be FAIR when it is only the Sayward Village residents who contribute property taxes?
41	I am sorry you might have to lose the centre. I will not vote in favour of raising our taxes because I think it is unsustainable.
42	Clearly operating the Kelsey Centre w/o the pool makes all the difference in affordability. I am against ANY strong-armed attempt to include Area A in funding. Charge for use instead.
43	Should be shared by all Sayward residents - maybe a pay/per use?
44	Retired- on fixed income. SRD should support their facility. They do not ask the residents for funding when it comes to tax time. As per John Macdonald, former Mayor stated, public facilities are not for profit ventures.
45	Originally, logging company promised to fund the Recreation Centre!!
46	Close the whole thing down, at least until the Village gets what it needs. Pool is a want, infrastructure in a need.
47	This is at least 10 years overdue
48	Charge for advertising of large corps
49	Other communities are too far away to use the Sayward facility & vice versa. If a tax contribution it should be per person, not property and not a set dollar figure but low percentage, to be fair. Example valuable property with many people should pay more than a single person on a low value property who probably doesn't use the facility much, if at all, and is already strapped financially...
50	Not interested in taxes going up to pay for Rec Centre in townsite. We pay for the one in the Valley.
51	Close the Kelsey Centre, get financially secure and then look at re-opening. Meanwhile budget and plan for the work that needs doing to re-open it. It's not safe as an emergency centre as it is not earthquake proof.
52	Sophia and Sarah are amazing

STAFF REPORT

To: Mayor and Council

From: Corey Cooper, Village Planner, and John Thomas, CAO

Subject: Development Variance Permit Application for 400 MacMillan Drive – Site Constraints

Meeting date: June 3, 2025

PURPOSE

To give Council notice of an upcoming application and to permit staff to give public notice of the application which requests Variances to the Village's Zoning Bylaw to reduce the required width of a principal building as well as to propose a single-wide mobile home, including Z-240 certified homes, in the R-1 Zone.

Figure 1: Subject Property



BACKGROUND

The owners of 400 MacMillan Drive (LOT 11, BLOCK L, DISTRICT LOT 1604, SAYWARD DISTRICT, PLAN 21662) submitted an application in May of 2025, requesting multiple Variances to the Residential One (R-1) zone to permit the construction of a mobile home on the property. The subject property is currently undeveloped and contains a small creek. Neighbouring properties contain single family residential uses or are other undeveloped lots. Please refer to Figures 1 & 2 for site location context.

Figure 2: Site Context



The property was once vegetated until the clearing of the lot and establishment of a gravel driveway was done without first obtaining a Qualified Environmental Professional's (QEP) review of the subject property and subsequent report to determine the Streamside Protection and Enhancement Area (SPEA) (due to presence of the creek on site) through Riparian Areas Protection Regulations (RAPR). The QEP's report was required as the clearing was done within 30.0 metres of the Riparian Assessment Area (RAA).

DISCUSSION

Policy/Legislation

The subject property's land use designation is Residential, which is land intended for single family residential use and incidental use(s) to this primary use. The proposed mobile home conforms to the following policy for Residential designated lands:

3.1(a)(i) - The primary use permitted in the Residential designation is single family residential.

As the surrounding area of Residential lands are primarily single-family dwellings, and there are no policies contained within the Official Community Plan (OCP) that direct the exclusion of manufactured or mobile homes from Residential land use, the proposal is conforming to 400 MacMillan Drive's current land use designation.

SPEA

Clearing of the site and disturbances to the pre-existing environment were done without first consulting with a QEP and obtaining an assessment report to ensure all work was done without impacting the environmentally sensitive areas (channelized stream). As determined by the subsequent QEP assessment report, the work done on site was done within the SPEA.

The provided SPEA report was completed based on a previous Site Plan, which required revision due to the proposed mobile home's location within the established SPEA. The revised Site Plan is attached as "Attachment A".

In addition to the revised site plan the principal recommendation from the retroactive report is *"for remediation of the unapproved development include a restoration plan where encroachment within the eventual SPEA is documented and erosion and sediment control measures to protect the SPEA and aquatic habitat for any areas of erosion concern."* The restoration of the SPEA is a requirement prior to the RAPR assessment's referral to the province for approval, which is needed before any further development of the site is to occur. It is staff's recommendation that if Council is to approve the requested Variances, that the RAPR approval be a condition of the DVP and to be submitted prior to Building Permit issuance. Please refer to the full QEP report, submitted along with this report as "Attachment B"

Zoning

The subject property is currently zoned Residential One (R-1), as are all surrounding lots with the same land use designation. The R-1 zone is quite restrictive and only permits, as a principal use, one single family dwelling, which includes a Manufactured Home / Mobile Home; however, due to site constraints due to the SPEA 30.0m buffer, the viable area of construction is significantly reduced. As a result, the applicant has requested Variances to the Width of Building and Conditions of Use of the Zone (listed in RED in Table 1).

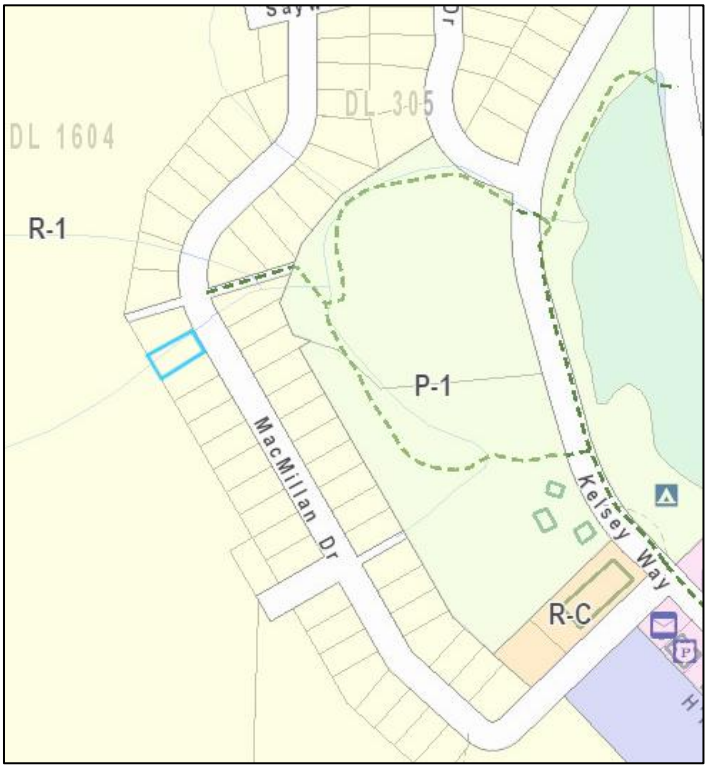
Table 1: Zoning Compliance Table

	R-1 Zone	Proposed R-1 Zone – Manufactured Home
GENERAL		
Buildings & Structures - Height	10.0m (32.8ft) for single family residential purposes.	10.0m (32.8ft) for single family residential purposes.
Parking Space Size & Location	1) All off-street parking spaces shall have a clear length of not less than 6.0m (19.6ft), a clear width of not less than 2.8m (9.2ft), and a clear height of not less than 2.1m (6.9ft). 2) No parking space in a parking area shall gain access directly from a street. 3) No parking shall be permitted within 1.5m (4.9ft) of any property line.	Information is missing from the application package and therefore cannot be assessed by staff as to whether there is conformance with Zoning requirements.
Number of Parking Spaces	2 per dwelling unit.	Information is missing from the application package and therefore cannot be assessed by staff as to whether there is conformance with Zoning requirements.
Parking Drainage	Each parking area shall be so graded and drained as to dispose of all surface water on-site or directed to a storm drainage system.	Information is missing from the application package and therefore cannot be assessed by staff as to whether there is conformance with Zoning requirements.
Parking Lighting	a) Each parking area containing more than 3 spaces shall be adequately lighted; b) Each parking area which is illuminated shall have the lighting placed in such a manner so as to minimize light falling onto abutting properties.	Information is missing from the application package and therefore cannot be assessed by staff as to whether there is conformance with Zoning requirements.
ZONE SPECIFIC		
Permitted Principle Uses	a) One single family dwelling.	a) One single family dwelling;
Permitted Accessory Uses	a) Home-based business; b) Bed & Breakfast; c) Boarding; d) Buildings, accessory; e) Secondary suites.	a) Home-based business; ~~b) Bed & Breakfast;~~ ~~c) Boarding;~~ d) Buildings, accessory; ~~e) Secondary suites.~~
Lot Size	The minimum lot area for subdivision is 668m² (7200 ft²).	Approximately 668.90 m^2 (7,200.0f^2).
Lot Coverage	Buildings and structures shall not cover more than 70% of the lot area.	Buildings and structures shall not cover more than 70% of the lot area. Proposed residence's approximate lot coverage is 8.75%.

Siting of Structures	**Except where otherwise specified in this Bylaw, no building or structure shall be located within:** a) 6.0m (19.6ft) of front and rear lot lines; b) 1.5m (4.9ft) of side lot line on a lot; c) 3.0m (9.8ft) of side lot line abutting a public road right-of-way; d) No accessory structure shall be located within 1.0m (3.3ft) of a rear or side lot line.	Site plan indicates that proposed development will meet these minimum setbacks; however, it provides no clear setbacks. Due to information missing from the application package, staff cannot assess as to whether the proposal is in conformance with Zoning requirements.
Width of Buildings	No building or structure other than accessory buildings or structures shall be less than 7.0m (22.9ft) in width.	Proposed building width is 4.27m (14.0ft) – Variance Requested.
Conditions	No single-wide mobile home including Z-240 certified homes as a whole or as a part of a building is permitted.	Proposed building is a single-wide mobile home including Z-240 certified homes – Variance Requested.

As outlined in the table above, Variances to both the permitted Width of Buildings and the Conditions of Use for the R-1 Zone are required. In addition to the requested Variances, several zoning requirements cannot be confirmed to be compliant due to information missing from the application package. These requirements, listed in blue in Table 1, include Parking Space Size & Location, Number of Parking Spaces, Parking Drainage, Parking Lighting and Siting of Structures.

Figure 3: Zoning Context Map



If Council decides to move forward and approve the proposed Variances, it is recommended that the permitted secondary uses be varied to no longer permit Bed & Breakfast, Boarding, or Secondary Suites. This is recommended upon reflecting the minimal buildable lot area remaining.

PUBLIC HEARINGS

A public hearing will not be held in accordance with Section 464(3) of the Local Government Act, as the proposal is consistent with the Village's OCP, and its sole purpose is residential development.

STAFF RECOMMENDATIONS

1) THAT Council receive this report and permit staff to provide public notification of the proposed application prior to Council consideration.

   OR

2) THAT Council receive this report and deny the proposed Variances for 400 MacMillan Drive.

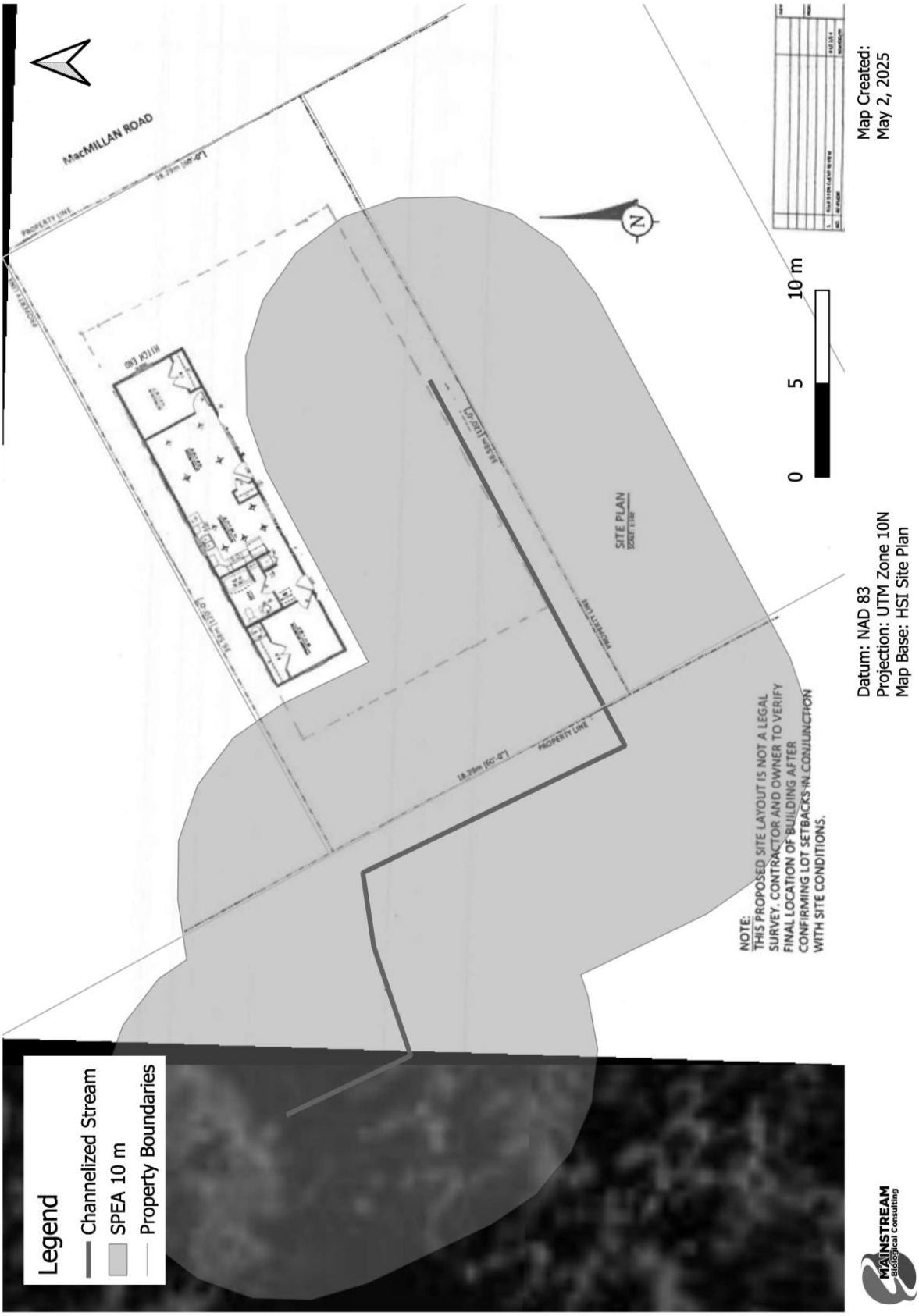
Respectfully submitted,

Corey Cooper

Corey Cooper
Planner
Village of Sayward

John Thomas
CAO

Attachment "A"



Attachment “B”

Council Meeting Date
July 15, 2025, 7:00 p.m.
652 H'Kusam Way

652 H'Kusam Way, Sayward, BC V0P 1R0

250-282-5512 / village@saywardvalley.ca

DEVELOPMENT VARIANCE PERMIT APPLICATION NO. XX-XX



The proposed Development Variance Permit is to permit a single-wide mobile home at 400 MacMillan Road (LOT 11, BLOCK L, DISTRICT LOT 1604, SAYWARD DISTRICT, PLAN 21662) zoned R-1.

The following variances to *Zoning Bylaw No. 309, 2000* are proposed to permit the modular addition:

1) Section 601 (6)
    a. FROM: "**Width of Buildings** – No building or structure other than accessory buildings or structures shall be less than 7.0m (22.9ft) in width."
    b. TO: "**Width of Buildings** – No building or structure other than accessory buildings or structures shall be less than 4.25m (13.94ft) in width."
2) Section 601 (7)
    a. FROM: "**Conditions** – No single-wide mobile home including Z-240 certified homes as a whole or as a part of a building is permitted."
    b. TO: "**Conditions** – A single-wide mobile home including Z-240 certified homes as a whole or as a part of a building is permitted."

Written Submissions & For More Information

Please submit all comments and written submissions to John Thomas by email at cao@saywardvalley.ca.